

The OkASBO News

OKLAHOMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

P.O. Box 8107, Edmond, OK 73083-8107

405-481-1729

www.okasbo.org

Spring Conference is April 4-6

MAKING A DIFFERENCE

Steve Gilliland is one of the most in-demand and top rated speakers in North America. He has been working with meeting planners and speakers bureaus since 1999 to entertain, educate and inspire audiences all over the world. Recognized by his peers as a master storyteller and brilliant comedian, his appeal transcends barriers of age, culture and occupation. Steve's interactive and entertaining style helps audiences connect and relate as he shows them how to open doors to success in their careers, their relationships and their lives. He speaks to more than 250,000 people a year and has shared the platform with numerous dignitaries, including bestselling author Dr. Ken Blanchard, former Mayor of New York Rudolph Giuliani, University of Tennessee Women's Basketball Coach Pat Summit, Hall of Fame Quarterback of the Buffalo Bills Jim Kelly, comedian Howie Mandel and the creator of *Chicken Soup for the Soul*, Mark Victor Hansen.

In addition to his brilliant speaking career, Steve is an accomplished author, which is evidenced by his bestselling book ***Enjoy The Ride***,™ being on the publisher's bestselling top 10 list for three consecutive years.

This insightful keynote speech expounds on the essentials toward **Making A Difference—Purpose, Passion and Pride**. Steve Gilliland takes you on an eye-opening journey that will uncover your hidden abilities, unleash your inner energy and share the key to accomplishing your goals. You will hear a wealth of new ideas, workable tactics and useful tools that, when put into practice, will make a considerable impact in your professional and person life. This speech is brilliantly creative, and exceptionally humorous and absolutely unforgettable!



Steve Gilliland
Keynote Speaker
April 5, 2011

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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

Mr. Bill Denton, Supt.
Yukon Schools
405-354-2587
bill.denton@yukonps.com

President Elect

Mr. Tom Linihan, Supt
Adair Schools
918-785-2424
tlinihan@adairschools.net

Vice President

Ms. Cindy Shiever, CSBA,
Admin. Asst.
Crescent Schools
405-969-3738
cmiller@crescent.com

Director

Ms. Patti Beavers, Director of
Finance
Claremore Schools
918-699-7331
pbeavers@claremore.k12.ok.us

Director

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

Director

Ms. Penny Haynes, Superintendent
Allen Bowden School
918-24-0617
P-haynes@allenbowden.k12.ok.us

Ex-Officio Director

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

Past President

Mr. Roger Adair, Director of
Finance
Moore Norman Technology
Center
405-364-5763x7202
radair@mntechnology.com

President's Message

Welcome to a New Year for Oklahoma ASBO!

What an amazing year it has already been! It's hard to believe the school year is half over and our Spring Conference is right around the corner.

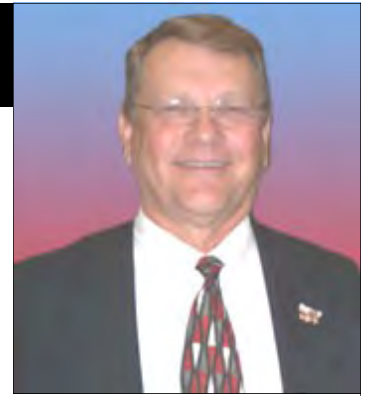
It's been such a year of hard work and investment for many of us across the state. We have been challenged with things this school year like nothing seen in years past. As I look around at our network of school business officials, I'm encouraged by our support of each other. I am privileged to be a member with so many great folks that support the future of Oklahoma schools. It's been that support and training that has gotten me, as a leader, through those tough times and, I'm inspired by the support system we can offer those preparing to lead our schools in the future. Let's keep reaching out to our colleagues in other school districts telling them about the great resources available to them through OKASBO.

To quote John C. Maxwell, "*We cannot become what we need by remaining what we are*". This statement couldn't be more fitting to our group. This year we asked our members to tell us what they thought would be good changes to help us meet the needs of our group and help improve our conference. You asked for it, and we delivered... CHANGE! What were those changes? We aligned our by-laws and constitution to more closely represent those of ASBO International. We formatted our Spring Conference program to hold more break out sessions, pre-conference hands-on learning sessions for iPad users, a vendor showcase and legislative updates. We even invited "MIXXXIT". Though I'm not sure what the "MIXXXIT", Ultimate DJ & Game Show experience really means, I'm sure I speak for everyone when I say, "Let's Celebrate". Our board of directors is committed to providing our membership with professional development activities that bring value to you and your school district's personnel.

Please make plans to attend or even volunteer at our Spring Conference on April 4-6, 2012, at the Meridian Convention Center. What can you expect?

- Three days of valuable information and discussion with a choice of more than fifteen topics:
- Keynote speaker, Steve Gilliland, "Making it Better"
- Breakout sessions
- Vendor Showcase

Our conferences always prove to be exciting and informational events and as you can see, this one will be no exception. Your attendance is just one element that makes this event what it is every year. Let's continue the momentum with this year of change. See you there.



By Bill Denton

Encumbrance Clerks & Treasurer Workshops

Wednesday, April 4, 2012

Last chance to attend the Encumbrance Clerk and Treasurer Workshops for the same low cost of \$50 if you are a member and \$100 if you are a non-member. We will be increasing the rates next year to \$75 if you are a member and \$150 if you are a non-member. We started offering the workshops in 1999 in the format of “Gold Mine Sessions-”round table discussions (as pictured) in one room. We have made a few changes since we began: specific topics, separate rooms for each breakout session (Much quieter and more space) BUT we have not changed the quality of sessions offered. This will be the first rate increase since we began offering the workshops. (12 years) Don’t you wish you could make the same statement on what you pay for groceries, utilities, etc. (only in our dreams)!



Be There...Make a Difference..
Purpose, Passion and Pride

We will begin our spring conference with general session presentations on “State Economic & Budget Outlook” by Mr. Ken Miller, Oklahoma State Treasurer, and “Most Common Audit Findings” by Darrel Johnston CPA, Angel, Johnston & Blasingame. The valuable information they will share will assist you with revenue forecasting for monitoring your district’s budget and audit findings (that may hit a nerve or two) requiring you to review, evaluate and/or change your current procedures.

After the provided lunch, the afternoon will be spent in breakout type sessions where you can choose to attend three of the five topics presented. Each session last 55 minutes and you can change rooms to a different topic and continue with the process until 3:55 p.m. when certificates will be distributed. The topics offered are “OCAS Coding Updates”, “Risk Management—Are You Protected,” “State Personnel Reports”, “Internal Controls” and Didn’t See That Coming”. **Register now and guarantee your spot.**

OkASBO Research Committee Chairpersons

These Committee Chairs serve as the Program Planning Committee for OkASBO. On their committees are 8 to 12 people with 3-year staggering terms. The committees help determine what needs to be presented to the membership at conferences and give direction to OkASBO. Interested in serving? Let someone know!

Finance, Auditing, Accounting and Treasurer

Ms. Nancy McKay, CFO
Jenks Schools
T: 918-299-4411
E: nancy.mckay@jenksp.org

Human Resources/Risk Management

Ms. Debra Jacoby, CFO
Union Schools
T: 918- 459-3303
E: jacobyd@unionps.org

Legislative/Legal Aspects

Mr. Steve Shiever, Education Liaison
OkASBO
T: 918-299-4411
E: shieversteve0@gmail.com

Professional Development/Membership Development

Mr. Daryl Crusoe, CSBO, Business Mgr.
Eastern Oklahoma County Technology Center
T: 405-390-603
E: dcrusoe@eocotech.org

Department of Education/Career Technical Education

Ms. Pam Hughes, Treasurer
Caney Valley Schools
T: 918-536-2500
E: phughes@cvalley.k12.ok.us

Technology/Information Systems

Mr. Bill Casey, Technology Director
Jenks Schools
T: 918-299-4411
E: bill.casey@jenksp.org

Encumbrance Clerks/Treasurer Workshops

April 4, 2012
Meridian Convention Center
737 S. Meridian, OKC

This Pre-Conference day can be used to meet the requirements of the training for Encumbrance Clerks and Treasurers, the continuing education 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. Certificates will be given to registrants.

8:00 a.m. - **Registration Begins**

9:00 a.m. -- **Welcome/Introductions/ Overview**
Ann Wade, Executive Director
Oklahoma ASBO

9:15 a.m. -- **State Economic & Budget Outlook**
Mr. Ken Miller,
Oklahoma State Treasurer

10:15 a.m. -- **Refreshment Break**

10:35 a.m.-- **Most Common Audit Findings**

Darrel Johnston, CPA
Angel, Johnston & Blasingame, P.C.

11:35 a.m. — **Morning Wrap-up**
Ann Wade, Executive Director

11:50 a.m. – **Lunch Provided**

1:00 p.m. – 4:00 p.m.- Break out sessions begin at 1:00 p.m., and registrants may join any room to listen to the presentation. Each session is scheduled for 55 minutes. Registrants may then change to another room. Three rotations are scheduled.

Break Out Topics

OCAS Coding Changes

Presenter(s): Iona Martin/Chad Bratton
Oklahoma State Dept. of Education

Risk Management—Are You Protected?

Presenter: Steve Allen, Agent
Commercial Risk Group, Inc.

State Personnel Reports

Presenter: Tammy Hall, Coordinator
Personnel Records, OK State Dept. of Educ.

Internal Controls

Presenter: Roger Adair, Director of Finance
Moore Norman Technology Center

Didn't See That Coming

Presenter: Jeff Denton, Dir. Of Child Nutrition
Ponca City Schools

4:00 p.m. – **Summary & Certificate Presentation**
Ann Wade, Executive Director
Oklahoma ASBO

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



√ Sessions marked by the check mark on **Thursday** and **Friday** are approved for additional continuing education requirements for EC&T's. To receive the credit, after the conference send an email to info@okasbo.org outlining the sessions attended and a certificate will be emailed.

April 5-6, Tentative Spring Program

Thursday, April 5, 2012 Meridian Convention Center, OKC

- 7:30 a.m. **Vendor Showcase Opens**
- 8:00 a.m. **Registration Begins (located in the vendor Showcase room - includes Continental Breakfast)**
- 9:00 a.m. **First General Session**
Moderator: *President Bill Denton Superintendent, Yukon Public Schools*
- Flag Salute/Opening Entertainment**
- 9:20 **President's Remarks**
- 9:25 **ASBO International Updates**
Brenda Burkett, CFO, Board Director, ASBO International Norman Public Schools

Annual Conference-Phoenix, AZ—October 12-15, 2012



2012 Annual Meeting & Expo • October 12 - 15 • Phoenix, Arizona

- 9:30 -10:30 a.m. **"Making It Better"**
Steve Gilliland, Keynote Speaker
- 10:30 –10:45 a.m. **Refreshment break**
- 10:45—12:00 p.m. **" Making It Better - Continued"**
Steve Gilliland , Keynote Speaker
- 12:00 - 1:00 p.m. **Luncheon**
Recognition of :
"SDE Outstanding Schools in Financial Reporting"
"School Business Official of the Year"

1:00 p.m.- 3:55 p.m. - At this time, the breakout sessions will begin. Registrants may choose any room to listen to the presentation and discussion. Each session is scheduled for 50 minutes. Registrants may then change to another room. There will be three rotations scheduled. There is a 30 minute break between breakout sessions to allow you time to visit the vendor showcase.

1:00 p.m. - 1:50 p.m. **Breakout Session A**

- √ **OCAS Updates**
Presenter(s): *Iona Martin/ Chad Bratton Oklahoma State Department of Education*
Moderator: *Cindy Shiever, OkASBO Vice President Administrative Assistant, Crescent Schools*
- State Wave for Business Officials**
Presenter: *Duane Brown Oklahoma State Department of Education*
Moderator: *Bill Casey, OkASBO Committee Chair, Director of Technology, Jenks Schools*
- Health Care Reform—How are Districts Responding**
Presenter: *TBA American Fidelity Assurance Co.*
Moderator: *Stacey Butterfield, OkASBO Board Director, Deputy Superintendent, Jenks Schools*

- √ **Lease Purchase /Lease Revenue Bonds/ General Obligation Bonds: Know the Difference**
Presenter: *Ryan McDonald, Exec. Vice President Stephen H. McDonald & Associates*
Moderator: *Roger Adair, OkASBO Past-President, Director of Finance, Moore Norman Tech. Center*

- √ **Legislative Issues**
Presenter(s): *Shelley Shelby, OSSBA, Ryan Owens, CCOSA, Staff Attorney & Director of Legislation*
Moderator: *Steve Shiever, OkASBO Educ. Liaison*

1:50 - 2:20 p.m. Vendor Showcase/Break

2:20 - 3:10 **Breakout Session B**

- √ **OCAS Changes**
Presenter(s): *Iona Martin, Chad Bratton Oklahoma Department of Education*
Moderator: *Pam Hughes, OkASBO Committee Chair, Treasurer, Caney Valley Schools*
- State Wave for Business Officials**
Presenter: *Duane Brown Oklahoma State Department of Education*
Moderator: *Dr. Penny Haynes, OkASBO Board Director, Supt., Allen Bowden Schools*
- Health Care Reform—How are Districts Responding,**
Presenter: *TBA*
Moderator: *Debbie Jacoby, OkASBO Committee Chair, CFO, Union Schools*

April 5-6, Tentative Spring Program

Thursday, April 5, 2012 Meridian Convention Center, OKC

✓ **Lease Purchase /Lease Revenue Bonds/
General Obligation Bonds: Know the Difference**
Presenter: *Ryan McDonald, Exec. Vice President
Stephen H. McDonald & Associates*
Moderator: *Tom Linihan, OkASBO President-Elect,
Supt., Adair Schools*

✓ **Salon Legislative Panel**
Presenter(s): *Shelley Shelby, OSSBA, Ryan Owens,
CCOSA, Staff Attorney/Director of Legislation*
Moderator: *Steve Shiever, OkASBO Educ. Liaison*

3:10 p.m. –3:40 p.m. Vendor Showcase/Break

3:40 p.m.- 4:30 p.m. Breakout Session C

Teacher Evaluation System
Presenter: *Michael Barlow, President
Barlow Education Consulting*
Moderator: *Dr. Penny Haynes, OkASBO
Board Director, Supt., Allen Bowden Schools*

✓ **Unemployment Issues in School Districts**
Presenter: *Jessica Sherrill, Director
Oklahoma Public Schools Unemployment*
Moderator: *Daryl Crusoe, OkASBO Committee
Chair, Business Manager, EOCTC*

Risk Management—Are You Protected?
Presenter : *Steve Allen, Agent
Commercial Risk Group, Inc.*
Moderator: *Patti Beavers, OkASBO Board Director,
Director of Finance, Claremore Schools*

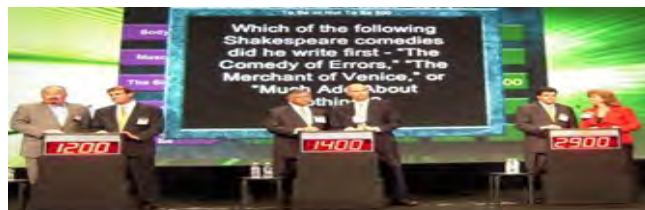
Third Party Natural Gas—Having A Choice
Presenter: *Regina Fort,
Clearwater Enterprises, LLC*
Moderator: *Cindy Shiever, OkASBO Vice President,
Administrative Assistant, Crescent Schools*

Career Tech Updates
Moderator: *Roger Adair, OkASBO Past-President,
Director of Finance, Moore-Norman Technology Center*

4:30 - 5:00 p.m. Visit Vendor Showcase

5:00 - 6:00 p.m. Vendor/Member Dinner Provided

Thursday, April 5, 2012 Meridian Convention Center, OKC



Let's play The Challenge

**6:00-11:00 p.m. MIXXIT—Extreme Game Show Mania -
Disc Jockey**

An excellent opportunity to relax, make new friends,
visit with your peers and just have fun! Something for ever
one...**Please join us for a night filled with laughter!**

Friday, April 6, 2012 Meridian Convention Center, OKC

8:00 a.m. **Registration**
Continental Breakfast

9:00 a.m. **Second General Session:**
Moderator: *President-Elect Tom Linihan
Superintendent, Adair Schools*

9:15 – 9:45 a.m. **How to Build a relationship with your
Legislature**
Presenter(s): *Tim Green, Exec. Director of Finance
Bartlesville Schools
Karl White, CFO, Enid Schools*

9:45 – 10:30 a.m. **IRS-1099's, W-2's etc.** ✓
Presenter: *Brenda Hollingsworth
IRS*

10:30– 10:45 a.m. **Refreshment Break**

10:45 – 11:45 a.m. **Legislative Panel**
Panel: *TBA*
Moderator: *Steve Shiever, OkASBO Educ. Liaison*

11:45 – 12:00 p.m. **Business Meeting**
Moderator: *Ann Wade, Executive Director*
A) *Nomination/Approve New Board Member*
B) *Discuss Rate Increase for 2012-2013*
C) *Approve Bylaws & Constitution*

12:00 p.m. **Adjourn /Door Prizes**

12:15 - 2:15 p.m. **OkASBO Board Meeting**
Light lunch will be provided

Send to OkASBO

Oklahoma ASBO
P.O. Box 8107
Edmond, OK 73083
T: (405) 481-1729 FAX: (405) 509-2321
Pre-registration Form (or pre-register on-line at www.okasbo.org)
OkASBO Spring Conference , April 5-6, 2012 Meridian Convention Center
If you are a Member, your Registration costs follow.
Registration Cost – Institutional Mbr (\$ 0.00); Individual Mbr (\$75.00); Non-Mbr (\$125)
(If the school district pays your dues, you are an Institutional Member)

Registration for: _____
Title: _____
School/Business: _____
Email: _____

The Vendor /Member Dinner will be on Thursday, April 5th 5:00 - 6:00 p.m.
The Vendor/Member Entertainment will be on April 5th 6:00 - 11:00 p.m.
I will ___ will not ___ attend. I will bring ___ guest(s) with me.(\$25.00 each)
(Mail or FAX this form to OkASBO)

Send to OkASBO

Oklahoma ASBO
P.O. Box 8107
Edmond, OK 73083
T: (405) 481-1729 or FAX: (405) 509-2321

Encumbrance Clerk & Treasurer Workshops
Pre-Conference Registration Form

Registration fee: \$50.00-OkASBO member; \$100.00-non member
This fee is due, whether you attend or not, if not cancelled by March 15th, 2012

April 4, 2012, 9:00 am – 4:00 pm, Meridian Convention Center, OKC

Enroll me for: ___ Encumbrance Clerk ___ Treasurer
(If above is not marked, no certificate will be prepared)

Name: _____ OkASBO member: ___ Yes ___ No
Title: _____ Payment Enclosed ___
School/Business: _____ Bill: Me ___ District ___
Email: _____ P.O. #: _____

Send to the Clarion Hotel

Magnuson Hotel and Meridian Convention Center
737 S. Meridian Ave.
Oklahoma City, OK 73108
Reservations: (405) 942-8511 FAX: (405) 946-7126

Name of Group: **Oklahoma ASBO** Function Date: **April 4-6, 2012**
Group Rates: **\$77.00** (Plus tax, unless a P.O. or direct bill is used)
___ King ___ Double-Double ___ Smoking ___ Non-Smoking
Reserve 4/3/2012 ___ Reserve 4/4/2012 ___ Reserve 4/5/2012 ___ Other _____

Name: _____
Address: _____ P.O. Attached
City/St/Zip: _____ ___ Yes ___ No
Phone: _____

Credit Card No. _____
Exp. Date _____ Type: MC VISA Other _____

Reservation cutoff date for this rate is 3/15/2012. Reservations held until 6pm unless secured by a deposit or credit card number. Send this form to the Magnuson (formerly Clarion) Hotel, not to OkASBO.

iPad Applications Workshop

April 4, 2012

Oklahoma ASBO is excited to be able to provide you two new workshops. The workshops is in addition to the Spring Conference programs offered at no cost to ASBO members. The registration fee is \$50 for each workshop offered for members and \$100 for each workshop offered for non-members. (Example: If you register for the Basic Application Workshop **AND** the Advanced Workshop the cost is \$100 for ASBO members and \$200 for non-members).



8:00—9:00 a.m. **Registration**

9:00—11:50 p.m. **iPad “Basic” Business /Education Applications Workshop**

Presenter: *Orlando Aguilar, Sr. Account Executive
Apple, Inc.*

Moderator: *Dr. Penny Haynes, Superintendent, OkASBO Board Director,
Allen-Bowden Schools*

11:50—1:00 p.m. **Lunch Provided**

12:00—1:00 p.m. **Registration**

1:00—4:00 p.m. **iPad “Advanced” Business/Education Applications Workshop**

Presenter: *Orlando Aguilar, Sr. Account Executive
Apple, Inc.*

Moderator: *Bill Casey, OkASBO Committee Chair
Director of Technology, Jenks Public Schools*

**Oklahoma ASBO
P.O. Box 8107
Edmond, OK 73083
T: (405) 481-1729 or FAX: (405) 509-2321**

iPad Application Workshop(s) *Pre-Conference Registration Form*

*Registration fee: \$50.00-OkASBO member; \$100.00-non member
This fee is due, whether you attend or not, if not cancelled by March 15th, 2012*

April 4, 2012, 9:00 am – 4:00 pm, Meridian Convention Center, OKC

Enroll me for: **Basic Worshop** **Advanced Workshop** **Basic+Advanced Workshop**
Member rate: 9:00-11:50 =\$50 1:00-4:00 = \$50 9:00—4:00 = \$100
Non-member rate: \$100 \$100 \$200

Name: _____
Title: _____
School/Business: _____
Email: _____

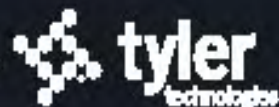
OkASBO member: ___Yes ___No
Payment Enclosed ___
Bill: Me ___ District ___
P.O. #: _____



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think like you do.**

It's solutions that empower. It's service that excels. It's a team that understands every K-12 education professional has a job to do. And it's a commitment to making that job easier. Maybe that's why Tyler's financial, SIS, transportation, special education, information warehouse and district planning products are being adopted by more and more school districts every day. Want school solutions that think like you do? Visit tylertech.com or email us at info@tylertech.com.

Empowering people who serve the public.



OkASBO Scholarships to OCSBM



Oklahoma ASBO and the Oklahoma Center for School Business Management are committing \$5000.00 for scholarships to Oklahoma ASBO members who desire to enroll in courses of the OCSBM. Oklahoma ASBO believes so strongly in the programs and mission of OCSBM that it wants to assure that members continue to learn new skills and upgrade old ones. OkASBO also uses the programs of OCSBM to compliment its Voluntary Certification Program for members who are making an effort to improve and expand their knowledge base.

If you are interested in obtaining a scholarship, please contact the Oklahoma ASBO office for an application or download it from our website at www.okasbo.org. If you received a scholarship last year, you are not eligible for another one this year, but a different OkASBO member at your school district is eligible. Check it out.

A listing of the remaining courses offered this school year is printed on page 15, or you may contact Dr. Stephoni Case at 405-744-8501 for a complete course listing and the tuition for each.

Oklahoma ASBO is a founding sponsor of the Oklahoma Center for School Business Management.

CELEBRATING OUR 11th ANNIVERSARY

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OkASBO BYLAWS AND CONSTITUTION REVISIONS



The OkASBO Board of Directors has recommended changes to the Bylaws and Constitution that has been published in the August, November, and February newsletter. The recommended changes were presented during the Fall Conference (Oct. 5-7, 2011) and will be presented and ask for approval at the Spring Conference –Business Meeting (April 6, 2012). The recommended changes are minor clerical changes that will align our organization with ASBO International.

The increase to membership dues will allow us to continue providing quality professional development and to defray the expenses for 2 annual conferences (Fall and Spring). This is the first increase to the membership dues in at least 14 years. The rate increases are as follows:

	<u>Present</u>	<u>Beginning 7-1-2012</u>
Institutional member 1 st person =	\$150	\$225
Institutional members 2 nd person + =	\$100	\$150
Individual dues =	\$ 25	\$ 50
Associate member 1st person =	\$ 75	\$225
Associate members 2nd person+ =	\$ 75	\$150

Please contact me if you have any questions.

Telephone: 405-481-1729

Fax: 405-509-2321

Email: awadeokasbo@gmail.com

Chas. W. Carroll, P.A.

**114 E. Broadway, Suite 805
Enid, Oklahoma 73701**

T: 580-234-5468

F: 580-234-5425

**BYLAWS OF THE ASSOCIATION
OF
SCHOOL BUSINESS OFFICIALS OF OKLAHOMA
(Oklahoma ASBO or 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 Secretary **Director**

The Executive Secretary **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 have 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 (same)

(does not exist) Professional Development (same)

Risk Management (same)

(does not exist)

Legislative Affairs

(does not exist) 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

Dues shall be payable each fiscal year.

Active Member Dues

Individual Member: The annual dues for an individual member shall be \$25 ~~\$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 \$150~~\$225~~ Institutional Membership entitles one (1) person to attend two state meetings, fall and spring. **It will list the designated person and the school in the program.**~~(delete sentence underlined).~~

Each additional Institutional Membership adds an additional \$100~~\$150~~ to the district costs, with the benefits listed above.

Substitution of an institutional member will be allowed. Additional persons attending from a district who has an Institutional Membership will each pay a \$50 ~~\$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 \$10. Registration fees shall be \$25 per meeting.

Associate Business Member Dues: Annual dues for associate business members shall be \$75.~~\$225 for one (1) person to attend two (2) state meetings, fall and spring.~~

~~Each additional Associate Member will cost \$150 to attend (2) state meetings, fall and spring.~~

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.

Revisions to the Constitution and Bylaws:

- Adopted and approved at Midwest City this 12th day of January, 1957.
- Adopted and approved at Oklahoma City this 17th day of February, 1961.
- Adopted and approved at Oklahoma City this 13th day of March, 1964.
- Adopted and approved at Oklahoma City this 23rd day of March, 1973.
- Adopted and approved at Oklahoma City this 31st day of March, 1978.
- Adopted and approved at Oklahoma City this 25th day of March, 1987.
- Adopted and approved at Oklahoma City this 15th day of September, 1989.
- Adopted and approved at Oklahoma City this 23rd day of March, 1990.
- Adopted and approved at Oklahoma City this 3rd day of April, 1992.
- Adopted and approved at Oklahoma City this 6th day of April, 1994.
- Adopted and approved at Oklahoma City this 13th day of April, 1995.
- Adopted and approved at Oklahoma City this 16th day of April, 1999.
- Adopted and approved at Oklahoma City this 16th day of September, 2005.

~Added Section 6 in Article I~

Adopted and approved at Oklahoma City this 6th day of April, 2012.

Attest:

Signed by C. Jack Harrel *Ann Wade*
Executive Secretary/Treasurer **Director**

Signed by Steve Shiever *Bill Denton*
President

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Constitution

as recommended by the
Board of Directors

20052012

Approved by the Membership
September 16, 2005
April 6, 2012

CONSTITUTION
OF THE
ASSOCIATION
OF
SCHOOL BUSINESS OFFICIALS OF OKLAHOMA

ARTICLE I
Name

The name of this Association shall be **The Association of School Business Officials of Oklahoma.**

ARTICLE II
Fiscal Year

The fiscal year of the Association shall begin on July 1 and end June 30 in each year.

ARTICLE III
Mission

Section 1. The mission of the Association shall be:

To enhance school leadership teams by linking decision-making with effective management of resources, striving for quality in education;

To cooperate with other concerned educators, professionals and organizations;

To help members strive for increased efficiency in the business affairs of each school district; and

To promote membership and participation in ASBO International.

ARTICLE IV
Membership

Section 1. Active Membership

Available to any Any individual who is employed by a public school, vocational- technical school, private school or parochial school, college or university and who is performing school business functions in an administrative or supervisory capacity or serving as a college or university faculty member of school business or educational administration is eligible for active membership. Also **Additionally**, individuals employed by Oklahoma State Department of Education or Oklahoma Department of Career Technical Center may become active members. A school district may purchase a member-

ship and designate an appropriate number of business officials to represent the school; then the school may transfer the membership to another eligible business official in the event the designated official(s) leaves **their** employment with the district.

Section 2. Life Member

In recognition of service to the Association, members who have completed one full year of service as president of the Association will, upon completion of the year, be admitted to lifetime honorary membership. Annual dues and meeting registration fees of a life member shall be waived by the Board of Directors.

Section 3. Emeritus Member

Any personAn individual who was an Active Member at the time of retirement and is not employed in any area of school management or related endeavors is eligible to become an Emeritus Member.

Section 4. Associate Business Member

An individual or an individual of a business commercially interested in the field of school business management; including exhibitors, business firms, advertisers, professional engineers, architects, certified public accountants, or other business related professionals are eligible to become an Associate Business Member.

ARTICLE V
Admittance to Membership

Section 1. Qualifications

- (a) Meeting the qualifications stated in Article IV.
- (b) Payment of annual dues which cover the fiscal year.

ARTICLE VI
Officers and Board of Directors

Section 1. The officers of the Association shall be:

President, **the** President Elect, and **the** Vice President shall be the officers of the Association of School Business Officials of Oklahoma. These Officers shall be the most senior members of the Board of Directors, respectively for each office (except for the immediate past president). They shall assume **their** the official duties of office on July 1. The President-Elect and Vice-President in that order, shall exercise all the functions of the **President** Association in **his** the absence of the President.

Section 2. Board of Directors' Duties and Authority

The Board of Directors shall consist of the officers stated in Article VI, the immediate Past President and three Directors. There shall also be an ex-officio member of the Board of Directors selected from the Associate Business membership Membership. Any Board of Director of the International Association of School Business Officials shall concurrently hold an Ex-officio membership on the Board of Directors of the Oklahoma Association.

The Associate Business Member Board of Director shall have a three five year term and may run for two consecutive terms. This Board of Director shall be chosen by the other Board of Directors and recommended to the membership for election, as other board members are elected.

Three or more Directors in a meeting shall constitute a quorum sufficient for the transaction of any or all business. After a three-year term as member of the Board of Directors of the Association, each member shall continue additional one year terms as Vice President, President Elect, President and immediate Past President, consecutively. A Board of Director is committed to a seven-year term.

The term of a Board of Director shall end on June 30 and the Board of Director elected during the spring meeting shall take office July 1 each year.

When a Director resigns, a replacement shall be elected at the next scheduled meeting, will take office immediately, and shall become the junior member of the Board of Directors. The standing Directors will move forward to fill the vacancy created by the resigning Director.

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OKLAHOMA CENTER FOR SCHOOL BUSINESS MANAGEMENT

When you arrive to the Spring Conference, I'll have the schedule of workshops available for the 2012-2013 year. I look forward to offering comprehensive training for all types of school business officials. The mission statement for The Center of School Business Management drives the decisions I make with my advisory board, and we strive to bring in quality presenters with solid, up-to-date information.



The Level 1-2-3 program still provides exposure and training that will empower you as a professional in the workplace. The specific topic workshops are helpful to those who have an area of specialization as well as to those who have been through the various levels. You will earn continuing education points and leave each workshop with ideas and answers and inspiration to take back to your school offices.

Look for me and the brochures at April conference. I'll have sample agendas and registration forms as well. I would love to talk with you and answer any questions you might have. ~Stephoni

Dr. Stephoni Case

Stephoni.case@okstate.edu 405.744.8501.

Oklahoma Center for School Business Management

Oklahoma State University

316 Willard Stillwater, Oklahoma 74078-4045

405.744.8501 <http://education.okstate.edu/index.php/ocsbm>

Mission Statement

OCSBM strives to be the recognized leader in school business management training and education for all school business officials and staff by providing programs that are timely, practical and diverse.



A recent comment from a new participant in the Personnel & Payroll Workshop...
"I want to thank you again for such an informative and well done workshop! The conference answered many of my personnel related questions and put me in touch with many wonderful people. I know the business relationships that we build will be incredibly beneficial to districts across the state.

Adrienne Stout
Broken Arrow Schools

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Just Sayin!

by Ann



We have made a few “exciting” changes for the OkASBO Spring Conference: More **breakout topics**, a **vendor expo** that will provide you the opportunity to meet with vendor’s eager to share how they can help improve district operations with the ultimate goal of enhancing students’ academic success, and **NEW interactive entertainment** at the vendor party. “MIXXXIT” Productions is the ultimate D.J. and Game Show Authority and take great pride in offering professional entertainment.



We believe that we have met our goal of providing a well-organized conference experience with abundant opportunities for each of you to learn, network and have fun!

The conference will provide you with the high-quality professional development opportunities needed to grow as a district and department leader.

The committee members and the Board of Directors have crafted an excellent schedule of programming that is designed to peak your interest, inspire you to be your best and support you in your work. Given the trying economic times that we are facing, now more than ever I encourage you to network with your peers, discuss best practices with your colleagues and take this opportunity to rejuvenate your spirit, so that you can return to your district as an even more valuable leader. Many times I have come to this conference with a question to be answered or a problem to be solved. Each time I have found someone at the conference with the answer or solution. Ask the question because someone at this conference knows the answer.

Even though the economy has put us all through some rough times, I believe we are the better for it.

Our districts continue to rely on our leadership and expertise. Together, helping each other through our participation in OkASBO, we will

Just sayin ...

continue to move our districts forward.

I encourage you to take advantage of the numerous professional and networking activities that have been planned to support you in your work. **Make your reservations now!**

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OkASBO Office **NEW ADDRESS**

Oklahoma ASBO
P O Box 8107
Edmond, Oklahoma 73083

T: 405-481-1729

F: 405-509-2321

E: info@okasbo.org

Web: www.okasbo.org

Ann Wade, Executive Director

Oklahoma Association of
School Business Officials

P.O. Box 8107
Edmond, OK 73083

Phone: 405-481-1729
Fax: 405-509-2321
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MEETING SCHEDULE

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

ASBO International

2012
October 12-15, Phoenix, AZ

2013
October 26-29, Boston, MA

2014
September 19-22, Orlando, FL

**Excellent conferences
Make your plans to attend!**

Oklahoma ASBO

2012
April 4-6
September 12-14

2013
April 17-19
September 18-20

2014
April 16-18
October 1-3

See you there!