Professional Development Workshops

About our 2015-16 Course Catalog

The California Association of School Business Officials (CASBO) offers timely, relevant professional development to its members.

Our 2015-16 catalog covers a wide variety of topics and strives to fulfill the needs of California’s school business professionals at all stages of development. The expert presenters we’ve gathered understand the need for continually evolving content that responds to the funding and policy changes in the state’s education system.

Attend a CASBO workshop and leave prepared to implement the solutions you’ve learned. String together a handful of workshops, and you’ll be well on your way to a CASBO professional certification!*

Take a look at what CASBO has to offer, and invest in your career. Your organization, your resume and the students you serve all will benefit from your commitment to professional growth.

Registration available August 1, 2015.

Visit casbo.org for details.
## Workshops by Certification

Approved workshops can be used to satisfy renewal requirements for all CASBO certifications. Certain workshops may be eligible for credit toward initial certification applications.

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CASBO on-site workshops . . .
Delivered to your door!

See a course you like but find it tough to leave the office?

Choose any class from the catalog and schedule an on-site workshop at your district or county office. CASBO’s on-site workshops are packaged and delivered to your door, designed to cut down on travel costs and out-of-office replies.

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Contents

Schedule At-A-Glance ................................................. 6
Workshop Registration & Policies .............................. 9
Workshops

Regional Workshops

  1099 Reporting Concepts ........................................ 10
  Accounts Payable: How to Pay the Bills ....................... 11
  Associate Member Academy .................................... 12
  Budget Basics & Beyond ....................................... 13
  Advanced Budgeting ............................................ 14
  NEW! Best Practices in Child Abuse Awareness & Prevention 15
  Contracts: The Foundation .................................... 16
  Advanced Contracts ............................................ 17
  CUPCCAA: Public Works Simplified ......................... 18
  Leaves of Absence ............................................. 19
  Legal Aspects & Hands-on Accounting for Student Body Organizations 20
  Maximizing ADA & Maintaining Compliance with Independent Study 21
  NEW! The New Realities of Fraud Prevention in Schools ......... 22
  Payroll Compliance & Calendar Year-end Reporting .......... 23
  Payroll Concepts ............................................... 24
  NEW! Project Management Essentials for the Unofficial Project Manager 25
  Pupil Attendance Accounting Strategies for Business Office Personnel 26
  Pupil Attendance Accounting for School Site Personnel .......... 27
  Purchasing 101 & 201 .......................................... 28
  SACS: Basic Concepts ......................................... 29
  SACS: Advanced Concepts .................................... 30
  Student Fees: What Charges Are Allowable? ................. 31
  Year-end Closing ............................................... 32
  NEW! Connect Collective Bargaining to LCAP Goals .......... 33
  NEW! Smart Cleaning: More Work with Less Sweat .......... 34
  NEW! Guide to Tech Talks for CBOs .......................... 35

Leadership Series

  NEW! Management & Supervision 101 ......................... 36
  NEW! Advanced Management & Supervision .................. 37
  Situational Leadership II ..................................... 38
  The Speed of Trust ............................................ 39
  NEW! DISC Trainings .......................................... 40

Coming In 2015-16 ................................................... 41

Partners ............................................................... 42
## Schedule At-A-Glance

<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Date</th>
<th>Location</th>
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</thead>
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<td><strong>NEW! Best Practices in Child Abuse Awareness &amp; Prevention</strong></td>
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<td>NEW! The New Realities of Fraud Prevention in Schools</td>
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<td>Payroll Compliance &amp; Calendar Year-end Reporting</td>
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<td>Pupil Attendance Accounting Strategies for School Site Personnel</td>
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<td>Student Fees: What Charges Are Allowable?</td>
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<td>NEW! Smart Cleaning: More Work with Less Sweat</td>
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<td>NEW! Guide to Tech Talks for CBOs</td>
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<td>NEW! Management &amp; Supervision 101</td>
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<td>Situational Leadership II</td>
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<td>The Speed of Trust</td>
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Workshop Registration & Policies


Early-bird Registration Discount
Early-bird registration discounts apply to most CASBO workshops. All CASBO Members can enjoy these savings on applicable classes up to one month before the date of the event.

Membership Savings
Individual CASBO Members pay the member rate for all regional workshops and some workshops in CASBO’s leadership series. As an organizational member, all of your district or county office of education employees receive the member rate, too. A workshop participant must be a paid member at the time of registration to enjoy the member discount.

Late/Walk-in Registration
The deadline to register for workshops is five (5) business days before the date of the event; any registrations after that must be completed on site and will be accepted on a space-available basis only. Walk-in registrations must be accompanied by a purchase order or check (no cash or credit) for the member or non-member standard/walk-in amount. If there are not enough materials available to on-site registrants, CASBO will ship materials to you after the workshop.

Cancellation Policy
Cancelling requests must be in writing. You may fax your cancellation request to (916) 447-3794, or email it to PD@casbo.org. A $45 fee is charged for workshop cancellations.*

There are no refunds for no-shows on the date of the event or for requests received less than ten (10) business days prior to the event.

CASBO reserves the right to cancel any workshop with fewer than 25 participants in a single location. If CASBO cancels a workshop, registrants will receive a full refund.

* $85 cancellation fee for Situational Leadership II and The Speed of Trust workshops.

**Discounts available for teams of six or more.
Workshop Dates & Locations

November 9, 2015 | Eureka
Humboldt County Office of Education
901 Myrtle Ave., Eureka, CA 95501

November 16, 2015 | Ontario area
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

November 17, 2015 | Hayward
Alameda County Office of Education
313 West Winton Ave., Hayward, CA 94544

November 20, 2015 | Fresno
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

December 3, 2015 | Redding
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001

December 4, 2015 | Sacramento area
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

This full-day workshop includes materials & a catered lunch.
CASBO Continuing Education Units (CEU) 6.5 hours

Who Should Attend
New and seasoned district accounting and purchasing personnel who work with vendor Forms W-9 and Forms 1099.

Workshop Topics
The latest updates for current reporting, identifying taxpayer numbers for Form W-9, communicating with your vendors, reporting certain types of vendor payments, filing Form 1099-Misc., making Form 1099-Misc. corrections, California reporting requirements and required vendor forms, special requirements and forms for hiring foreign vendors and proper handling of backup withholding issues.

Workshop Summary
Attendees learn best practices to ensure they are properly setting up vendor accounts and payments to comply with IRS and the state of California reporting requirements. The speaker reviews updated reporting requirements and pending legislation related to the financial risks for increased penalties, as well as ways that districts can utilize procedures to comply with the regulations and reduce or eliminate any assessed penalties.

Presenter
Sondra Dougherty, CPP

“As always, this is a very informative workshop, and I have and will continue to recommend it to other districts.”

JULIE COLONELLO,
WESTSIDE UNION SCHOOL DISTRICT
Workshop Dates & Locations

November 5, 2015 | Sacramento area
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

November 10, 2015 | Ontario area
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

December 2, 2015 | Fresno
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

This **full-day** workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

Who Should Attend
Entry- and mid-level accounts payable staff at K-12 districts, charter schools, ROC/Ps and county offices of education, as well as community college accounts payable personnel.

Workshop Topics
Accounts payable functions; internal controls; the California School Accounting Manual; budgets and encumbrances; account codes; bids and bidding; the accounts payable process; sales, use and excise tax; independent contractors; and additional accounting issues.

Workshop Summary
This workshop emphasizes the role of the accounts payable technician in overall local education agency management, including budget, internal controls and public (vendor) relations. In addition to technical training pertaining to the daily functions of the accounts payable department, the workshop delivery stresses the importance of each action as it relates to the overall management of agency operations, including the role of accounts payable in budget management, internal controls and year-end closing; the basics of accounts payable; fundamental laws, rules and regulations relating to accounts payable processes; basic purchasing laws and procedures; and an overview of the California School Accounting Manual with emphasis on daily use by accounts payable staff. Much of the material covered will be basic, but necessary in order to build a good foundation of understanding for more complicated transactions, which can be encountered in actual practice.

Presenters
Diane Branham, Chief Management Analyst, *Fiscal Crisis & Management Assistance Team*; Julie Auvil, CPA, CGMA, Fiscal Intervention Specialist, *Fiscal Crisis & Management Assistance Team*
Workshop Dates & Locations

**August 21, 2015 | Ontario area**  [Cancelled]
San Bernardino County Superintendent of Schools,  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**February 12, 2016 | Sacramento area**
Natomas Unified School District  
1901 Arena Blvd., Sacramento, CA 95834

This full-day workshop includes materials & a catered lunch.

Who Should Attend
CASBO Associate Members.

Workshop Topics
Ethical business, procurement, building prosperous relationships through trust, and dealing effectively with districts.

Workshop Summary
Looking to better meet the professional needs of your school partners? Tap into the CASBO network and learn how to better engage and maintain your school business relationships with CASBO’s one-day Associate Member Academy. This program provides tips and tools to make your business a valued partner for California school districts and gives you the opportunity to maximize your interactions with CASBO individual and organizational members. Academy graduates earn a CASBO certificate of completion and a special “seal of approval” logo for use on business cards and collateral materials. The two-year certification signals your company’s investment in understanding and valuing the critical aspects of engaging with schools.

Presenters Include
Molly McGee Hewitt, Executive Director, CASBO; Tatia Davenport, Deputy Executive Director and COO, CASBO
Workshop Dates & Locations

**September 15, 2015 | Redding**
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001

**October 12, 2015 | Ontario area**
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**October 15, 2015 | San Luis Obispo**
San Luis Obispo County Office of Education
3350 Education Dr., San Luis Obispo, CA 93405

**October 15, 2015 | San Luis Obispo**
Twin Rivers Unified School District
5115 Dudley Blvd., McClellan Park, CA 95652

This **full-day** workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

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**Who Should Attend**
K-12 public school district and county office of education administrators, new chief business officials, business office staff, and anyone interested in a basic knowledge of budget concepts.

**Workshop Topics**
An introduction to budgets in California schools, the budget development process; steps in budget development and budget documents and presentations.

**Workshop Summary**
Budget Basics & Beyond provides the basics of budget development and budget management, including budget presentation tools for personnel at K-12 public school districts and county offices of education. The class emphasizes concepts and processes in overall budget development; rules, regulations and laws that guide budget management; roles and responsibilities in budget development, presentation and monitoring; and communication tools for budgeting. Participants receive a practical, easy-to-use, all-in-one guide to effective budget development and management. The workshop manual takes the participants through every step of the budget process, including how to prepare budgets, how to present budgets and how to monitor results against budget projections. Attendees also receive a CD featuring FCMAT’s User-Friendly Budget Display software as designed and developed by School Services of California and funded by the Girard Foundation. The software is designed to assist districts in presenting a user-friendly policy instrument rather than just a document of numbers. Included are standardized budget formats for school districts to use in providing quality information to their stakeholders regarding districts financial policies and practices.

**Presenter**
Renee Hendrick, Assistant Superintendent of Administrative Services, Orange County Department of Education

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“Very well done! Lots of useful information.”

MARY COX, VENTURA UNIFIED SCHOOL DISTRICT
Workshop Dates & Locations

**October 16, 2015 | Ontario area**
San Bernardino County Superintendent of Schools, West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**November 4, 2015 | Redding**
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001

**November 13, 2015 | Fresno**
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

**November 13, 2015 | Fresno**
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

**February 5, 2016 | Sacramento**
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

This full-day workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

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Who Should Attend
Superintendents, chief business officials, chief financial officers, instructional leaders, budget development staff, business office staff and anyone interested in an in-depth knowledge of budgeting in California.

Workshop Topics
A brief review of California school budgets; a review of responsibilities, policies and calendars; the budget building pyramid approach; the school budget development process; steps in budget development; revenues; expenditures; position control; multi-year forecasting; monitoring and reporting on the budget during the fiscal year; budget documents; and budget presentations.

Workshop Summary
Advanced Budgeting adds an in-depth perspective to the budget development process. Advanced Budgeting starts where CASBO’s Budget Basics & Beyond class leaves off, providing workshop attendees with the “tricks of the trade” to develop an outstanding budget process for any K-12 public school district or county office of education. The class emphasizes in-depth analysis of concepts and processes used by districts and county offices of education to develop state-of-the-art budget assumptions and translate their budgets to master plans for their Local Education Agencies. Participants receive training in how to use School Services of California’s User-Friendly Budget Display and Fiscal Crisis Management Assistance Team (FCMAT) Budget Explorer software. The workshop manual provides tools for budget development that can be used in every step of the budget development process. A CD with samples of award-winning budget documents and presentations help attendees develop spreadsheets and multi-year projections.

Presenter
Michael Johnston, Assistant Superintendent of Business Services, Clovis Unified School District
Workshop Dates & Locations

**March 11, 2016 | Ontario area**
San Bernardino County Superintendent of Schools, West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**March 29, 2016 | Sacramento area**
Natomas Unified School District  
1901 Arena Blvd., Sacramento, CA 95834

This **half-day** workshop includes materials & coffee/pastries.  
**CASBO Continuing Education Units (CEU) 3.5 hours**

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**Who Should Attend**
CBOs, human resources staff, risk managers, and site administrators.

**Workshop Topics**
Direct and indirect costs of abuse claims, legislation requirements and training, exposure for failure to train, litigation best practices, dealing with media exposures, and awareness and prevention tools.

**Workshop Summary**
California school districts are faced with significant challenges related to child abuse claims, including cost, dealing with long-term exposure due to legal extensions for filing lawsuits, as well as legislative tracking and compliance requirements. This workshop provides a comprehensive discussion of all aspects of this exposure and the necessary education and tools to control costs both in the short and long term.

**Presenters**
Ron Martin, JPA Manager, ReLiEF Defense Attorney Panel Counsel, District Superintendent, Media Relations Expert, *Northern California ReLiEF*
Workshop Dates & Locations

**January 14, 2016 | Redding**
Shasta Union High School District  
2200 Eureka Way, Suite B, Redding, CA 96001

**February 18, 2016 | Hayward**
Alameda County Office of Education  
313 West Winton Ave., Hayward, CA 94544

**February 22, 2016 | Fresno**
Fresno County Office of Education  
1111 Van Ness Ave., Fresno, CA 93721

**April 28, 2016 | Ontario area**
San Bernardino County Superintendent of Schools,  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

This [half-day](#) workshop includes materials & coffee/pastries.  
**CASBO Continuing Education Units (CEU) 3.5 hours**

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**Who Should Attend**
Seasoned CBOs and district personnel new to the business realm.

**Workshop Topics**
Contract basics and laws surrounding various contracts.

**Workshop Summary**
School districts enter into contracts almost daily in a variety of areas including employment, construction, professional services and a host of other products and services. It is critical that staff involved in the contracting process understand what a contract is and what it is not. It is also important to understand the laws that apply to different types of contracts, as well as best practices in contract negotiations. This workshop provides attendees with a solid foundation for understanding contract basics, along with tools to identify and negotiate essential contract terms.

**Presenters**
Megan Macy, Attorney, *Lozano Smith LLP* (Redding); Sean Mick, Attorney, *Lozano Smith LLP* (Redding);  

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“This was the best workshop I have ever attended. The speaker kept everyone engaged and I loved the group interaction. Learned a lot and would highly recommend.”

APRIL VANDENBERG, MADERA UNIFIED SCHOOL DISTRICT

Back to Table of Contents
Workshop Dates & Locations

**February 4, 2016 | Redding**
Shasta Union High School District  
2200 Eureka Way, Suite B, Redding, CA 96001

**February 19, 2016 | Hayward**
Alameda County Office of Education  
313 West Winton Ave., Hayward, CA 94544

**February 23, 2016 | Fresno**
Fresno County Office of Education  
1111 Van Ness Ave., Fresno, CA 93721

**April 29, 2016 | Ontario area**
San Bernardino County Superintendent of Schools,  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

This half-day workshop includes materials & coffee/pastries.  
**CASBO Continuing Education Units (CEU) 3.5 hours**

Who Should Attend
New district personnel, chief business officials, purchasing directors, facilities directors and superintendents.

Workshop Topics
Contract nuances, legal requirements and best practices.

Workshop Summary
Contract negotiation is a routine part of school district business. Unfortunately, inconsistencies in language and contracts that are not tailored for school districts can plague an organization for years. Advanced Contracts focuses on legal requirements and best practices for contract negotiations, as well as how to recognize potentially problematic contract terms. School business officials must be aware of the most common contract issues to ultimately have a clear understanding of all the fine print that can backfire on a district. This workshop clarifies nuances among different types of contracts and the critical terms to negotiate before you sign on the dotted line.

Presenters
Workshop Dates & Locations

**October 2, 2015 | San Diego**  
San Diego County Office of Education  
6401 Linda Vista Road, San Diego, CA 92111

**October 12, 2015 | Fresno**  
Fresno County Office of Education  
1111 Van Ness Ave., Fresno, CA 93721

**February 1, 2016 | Costa Mesa**  
Orange County Department of Education  
200 Kalmus Dr., Costa Mesa, CA 92626

This full-day workshop includes materials & a catered lunch.  
**CASBO Continuing Education Units (CEU) 6.5 hours**

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**Who Should Attend**  
New and veteran facilities and purchasing employees.

**Workshop Topics**  
The California Uniform Public Construction Cost Accounting Act, prequalification (AB1565) and public works bidding.

**Workshop Summary**  
CUPCCAA covers alternative bid limits, force account work and accounting, qualified contractors, emergency contracts, legal updates and opting into the California Uniform Public Construction Cost Accounting Act. Attendees learn about prequalification (AB1565), which took effect on January 1, 2015 and requires all K-12 school districts with an average daily attendance above 2,500 to prequalify general, mechanical, electrical and plumbing contractors on state bond-funded projects with projected expenditures of over $1 million. This class provides a 30-minute open forum for questions regarding facilities and public works, and bidding requirements on public works projects such as advertisements, certifications, bonds and insurance.

**Presenters**  
Guiselle Carreon, Commercial Warrants & Accounts Payable Manager, San Diego County Office of Education; Tyree K. Dorward, Best, Best & Krieger LLP

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"Guiselle does a great job of sharing her experiences to help others and is wonderful about sharing her resources. I appreciated Tyree's legal expertise as well."

ANNETTE TARIN, VENTURA COUNTY OFFICE OF EDUCATION
Workshop Dates & Locations

February 17, 2016 | Sacramento area
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

February 24, 2016 | Redding
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001

March 4, 2016 | Fresno
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

March 25, 2016 | Ontario area
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

This half-day workshop includes materials & coffee/pastries.
CASBO Continuing Education Units (CEU) 3.5 hours

Who Should Attend
Human resources technicians, payroll technicians, human resources administrators/directors; payroll administrators/directors, and anyone interested in an overall understanding of the different leaves and how they apply.

Workshop Topics
Family leave and pregnancy disability leave; the basics: types of illness or injury leaves; differences in leave provisions for classified, certificated and academic employees; extended illness leave: differential pay vs. 50 percent pay; counting the days; what to do when the leave runs out; industrial vs. non-industrial illness/injury leaves; comparison of statutes; AB 1522 (Healthy Workplaces, Healthy Families Act of 2014); and sample letters.

Workshop Summary
Leaves of Absence is designed for school district and county office of education personnel who must understand, track, explain and monitor leaves of absence. The workshop focuses on the Federal Family and Medical Leave Act, California Family Rights Act, pregnancy leave and its impact on other leaves of absence, sick leave, extended illness leave (five months/100 days), industrial injury leave and reinstatement rights.

Presenter
Tina L. Kannarr, Senior Counsel, Atkinson, Andelson, Loya, Ruud & Romo

“Always excellent. Tina does a wonderful job with this workshop.”
SHERRI BURKHOLDER, ANTELOPE VALLEY COLLEGE
Legal Aspects & Hands-on Accounting for Student Body Organizations (ASB)

Workshop Dates & Locations

October 29, 2015 | Sacramento area
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

November 18, 2015 | San Luis Obispo
San Luis Obispo County Office of Education
3350 Education Dr., San Luis Obispo, CA 93405

January 6, 2016 | Ontario area
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

January 25, 2016 | Fresno
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

February 8, 2016 | Hayward
Alameda County Office of Education
313 West Winton Ave., Hayward, CA 94544

February 25, 2016 | San Diego
San Diego County Office of Education
6401 Linda Vista Road, San Diego, CA 92111

This full-day workshop includes materials & a catered lunch.

CASBO Continuing Education Units (CEU) 6.5 hours

Who Should Attend
School principals and other site administrators, associated student body (ASB) and activity directors and coaches, fiscal services administrators, office managers and accountants, ASB bookkeepers, school secretaries, students, CPAs, audit staff and others responsible for student body activities.

Workshop Topics
An overview of student organizations; laws and regulations; school food sales provisions of the law, including vending machine sales; forming the organization; general business practices, budgets and budget management; fundraising events and cash receipt management and procedures; class fees, deposits and other charges; gift and donation income; contracts; allowable and questionable expenses and cash disbursement management and procedures; unallowable fees and charges; equipment purchases and management; the student store; employees and consultants; accounting and financial management; and effective district oversight.

Workshop Summary
This workshop teaches attendees how to maintain an effective student body program in grades K-12, focusing on information necessary for today’s school leaders to maintain fiscal accountability, legal compliance and accuracy within their student body accounts.

Presenter
Michele Dodge, CPA
Workshop Dates & Locations

**January 15, 2016 | Hayward**  
Alameda County Office of Education  
313 West Winton Ave., Hayward, CA 94544

**January 19, 2016 | Fresno**  
Fresno County Office of Education  
1111 Van Ness Ave., Fresno, CA 93721

**January 22, 2016 | Ontario area**  
San Bernardino County Superintendent of Schools,  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

This half-day workshop includes materials & coffee/pastries.  
**CASBO Continuing Education Units (CEU) 3.5 hours**

**Who Should Attend**  
K-12 public school district, charter school and county office of education personnel, as well as anyone involved in pupil attendance accounting for independent study programs.

**Workshop Topics**  
Legal requirements for independent study; student criteria for participation; attendance accounting requirements and internal audit functions to help participants recognize and avoid common errors and audit exceptions; and guidelines, forms and procedures to assist districts in structuring an independent study program that will maximize ADA.

**Workshop Summary**  
This workshop provides tools to help school site and business office personnel validate compliance with independent study laws. A properly implemented independent study program provides a valuable educational alternative to pupils and an ADA-increasing strategy for schools. The presenter will discuss considerations of development, design, adaptation, and selection of procedures and forms for independent study. The class will also cover the details of statutory and audit requirements to help educational agencies avoid audit exceptions and loss of revenue. Participants receive workshop materials that include statutory laws, forms, operational procedures, applicable education codes, sample board policies and model independent study agreements.

**Presenter**  
David V. Foster, CPA, Consultant, Vavrinek, Trine, Day & Co., LLP
Workshop Dates & Locations

**October 19, 2015 | Costa Mesa**
Orange County Department of Education
200 Kalmus Dr., Costa Mesa, CA 92626

**October 26, 2015 | Fresno**
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

**March 31, 2016 | Sacramento area**
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

This **half-day** workshop includes materials & coffee/pastries.
**CASBO Continuing Education Units (CEU) 3.5 hours**

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**Who Should Attend**
Risk managers, technology directors, purchasing directors, business managers and CBOs.

**Workshop Topics**
Risks for fraud, technology, student data, identity theft, development of intellectual property.

**Workshop Summary**
Fraudulent activities are sweeping through districts, and it is not just money taken from cash drawers. Increased access to technology and sophistication of software has created new opportunities for unwanted retrieval of student data, credit card information and identity theft. Districts are also in unchartered territory with enforcing booster group regulations and monitoring fundraising by foundations. This workshop addresses all areas of potential fraud in modern schools. From ASB to PTA, credit cards to technology, where does your liability start and end? What provisions should be in your policies and agreements? What role does your district serve to protect student data? Who is fundraising in the name of the district? Who is responsible for confidentially of credit card information? What happens when parents start using students’ 1:1 device for personal reasons? This class will focus on technology, foundations, student data, and development of intellectual property (on district time).

**Presenters**
Megan Macy & Trevin Sims, *Lozano Smith LLP*
Workshop Dates & Locations

**November 2, 2015 | Ontario area**
San Bernardino County Superintendent of Schools, West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**November 6, 2015 | Hayward**
Alameda County Office of Education
313 West Winton Ave., Hayward, CA 94544

**November 16, 2015 | Sacramento area**
Twin Rivers Unified School District
5115 Dudley Blvd., McClellan Park, CA 95652

**December 1, 2015 | San Luis Obispo**
San Luis Obispo County Office of Education
3350 Education Dr., San Luis Obispo, CA 93405

This **full-day** workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

**Who Should Attend**
School district, community college and county office payroll professionals that process and report payroll taxes and benefits; county office employees that provide support and resources for K-14 payroll processing; CBOs that oversee K-14 payroll departments; community college internal auditors; and K-14 human resources and benefit professionals.

**Workshop Topics**
School and community college payroll regulations, employee classifications, salary computations, retirement and deferred compensation plans, taxable vs. non-taxable compensation, and calendar year-end wage and tax reporting.

**Workshop Summary**
Payroll Compliance & Calendar Year-end Reporting assists schools, community colleges and county offices of education with knowledge and research tools to meet compliance with federal and state regulations that affect payroll processing and reporting. The class addresses legislative updates, upcoming regulatory changes and best practices, as well as court decisions and IRS and Department of Labor rulings that impact payroll and benefit compliance.

**Presenter**
Brenda Boothe, Accounting/Payroll Manager, *San Ramon Valley Unified School District*; Ramona Coker, Business Services Supervisor, *Stanislaus County Office of Education*

“Brenda is a fantastic presenter: patient, very knowledgeable, organized and friendly. The booklets are full of organized and very useful information to guide us throughout the year. Great workshop!”

AMBER QUICK, CITRUS COLLEGE
### Workshop Dates & Locations

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<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<td>313 West Winton Ave., Hayward, CA 94544</td>
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This full-day workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

### Who Should Attend

New and experienced payroll clerks and supervisors and business and human resources staff with a need to understand the payroll process.

### Workshop Topics

Updates for payroll, employee classifications, salary computations, overtime calculations, payroll deductions, federal and state withholding taxes, employee leaves, time of payments, and retirement reporting (CalPERS and CalSTRS).

### Workshop Summary

Payroll Concepts provides the skills and knowledge required to produce accurate paychecks and ensure payroll compliance with federal and state regulatory agencies. The presenters share their expertise and practical experience that can be applied on the job. They also review updates on new laws and regulations in effect for 2015 and pending legislation that may affect payroll and retirement processing.

### Presenter

Brenda Boothe, Accounting/Payroll Manager, *San Ramon Valley Unified School District*; Ramona Coker, Business Services Supervisor, *Stanislaus County Office of Education*

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“Very good workshop. I would highly recommend that all Payroll and HR staff attend.”

LORI SUTTON, LINCOLN UNIFIED SCHOOL DISTRICT
NEW! Project Management Essentials for the Unofficial Project Manager

Workshop Dates & Locations

November 3, 2015 | Webinar Series
Three segments of 90 minutes*

January 27, 2016 | Webinar Series
Three segments of 90 minutes*

March 3, 2016 | Webinar Series
Three segments of 90 minutes*

March 24, 2016 | Webinar Series
Three segments of 90 minutes*

CASBO Continuing Education Units (CEU) 4.5 hours

Who Should Attend
District and county office of education personnel who work on, manage or lead projects, but do not officially have the title “Project Manager.”

Workshop Topics
Defining project success and failure; understanding project management framework, including a project’s scope, schedule, communication plan, accountability, performance conversations, project status reporting,

Workshop Summary
Increasing the percentage of successful projects will have a massive impact on individual, team, and organizational return on investment. This class gives the tools and processes to help the non-project manager lead and participate in successful projects. Participants learn the process from start to finish: to initiate, plan, execute, monitor, control and close projects.

Presenter
Grace Vote, Professional Development Specialist, CASBO

* Registration for this workshop is $490 for CASBO Members; $590 for non-members.
Pupil Attendance Accounting Strategies for Business Office Personnel

Workshop Dates & Locations

February 3, 2016 | Sacramento area
Yolo County Office of Education
1280 Santa Anita Ct., Ste. 100
Woodland, CA 95776

March 1, 2016 | Ontario area
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

February 26, 2016 | San Diego
San Diego County Office of Education
6401 Linda Vista Road, San Diego, CA 92111

April 26, 2016 | Fresno
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

This full-day workshop includes materials & a catered lunch.

CASBO Continuing Education Units (CEU) 6.5 hours

Who Should Attend
New and experienced pupil attendance administrators and coordinators, district chief financial officers, district attendance technicians, county consultants to school districts, CPAs, audit staff and attendance system vendors involved in pupil attendance and audit coordination.

Workshop Topics
Compliance issues, commonly asked questions and strategies to improve attendance accounting in K-12 school districts; statutory provisions, systems and tools for monitoring compliance for the following key attendance areas: monitoring compliance for statutory school days/instructional minutes; strategies to improve pupil attendance; statutory provisions for pupil attendance accounting; board policies and procedures and education codes; attendance reporting and truancy laws; internal audit function; staff development for attendance personnel; and an audit guide update.

Workshop Summary
This workshop offers valuable information to individuals responsible for districtwide pupil attendance accounting activities. The workshop focuses on monitoring systems and procedures to facilitate compliance with statutory laws pertaining to pupil attendance accounting. Statutory and audit requirements, including new legislation, are reviewed to help schools avoid audit exceptions.

Presenter
Michele Dodge, CPA

“Michele is an outstanding presenter. It’s great to listen to someone who has hands-on experience and gives realistic information and solutions.”

BERTHA HERRERA GLORAE, WHITTIER UNION HIGH SCHOOL DISTRICT
Workshop Dates & Locations

**October 8, 2015 | Santa Rosa area**  
Sonoma County of Education  
5340 Skylane Blvd., Santa Rosa, CA 95403

**October 28, 2015 | Sacramento area**  
Twin Rivers Unified School District  
5115 Dudley Blvd., McClellan Park, CA 95652

**November 17, 2015 | San Luis Obispo**  
San Luis Obispo County Office of Education  
3350 Education Dr., San Luis Obispo, CA 93405

**January 7, 2016 | Ontario area**  
San Bernardino County Superintendent of Schools  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**January 26, 2016 | Fresno**  
Fresno County Office of Education  
1111 Van Ness Ave., Fresno, CA 93721

**February 9, 2016 | Hayward**  
Alameda County Office of Education  
313 West Winton Ave., Hayward, CA 94544

**March 24, 2016 | San Diego**  
San Diego County Office of Education  
6401 Linda Vista Road, San Diego, CA 92111

This full-day workshop includes materials & a catered lunch. **CASBO Continuing Education Units (CEU) 6.5 hours**

Who Should Attend
New and experienced K-12 school staff and district and county office of education personnel involved in pupil attendance accounting, including school site administrators, school site attendance clerks, pupil attendance administrators and coordinators, district chief financial officers, district attendance staff, county consultants to school districts, CPAs and audit staff.

Workshop Topics
State compliance issues, enrollment requirements, truancy laws, commonly asked questions and strategies to improve attendance.

Workshop Summary
Don’t put your district at risk. Attend this workshop and learn about state compliance requirements, audit preparation and strategies to improve pupil attendance. This workshop is presented from the site-level perspective and focuses on daily attendance functions, especially those areas targeted for audit. District-level personnel and CPA firms are encouraged to attend to obtain information about site-level attendance requirements. Special emphasis is placed on those areas targeted for audit by the independent auditors: attendance records and documents, statutory school day and year, partial day absences, on campus suspensions, class size regulations and alternative education programs.

Presenter
Michele Dodge, CPA

“This was my first CASBO event, and I was very impressed with the professionalism, completeness, and accessibility of the presenter.”  
JULIE HILLSETH, ARCADIA UNIFIED SCHOOL DISTRICT
Workshop Dates & Locations

September 28, 2015 | Fresno
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

October 5, 2015 | Sacramento area
Twin Rivers Unified School District
5115 Dudley Blvd., McClellan Park, CA 95652

October 9, 2015 | Ontario area
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

February 22, 2016 | San Jose
Santa Clara County Office of Education
1290 Ridder Park Dr., San Jose, CA 95131

This full-day workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

Who Should Attend
Beginning and advanced purchasing staff and individuals working in school contracting.

Workshop Topics
Information and resources on all aspects of purchasing, included but not limited to the role of purchasing, contract types, methods of bidding, bidding exceptions and service agreements; an overview of public works, bonding, insurance and prequalification.

Workshop Summary
Purchasing 101 focuses on the role of purchasing, procurement methods, competitive bidding requirements, the difference between a bid and an RFP, professional services agreements, independent contractor agreements, general services agreements, surplus and purchasing policies. Purchasing 201 addresses advanced subjects in purchasing, including bidding for services and equipment, unit price bids, construction contracts, surety bonds, insurance requirements, E-rate as it relates to procurement and the California Uniform Public Construction Cost Accounting Act. Participants receive a complete reference manual with over 500 pages of updated purchasing best practices and reference materials. Workshop attendees also benefit from re-education, updates on legislative changes, the opportunity to network, and the chance to ask questions and obtain answers from legal experts and an experienced purchasing director.

Presenters
Guiselle Carreon, Commercial Warrants & Accounts Payable Manager, San Diego County Office of Education; Harold Freiman, Attorney, Lozano Smith LLP (San Jose, Fresno); Megan Macy, Attorney, Lozano Smith LLP (Sacramento area); Gretchen Shipley, Attorney, Fagen Friedman & Fulford (Ontario area); Mark Williams, Attorney, Fagen Friedman & Fulford (Ontario area); Anne Collins, Attorney, Lozano Smith LLP (Sacramento area); Ruth Mendyk, Attorney, Lozano Smith LLP (Fresno); Kelly Rem, Attorney, Lozano Smith LLP (San Jose)
Workshop Dates & Locations

Dates and locations to be determined.

This full-day workshop includes materials & a catered lunch.
CASBO Continuing Education Units (CEU) 6.5 hours

Workshop Topics
Overview of SACS: How and why your SACS data is used; account components and how to use them; common problems and how to avoid them; recent and upcoming changes (Local Control Funding Formula); real-world accounting examples; how to “think” with the structure, what we look for and errors we see.

Presenters
Peggy O’Guin, California Department of Education

“Peggy is an excellent presenter. Her professionalism and pace were most appreciated.”
Jennifer Geer, Orange County Department of Education
Workshop Dates & Locations

Dates and locations to be determined.

This **full-day** workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

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**Workshop Topics**

Recent and evolving issues and current SACS-related hot topics: Implications of semi-recent changes to the California School Accounting Manual; upcoming revisions for the Local Control Funding Formula and the new “Omni-Circular” Uniform Grants Guidance; GASB 45 and postemployment benefits other than pensions; categorical problems; GASB 54 and new components of fund balance; direct, support, and central administrative costs; your indirect cost rate; best-kept secrets and accounting highlights; GASB 34 readiness; making effective use of SACS data.

**Presenters**

Peggy O’Guin, *California Department of Education*
Student Fees: What Charges Are Allowable?

Workshop Dates & Locations

March 2, 2016 | Ontario area
San Bernardino County Superintendent of Schools, West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

April 27, 2016 | Fresno
Fresno County Office of Education
1111 Van Ness Ave., Fresno, CA 93721

May 3, 2016 | Redding
Shasta Union High School District
2200 Eureka Way, Suite B, Redding, CA 96001

This half-day workshop includes materials & coffee/pastries.

CASBO Continuing Education Units (CEU) 3.5 hours

Who Should Attend
School administrators, school support staff, coaches, department heads, district business office staff and district educational oversight staff and auditors.

Workshop Topics
Current laws and regulations for allowable and unallowable fees, the difference between donations and fees, whether waivers and scholarships make a fee allowable, how the laws apply to extracurricular activities and practical situations where fees are allowed.

Workshop Summary
Attendees hear relevant background on school fees, along with a brief overview of the California Constitution specific to a free public education, the myriad laws and regulations (Education Code, California Code of Regulations, etc.) that guarantee a free public education and specifics on allowable fees.

Presenter
Michele Dodge, CPA

“Michele mixed the perfect blend of humor and content. Not many people can make money and laws clear AND funny!”

KRISTI NATIVIDAD, WALNUT VALLEY UNIFIED SCHOOL DISTRICT
Year-end Closing

Workshop Dates & Locations

April 5, 2016 | Sacramento area
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

April 19, 2016 | San Luis Obispo
San Luis Obispo County Office of Education
3350 Education Dr., San Luis Obispo, CA 93405

April 26, 2016 | Ontario area
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

This full-day workshop includes materials & a catered lunch.
CASBO Continuing Education Units (CEU) 6.5 hours

Who Should Attend
Newcomers to school business, accounting directors or business managers going through the closing process for the first or second time, and individuals interested in a refresher course on the all-encompassing year-end closing process.

Workshop Topics
Basics of year-end reporting, accruals, federal interest calculation, categoricals, SACS forms, indirect cost rate, and maintenance of effort.

Workshop Summary
Year-end Closing covers both the basics and detailed aspects of the year-end closing process and will include tips for a smooth closing, clearing prior year and setting up current year accruals, developing a year-end closing schedule, federal interest calculation, categoricals, hands-on exercises, understanding the unaudited actual SACS forms, discussion of your indirect cost rate and what the state is looking for, special education and maintenance of effort, and close-out considerations.

Presenter
David V. Foster, CPA, Consultant, Vavrinek, Trine, Day & Co., LLP
NEW! Connect Collective Bargaining to LCAP Goals

Workshop Dates & Locations

**February 10, 2016 | Ontario area**
San Bernardino County Superintendent of Schools, West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**TBD | Sacramento area**
Twin Rivers Unified School District
5115 Dudley Blvd., McClellan Park, CA 95652

This half-day workshop includes materials & coffee/pastries.
**CASBO Continuing Education Units (CEU) 3.5 hours**

Who Should Attend
Human resources and business office personnel, superintendents, assistant superintendents and all district personnel serving on bargaining teams.

Workshop Topics
The process of collective bargaining in the context of the Local Control Funding Formula and Local Control Accountability Plan (LCAP), including preparation, bargaining team makeup, communication to connect negotiations to the organization’s LCAP and education goals, the negotiation process, impasse, fact-finding, and resolution.

Workshop Summary
This workshop approaches collective bargaining as a continuum: it sets the table for bargaining and walks participants through the entire process, from the selection of a bargaining team and setting priorities based on the LCAP and education goals to final agreement and implementation, whether through negotiations or after impasse. It addresses the communication element, including how to connect negotiations to the organization’s overall education goals and tips to help keep stakeholders, parents and community members aware of important issues.

Presenter
Peter Fagen, Partner, *Fagen, Friedman & Fulfrost*; Terilyn Finders, Director of Communications, *Fagen, Friedman & Fulfrost*
NEW! Smart Cleaning:
More Work with Less Sweat

Workshop Dates & Locations

**TBD | Ontario area**
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**TBD | Sacramento area**
Twin Rivers Unified School District
5115 Dudley Blvd., McClellan Park, CA 95652

This **part-day** workshop includes materials & coffee/pastries.
**CASBO Continuing Education Units (CEU) 3 hours**

**Who Should Attend**
Custodial supervisors, maintenance directors, CBOs, facility managers and school principals.

**Workshop Topics**
Five strategies for improving performance: Cleaning knowledge; allocation of labor; student/teacher cooperation; motion economy; and written procedures and quality assurance guidelines.

**Workshop Summary**
Workshop attendees will learn the five strategies for improving performance in order to maximize efficiency without sacrificing quality of safety. This class also covers other related topics: why we clean, the six-step cleaning process, current changes in the cleaning industry, and alternative methods to disinfect.

**Presenter**
Perry Shimanoff, President, *Management and Communication Consultants*
Workshop Dates & Locations

**May 18, 2016 | Ontario area**  
San Bernardino County Superintendent of Schools,  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**May 24, 2016 | Sacramento area**  
Natomas Unified School District  
1901 Arena Blvd., Sacramento, CA 95834

This half-day workshop includes materials & coffee/pastries.  
**CASBO Continuing Education Units (CEU) 3.5 hours**

Who Should Attend  
New and seasoned CBOs.

Workshop Topics  
Technology trends in the classroom, communication between IT and instruction, basic terminology and what the CBO needs to know, network evaluation, perks and pitfalls of cloud computing, bandwidth and strategies to effectively meet the district technological needs.

Presenter  
Michael Dodge, Regional Director, *California Financial Services*; Carl Fong, Executive Director, IT, *Orange County Department of Education*
NEW! Management & Supervision 101

Workshop Dates & Locations

**February 2, 2016 | Ontario area**  
San Bernardino County Superintendent of Schools,  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**March 22, 2016 | Sacramento area**  
Natomas Unified School District  
1901 Arena Blvd., Sacramento, CA 95834

This full-day workshop includes materials & coffee/pastries.  
*CASBO Continuing Education Units (CEU) 6.5 hours*

Who Should Attend  
School business professionals new to management or supervisory positions; seasoned leaders interested in an overview of best practices in management and supervision.

Workshop Topics  
The definition of “management” and what managers do; introduction to supervision and the traits of successful supervisors; planning and delegating; understanding the work force, job descriptions, workloads and union issues; new employee orientation and training; team development; introduction to mentoring and coaching; problem solving and conflict resolution; understanding employee morale and motivation; ten mistakes commonly made by new managers.

Workshop Summary  
Management & Supervision 101 introduces participants to best practices and provides solutions to common dilemmas in people management. Attendees learn how to establish communication protocols, resolve conflict, develop realistic evaluation practices and learn how to supervise with fairness. The class also teaches new managers how to explore their new role, develop leadership skills and motivate and manage a diverse workforce.

Presenters  
Vince Christakos, Assistant Superintendent, Business Services, *Hemet Unified School District*;  
Molly McGee Hewitt, Executive Director, *CASBO*
NEW! Advanced Management & Supervision

Workshop Dates & Locations

**February 3, 2016 | Ontario area**
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**TBD | Sacramento area**
Twin Rivers Unified School District
5115 Dudley Blvd., McClellan Park, CA 95652

This **full-day** workshop includes materials & coffee/pastry.
**CASBO Continuing Education Units (CEU) 6.5 hours**

Who Should Attend
School business leaders with at least six months of experience at the manager or supervisor level.

Workshop Topics
Top ten mistakes in management and supervision; twenty proven strategies to improve employee performance and job satisfaction; the use of metrics and analytics to improve employee performance, union and contract issues, district policies and employment laws; supervision of supervisors and managers; employee satisfaction, retention and productivity; performance goals and problems; coaching, observation and feedback in daily supervision and evaluations; performance appraisals and reviews; recruitment and training; layoffs, reductions and firings; personnel policies; employee leadership capacity; leadership collaboration with human resources professionals and legal advisors.

Workshop Summary
Advanced Management & Supervision provides in-depth training for managers or supervisors and addresses ongoing issues of employee motivation, performance, empowerment and supervision. The class provides CBOs and direct supervisors with techniques to address employee issues and to create successful strategies for long term success. The class specifically addresses employee performance and the development of a culture of accountability.

Presenters
Vince Christakos, Assistant Superintendent, Business Services, *Hemet Unified School District*;
Molly McGee Hewitt, Executive Director, *CASBO*
Situational Leadership II

Workshop Dates & Locations

**October 13, 2015 | Ontario area**
San Bernardino County Superintendent of Schools,
West End Educational Service Center
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**February 25, 2016 | Sacramento area**
Natomas Unified School District
1901 Arena Blvd., Sacramento, CA 95834

This full-day workshop includes materials & a catered lunch.

**CASBO Continuing Education Units (CEU) 6.5 hours**

**Who Should Attend**
All leaders seeking to excel at goal setting, coaching, performance evaluating, active listening and proactive problem solving; individuals who seek alignment with their organization’s goals; and teams interested in tracking performance.

**Workshop Topics**
Improving individual and organization development, job satisfaction, morale.

**Workshop Summary**
Situational Leadership II teaches people to use the right style at the right time. It improves the quality of conversations and strengthens relationships. The Situational Leadership II class experience immerses people in the concept of situational leadership quickly, deeply and effectively. Based on a leadership model that teaches leaders to use the appropriate leadership style in response to the needs of the person and the situation, the new experience provides a fast-paced, results-focused design based upon proven content and research. Attendees participate in rapid learning scenarios focused on real work issues and experiment with the key skills and concepts and build confidence in using them on the job.

**Presenter**
Tatia Davenport, Deputy Executive Director and COO, CASBO

“Very beneficial strategies for managers at any level.”
BILL CARPENTER, SAN DIEGO COUNTY OFFICE OF EDUCATION
Workshop Dates & Locations

**October 6, 2015 | Ontario area**
San Bernardino County Superintendent of Schools,  
West End Educational Service Center  
8265 Aspen Ave., Rancho Cucamonga, CA 91730

**March 30, 2016 | Sacramento area**
Twin Rivers Unified School District  
5115 Dudley Blvd., McClellan Park, CA 95652

This **full-day** workshop includes materials & a catered lunch.  
**CASBO Continuing Education Units (CEU) 6.5 hours**

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**Who Should Attend**
Team leaders and contributors interested in creating a healthy working environment where trust is a key component.

**Workshop Topics**
Quantitative and qualitative impact of trust in the workplace.

**Workshop Summary**
The Speed of Trust Transformation Process™ is a whole team or organization transformation model that acts much like the operating system of a computer—it improves performance of all other initiatives or strategies. Based on New York Times and Wall Street Journal bestseller *The Speed of Trust*, this process produces transformational results such as increased organizational performance, improved productivity and increased engagement at all levels of an organization. The transformation process equips leaders at all levels with a common language, set of behaviors and process needed to thrive in the 21st century economy.

**Presenter**
Tatia Davenport, Deputy Executive Director and COO, *CASBO*
NEW! DiSC Trainings

These trainings are available upon request. Please contact PD@casbo.org for details.

These full-day workshops include materials.

CASBO Continuing Education Units (CEU) 6.5 hours

Workshop Summary
DiSC utilizes advanced algorithms to analyze personality styles, calculating each person’s blend of Dominance, Influence, Conscientiousness and Steadiness. After taking the online assessment, workshop participants and their teams establish a uniform language to improve communication and increase productivity based on each individual DiSC profile. Participants learn what personal motivators drive them and how to recognize the various motivators in others. Participants gain an understanding of how one colleague or coworker’s specific style might require a different approach than another. Workshop attendees also learn how to reduce conflict by adjusting their actions and reactions to meet the needs or preferences of others in the workplace.

Presenter
Molly McGee Hewitt, Executive Director, CASBO

Everything DiSC
Workplace

Who Should Attend
New and experienced district or county office of education employees at any level and in any role.

Workshop Topics
Recognizing individual DiSC styles, understanding other styles, building strong relationships among coworkers.

Everything DiSC
Work of Leaders

Who Should Attend
District or county office of education employees at the director level or higher who manage groups or departments; new leaders or those aspiring to leadership.

Workshop Topics
How to effectively lead an organization or group to desired outcomes.

Everything for Management

Who Should Attend
District or county office of education employees at the director level or leaders within an organization who manage one or more employees.

Workshop Topics
How to bring out the best in each employee by understanding your communication and leadership style, as well as theirs.

The Five Behaviors of A Cohesive Team

Who Should Attend
Teams of 3-12 who meet regularly, where in the process of collectively finding results, there is mutual accountability and interdependence.

Workshop Topics
Building strong teams by better understanding the self and others (based on the international best-seller *The Five Dysfunctions of a Team*).
NEW! Coming in 2015-16

* Ethics
* Generational Leadership
* Negotiations
* Payroll: Legal Requirements for Human Resources & Payroll Records
* CBO & Child Nutrition: Improving Relationships & Communication
* Transportation: Building a Successful Department
* Plus, offerings in Human Resources, Purchasing & Risk Management and Student Safety!

Keep an eye out for date & location updates, plus a complete list of NEW! workshops. casbo.org
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Premier Partners

Back to Table of Contents
Registration available August 1, 2015.

Visit casbo.org for details.