



VASBO  
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September 6, 2018

Dear School Business Officials,

The Virginia Association of School Business Officials (VASBO) is pleased to announce that we will be hosting our 54th Fall Conference on Thursday, October 11<sup>th</sup> and Friday, October 12<sup>th</sup> at the Wintergreen Resort in Wintergreen, Virginia. Our conference theme for this year is "Beacon to Success".

On Thursday, we are offering a Google (G Suite) Users Group session in the morning and a Pre-Conference session in the afternoon on HR for the Finance Person. The first two hours of this session is for all members - not just those of you who are considering taking the SFO exam. After that, you can choose to stay for the final hour, when we will switch gears to talk about SFO Exam preparation and VASBO's plans to host a study group again this year. On Friday, the conference sessions will include topics in four professional development tracks: Budgeting, Compliance, Financial Reporting and School Support. For more details, see the Conference at a Glance document below. Also, on Thursday Morning, VACORP will be sponsoring a golf outing at one of Wintergreen's golf courses that is free for VASBO members – just email [admin@vasbo.org](mailto:admin@vasbo.org) to sign up. Vendors will be assessed a slight fee.

In addition, for the Fall Conference, VASBO will offer three registration fee options (see below).

- Option One - Thursday Sessions only - \$80
- Option Two - Friday Sessions only - \$90
- Option Three - Full Conference Rate - \$140

Each school district that registers three or more employees for the Friday sessions or the Full Conference will be entered into a drawing for \$500 to be used for refreshments during your finance team meetings and/or school bookkeeper in-service training sessions. An incentive will also be offered to divisions sending two employees to either the Friday sessions or the Full Conference!

We hope you will consider attending the Fall Conference - please [click here](#) to register today. If you are in need of hotel accommodations, call 434-325-2200 by **September 19, 2018** to make your reservations. Just mention "VASBO" when you call to ensure you get our group rate of \$119 for single accommodations, \$139 for one Bedroom Condo, and \$209 for two Bedroom Condo.

Thank you for the great work that you do each day for students, teachers, staff and administrators in the Commonwealth of Virginia and special thanks to our VASBO Directors for their excellent work in planning the Fall conference. See everyone in Wintergreen!

*Steve Bateson*  
Executive Director

*Brook Thomas*  
2018-2019 President

## Fall VASBO Conference at a Glance

**THURSDAY, OCTOBER 11, 2018**

8:00 am – 12:00 noon	<b>Golf outing Sponsored by VACORP</b>
8:00 a.m. - 9:30 a.m.	Conference Registration
9:30 a.m. - 12:30 p.m.	<b>Google Suite Users Group</b>
10:00 a.m. - 11:30 a.m.	<b>Executive Committee Meeting</b>
12:30 p.m. - 1:00 p.m.	Pre-Conference Session Registration
1:00 p.m. - 4:00 p.m.	Pre-Conference Session: <b>Human Resources for the Finance Person (1pm – 3pm)</b> <i>(For all members - not just those who are planning on taking the SFO exam)</i> <b>SFO Exam Preparation &amp; Discussion (3pm – 4pm)</b> <i>(Optional, no-commitment session on SFO exam prep &amp; VASBO Study Group plans)</i>
4:00 p.m. - 5:30 p.m.	<b>VASBO Management Team Meeting</b> (Executive Committee and Committee Chairs)
5:30 p.m. - 7:00 p.m.	<b>Appreciation Reception for All Management Team Members</b> (Committee Chairs, Committee Co-Chairs & New Members)
7:00 p.m. - 8:30 p.m.	<b>Team Building Activity/Networking</b> (All VASBO Members) Prizes & Giveaways Facilitator: Forecast5, American Fidelity/AXA Advisors

## FRIDAY, OCTOBER 12, 2018

6:00 a.m. - 7:00 a.m.	Fun Run/Walk
8:00 a.m. - 8:30 a.m.	Registration & Breakfast
8:30 a.m. - 9:45 a.m.	Welcome and Opening Remarks from VASBO President General Session #1: <b><i>Vicki Hitzges, Motivational Speaker</i></b> <b><i>Dominate Deadlines: Power Punch Your "To Do" List</i></b> VASBO Business Meeting
9:45 a.m. - 10:00 a.m.	Break/Vendor Networking
10:00 a.m. - 11:00 a.m.	Concurrent Sessions (Number One): Track 1 – <b>OMEGA Reimbursements</b> Track 2 – <b>Procurement Updates</b> Track 3 – <b>Payroll Audit Techniques</b> Track 4 – <b>Sexual Harassment</b>
11:00 a.m. - 11:15 a.m.	Break/Vendor Networking
11:15 a.m. - 12:15 p.m.	Concurrent Sessions (Number Two): Track 1 – <b>Lunch Shaming and other Nutrition Updates</b> Track 2 – <b>Taking the Mystery out of School Finance</b> Track 3 – <b>Non-Traditional Pay Structures</b> Track 4 – <b>Workman's Compensation Rules and Best Practices</b>
12:15 p.m. - 12:30 p.m.	Break/Vendor Networking
12:30 p.m. - 1:45 p.m.	Student Entertainment, Lunch & Recognitions
1:45 p.m. - 2:00 p.m.	Break/Vendor Networking
2:00 p.m. - 3:00 p.m.	Concurrent Sessions (Number Three): Track 1 – <b>VNAV Reporting and Reconciliations</b> Track 2 – <b>Payroll Best Practices</b> Track 3 – <b>Stakeholder Engagement</b> Track 4 – <b>New VASBO Website Navigation</b>
3:00 p.m. - 3:15 p.m.	Break/Vendor Networking
3:15 p.m. - 4:15 p.m.	General Session #2: <b><i>ESSA Updates and Reporting Requirements – Panel Discussion</i></b>
4:15 p.m. - 4:30 p.m.	Closing Remarks and Presentation of the Attendance Award Incentives