

The OKASBO News

OKLAHOMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

P.O. Box 549, Claremore, OK 74018

Tel: 918-825-2981

www.okasbo.org

Fall Conference October 1-3, 2014

Leadership vs. Authority is the perfect speech for business owners, managers, selected officials, school business administrators, coaches, teachers and anyone else who has the challenge of trying to manage and motivate a group of people.

Anyone with a title can have authority, and underlings will obey that authority — but only to the extent that they're required to. Having a corner office does not make you a leader—it merely gives you authority, and sometimes a false sense of "leadership". When an authoritarian walks into a room, people get quiet, evasive, resentful and resistant. A leader who relies on fear and power to force people to adopt his strategies, is no leader at all. As soon as he turns his back, his workers will stop doing whatever he has forced them to do.

By contrast, when a true leader walks into the room, his team is happy to see him. They want to follow him because they believe that he knows where he's going, and they want to go with him. Leaders lift people up. Leaders make people feel better about the work that they're doing. Leaders set the vision for the organization. Leaders inspire. Leaders motivate. Leaders protect. Leaders develop. Leaders get the most out of their people in a way that helps their workers grow and expand rather than feeling like replaceable cogs in a machine.

Reggie had the good fortune to play for NFL football coach Mike Shanahan, whom Reggie describes as "the best leader I have ever experienced." Coach Shanahan understood how to motivate, inspire and get the best out of his players. He understood how to get a group of young, rich, egotistical and individually talented men to play as a team.

In this speech, Reggie details many specific anecdotes from his NFL career that are emblematic of challenges that every manager faces. Reggie explains how Shanahan responded to these challenges, how the players reacted and, most importantly, how these strategies will work in other leadership situations.

Reggie will give us strategies that we can use to achieve the following goals:

- How to recognize the difference between leadership and authority.
- How to get your workers to discipline themselves when they make mistakes rather than forcing you to be the disciplinarian.
- How to empower your workers to take ownership of the process and use their creativity to find solutions.
- How to get your workers to think and act like a team.
- How to build the trust of your staff so that they feel that you truly have their backs.
- How to critique your workers in the "right" way so that they get the message and improve their performance rather than just being defensive and resistant to your input.



Reggie Rivers, Keynote Speaker

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Check out our *website* at www.OKASBO.org. You should find it more user friendly. You can pre-register, update your info, download scholarship applications and certification applications. Check it out today.
Thanks!

President

Ms. Stacey Butterfield, Supt.
Jenks Public Schools
918-299-4411
stacey.butterfield@jenksps.org

President Elect

Ms. Nancy Hughes, Executive Dir.
Financial Accounting/OCAS/Audits
OK State Department of Education
405-521-2517
nancy.hughes@sde.ok.gov

Vice President

Ms. Beth Buchanan, CFO
Meridian Technology Center
405-377-3333 ext. 225
bethb@meridiantech.edu

Director

Mr. Kevin Hime, Superintendent
Clinton Public Schools
580-323-1800
kevin.hime@clintonokschools.org

Director

Ms. Sara Frye, Finance Director
Bowlegs Public Schools
405-398-4172 x102
sfrye@mbo.net

Director

Mr. Steve Haynes, Superintendent
Briggs Public Schools
918-456-4221
shaynes@briggs.k12.ok.us

Ex-Officio Director

Ms. Martha Pate, Vice President
American Fidelity Assurance
405-416-8811
martha.pate@af-group.com

Past President

Ms. Cindy Shiever, CSBA,
Business Office Manager
Enid Public Schools
580-366-7023
cashiever@enidk12.org

Program Director

Mr. Steve Shiever
OKASBO
405-747-5275
stevecshiever@yahoo.com

Executive Director

Ms. Ann Wade
OKASBO
918-825-2981
info@OKASBO.org

President's Message

by Stacey Butterfield



The beginning of a new school year brings excitement to classrooms, schools, district offices, and the community. Teachers are participating in professional development and preparing their classrooms for learning. School office personnel are going through summer checklists in anticipation of everyone returning. Students are wrapping up summer activities. Those responsible for the business and operational aspects of the district have worked much of the summer closing out one year and busily preparing for the next. Now it is time for everyone to reunite and kick off a new school year focused on providing the best possible educational experiences for our students!

No doubt, the beginning of school is a hectic time for everyone working in the world of school business. Whether you are an individual working in a school or career technology center or a person providing crucial services to support these entities, all of us are busy working diligently to make a difference. We naturally desire to be successful, yet the demands on our time often lead us to feeling frustrated and wondering how others conquer similar challenges. I hope reading the piece below is as beneficial to you as it has been for me.

12 Things Successful People Do Differently

1. They create and pursue focused goals.
2. They take decisive and immediate action.
3. They focus on being productive, not being busy.
4. They make logical, informed decisions.
5. They avoid the trap of trying to make things perfect.
6. They work outside of their comfort zone.
7. They keep things simple.
8. They focus on making small, continuous improvements.
9. They measure and track their progress.
10. They maintain a positive attitude as they learn from mistakes.
11. They spend time with the motivational people.
12. They maintain balance in their life.

www.dailyquotes.co (no, this is not a typo)

I look forward to attending the ASBO International Conference in Florida with my colleagues from Oklahoma and around the country in September. It is there, we plan to be celebrating Brenda Burkett's election as Vice President! ASBO International will be sending an email soon with voting instructions.

If you have not already registered for the Oklahoma ASBO Fall Conference, now is the time to do so. It is an excellent opportunity to learn with others, be inspired, network with colleagues, and visit vendor booths to see the latest products designed to assist us in being more efficient and effective. Hope to see you in October!

In closing, I encourage you to take time to find balance in your life. Commit to taking care of yourself, so you are able to lead and support others in your personal and professional life.

Best wishes for a fantastic school year!

Fall Conference, October 1-3, 2014



Make Your Reservations Now!

Sheraton Midwest City Hotel/Reed Conference Center
5750 Will Rogers Road
Midwest City, Oklahoma 73110
Tel (405) 455-1801

NEW Registration procedures are: Rate: \$87 Cut- off Date: September 16th. Be sure to mention: OKASBO Conference

- Attendees can use the link below to make their reservation, securing the guestroom with a credit card and then fax/email a copy of the PO (Please put confirmation number(s) and name(s) on the PO) once they receive the PO. The credit card will only be held for incidentals. Oklahoma Association of School Business Officials (OR copy and paste the following link into a web browser) <https://www.starwoodmeeting.com>.

OR

- Once the attendees receive their POs they can contact Martha Pruett at [405-455-1801](tel:405-455-1801) to make their reservation and then fax/email a copy of the PO Attn: Martha Pruett. Fax Number [405-736-0973](tel:405-736-0973).

- All POs can either be emailed to mpruett@sheratonmidwestcity.com or faxed attention Martha Pruett to 405-736-973.

Make sure to put the name(s) of the attendees, the Conference name (OKASBO) and confirmation on the purchase orders.

Driving Directions:

From the East

Take Interstate 40 West to Sooner Road (Exit 156A) Turn right onto Sooner Road. Turn right onto Will Rogers Road.

From the North

Take Interstate 35 South to Oklahoma City. Merge onto Interstate 40 East via Exit 128 toward Ft. Smith. Take the Sooner Road (Exit 156A). Turn left onto Sooner Road. Turn right onto Will Rogers Road.

From the West

Take Interstate 40 East toward Oklahoma City. Take the ramp onto Sooner Road. Turn left onto Sooner Road. Turn right onto Will Rogers Road.

From the South

Take Interstate 35 North to Oklahoma City. Merge onto Interstate 40 East toward Ft. Smith. Take the Sooner Road Exit (156A). Turn left onto Sooner Road. Turn right onto Will Rogers Road.

No excuses. See you there!

Have you renewed
your OKASBO membership?

Notices were emailed in June. The new fiscal year starts on July 1, 2014 so don't delay in renewing your membership today! If you have questions, please contact Ann Wade at 918-825-2981.

If you are not currently a member—you are missing out—Join Now! Benjamin Franklin is quoted as saying, "An investment in knowledge pays the best interest." Although this interest is not in the form of spendable cash, through the interest gained by knowledge many ideas are developed to increase revenues and decrease expenditures. Investment rate opportunities are constantly in front of us just like opportunities to increase and expand our knowledge base. Because of the comprehensive membership, the organization is able to provide "interest" across all departments of school operations.



board wants a dependent verification review



update section 125 plan document



employees request a total comp statement



check 403(b) universal availability requirements

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Encumbrance/Treasurer Workshops - October 1, 2014

October 1, 2014

Reed Conference Center
Midwest City, Oklahoma

This Pre-Conference day can be used to meet the training requirements for Encumbrance Clerks and Treasurers or to simply gain additional knowledge to perform your school job. You can receive 6 hours for the complete day.

- 8:00 a.m. **Registration - Reed Center Lobby**
Continental Breakfast
Sponsor: Horace Mann
- 9:00 a.m. **Reed CD Rooms**
Welcome/Introductions/Overview
Ann Wade, Executive Director/OKASBO
- 9:05 a.m. **What To Expect When The IRS Show Up At Your School**
Diane Adamson, CFO/Tahlequah Schools
- 10:20 a.m. **Refreshment Break**
Sponsor: OSIG
- 10:35 a.m. **OCAS NEWS**
Nancy Hughes, Executive Director,
Financial Reporting, OCAS, Audits/SDE
President Elect/OKASBO
- 11:50 a.m. **Morning Wrap Up**
Ann Wade, Executive Director/OKASBO
- 12:00 p.m. **Lunch Provided**
Sponsor: Focus Financial
- 12:30 p.m. **Vendor Showcase Opens**

The showcase provides us time to spend with vendors reviewing the latest and greatest products and services for Oklahoma school districts. Make sure you spend as much time as possible in the showcase learning about what they can do to contribute to the success of our students. You may even have a chance to win great prizes!

DIS has printed this Newsletter, for eight years, at their office located at 9300 "C" Broken Arrow Expressway, Tulsa, Oklahoma at no cost to OKASBO. **Thanks** to Terry Bourke and Nick Patterson. 918-664-8800.



Breakout Sessions

(1:30 - 2:20) (2:30 - 3:20) (3:30 - 4:20)

Breakout sessions begin at 1:30 p.m., and attendees may attend any session. Each session is scheduled for 50 - minutes. Registrants may then change to another session. Three rotations are scheduled.

- Joyner Room** **Encumbrance Clerks 101**
Brenda Burkett, CFO/Norman Schools
OKASBO Committee Chair
- Reed A Room** **Treasurer 101**
TBA
- Reed E Room** **Most Common Audit Errors Found For Encumbrance Clerks and Treasurers**
Pat Carroll, CPA/Chas. C. Carroll, PLC
- Maynard Room** **School Personnel Reporting**
Heather Butler, Coordinator School
Personnel Records/SDE
- Reed F Room** **Worxtime**
Che Yi, Sr. Health & Welfare Plan
Consultant/American Fidelity Administrative
Services, LLC
- 4:20 p.m. **Summary & Certificate Presentation**
Cindy Shiever, Business Office Manager
Past President/OKASBO
- 4:30 p.m. **Opening Hospitality**
Sponsor: Gourmet Solutions



Left to right: Michael Welch, President/ Justin Mills, Vice President/Courtney Flores, Director of Business Operations

Tentative Fall Program - October 2-3, 2014

Thursday, October 2, 2014 Reed Conference Center, Midwest City

- 8:00 a.m. **Vendor Showcase Opens**
- 8:00 a.m. **Registration Begins**
(located in the Vendor Showcase room)
Continental Breakfast provided
*Sponsored by: Barlow Education and
MAS, Inc.
OSIG*
- 9:00 a.m. **First General Session**
*Moderator: Stacey Butterfield, Superintendent
Jenks Schools/President, OKASBO*
- 9:05 a.m. **Student Performance**
*Presentation of Colors: TBA
Student Performances: TBA*
- 9:30 a.m. **Legislative Panel**
*Moderator: Stacey Butterfield, Superintendent
Jenks Schools/President, OKASBO*
- 10:15 a.m. **Refreshment Break**
Sponsored by: OSAG
- 10:30 a.m. **Leading Others - Leadership vs Authority**
Reggie Rivers—Keynote Speaker
Sponsored by: OSAG
- 12:00 p.m. **Lunch provided**
Sponsored by: American Fidelity Assurance

Recognition of:

“SDE Outstanding Schools in Financial Reporting”
Sponsored by SDE & OKASBO

“Leroy Holloway Scholarship Recipient”
Sponsored by: OKASBO

“Associate Membership Scholarship Recipient”
*Sponsored by: American Fidelity Assurance
Company, LLC*

12:45 p.m. **Vendor Showcase - Prize Drawings**
Take advantage of all that this year's exhibitors have to offer! These tips will help you for indispensable partnerships that will benefit your district.

- **PLAN YOUR TIME**

Plan a route that allows you to efficiently visit each booth that is relevant to your needs

- **TAKE YOUR TIME**

Allocate enough time to cover the exhibit floor effectively. Rushing through the showcase will be exhausting and it will discourage you from asking the questions that could help you find exactly what you need.

- **BE SPECIFIC**

Exhibitors can better serve you if they know exactly what you are after.

Thursday, October 2, 2014 Reed Conference Center, Midwest City

1:30 p.m. – 4:20 p.m. - At this time, the breakout sessions will begin. Each session is scheduled for 50-minutes with a 10-minute rotation break between each session. There are three rotations scheduled.

Breakout Session A = 1:30 p.m. - 2:20 p.m.
Breakout Session B = 2:30 p.m. - 3:20 p.m.
Breakout Session C = 3:30 p.m. - 4:20 p.m.

Session Strands Offered:

1. Finance
2. Human Resources
3. Technology
4. Vendor
5. State Dept. of Education
6. Common Cent\$

FINANCE STRAND

A. P-Card Panel

*Panel: Jamie Cole, Business Manager/Briggs Schools
Jan Cowen, Admin. Asst./Hartshorne Schools
Roger Adair, Dir. Of Finance/Moore Norman
Technology Center
Moderator: Debbie Secrest, Treasurer, Seiling Schools
Finance Committee Member, OKASBO*

B. Signs of Trouble For Your District

*Presenter: Julie Miller, General Counsel/OSSBA
Moderator: Cody Way, CFO - Jenks Schools
Finance Committee Chair, OKASBO*

C. State Aid Break Down

*Presenter: Shannon Meeks, CFO/Putnam City Schools
Moderator: Dennis Schulz, Asst. Supt., Guthrie Schools
Finance Committee Member, OKASBO*

HUMAN RESOURCES STRAND

A. Unemployment Issues/Updates

*Presenter: Jessica Sherrill, Director/OPSUA,
Attorney/OSSBA
Moderator: Connie Garrett, Personnel Manager,
Tahlequah Schools, H.R./Risk Management
Committee Member, OKASBO*

B. Employment Procedures/Legal Issues

*Presenter: Jason Brown, Asst. Supt./Norman Schools
Moderator: Marilyn Vann, Accounting Coordinator,
Norman Schools, H.R./Risk Management
Committee Chair, OKASBO*

C. Workers Compensation Issues/Updates

*Presenter: Jack Dryden, Executive Director/OSAG
Moderator: Kevin Hime, Supt./Clinton Schools
Director/OKASBO*

Tentative Fall Program - October 2-3, 2014

TECHNOLOGY STRAND

- A. Google for Education**
Presenter: Kevin Hodges, Sales Manager, Google for Education
Moderator: Steve Haynes, Supt., Briggs Schools, Director, OKASBO
- B. Addressing Upcoming Technology Funding Challenges**
Presenter: Derrel Fincher, Education Project Manager, Office of Management & Enterprise Services
Moderator: Sara Frye, Director of Finance, Bowlegs Schools, Director, OKASBO
- C. Technology Roundtable/Panel Discussion**
Presenter: Todd Borland, Union Schools; Bill Casey, Jenks Schools; Jason Johnson, Pryor Schools
Moderator: Bill Casey, Jenks Schools

VENDOR STRAND

- A. E-rate Issues**
Presenter: Jane Kellogg, President, Kellogg & Sovereign Consulting
Moderator: Trish Williams, CFO/Tulsa Schools, Finance Committee Member/OKASBO
- B. Outsourcing Services**
Presenter: Ken Holman, Business Operations Director
Moderator: Richard Wood, Director of Finance, Canadian Valley Technology Center, SDE/Career Technology Centers Committee Member, OKASBO
- C. SEAS Education**
Presenter: Jann Arnold, Medicaid Director
Moderator: Rick Peters, Supt., Caney Valley Schools, Professional Membership Committee Member/OKASBO

STATE DEPT. OF EDUCATION STRAND

- A. Child Nutrition Requirements for 2015**
Presenter: Debbie Hamilton, Director of Training/SDE
Moderator: Dwight Yokum, Director of Finance, Chickasha Schools, SDE, Career Technology Centers Committee Member, OKASBO
- B. Personnel Reporting**
Presenter: Heather Butler, Coordinator of School Personnel Records/SDE
Moderator: Beth Buchanan, CFO, Meridian Technology Center, Director, OKASBO
- C. OCAS/Maintenance Of Effort**
Presenter: Nancy Hughes, Executive Director, Financial Accounting, OCAS, Auditing/SDE
Moderator: Kelly Shannon, CFO, Ardmore Schools, Finance Committee Member, OKASBO

COMMON CENTS

- A. Teacher Retirement Reporting Updates**
Presenter: Debra Plog, Client Reporting Manager Teacher Retirement Department
Moderator: Cindy Shiever, Business Office Manager, Enid Schools/Past President, OKASBO

- B. What To Expect From Your RAO (Regional Accreditation Officer)**
Presenter: Shellie Gammill, RAO/SDE
Moderator: Rick Kibbe, Supt., Catoosa Schools/ Legislative-Legal Committee Member, OKASBO
- C. Career Technology Center Meeting**
Presenter: Diane Durham, OK State Department of Career Technology
Moderator: Roger Adair, Director of Finance, Moore Norman Tech Center/SDE-Career Technology Centers, Committee Chair, OKASBO

5:00 - 9:30 OPENING NIGHT MIXER - Reed CD Room

5:00-6:00	Dinner <i>All members are invited</i>
6:00-7:30	OKASBO Carnival - Fun, Fun, Fun!
7:30-9:30	Music : Shawna Russell Band

Friday, October 3, 2014 **Reed Conference Center** **Midwest City, OK**

8:30 a.m. **Registration - Reed Center Lobby**

Continental Breakfast provided
Sponsor(s): Horace Mann
Focus Financial Specialist

9:00 a.m. **Second General Session:- Reed CD**
Moderator: Nancy Hughes, Executive Director
Financial Accounting, OCAS, Audits/SDE

9:15 a.m. **Meet the State Superintendent Candidates**
 (Each candidate will be given 15-minutes to speak)
Moderator: Nancy Hughes, Executive Director,
Financial Accounting, OCAS, Auditing/SDE

10:00 a.m. **Refreshment Break**
Sponsor(s): OSIG

10:15 a.m. **State Aid Mid-Term Adjustments**
Moderator: Steven Crawford, Executive Director/ CCOSA

11:00 a.m. **Pension Plans - Defined Compensation - Defined Benefits**
Moderator: Gary Jones, CPA/Oklahoma State Auditor & Inspector

11:45 a.m. **Business Meeting, Announcements,**
Moderator: Ann Wade, Executive Director/OKASBO
Business Item: Discussion, vote to approve or disapprove OKASBO Bylaws as presented.

12:00 p.m. **Door Prize Drawings, Adjourn**

12:15 p.m. **OKASBO Board Meeting**
 (Light lunch provided)
Sponsor: Focus Financial Advisors

Tentative Workshop Schedule for 2014-2015

<u>September 2014</u>	Basic School Finance	Metro Tech, OKC
<u>September 2014</u>	Federal Programs Workshop	CCOSA, OKC
<u>October 2014</u>	School Activity Accounts	Metro Tech, OKC
<u>October 1-3, 2014</u>	OKASBO Fall Conference (includes Encumbrance Clerk & Treasurer Workshop)	Reed Conference Center
<u>October 2014</u>	Investment Training Workshop	TBA
<u>November 2014</u>	Advanced School Finance	Metro Tech, OKC
<u>December 2014</u>	Payroll/Personnel Workshop	CCOSA, OKC
<u>January 2015</u>	Financial Accounting Workshops	Lawton, OK City Hall Banquet Room
<u>January 2015</u>	Financial Accounting Workshops	Enid, OK Autry Technology Center
<u>January 2015</u>	Financial Accounting Workshops	McAlester, OK Expo Center
<u>January 2015</u>	Financial Accounting Workshops	Tulsa, OK Riverside Technology Center
<u>February 2015</u>	Financial Accounting Workshops	Oklahoma City, OK Metro Technology Center
<u>April 15-17, 2015</u>	OKASBO Spring Conference (includes Encumbrance Clerk & Treasurer Workshop)	Reed Conference Center, OKC
<u>June 2015</u>	Encumbrance Clerks Workshop	CCOSA, OKC
<u>June 2015</u>	Federal Program Workshop	CCOSA, OKC
<u>June 2015</u>	Child Nutrition Workshop	CCOSA, OKC

*Dates and locations may change. Workshop details will be coming soon. Watch for emails. Final details will be posted on website. We wanted to inform you of the additional workshops offered throughout the year.

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Associate Member Scholarship Recipient Chosen

The Associate Member Scholarship Recipient for 2014-2015 is LeAnna Wood

"What will you do with the knowledge gained by attending this conference?"

I love the above question. What will I do with the knowledge gained you ask? I think the question is what won't I do? I truly believe that knowledge is power and everyday that we learn something new is a day that we better ourselves and the people around us.

I am fortunate to be a part of the Wewoka Public Schools staff and family. I took this position as the Administrative Assistant to the Superintendent in January 2013 and since then this district has shaped the way I look at education. In the last 18 months I have watched the people of this district support one another, our students and community in ways that you can't even imagine.

More than anything in my professional life I want to be a valuable and effective employee. The best way to do that is through knowledge. I know that with the knowledge I gain I will be able to provide more support to my district as well as my Superintendent which by extension benefits our students. The priority of our district is the students and everything we do is to benefit them. I will take the knowledge I gain and I will be a more efficient employee, with more information and newly formed business contacts that will provide me powerful resource leverage skills. I will, even from my desk help shape the lives of our kids.

Please feel free to contact me if you have any questions or concerns.

Thank you,

LeAnna Wood
Wewoka Public Schools
Assistant to the Superintendent
Director of Technology
Activity Fund Custodian



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* **Budget Preparation and Assistance**

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Leroy Holloway Professional Development Grant Winner

The Leroy Holloway Professional Development Grant winner for 2014-2015 is Erin Mercer

I, Erin (Massey) Mercer, would like to have the opportunity to receive the Leroy Holloway Professional Development Grant to allow me the chance to attend the Association of School Business Officials (ASBO) International Conference.

I have worked for Pioneer Technology Center since May 2006 and I have been in the finance department since April 2011, and have been a member of Oklahoma ASBO since the 2012-2013 school year. I really enjoy being a part of the Career Tech Family in Oklahoma. Over the past 7+ years I have learned so much about how Career Tech operates and how it helps the economy of Oklahoma.

Since I have entered into school finance I have been grateful to attend professional development through the Oklahoma Center for School Business Management (OCSBM). I have completed the Introductory Level 1, Intermediate Level 2, and Advanced Level 3. I graduated from OCSBM on April 10, 2014. I have recently submitted my application to become a Certified School Business Specialist. I have also been allowed to attend other professional development opportunities such as Career Tech's August Conference, OKASBO Fall Conferences, Activity Funds workshop through OCSBM, and other conferences that allow me to assist some with our Financial Aid Office.

The conferences I have attended to educate myself in Financial Aid are Southwest Association of Student Financial Aid Administrators Boot camp & Fall Conference in 2012, Oklahoma Association of Veterans Coordinators & Counselors Fall and Spring Conferences, and this month I will be attending the Spring Conference for Oklahoma Association of Student Financial Aid Administrators.

Receiving this grant would allow me to attend the ASBO International Conference as well as offer me the opportunity for professional growth. This would allow me more opportunity to move forward in my career as a school business official. I would be given the chance to build a network of resources by meeting others that work in positions similar to mine and learning about the services that could be beneficial for my institution.

I appreciate your consideration.

Erin M. Mercer



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NEW Partnership: CCOSA/OKASBO/VFC Financial Assistance for School Districts

ADDITIONAL INFORMATION

*For additional information, please contact
CCOSA Executive Director Steven Crawford,
OKASBO Executive Director Ann Wade or financial
consultant Vernon Florence.*

Steven Crawford CCOSA Executive Director
crawford@ccosa.org
405-524-1191

Ann Wade OKASBO Executive Director
awadeokasbo@gmail.com
918-825-2981

Steve Shiever OKASBO Program Director
Steve.shiever@yahoo.com
405-747-5275

Vernon Florence Consultant
vernonflorence488@yahoo.com
405-471-6002

CCOSA Staff

Steven Crawford
CCOSA Executive Director
crawford@ccosa.org

Dr. Vickie Williams
OASSP Executive Director
williams@ccosa.org

Dr. Gracie Branch
OAESPIOMLEA Executive Director
branch@ccosa.org

Ryan Owens CCOSA General Counsel
Director of Legislative Services
owens@ccosa.org

Andrea Kunkel
CCOSA Staff Attorney
Director of Special Services
kunkel@ccosa.org

NAME EVENTS

Budget Development (VFC)	2
Budget Small Group (VFC)	1
Basic School Finance (CCOSA/OKASBO)	1
Activities Fund Accounts (CCOSA/OKASBO)	1
Advanced School Finance (CCOSA/OKASBO)	1
OCAS Coding Workshop (OKASBO)	1
Federal Programs/Encumbrance Clerk-Fall/ Spring (OKASBO)	2
Child Nutrition Workshop-Fall/ Spring (OKASBO)	2
Payroll/Personnel Issues (OKASBO)	1

CCOSA/OKASBO/VFC
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for Oklahoma School Administration

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Phone: 405-524-1191 Fax: 405-524-1196

www.ccosa.org



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Program Description

One of the constant challenges of public school administration is staying current on school finance and the changes in education law affecting it. Administrators sometimes feel that they need a financial expert on speed dial.

To address this challenge, the Cooperative Council for Oklahoma School Administration (CCOSA), the Oklahoma Association of School Business Officials (OKASBO) and Vernon Florence Consulting (VFC) have developed a program to assist school districts with budgeting, financial planning, funding projections, OCAS coding and fund balance projecting. For the fiscal year ending June 30, 2015, CCOSA/OKASBO/VFC, through its executive staff, will provide the following types of financial assistance to Oklahoma school districts that choose to participate in this program:

- ♦ Consultation by email, telephone, or in person at a CCOSA/OKASBO/VFC office with executive staff members.
- ♦ Assistance with district document review: including preliminary estimate of needs, budget, state aid and financial accounting documents.
- ♦ Specialized training at a CCOSA office (no additional travel expense for the participating district) or at a mutually convenient location with the CCOSA/OKASBO/VFC actual travel expense paid by the participating districts.

Participating School Districts

Each participating school district may designate district administrators who are authorized to initiate requests for financial assistance from the CCOSA/OKASBO/VFC staff. Designated members should be active members in good standing of CCOSA or OKASBO. The purpose of this designation is to ensure that questions can be answered promptly and situations, that can be addressed appropriately by other administrators in the school district, are handled within that district.

It is CCOSA/OKASBO/VFC's desire to make its program of financial assistance available to every school district in our state that chooses to participate. The district may include additional school personnel in conference calls, on-site visits and training sessions. School districts participating in this program will receive additional financial assistance above and beyond individual member services. Participating school districts are encouraged to utilize the financial assistance program judiciously.

CCOSA/OKASBO/VFC's program will emphasize budgeting, financial planning, funding projections, OCAS coding and fund balance projecting. A complete list of services is provided on the back of this brochure. Additional events may be purchased at a discounted price. There may be some financial matters that arise that are not included on the provided list. CCOSA/OKASBO/VFC staff will be happy to recommend solutions for those financial events if they should occur.



CCOSA and OKASBO encourage school districts considering participation in this program to contemplate their district's needs to determine if this program offers them solutions. Any school district considering participation in the program is encouraged to visit with the CCOSA/OKASBO/VFC staff so that the district makes a reasonable and financially sound decision regarding its participation.

Cost to Participating School Districts

(based upon each district's size in ADM for the 2013-2014 school year)

<u>ADM</u>	<u>COST</u>	<u>EVENTS</u>
25,000 plus	\$3,600	40
10,000 to 24,999	\$3,000	34
5,000 to 9,999	\$2,400	28
2,000 to 4,999	\$2,000	24
1,000 to 1,999	\$1,600	20
500 to 999	\$1,300	16
499 or less	\$1,000	12

Any administrator from a participating school district who is a member of CCOSA/OKASBO will still be entitled to all the privileges and benefits of CCOSA/OKASBO membership, including access to a CCOSA/OKASBO staff member regarding financial matters.

CCOSA/OKASBO reserves the right to refuse participation to school districts and to remove school districts from participation in the program.

REMEMBER TO VOTE!



Online Voting Schedule

August 20, 2014 - September 3, 2014

Watch for an email from ASBO Intl stating online voting is open. Your vote may be the deciding vote for Victory.

Show her we support her 100% by getting 100% of Oklahoma ASBO Intl. members to vote! Start a phone bank, hot line, buddy system, or email anyone you know that is a member of ASBO International. She has worked tirelessly for OKASBO! Now is our time to help. VOTE and show how we are Oklahoma strong and proud! YOU can make a difference!

Please don't forget to VOTE for Brenda Burkett, Vice President, ASBO Intl.

Changes to OKASBO BYLAWS

A copy of the OKASBO Bylaws for your review are on pages 15-18 with recommended revisions noted in red on pages 17-18. A vote to approve the recommended revisions will be brought to the membership during the business meeting on Friday, October 3, 2014. The revisions will bring our bylaws more aligned with ASBO International.

If you have questions please email Ann Wade, Executive Director, OKASBO at awadeokasbo@gmail.com or call 918-825-2981.

A circular logo with a scalloped edge. Inside, it says "CELEBRATING OUR" at the top, "11th" in the center, and "ANNIVERSARY" at the bottom.

COPY • PRINT • FAX • SCAN

The logo for SCM (Sooner Copy Machines, Inc.) features a stylized graphic of a stack of papers or a folder to the left of the letters "SCM" in a bold, italicized font.

SOONER COPY MACHINES, INC.

DELIVERING COPIER NEEDS FOR

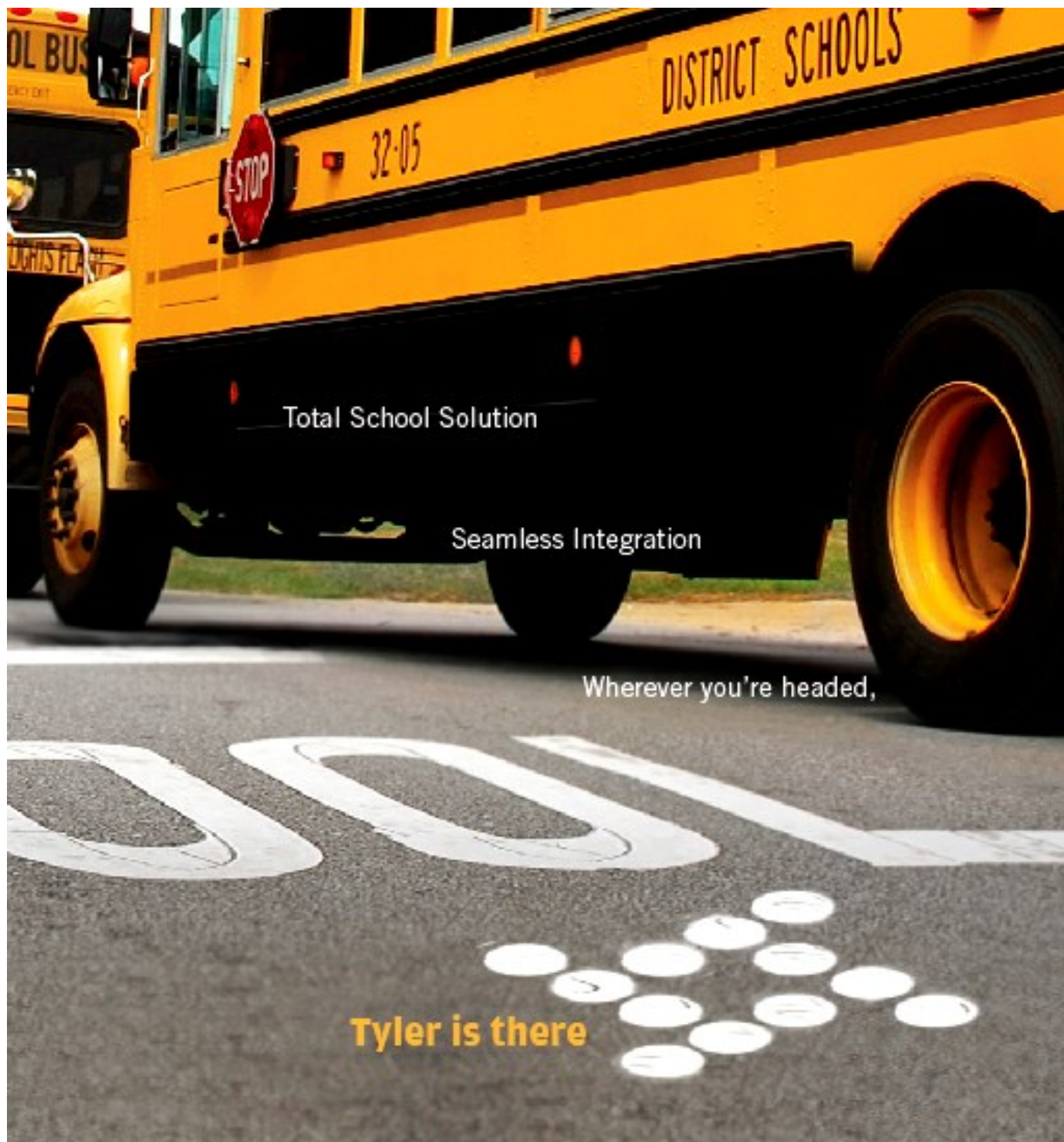
140

School Districts in Oklahoma

A black and white portrait of John Miller, a man with short dark hair, wearing a white shirt and a patterned tie, smiling at the camera.

JOHN MILLER
President
johnscm@coxinet.net
405.364.7700

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**BYLAWS
OF
ASSOCIATION SCHOOL BUSINESS OFFICIALS OF OKLAHOMA
(OKASBO)**

**Article I
Duties of Officers**

Section 1. President

The President shall be the executive officer of this Association and shall preside over all meetings of the Association and of the Board of Directors. The President shall appoint all committees and shall be ex-officio member of all standing and special committees. The President shall perform such other duties as usually pertain to the office.

Section 2. President Elect

The President Elect, in the absence of the President, shall preside at all meetings of the Association and at the meeting of the Board of Directors. The President-Elect shall also perform such other duties that usually pertain to the office or that may be assigned by the President of the Board of Directors.

Section 3. Vice President

The Vice President, in the absence of the President and President Elect, shall preside at all meetings of the Association and at the meeting of the Board of Directors. He shall also perform such other duties that usually pertain to the office or that may be assigned to him by the President and the Board of Directors.

Section 4. The Board of Directors

The Board of Directors shall determine, policies and activities of the Association, elect members, approve budgets, approve all bills, advise the President regarding appointment of regular committees, and have general management of the Association. Such action may be by a mail ballot, the ballots and results to be filed with the Executive Director

The Board of Directors shall be vested with the power to act in name of the Association between meetings on all matters pertaining to the welfare of the organization that may be brought to its attention by the President.

The Board of Directors shall be vested with the power to call special meetings of the Association and to designate the date, time, and place of any such meeting, together with the reason for call of such special meeting, same to be fully stated in a notice to each member.

The Board of Directors shall meet to establish a plan of work, and at the call of the President, which call by the President must provide five (5) days advance written notice.

The nominee(s) for Board of Directors shall be presented to the membership at the spring meeting for approval. Members of the Oklahoma ASBO shall have an opportunity to nominate from the floor any member that has consented to the nomination and is present at the time of the nomination.

Section 5. Immediate Past President

The Immediate Past President shall serve as a member of the Board of Directors for (1) year following the term as President.

The Immediate Past President shall serve as chairperson of the Nomination Committee to select a nominee to fill an unexpired or expired term of a Board of Director. The Nomination Committee shall consist of (3) members; the Immediate Past President and two other Board of Directors as appointed by the President of Oklahoma ASBO and approved by the Board of Directors.

Section 6. Associate Business Member Board of Director

This Director is charged with bringing concerns and opportunities from the Associate Membership to Board of Directors and participating in advising the Board of Directors in matters relating to association business. This member of the Board of Directors shall serve as a non-voting member that does not assume to the officeholder positions. This Director can be recommended by the Associate Membership. If no recommendation is presented, the other Board of Directors shall select an associate member to recommend for election at the spring meeting. Election shall be outlined in Section 4.

**Article II
Duties of Executive Director**

Section 1. Executive Director

The Executive Director shall keep the records of membership, attendance, and minutes of the meetings of the Association, Board of Directors and committees. The Executive Director shall present all bills to the Board of Directors and shall sign all checks for payment. The Executive Director shall submit a report to the annual meeting of the Association and at such other times as the President or Board of Directors may require. The Executive Director shall collect all funds due the Association, including membership fees and dues, and promptly deposit the same in the official depository, and shall disburse the same on order of the Board of Directors. All disbursements from Association funds shall be made by pre-numbered checks only. These accounts and books shall at all times be open to the inspection of the President, Board of Directors, and any authorized auditors. The Executive Director shall make a report at the first meeting of the Association each year and at such other times as the President or Board of Directors may require. The Executive Director shall maintain a Surety Bond in the sum of One Thousand Dollars (\$1,000.00) for the faithful performance of the duties of the office, the premium of said Surety Bond to be paid by the Association.

Section 2. Political Action

The Association of School Business Officials shall not endorse, either by expenditure of funds or through a vote of its Board of Directors or membership, any candidate for public office.

The Association of School Business Officials may become politically active to influence legislation that affects the Association or its members when the Board of Directors has taken affirmative action on the named issues.

Article III Committees

Section 1. Committee Listing

The following standing and professional committees are in conformance with those established by the Association of School Business Officials International. The School Business Officials of Oklahoma (OKASBO) will create and maintain similar committees to meet the needs of the membership.

Standing Committees
Nomination/Elections

Professional Committees
Accounting, Auditing, & Budgeting
School Finance
Professional Development
Risk Management
Legislative Affairs
Information Systems
Environmental Aspects
Human Resources & Labor Relations
International Aspects
Legal Aspects
Management Techniques
Pupil Transportation
Purchasing & Supply Management
School Facilities Management
School Food & Nutrition

Section 2. Professional Committee Members and Chairpersons

The professional committees shall be comprised of at least five (5) members and one chairperson.

The chairperson and members shall serve a three (3) year term.
Selection of chairperson will be made by the Board of Directors.
Professional committee members will be selected from:

1. ASBO membership desiring participation on a committee,
2. Recommendations from the Board of Directors and/or Committee Chairpersons.

Vacancies and/or new appointments of professional committee members will be brought to the Board for confirmation.

Article IV Dues and Voting

Section 1. Dues

- a) Dues shall be payable each fiscal year.
- b) Dues for each membership category shall be set by the Board of Directors.

~~b.) Active Member Dues~~

~~**Individual Member:**~~

~~The annual dues for an individual member shall be \$50. Payment of such dues shall entitle members to receive the printed annual reports of the Association and special bulletins and reports as issued.~~

~~Registration fees will be set by the Board of Directors, but shall not be less than \$75 per meeting for persons paying individual membership dues.~~

~~**Institutional Membership:**~~

~~The \$225 Institutional Membership entitles one (1) person to attend two state meetings, fall and spring. The list will be maintained by the Executive Director. It will list the designated person and the school district.—~~

~~Each additional Institutional Membership adds an additional \$150 to the district costs, with the benefits listed above.~~

~~Substitution of an institutional member will be allowed. Additional persons attending from district that has an Institutional Membership will each pay a \$75 registration fee at the meeting.~~

~~The Board of Directors is authorized to charge a registration fee for each meeting.~~

~~**Emeritus Member Dues:** Annual dues for an emeritus member shall be \$25. Registration fees shall be \$75 per meeting.~~

~~**Associate Business Member Dues:** Annual dues for associate business members shall be:~~

~~The \$225 Associate Business Membership entitles one (1) person to attend two state meetings, fall and spring. The list will be maintained by the Executive Director. It will list the designated person and name of business.~~

~~Each additional Associate Business Membership adds an additional \$150 to the membership costs, with the benefits listed above~~

Section 2. Election and Voting

Election of the incoming Directors of the Association shall be held on the last day of the spring meeting.

Section 3. Change in Constitution and Bylaws.

Changes in constitution and bylaws shall be determined by two-thirds of the majority of members present. All other questions shall be decided by a majority vote.

Section 4. Rules of Order

“*Roberts Rules of Order*” shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

Stress hides all over your brain and body. Here's how to get rid of it!

The best explanation of stress we've ever heard comes from Stanford neurobiologist Robert Sapolsky, Ph.D., the author of *Why Zebras Don't Get Ulcers*. "If you are a normal mammal," he says, "stress is the 3 minutes of screaming terror on the savanna after which either it's over with or you're over with."

If you're a human mammal, however, stress comes from something more insidious than a toothy predator: anxiety triggered by the passive-aggressive boss, the 30-year mortgage, and the job of caring for children as well as the ill parent who believes General MacArthur wants him to lead a division into Pyongyang Province.

No wildebeest would understand these fears, but the perceived threats spark the same physiological survival responses that crocodile attacks do. Here's where modern stress bites your body and how to fight back.

Your Brain

Chronic secretion of the stress hormone cortisol can trigger memory loss, depression, and three bourbon lunches.

The Fix: Don't be so conscientious at work. A Canadian study of 2,737 employees found that when people thought their poor job performance could seriously impact their coworkers, company, or environment, their job stress increased. Workers who didn't see their jobs as careers were less likely to report stress. The lesson: Take a day off. The company won't go under if you're AWOL for nine (9) hours. [Try booking a last-minute getaway if you must.](#)

Your Hair

Researchers at the University of Western Ontario may have found a new way to measure chronic stress: Pluck a few hairs. They took follicle samples from more than 100 men, half of whom were hospitalized for heart attacks, and found that hair cortisol was higher in the heart patients. Since hair grows about 1 centimeter a month, researchers used 3-centimeter samples as a record of stress levels over the previous 3 months. Scientists say the findings bolster the theory that chronic stress contributes to heart attack just as acute stress does.

The Fix: Earn a promotion. With power comes control, suggests research from the Columbia University business school. Study participants were designated as either leaders or subordinates, with the leaders given duties that granted them a sense of power. Meanwhile, half the people in both groups were asked to steal \$100 and lie about it. Subordinates who had to lie showed physical stress reactions and high cortisol levels. But lying bosses displayed no such markers of stress, suggesting that even in stressful situations (forced to lie), people feel little or no anxiety if they have power and control.

Your Nervous System

When you're stressed, hormones flood your body, helping you focus your attention, sharpening your vision, and preparing your muscles to take action.

The Fix: Tap the power. For short periods, facing adversity can energize you to handle challenges. Recently, University at Buffalo researchers monitoring 2,398 people found that those who'd experienced some adversity scored higher on measures of mental health and life satisfaction than those who'd seen either high levels of adversity or none at all. "In moderation, whatever doesn't kill us may indeed make us stronger," says study author Mark Seery, Ph.D.

Your Muscles

Neck and back tension caused by mental stress, plus long days spent hunched over a computer keyboard, can trigger pain.

The Fix: Try the corner stretch. Stand facing the corner of a room. Raise your elbows to shoulder height, and place your forearms, elbows, and palms against each wall. Lean in to flex your chest and back muscles. Hold for 15 seconds, breathing deeply. Do this every 2 hours or whenever you feel tight.

Your Gut

Increased stomach acid from stress can churn your gut and loosen your bowels. Stress can even alter the way your body processes fat, causing you to store more of it in your abdomen.

The Fix: Twist yourself into a pretzel and laugh, laugh, laugh. "Laughter yoga" practitioners swear that combining yogic breathing and stretching techniques with forced laughter helps them cope better with life's stresses. Studies have already demonstrated the ability of yoga to ease stress and lower blood pressure. And laughing appears to do the same. For example: Two reports presented at the 2009 American College of Sports Medicine's annual meeting showed that people who watched comedies had more-pliable blood vessels and improved blood flow for up to 24 hours after the chuckling commenced.



Oklahoma Association of School Business Officials

Proudly Supports and Endorses

Brenda Burkett



**Candidate
For
Vice President
2014**

Association of School Business Officials International

**Look for an e-mail from ASBO International with
Voting Instructions**

Online Polls Open:

August 20, 2014 - September 3, 2014

www.okasbo.org



The Premier Event for School Business Leaders

Annual Meeting & Expo



ASBO International's Annual Meeting & Expo brings together more than 1,000 school business officials for four days of learning and networking. The Annual Meeting & Expo is the premier professional development event for leaders in school business - providing an exceptional opportunity for you to advance your professional and leadership skills and engage face-to-face with peers from around the world.

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- A shirt, sponsored by
- American Fidelity Assurance Company, will be provided to all attendees.

Oklahoma Breakfast

- Saturday morning (September 20th) sponsored by Stephen H. McDonald & Associates. A time to enjoy good food, discuss the daily events, promotional activities and a time to network with great friends.

Please email me at awadeokasbo@gmail.com if you are planning to attend the conference with your arrival date, cell phone number, and your shirt size.

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OKASBO - Success Is The Only Option

"If you are trying to achieve, there will be roadblocks. I've had them; everybody has had them. But obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it or work around it."

There are many ingredients to success; however, one of the most important is support. Even Michael Jordan needed support to be successful. "Talent wins games, but teamwork and intelligence wins championships."

OKASBO is that team to help you achieve success! OKASBO serves as a unique organization that offers resources for diverse specialties. OKASBO offers individuals education, training, networking opportunities and professional development in the areas of finance/accounting, food service, technology, communication, human resources and purchasing.

OKASBO is that team to help you achieve success! Both school and business members share their knowledge by serving as facilitators and panelists for workshops. Here you will find a blend of common-interest and specific sessions at the basic level that will provide an overview of business operations in a school entity. General Sessions apply to all areas of schools business management. Breakout sessions offer more specific technical information. Pick and choose the sessions that will benefit you most - it is your decision.

One of the constant challenges of public school administration is staying current on school finance and the changes in education law affecting it. To address this challenge, CCOSA, OKASBO and Vernon Florence Consulting have developed a program to assist school districts with budgeting, financial planning, funding projections, OCAS coding and fund balance projections. It is our desire to make its program of financial assistance to every school district in our state that chooses to participate. School districts participating in this program will receive additional financial assistance above and beyond member services.

OKASBO will be scheduling an "Investment Training Workshop" to meet the legal requirements for treasurers. You will be receiving an email with the workshop schedule and agenda soon.

Remember that as an ***institutional member you receive a discounted registration fee for the Pre-Conference, No registration fee for our conference, the luncheon is included*** and the information is timely and accurate. **Join OKASBO** and never be afraid to fall because with **OKASBO - Success is the only option.**

"A person without knowledge is like a house without a foundation."
Harvey Mackey



OKASBO News is published four times per year (February, May, August & November) by and for the members of the Oklahoma Association of School Business Officials, which is affiliated with the Association of School Business Officials International.

Neither OKASBO nor the editor assumes the responsibility for the data and opinions expressed by the authors or papers abstracted, quoted, or published in full in this newsletter.

The products and services advertised herein are not endorsed by OKASBO, and do not necessarily reflect the opinions of the officers, directors, members, or staff of OKASBO. They are merely paid advertisements supporting this publication financially.

OSAG GOLF TOURNAMENT

The annual OSAG Golf Tournament for 2014 will be held on Wednesday, October 1, 2014 at Silverhorn Golf Course in Oklahoma City, with a tee time beginning at 9:00 a.m. Invitations will be mailed to all OSAG member school districts near the first part of August 2014, with registration required. This is a scramble tournament, being held in honor of OSAG's founding director, Mr. Eugene Keith. All proceeds, including entry fees and donations, will be placed in the Gene Keith Scholarship Fund to be awarded as a \$4,000 annual scholarship to a qualifying, graduating Oklahoma senior. Please make plans to attend this fun event on October 1, 2014. Lunch and awards will be presented at the end of the tournament.

OKASBO Office

NEW ADDRESS

Oklahoma ASBO
P.O. BOX 549
CLAREMORE, OK
74018

Tel: 918-825-2981

Fax: 918-824-1524

Email: info@OKASBO.org
Web: www.OKASBO.org

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*Would you share this Newsletter with co-workers
who may benefit from our educational and
training programs?*

Thanks!

MEETING SCHEDULE

ASBO International Annual Meeting & Expo

2014

September 19-22
Kissimmee, Florida

2015

October 23-26
Grapevine, Texas

2016

September 23-26
Phoenix, Arizona

2017

September 22-25
Denver, Colorado

Oklahoma ASBO

[Sheraton Hotel/Reed Conf. Center](#)
[Midwest City, OK](#)

2014

April 16-18
October 1-3

2015

April 15 - 17
September 16 - 18

2016

April 13 - 15
October 12 - 14

2017

April 26 - 28
October 11 - 13

