

President's Message



Shannon Irvin
VASBO President
2016-17

Colleagues,

Greetings from beautiful Nelson County, Virginia! Though it is still summer, we are busy readying ourselves for the start of the 2016-2017 school year! While the general public believes that all school employees are on vacation, we know the amount of painstaking work that goes on during the interim to prepare for a successful school year. From closing out the prior year, to setting up the new year's budget, buying materials and supplies, imaging technology, cleaning buildings, painting and general building & grounds maintenance, to inspecting buses and repairing bus seats, there is a lot to do to be ready for opening day. WHEW! I am tired just thinking of the work being done in all of our schools across the Commonwealth. And we know... none of this could be done without you to provide the guidance for the direction of resources to meet the needs of your division. Thank-you for all you do to support those who deliver a quality education to all children, regardless of race, color, socio-economic background, ability level or achievement level.

I have worked through the "good old days" – those where divisions would look to find out how much their budgets would increase from year to year - though I didn't realize how good I had it at the time. I thought that was how budgets worked. Costs went up, raises were granted every year and our funding was increased at the state and local level to meet the needs. Then the recession hit and everything changed... Budgets were not growing and some were even slashed, while costs were still going up. We were held even more accountable to our constituents for the expenditure of funds and many of us had less staff to meet the needs of the division. The need for quality School Finance Personnel has never been greater.

Though we are miles apart in geography, we are all mutually dependent upon one another in our roles in School Finance positions. When one of us fails, we all fail. We are all held, rightfully so, in high esteem and with high expectations that we possess the qualities of trustworthiness, honesty, integrity and professional competency. It is imperative that we be good stewards of the funds entrusted to us for the purpose of providing a quality education for all. As School Finance Professionals, you are under a microscope and your actions reflect upon the profession as a whole. Your personal and professional life must be beyond reproach or you risk your standing in the community and in the profession. Trust is a hard thing to gain back once it is lost, if it is even possible to do. When doubt is cast about the handling of funds for one division, that same doubt is cast upon others. Please understand this responsibility towards others that you have, whether you want it or not... it comes with the territory.

I encourage you to reach out to your VASBO colleagues whenever you have questions or concerns as I have found this organization to be an invaluable resource throughout my career. We are all in this together and together we can raise the bar towards educational excellence across the vast demographics of the Commonwealth of Virginia. Here's to a great School Year in 2017!

Shannon Irvin, VASBO President 2016-2017



Pictured left to right are Christie Fleming, Tina Cropp, Brook Thomas, Jonathan Miller, LaShahn Gaines, Christina Berta, Shannon Irvin, Mandy Hall and Tim Yetter

Introducing the VASBO 2016-17 Officers		
President	Shannon Irvin	Nelson County
President-Elect	LaShahn Gaines	Spotsylvania County
Treasurer	Brook Thomas	Northampton County
Secretary	Tim Yetter	Loudoun County
Director	Tina Cropp	Madison County
Director	Jonathan Miller	Chesterfield County
Director	Christina Berta	Williamsburg/JCC
Director	Mandy Hall	Salem City
Past President	Bill Bowen	Henrico County
SASBO Director	Christie Fleming	Dinwiddie County

Introducing the VASBO 2016-17 Committees		
ASBO Rep	Bill Bowen	Henrico County
Audit Committee	John Broderick	Prince George County
Cardinal Award Oversight	Deborah White	Goochland County
Constitution & Bylaws	Karen Murray	Middlesex County
Constitution & Bylaws	Tracy Shaver	Harrisonburg City
Continuing Education	Krista Kelly	Manassas Park City
5Share/5Sight	Lisa Frye	Frederick County
Legislative	David Cline	Prince William County
Legislative	Lisa Frye	Frederick County
Legislative	Barbara Stombock	Shenandoah County
Membership	Amy Eberly	Nottoway County
Membership	Katie Miano	Montgomery County
Membership	Chip Jones	Cumberland County
Nominations	Bill Bowen	Henrico County
Past President Liaison	Dennis Jarrett	York County
Resolutions	Marilyn Woodall	Chesapeake City
Resolutions	Vizel Townsend	Hampton City
Scholarship Chair	Penny Hodge	Roanoke County
Vendor	Tracey Worley	
Vendor	Amy Hardy	Pittsylvania County
Vendor	Misty Caish	Virginia Beach City
Vendor	Andrea Philyaw	Loudoun County
Vendor Reps	Dixcy Kilduff Paula Vercammen	American Fidelity Source4Teachers



Hotel Roanoke—Site of 2016 Spring Conference

VASBO 2016-17 Committees—Continued		
Technology Advisor	Bill Flaherty	Retired
Technology	Susan Casale	Loudoun County
Welcoming—Chair	JoAnne Wright	Gloucester County
Welcoming	Betty Clelland	Virginia Beach City
Wecoming	Monique Barnes	Hopewell City
Wecoming	Anita Kapper	Fairfax County

Who Are We?

We are the Virginia Association of School Business Officials (VASBO), a statewide membership organization in Virginia for individuals that work in school business. VASBO promotes the highest standards of school business practices for its membership through professional development, continuing education, networking and legislative impact and access to data analytics for decision making.

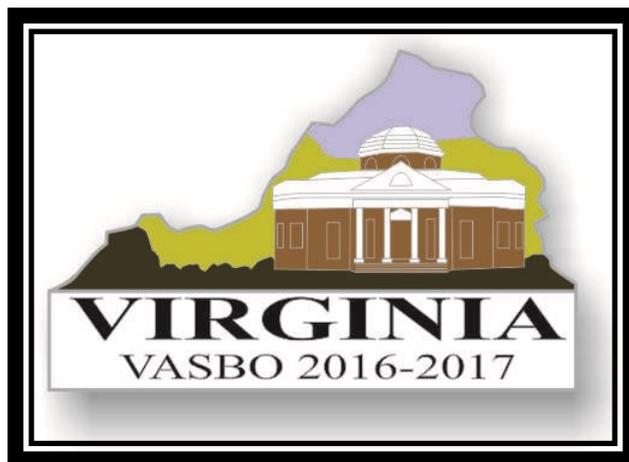
Benefits:

- **Conferences:** We offer fall, winter, and spring conferences geared toward school business issues including financial reporting and compliance related topics. We engage relevant speakers on topics that directly assist finance staff meet their professional responsibilities. In addition, we invite vendor representatives to provide you with information on products and services available to meet the needs of your school division.
- **Collaboration:** Every VASBO member is encouraged to participate in the VASBO networking platform which provides a discussion board, a pictorial member directory, and a resource library.
- **Networking:** We offer opportunities to meet and network with other school divisions in your region and across the state. Several of our regions meet separately and regularly throughout the year to further share ideas and concerns.
- **Certificate program:** We offer a professional development program through the University of Virginia to provide members with a broad exposure of School Finance roles and responsibilities to strengthen their knowledge base.
- **Continuing Education:** We offer Continuing Professional Education credits for conference workshops to assist members in maintaining their professional licenses and certifications.
- **Legislative Updates:** We are active in formulating and communicating our legislative platform to affect Education Policy within the Commonwealth.
- **Data Analytics:** Virginia school divisions have access to a data analytics platform that contains datasets submitted by school divisions to the Virginia Department of Education. The cloud-based platform provides raw data as well as visualizations for 100% of Virginia divisions including student enrollment, demographic, and achievement data. It also contains financial, staffing, salary, transportation, and health insurance information.

Why don't you visit the VASBO website at www.vasbo.org and join/rejoin VASBO?

Fall Conference and other Professional Development Opportunities

While the VASBO Directors are still finalizing the Agenda for the Fall Conference, VASBO is excited to announce that there will be a new collaboration between VASBO and the State Department of Education to bring quality professional development opportunities to the membership. We anticipate an extended session to decipher funding formulas, expenditure tracking expectations and more! Learn more at the Fall Conference in Charlottesville, VA at the Omni Hotel on November 3-4, 2016!



VASBO ANNUAL CARDINAL AWARD

The Virginia Cardinal Award is VASBO's premier recognition given to one of its members each year for exemplifying professionalism, leadership, and innovation in the field of school business management. The award winner is announced at the Spring VASBO conference. The winner also attends the Southeast Association of School Business Officials (SASBO) the following year and is recognized as the Outstanding School Business Official for the Commonwealth of Virginia.

Nominations are accepted year round but close on February 28th for the current award year. If you know a member of VASBO who has made a significant impact in local and state school business finance, please complete the [Cardinal Award Nomination Form](#) and email it to Debbie White at dwhite@glnd.k12.va.us by February 28, 2016.

The current Cardinal Award winner is Joanne C. Wright, Director of Budget and Finance for King and Queen County Public Schools. She is a Past President of VASBO and currently serves in a new VASBO role of Welcoming Committee. She has spent her entire 28 year career in either King and Queen County or Gloucester County Public Schools. She was instrumental in aiding Gloucester County Public Schools through both the recent economic downturn and a 2011 tornado that destroyed a middle school as well as resolving inequities and loss of competitiveness in the teacher salary scale. In August 2015 she returned to King and Queen County Public Schools (where she had started) to aid them under a new superintendent. As her superintendent, Dr. Carter, says she "always does the right thing, whether it is in her thoughts, words or actions...she has taken on the challenge of leading individuals to achieve goals and inspire them along the way...Mrs. Wright's innovation in the field of budget and finance is evident in every project, report and document she prepares. The result is always the same: positive and professional." Her peers, likewise, value her willingness to mentor others as well as how much she has contributed to VASBO and its membership over the years.

Past winners of the Cardinal Award include:

FY2009 Edith Williams – Richmond County
FY2010 James Meyer – Spotsylvania County
FY2011 David Cline - Prince Williams County
FY2012 Williams Flaherty – Spotsylvania County
FY2013 Dennis Jarrett - York County
FY2014 Penny Hodge - Roanoke County
FY 2015 Lisa Frye—Frederick County

Submitted by Deborah White, 2016-17 Cardinal Award Oversight Chair



JoAnne Wright receiving her Cardinal Award from
Debbie White, Cardinal Award Oversight Committee
Chair

SASBO Report:

There was 4 Attendees from Virginia @ the 2016 Spring SASBO Conference in Louisiana. Fun & professional development was had by all.

I appreciate the experience & time I have been able to serve as the Virginia Director for SASBO. Christie Fleming, Past VASBO President from Dinwiddie County Public Schools will be taking over for the 2016-2019 term.

I will be staying on as a member of the Emerging Leaders Committee for SASBO.

DATES TO REMEMBER:

June 5-7, 2016

Officers Meeting & Board Conference call TBD
Rosen Plaza – Orlando, FL

September 18-23, 2016

SASBO Board of Director's Meeting
Rosen Plaza – Orlando, FL

January 23-25, 2017

SASBO Board of Director's Meeting
Hilton Asheville Biltmore Park, Asheville, NC

January 25-27, 2017

Leadership Summit,
Hilton Asheville Biltmore Park, Asheville, NC

April 1-6, 2017

SASBO Spring Conference & Discovery Forum
Rosen Plaza, Orlando, FL

Submitted by: Misty Caish, SASBO Director 2015-16

ASBO Award Winners

Virginia is blessed this year to have two ASBO Award Winners that will be recognized at the Fall ASBO Conference and Expo in Phoenix, AZ September 23-26, 2016.

First is Leslie Peterson, Budget Director at Arlington Public Schools who was announced to win a Pinnacle of Achievement Award for her project *Building Community Engagement and Understanding in the Budget Process*.

In addition, Lisa Frye, Executive Director of Finance in Frederick County Schools is a finalist in winning an Eagle Award. According to John Musso, Executive Director of ASBO, there were 12 great presentations submitted but only four were selected to be moved to the Finalist stage. Interviews will take place late in July at ASBO headquarters to determine who wins the International Eagle Award and the other three Distinguished Eagle Award.

Let us congratulate both Leslie and Lisa for their achievements.

Legislative Program and Input

Each year, VASBO develops and the membership approves a number of legislative positions representing our concerns to the General Assembly. We are currently in the process of updating the package in preparation for the next legislative session. There are a great many items to consider, ranging from re-benchmarking, support costs, charter schools, and etc... The current legislative program for FY 2016 can be found on the VASBO web site or by [clicking here](#). Please review the materials and provide your input and updates by August 19, 2016 to Dave Cline at clined@pwcs.edu. The Legislative proposal will be voted on at the Fall Conference business meeting.

Submitted by Dave Cline, Legislative Committee Chair

VASBO Scholarships

VASBO offers annual scholarships to deserving high school seniors to attend college. To be eligible, an applicant must be the child or grandchild of a member in good standing of VASBO. The applicant's sponsor must be a current VASBO member for four consecutive years, that includes the current year.

The successful applicant will be chosen based upon the VASBO Scholarship Committee's assessment of the applicant's academic achievement, character, school, and community service, and career goals. The recipients will be chosen after the deadline and announced immediately thereafter.

Scholarship recipients will be invited to the VASBO Spring Conference, typically held in May each year. Each recipient will be formally recognized at the Cardinal Award Lunch which is on the second day of the three day conference.

Application

Please review the application form located on the VASBO website under the Members Only section. If you have any questions please contact Penny Hodge at phodge@rcs.k12.va.us.

Deadline—All required information and forms must be submitted and postmarked by March 1, 2017 to:

Penny Hodge
VASBO Scholarship Chair
5937 Cove Road
Roanoke, VA 24019

Scholarship Winners from 2016 Spring Conference



Pictured above is BreShahna Gaines with her Mom, LaShahn Gaines from Spotsylvania County. There were two other winners that were not present at the VASBO Spring Conference but won scholarships from VASBO. They are Cameron Cosby, son of Past president Wayne Cosby, and Alea Sharpe, granddaughter of Past President Bill Flaherty

VASBO Past Presidents

Past Presidents are still an integral part of the VASBO organization by being members of the Nominations Committee. Nominations for next year directors and officers are discussed and approved at the Winter Conference and to be voted on at the Spring Conference. Each year at the Spring Conference VASBO honors the Past Presidents at a reception. All VASBO Past Presidents are invited to all VASBO Conferences in 2016-2017.



Past Presidents at Spring Conference include Bob May, Edie Williams, Bill Flaherty, JoAnne Wright, Glenn Burdick, Janet Brown, Steve Bateson, Christie Fleming, Dennis Jarrett, Jim Ward, Dave Cline, Jim Thorsen, Wayne Cosby and Penny Hodge

Past Presidents

Organizational Meeting		1965	Stephen	Partin	1990-91
W.C.	Campbell	1965-66	Glenn	Burdick	1991-92
Clement	Jacobs	1966-67	T. J.	Bise	1992-93
Bayes	Wilson	1967-68	Bobby	Hall	1993-94
Earle	Buffington	1968-69	Dave	Papenfuse	1994-95
Leon	Cashwell	1969-70	Alexander	Bostrom	1995-96
Marvin	Sutphin	1970-71	Norma	Frye	1996-97
Richard	Wingfield	1971-72	James	Beckner, Jr.	1997-98
Rolland	Bowers	1972-73	Janet	Brown	1998-99
John	Schneider	1973-74	Raymond	Leonard	1999-00
Joseph	Ringers, Jr.	1974-75	Robert	Aylor	2000-01
Jerome	Stern	1975-76	Robin	Corson	2001-02
Paul	Quintrell	1976-77	Steven	Bateson	2002-03
Virginia	Thomas	1977-78	James	Thorsen, Jr.	2003-04
David	Alexander	1978-79	Fred	Cabler	2004-05
Nathan	Young	1979-80	James	Meyer	2005-06
John	Shughrue	1980-81	Leslie	Peterson	2006-07
George	Atwell	1981-82	David	Cline	2007-08
Joseph	Black	1982-83	Dennis	Jarrett	2008-09
Colleen	Dryden	1983-84	Christie	Fleming	2009-10
F. Carroll	Alexander	1984-85	William	Flaherty	2010-11
John	Ryder	1985-86	Joanne	Wright	2011-12
Wayne	Mehanes	1986-87	Penny	Hodge	2012-13
Jim	Ward	1987-88	Lisa	Frye	2013-14
Bob	May	1988-89	Wayne	Cosby	2014-15
Edith	Williams	1989-90	Bill	Bowen	2015-16

Open Letter to All Past Presidents



Letter to all VASBO Past Presidents:

Thanks to all of the past president's who participated in VASBO Conferences over the past years. Whether it was participating in the learning sessions, networking, or presenting, your participation greatly contributed to the success of the conferences. To highlight just one item, VASBO received numerous positive comments regarding the Past President's Panel Discussion that was held at the 2015 Spring Conference. Your leadership in public education and in the VASBO organization inspires and leads others in the profession today.

VASBO continues to grow and prosper, and past presidents are a major contributing factor to that success. VASBO continues to recognize the value you bring to the membership by extending into fiscal year 2017 the following benefits to past presidents.

For *retired* past presidents, VASBO will waive the registration fees for all conferences. In other words, retired past presidents can attend the fall, winter, and spring conferences free of charge. Lodging, golf, and special events are not included in this offer. In addition, all past presidents will continue to enjoy free membership to the Virginia Association of School Business Officials (VASBO) - your professional organization, retired or not.

VASBO invites all past presidents to share experiences, tell stories, and model leadership for its members. Your contributions add value to VASBO's newest generation. Please consider joining the program lineup by being a presenter or a discussion leader; or perhaps you have another idea. Contact me, your liaison, and we'll get you plugged into service!

VASBO hopes you will take advantage of these benefits and our invitation to participate or be a presenter. The organization truly values your past service to the organization and the expertise you bring to the profession.

If you should have any questions or would like additional information, please feel free to contact me.

Sincerely,

Dennis R. Jarrett
VASBO Past President Liaison
djarrett@ycsd.york.va.us
757-898-0449



Steve Bateson
Executive Director

Executive Director's Report

VASBO has completed its 51 st year with William "Bill" Bowen as President. This is the first Spring Conference I can remember that the outgoing President was sick and did not attend most of the festivities. Bill is feeling much better and has moved from Poquoson Public Schools to Henrico County Public Schools as Assistant Superintendent. The Spring Conference attendance was not as much as previous years, but each section of the state was represented at the conference and we even had one new member come to the Spring Conference. VASBO looks forward to presenting three great conferences for the upcoming year. The Directors are already planning the programs for the Fall conference. Details should be available soon.

I want to thank all of VASBO members that responded to the latest survey sent out from VASS/VASBO to help with planning future continuing professional education offerings. The information was shared with the Directors and Continuing Education Chair for their review. I was part of a meeting in Early June with Ben Kiser and Andy Stamp of VASS as we planned for the survey. At that meeting drive in workshops were planned for December 13, 2016 at the Hotel Roanoke in Roanoke, VA and December 15 at VCU 907 Floyd Ave, Richmond, VA. More details will be coming. In addition, VASS has invited VASBO to their Winter Conference at the Crowne Plaza Hotel in Richmond on January 11-12, 2017. Please mark your calendars for these important dates.

Lastly, VASBO has a new look to their Career Center page that was provided by Yourmembership.com. The look is a little lighter but the data is still there and all jobs and login data was migrated to the new system. Check it out!

Mark Your Calendars for upcoming VASBO Conferences.

Fall 2016 Conference—November 3-4, 2016
Omni Hotel, Charlottesville, VA

Winter 2017 Conference—February 16-17, 2017
Richmond Marriott Downtown, Richmond, VA

Spring 2017 Conference—May 31-June 2, 2017
Williamsburg Lodge, Williamsburg, VA



Past Presidents Jim Thorsen and Steve Bateson. Jim followed Steve as President and they have traveled to conferences ever since.

PICTURES:

VASBO 2016 Spring Conference pictures can be seen by clicking [here!](#)



Jim and Fran Ward

Virginia ASBO and Forecast5 Partnership Update

Purpose:

To expand the capacity of Virginia school business officials by providing a cloud-based business intelligence software comprised of comprehensive data for comparative analytics (5Sight) and a collaborative forum for increased networking (5Share).

- PartnersForecast5 Analytics, Inc. (Naperville, Illinois) was founded to assist localities and organizations in using data to synchronize finance resources and strategic plans.
- The Virginia Department of Education (VADOE) agreed to work with VASBO which allows for the compilation of data which can be utilized for research, comparison, and analysis.
- The Virginia Association of School Superintendents (VASS) joined the partnership during the 2014-2015 fiscal year.
- VASBO is proud to be the lead association in VA, which is one of fourteen states providing these platforms to school divisions.

Status Report and Goals:

- The 5Share discussion board has over 120 discussions that have taken place since the platform started. Positive comments/feedback from users and “watchers” regarding the helpful nature of the posts. It is a tremendous learning environment for young and old (more seasoned) sbo’s.
- More member pictures In the 5Share directory would be helpful so folks can associate a name with a face.
- About 25% of VA divisions are participating in the 5Sight platform with about six more potentially ready to join.
- Current plan of action includes the following:
 1. Enhance website connectivity for VASBO members from the VASBO website so members have 1) a description of this resource/benefit, 2) friendly notice that it's free, 3) pictures/testimonials about learning opportunities - especially for new school business folks, 4) linkage to the partnership description, which in turns pulls in VASS's participation, DOE's support
 2. Activate a 2nd generation of thought leaders for further platform improvement
 3. Sustain a positive relationship with VA DOE budget staff to ensure data flow and to strive for data improvement
 4. Transition conference "user group" sessions to project-oriented sessions
 5. VA tour/regional workshops for further growth of the 5Sight participation

Reminder information

- 5Share collaborative network is FREE to all VASBO members
- 5Sight subscriptions for access to data analytics are priced based on the size of the school division operating budget and range from \$3,000 to \$10,000.

VASBO wishes to thank our Vendor Members and especially our Sustaining Sponsors that contribute not only funds but their time and expertise to make VASBO a better organization. VASBO is actively updating vendor memberships starting 7/1/2016. Each time a member has interaction with a vendor member please say a hearty Thank You!



Our Family, Dedicated To Yours.®



VACORP

Vendor Members 2015-16

Name	Sponsorship	Primary Contact
American Fidelity Assurance Company	Diamond	Dixcy Kilduff
Forecas5 Analytics	Diamond	Mike English
VACORP	Platinum	Stephanie Heintzman
Virginia Retirement Specialist	Platinum	Robert Cox
Horace Mann Insurance	Platinum	Donny Brown
Frontline Technologies	Platinum	Phil Carr
Sourse4Teachers/Mission One	Platinum	Paula Vercammen
GCA Education Services	Gold	Russell Leboff
Baron Stage and Curtain	Gold	Joseph Stelmack
TRA School Software Solutions	Gold	Mallory Wiggs
RDA Systems	Gold	Dave Davis
Pierce Group Benefits	Gold	Donna Nixon
American Express Global Payments	Gold	Michele Webb
Data Business Systems	Silver	Larry Harmon
AXA Advisors	Silver	Jackie Fabitore-Matheny
Ameresco	Silver	Richard Ritter
Keystone Information Systems	Silver	Judd Van Dervort, Jr.
K12 Enterprise	Silver	Jeremy Fass
Mark III Employee Benefits	Silver	David Browder
Online School Management Systems	Silver	Tony Watkins
PSST, Inc	Silver	Gina Hiles
SSC Services Solutions	Silver	Matt Cooter
The Omni Group	Silver	Mark Buckley
Wellington Benefits	Silver	Carol Schutte
Old Dominion Insurance and Investments, Inc.		S. Bryce Allen
Johnson Controls		Whit Blake
First Student		Jim Woods
First investors Corporation		Michael Lawston
Kelly Education Services		Mark Teske
Mega Office Supply		Will Cotton
School Dude		Scott Carpenter
Liberty Mutual Insurance		Kristen Brady
United Bank		Ashley Carter
V M L Insurance Programs		Robert Lauderberg
US Communities	Partner	Tyler McCall



ASBO REPORT

ASBO Conference: The ASBO Annual Meeting and Expo is taking place September 23–26, 2016 in Phoenix, Arizona. The annual ASBO scholarship Emerging School Business Leaders deadline for applications is May 1 of each year. The scholarship provides \$2000 to members with less than 5 years experience to attend the Annual Meeting in the Fall.

Eagle Award: This award is presented to one individual who best exemplifies visionary leadership in school business management. It includes a \$5,000 scholarship to present to a high school senior of your choice and an all-expenses paid invitation to attend the prestigious Eagle Institute leadership conference. The deadline for applications is June 1 of each year.

Eagle Institute: The Eagle Institute is taking place in Williamsburg, Virginia July 19-22, 2016. At this leadership development event, you'll gain a 360-degree view of leadership concepts from both an academic and philosophical perspective. Limited to only 40 participants, you'll have the unique opportunity to closely examine your personal leadership approach and connect with other school business leaders—leaving you inspired professionally and personally. - See more at: <http://asbointl.org/meetings/eagle-institute#sthash.yVDPot48.dpuf>.

Pinnacle Award: This award recognizes school business officials for outstanding practices and new ideas—from every field of school business management—that have enhanced schools and the lives of students. The top Pinnacle Award earns your district up to \$5,000 of school furniture and increased recognition and credibility, up to \$5,000 for the winner, recognition in ASBO publications, and an all-expenses-paid trip for you and a guest to ASBO International's Annual Meeting & Expo. The deadline for applications is May 1 of each year but it is never too late to be considering this award for next year.

Certificate of Excellence in Financial Reporting: Transparency and fiscal accountability are critical in today's dynamic education environment, so there's never been a better time to apply for ASBO International's Certificate of Excellence in Financial Reporting (COE). The deadline for applying is December 31 of each year.

Meritorious Budget Award: This award is designed to recognize excellence in school budget presentation, while enhancing your skills in developing, analyzing, and presenting a clear and effective budget. The deadline for applications is within 90 days of the legal approval of your school budget. There is a new Pathways to MBA program specifically designed for first year applicants.

Certified Administrator of School Finance and Operations (SFO): The SFO designation defines the essential skills and knowledge that every effective school business professional should possess and lets employers know that you have real-world, practical expertise that can be readily applied to the current work environment. Economic challenges continue to have a huge impact on our schools and force difficult choices. In complex financial situations, it is important that you demonstrate to your community that the school's finances are managed by a knowledgeable and ethical administrator.

All of these programs are further detailed at the ASBO web site at the following address: <http://www.asbointl.org/about/overview>

Submitted by: Bill Bowen ASBO Representative 2016-17

Is Your Section 125 Plan in Compliance?

A Section 125 Plan is a great program that allows employees to purchase certain eligible benefits on a pre-tax basis. Regularly reviewing your plan to ensure it is compliant with IRS regulations will help it remain a valuable part of your employees' overall benefit package. Areas of your plan that should be reviewed are listed below.

Plan Document Requirements

To remain in compliance with IRS regulations, the plan must be in writing and must operate in accordance with its written plan terms. You should have an up-to-date copy of the plan document. The document should be reviewed periodically by the employer and any plan changes properly included. In particular, you should verify the following items are correct in the plan document:

- Plan year,
- Insurance benefits, carriers, and descriptions,
- Eligibility of the insurance benefits offered under the plan,
- Eligibility requirements for participation in the plan,
- Flexible Spending Account (FSA) minimum and maximum contributions (if offered),
- Non-elective (employer) contributions and elective (employee) contributions.

Plan Design Requirements

A Section 125 Plan must offer a choice between at least one taxable benefit (such as salary) and one qualified benefit (such as major medical coverage). A plan that does not offer this choice is not a Section 125 Plan and may be disqualified by the IRS in the event of an audit.

The plan must only offer eligible benefits as defined by IRS regulations. These include major medical plans (insured plans, HMOs, PPOs, high deductible health plans, and self-insured plans), dental plans, vision plans, cancer coverage, disability coverage (long and short-term), and certain term life insurance. It could also include Flexible Spending Accounts (FSAs) such as a Dependent Day Care Flexible Spending Account (Dependent Day Care FSA), Health FSA (also known as an Unreimbursed Medical Account), as well as Health Savings Accounts (HSAs). Offering benefits, other than eligible benefits, is not allowable. You should have signed election forms for each employee that either shows the benefits elected under the 125 Plan or that the employee is waiving participation under the 125 Plan.

The 125 Plan must also follow specific terms included in the document, such as those pertaining to the grace period (if offered) and eligible mid-plan year election changes.

To see the whole article please [click here](#).



Dixcy Kilduff
American Fidelity

Article included through permission of American Fidelity Assurance Company



Strategic Sourcing Summit

Saving you **valuable time and money** through **competitively solicited contracts** by a lead public agency



Join the Virginia Association of School Business Officials, the City of Richmond, and the U.S. Conference of Mayors for a free regional event to learn how to save time and money through the U.S. Communities program.

Network, enjoy lunch, ask questions and share feedback.

Don't miss the opportunity to:

- Learn about new solutions that can benefit your department
- Connect with U.S. Communities' suppliers to receive their lowest overall government pricing for these products and services:
 - Facilities
 - Office & School Solutions
 - Technology, Safety & Security
 - Specialty

August 16, 2016



10:00am-1:00pm



**Libbie Mill Library
2100 Libbie Lake East St
Henrico, VA 23230**

Please invite your colleagues from: Facilities, IT, Fleet, Parks & Rec, Police, Fire & EMS, HR & Office Admin, Public Works, and Airport & Port Authorities

Special Guest Speakers:

Trade Show | Lunch Provided | Free Parking On-site

For more information, contact Sarah Lindsay at slindsay@naco.org.

REGISTER NOW!



Ms. Selena Cuffee Glenn, Chief Administrative Officer for the Richmond Mayor and Steve Bateson, Executive Director of the Virginia Association of School Business Officials



U.S. COMMUNITIES™
GOVERNMENT PURCHASING ALLIANCE

