

# The OkASBO News

## OKLAHOMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

P.O. Box 549, Claremore, OK 74018

405-481-1729

www.okasbo.org

February, 2014

### *Spring Conference is April 16 - 18, 2014*

### In This Issue

#### ***Crucial Conversations About America's Schools***

Good News for School Leaders

Presented by Dr. John Draper

[www.JohnDraper.org](http://www.JohnDraper.org)

For decades elected officials, business leaders, the general public, parents, and even school employees have been fed a steady diet of warnings about "declining schools". In this presentation Dr. John Draper steps back from the rhetoric and looks at the reality of what is really happening across America. He identifies some of the *Talk*, the *Truth*, and the *Crucial Conversations* that refute the urban myth of failing public schools.

Teachers, support personnel, and communities look to school leaders to provide information and direction for the conversations to improve public schools. What is the truth concerning drop-outs, achievement gap, pay-for-performance, charter schools, SAT scores, and international testing? This presentation will teach educators the TLC formula that will make them more effective with every audience.

In addition, Dr. Draper challenges all educators to commit to the Four Fundamentals of Public School Success:

1. Be positive - times are hard but we are doing the most important work of our nation. Negativity brings us all down—stop complaining!
2. Never criticize any fellow educator in public—doing so only provides false credibility to those who would undermine our schools.
3. Share one positive story each week—miracles happen every day in public schools. Stories convince without confrontation.
4. Honestly evaluate yourself each week and, if necessary, re-commit to sharing one positive story each week. Together we can change the way a community feels about our public schools.

The power point presentation will also be available to all attendees for personal use and adaptation with their own communities and stakeholders.



**John Draper Ph.D.**  
Keynote Speaker  
April 17, 2014

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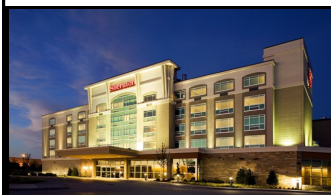
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Check out our *website* at [www.okasbo.org](http://www.okasbo.org). You should find it more user friendly. You can pre-register, update your info, download scholarship applications and certification applications. Check it out today.

**President**

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

**President Elect**

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

**Vice President**

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

**Director**

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

**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

**Ex-Officio Director**

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

**Past President**

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

**Education Liaison**

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 Cindy Shiever*



Happy New Year to you! I hope the New Year is off to a great start with notices from the SDE that you are receiving more State Aid than anticipated! Ok, wishful thinking!!!!

Another school year is half over. My how time flies when you're having fun!! Fun is what the OkASBO Committees, Board of Directors, and Executive Director, Ann Wade have been having in planning the OkASBO Spring Conference. An exciting information filled program is planned. The Pre-Conference is Wednesday, April 16 with an agenda to cover the training needed to comply with the law, meet the required CE points, and assist Encumbrance Clerks and Treasurer's in gaining the most current information to assist in performing their jobs. The Conference Program will kick off on Thursday, April 17, with getting to know the candidates running for State Superintendent followed by "Critical Conversations about America's Schools, by keynote speaker, Dr. John Draper. The afternoon is divided into breakout sessions offered in four tracks: finance, human resources, technology, and vendor demonstrations. A half-day finance session is scheduled Thursday afternoon designed for new school business officials such as superintendent's, business managers, and any one working with budgets and figuring fund balances. See the enclosed program for more session details. Please plan to attend the Opening Mixer Thursday and enjoy a relaxing evening of magic, good food, fun, laughs, networking, and music. Friday's general session will start with a panel on Pension Reform followed by the Legislative Panel that will provide updates to what is happening at the legislature related in education. This reminds me to remind you that it is important that as educators we get engaged in the legislative process to ensure that public education is a priority in 2014.

OkASBO in conjunction with CCOSA have arranged Financial Accounting Workshops scheduled for the last week in February and first week of March. The workshops will be conducted by State Department of Education personnel covering OCAS, Child Nutrition Programs, Personnel Records, Special Education, Federal Programs, and Financial Accounting. Refer to the enclosed 2014 Financial Accounting Workshops for more information regarding registration, agenda, dates, and locations.

As you have heard me say many times before, networking is the most valuable tool we have in school business. Plan to attend the scheduled workshops and Spring Conference; we need you to bring your expertise and share your experiences. It doesn't matter how long you have been in school business you can learn something new when gathered with a group of colleagues.

I want to share 5 keys to happiness:

1. Realize that happiness is a choice... you can make the decision to "be happy" each day.
2. Remember that happiness is contagious. Make someone smile, and the good feelings come right back to you.
3. Be grateful for the little things.
4. Believe that ultimately everything happens for a reason.
5. Give away some courage every day! When you encourage another to "keep going," hang in there," or "believe in your dreams," you will find an unending source of happiness.

Thank you for supporting OkASBO and look forward to seeing your smile at the Spring Conference in April at the Reed Conference Center in Midwest City, if not before.

# Preconference Workshop, Wednesday, April 16th

April 16, 2014

Reed Conference Center

5750 Will Rogers Road, Midwest City, OK

*This Preconference day can be used to meet many of the training requirements for the 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 Begins**
- 9:00 a.m.      **Welcome/Introductions**  
*Ann Wade, Executive Director*  
*Oklahoma ASBO*
- 9:05 a.m.      **Ethics in Procurement**  
**"Just Doing It Right"**  
*Kim Bauer, Purchasing Director,*  
*Norman Schools*
- 10:35 a.m.     **Refreshment Break**  
Sponsored by: American Fidelity Assurance
- 10:45 a.m.     **Laws affecting Encumbrance Clerks**  
**and School Districts Treasurers**  
*Ryan Owens, Staff Attorney CCOSA*
- 11:45 a.m.     **Morning Wrap-up**  
*Ann Wade, Executive Director*
- 12:00 p.m.     **Lunch (Provided)**  
Sponsored by: Focus Financial Advisors  
*Horace Mann*

1:00 p.m. – 4:15 p.m.- Break out sessions begin. Each session is scheduled for 1 hour with 5 minute rotation break between sessions. Three rotations are scheduled.

*"Coming together is a beginning. Keeping together is progress. Working together is success.*

*Henry Ford*

DIS has printed this Newsletter, for six 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.**



April 16, 2014

Reed Conference Center

5750 Will Rogers Road, Midwest City, OK

## Break Out Sessions

(Sessions Begin: 1:00 p.m. - 2:05 p.m. - 3:10 p.m.)

### **Health Insurance & Other Reporting on W2s**

"What is required to be reported on W2s"

*Presenter: Brenda Hollingsworth, FSLG Specialist*  
*Internal Revenue Services*

### **Personnel Reporting**

*Presenter: Tammie Hall, Coordinator, School*  
*Personnel Records, Oklahoma State Department of*  
*Education*

### **OCAS - 101**

"Designed for personnel with 5 years or less experience"

*Presenter: Nancy Hughes, Exec. Director of*  
*Financial Services, Auditing, Oklahoma SDE*  
*Board Director, OkASBO (first two sessions)*

### **OCAS - Advanced**

"Designed for personnel with 5 years or more experience"

*Presenter: Nancy Hughes, Exec. Director of*  
*Financial Services, Auditing, Oklahoma SDE*  
*Board Director (3rd session)*

### **Most Common Audit Findings for Encumbrance Clerks and School District Treasurers**

*Presenter: Jack (Jay) Jenkins, CPA*  
*Jack Jenkins, Certified Public Accountant, P.C.*

### **4:15 p.m. Summary & Certificate Presentation**

*Cindy Shiever, Business Office Manager, Enid*  
*Schools, President, OkASBO*

### **4:30 p.m. - 7:00 p.m. "Get Acquainted Hospitality"**

*Sponsored by: Michael Welch, President,*  
*Gourmet Solutions*

*Please stop by...good food...drinks...and a time to catch up with your peers.*



# Past Recipients of OkASBO School Business Official

**SERVICE TO THE PROFESSION AWARD** - to honor school business officials who have demonstrated a commitment to improving the level of professionalism among school business administrators by providing professional development opportunities for others and by motivating others to achieve.

<u>RECIPIENT</u>	<u>SCHOOL DISTRICT</u>	<u>YEAR</u>
Jack Harrel	OkASBO	2005
Debbie Jacoby	Union Public Schools	2006
Ann Wade	Poteau Public Schools	2007
Nancy McKay	Jenks Public Schools	2008
Cindy Shiever	Crescent Public Schools	2009
Dr. Pam Deering	Mid-Del Public Schools	2010
Tim Green	Bartlesville Public Schools	2011
Beth Buchanan	Metro Technology Center	2012
David Frazer	Edmond Public Schools	2013

## Past Recipients ASBO International Awards

**EAGLE AWARDS** - A lifetime achievement award to honor school business officials who have demonstrated exceptional leadership qualities and an exemplary commitment and dedication to education and the profession. Since the award's inception in 1992, the Eagle Award has been presented to:

Nancy McKay	International Eagle Award	Jenks Public Schools	2008
Dr. Pam Deering	International Eagle Award	Mid-Del Public Schools	2003
Jeffrey Denton	Outstanding Service to the Community	Ponca City Public Schools	2002
Dr. Linda Abner	Outstanding Service to the Profession	OK Center for School Bus. Mgmt.	1998
Dr. Imogene Chambers	International Eagle Award	Bartlesville Public Schools	1993

**PINNACLE AWARDS** - recognize outstanding practices and new ideas that contribute to school entities or the profession of school business management.

Brenda Burkett	Pinnacle of Achievement	Norman Public Schools	2008
Larry Springfield	Pinnacle of Achievement	Mid-Del Public Schools	1998

**CERTIFIED ADMINISTRATOR OF SCHOOL FINANCE AND OPERATIONS (SFO)** - The SFO program acknowledges school business officials for having the knowledge and skills needed to do their jobs effectively.

Brenda Burkett	Norman Public Schools	2012
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**BRIDGES TO THE FUTURE SCHOLARSHIPS** - New school business officials with five years or less in the school business profession are afforded the opportunity through a scholarship award, to attend the ASBO International Annual Meeting and Expo.

Cari Wilburn	Metro Technology Center	2013
Kim Bauer	Norman Public Schools	2010
Marilyn Vann	Norman Public Schools	2007
Nancy Niemann	Ponca City Public Schools	2005

**CERTIFICATE OF EXCELLENCE (COE)** - The COE encourages excellence in school system Comprehensive Annual Financial Reports (CAFRs). These school districts have been awarded the COE award based on their fiscal year ending 2011.

Independent School District No. I-3, Broken Arrow Schools  
Independent School District No. I-1, Tulsa Public Schools  
Independent School District No. I-9, Union Public Schools



# *New “Student” Scholarship for 2014 Application Deadline: March 1, 2014*



## **Strength in Education**

Teachers and other educational professionals directly shape the future of our country. Those who surround a student daily in the classroom, in their school building, during their school outings can affect a student’s performance and view of the world.

At Security Benefit, we believe our country’s success is equally dependent on those in the classroom today as well as those who aspire to become the architects and journeymen of our educational system for the next generation.

## **Security Benefit + OkASBO**

Since 1892, Security Benefit, a Guggenheim Partners Company, has been helping people prepare for the future. We’re a leading provider of retirement plan services throughout the nation, primarily in the education marketplace. We have teamed up with the Oklahoma Association of School Business Officials (OkASBO) to help a worthy Oklahoma graduating high school senior fund his or her college education through the Security Benefit “Strength in Education Scholarship” program, presented by OkASBO.

## **Scholarship Program**

The Security Benefit ‘Strength in Education’ Scholarship program is designed to promote and foster the importance of a strong education system in that can only be supported by the individual strength, courage and leadership of educators. We are proud to partner with OkASBO to present this unique scholarship opportunity. OkASBO has proven to be a network that helps each member as they work hard for their school

district, faculty and students. The future of Oklahoma schools is brighter because of each of you. We want to continue this legacy of support of colleagues and education through the Security Benefit ‘Strength in Education’ Scholarship program.

## **Scholarship Details and Qualifications**

We will grant a one-time \$1,500 per year (\$750 per academic semester) scholarship to a graduating high school senior who plans to pursue a certified degree in education or in an occupation that directly supports the educational system. The student must be from a school district that is a member of OkASBO.

The OkASBO board of directors and a Security Benefit associate will choose the honoree based on their application, accompanying letter and a letter of recommendation. We will award the scholarship during an April OkASBO event, to be announced.

## **Key Dates**

### **Dec. 1, 2013**

Strength in Education Scholarship application and complete details available at [www.okasbo.org](http://www.okasbo.org).

### **March 1, 2014**

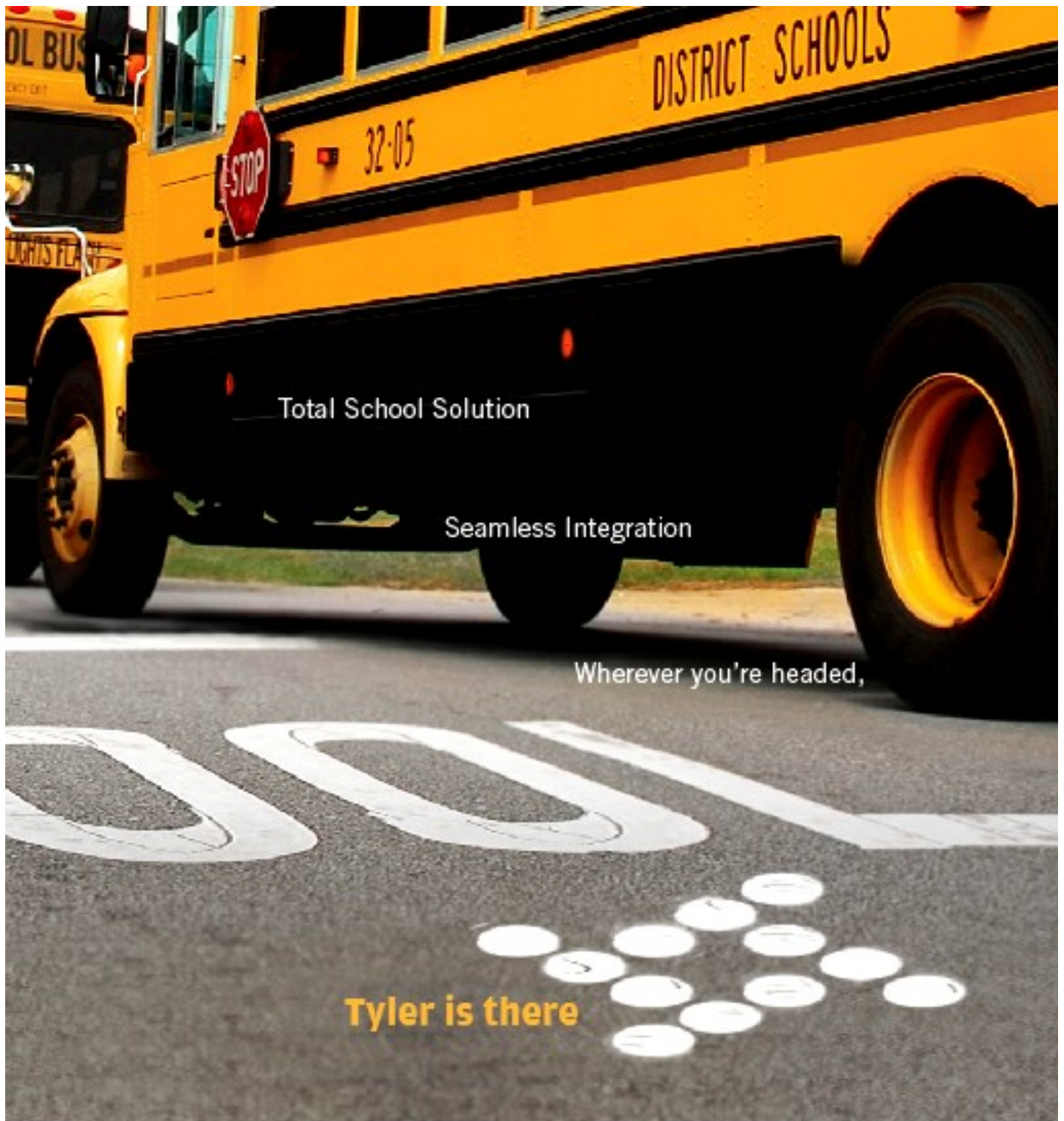
Deadline for submitting all required materials

### **April 18, 2014**

Scholarship announced during OkASBO luncheon



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# April 17-18, Spring Conference Program

## Thursday, April 17, 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.*
- 9:00 a.m. **First General Session**  
*Moderator: Cindy Shiever, Business Office  
Manager, Enid Schools, President, OkASBO*
- Student Performance**  
*Presentation of Colors - Colonel David Morgan  
Enid High Air Force JROTC  
Enid High School Choir - Randy Johnson*
- 9:30 a.m. **Meet the State Superintendent Candidates**  
(Each candidate will be given 5-minutes to speak)  
*Moderator: Steve Shiever, Education Liaison,  
OkASBO*
- 10:10 a.m. **Refreshment Break**  
*Sponsored by: OSAG*
- 10:30 a.m. **“Critical Conversations about America’s Schools”**  
**Dr. John Draper, Keynote Speaker**  
*Sponsored by: OSAG*
- 12:00 p.m. **Luncheon**  
*Sponsored by: American Fidelity Assurance*

### **Recognition of:**

**“SDE Outstanding Schools in Financial Reporting”**  
*Sponsored by SDE & OkASBO*

**“School Business Official of the Year”**  
*Sponsored by: Document Imaging Solutions*

**“OkASBO Senior Scholarship Recipient”**  
*Sponsored by Security Benefit*

1:00 - 1:15 p.m. Break

***“Start every day/year with a healthy dose of  
Vitamin C - Creativity”***

*Harvey Mackay*

## Thursday, April 17, 2014 Reed Conference Center, Midwest City

1:15 p.m.– 4:15 p.m. - At this time, the breakout sessions will begin. Each session is scheduled for 55 minutes with a 5-minute rotation break between each session. There will be three rotations scheduled.

Breakout Session A = 1:15 p.m. - 2:10 p.m.  
Breakout Session B = 2:15 p.m. - 3:10 p.m.  
Breakout Session C = 3:15 p.m. - 4:10 p.m.

Session Tracks Offered:

1. Finance
2. Human Resources
3. Technology
4. Vendor

### **Also offered: Half-day Finance Session (1:15 p.m.—4:10 p.m.)**

“Designed for New School Business Officials : Superintendent’s, CFO’s, Business Manager’s, Treasurer’s and Business Directors to assist you with detail information on school finance issues and steps to develop a budget.”

*Presenter: Donna Campo, Superintendent, Liberty  
Schools, Finance Committee Member, OkASBO  
and .... Donna Weaver, Business Manager  
Liberty Schools*

*Moderator: Tom Linihan, Superintendent, Adair  
Schools, Past President, OkASBO*

### **Finance Track**

#### **A. OCAS for School Business Officials**

*“General OCAS information and changes for 2015”*  
*Presenter: Nancy Hughes, Exec. Director of  
Financial Services, Auditing, Oklahoma SDE;  
Board Director, OkASBO*  
*Moderator: Trish Williams, CFO, Tulsa Schools  
Finance Committee Member, OkASBO*

#### **B. IRS Audit...Say What?**

*“Information regarding recent IRS audit for Tahlequah  
Schools”*  
*Presenter: Diane Adamson, CFO, Tahlequah  
Schools, SDE/CTE Committee Member, OkASBO*  
*Moderator: Cody Way, CFO - Jenks Schools  
Finance Committee Chair, OkASBO*

#### **C. Career Tech Information Meeting**

*“Designed for career technology members only”*  
*Presenter: Diane Durham, State Dept. of Career  
Technology Centers*  
*Moderator: Roger Adair, Finance Director  
Moore Norman Technology Center  
SDE/CTE Committee Chair, OkASBO*



# April 18-19, Spring Conference Program

**Thursday, April 17, 2014**

**Reed Conference Center - Midwest City**

## **Human Resources Track**

- A. Health Reimbursement Arrangements**  
“A method to reap valuable savings for your school district and employees”  
*Presenter: Aaron Casper, National Insurance Services*  
*Moderator: Marilyn Vann, Accounting Coordinator, Norman Schools, Human Resources/Risk Management Committee Chair, OkASBO*
- B. Hiring Procedures**  
“Procedures to follow to keep your district legal”  
*Presenter: Jason Brown, Asst. Superintendent Norman Schools*  
*Moderator: Sara Frye, Finance Director, Bowlegs Schools, Board Director, OkASBO*
- C. Health Care Reform**  
“Designed specifically for small group questions and answer session - each person will be limited to 5 minutes - this will allow everyone an opportunity to get their questions answered”  
*Presenter: Jessica Loeffler, Health Care Consultant American Fidelity Administrative Services, LLC*  
*Moderator: Stacey Butterfield, Superintendent, Jenks Schools, President Elect, OkASBO*

## **Vendor Track**

- A. WorxTime**  
“A software program that monitors employee hours in real time and sends automated alerts to the employer when action is required.”  
*Presenter: Che Yi, Senior Health & Welfare Plan Consultant, American Fidelity Administrative Services, LLC*  
*Moderator: Beth Buchanan, CFO, Meridian Technology Center, Vice President, OkASBO*
- B. In Touch Receipting Suite**  
“A point-of-sale software, online credit card payments capability for activities/fundraisers and Child Nutrition programs.”  
*Presenter: Arnold Mortzheim, President, CPA Integrated Register Systems, Inc.*  
*Moderator: Brenda Burkett, CFO, Norman Schools Professional/Membership Committee Chair, OkASBO*

***“Be a great listener. Ask questions and listen intently to the answers.”***

***Brian Tracy***

**Thursday, April 17, 2014**

**Reed Conference Center - Midwest City**

## **C. Commodity Processing**

*“General information and a great opportunity to get your questions answered in a small group setting.”*

*Presenter: Marcia Curley, CN Consultant*

*Barlow Education Management Services*

*Moderator: Martha Stewart, CFO, OSSBA*

*Finance Committee Member, OkASBO*

## **Technology Track**

### **A. Data Breach and your District**

*“What happened to Target in the form of losing credit card and patron information can easily happen to schools. Steps you can take to protect yourself.”*

*\* Today’s session will review basic internal processes and practices to protect yourself and your district information from information leaks and security breaches that can lead to situations from embarrassment and potential devastation.*

*\* We will look at security policy that can help protect a district’s information as well as using encrypted workstations, communications, laptops and mobile services to help protect the district from potential devastating security breaches.*

*Presenter: Jim Smith, Twotrees Technologies*

*Moderator: Kevin Hime, Superintendent, Clinton Schools, Board Director, OkASBO*

### **B. The Consumerization of IT**

*“Join us as present an overview of how personal devices drive policy changes in private networks.”*

*\* The presentation will discuss the explosion of personal devices, how to manage, and use those devices as a learning tool.*

*Presenter: Travis Flake, Peak Uptime*

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

### **C. SAFARI Montage Digital Learning Platform: Any Device, Anywhere, Anytime**

*“Learn about implementations of the SAFARI Montage Learning Object Repository (LOR), and how this resource supports the BlendEd initiative, 1:1 Initiatives, BYOT, and more.”*

*\*SAFARI Montage’s Content Streaming and LOR solutions provide students and teachers with access to 21st Century learning resources - from any device, anywhere, anytime through a single interface. \*Explore how users can easily upload, manage and access user-created files and offers auto-format conversion to support playback on mobile devices.*

*Presenter: Chris Watson, SAFARI Montage*

*Moderator: Todd Borland, Director of Technology Union Schools, Technology Committee Member, OkASBO*



# April 18-19, Spring Conference Program

**Friday, April 18, 2014**

**Reed Conference Center—Midwest City**

- 8:30 a.m.      **Registration**
- 9:00 a.m.      **2nd General Session**  
*Moderator: Stacey Butterfield, Superintendent  
Jenks Schools, President Elect, OkASBO*
- 9:10 a.m.      **Pension Reform Panel**  
*Gary Jones, CPA, State Auditor & Inspector  
Gary Watts, CFO, Sand Springs Schools  
Grant Rohlmeier, Director of Operations and  
Investments, Teacher Retirement Systems  
Moderator: Stacey Butterfield, Superintendent,  
Jenks Schools, President Elect, OkASBO*
- 10:30 a.m.      **Refreshment Break**  
*Sponsored by: OSIG*
- 10:45 a.m.      **Legislative Panel**  
*Ryan Owens, Director of Legislative Services,  
General Counsel, CCOSA  
Rooney Virgin, Legislative Advocacy/Attorney,  
OSSBA  
Patrick McGregor, Executive Director/  
Principal Lobbyist, Ok Association of  
Career and Technology (OkACTE)  
Moderator: Steve Shiever, Education Liaison,  
OkASBO*
- 11:45 a.m.      **Business Meeting**  
*Moderator: Ann Wade, Executive Director,  
OkASBO  
Nomination/Approve New Board Member  
(Effective July 1, 2014)*
- 12:00 p.m.      **Announcements, Prizes, Adjourn**
- 12:15 p.m.      **OkASBO Board Meeting**  
*“Light lunch provided”  
Sponsored by: Horace Mann Companies*

***“Tell me and I forget. Teach me and I remember. Involve me and I learn.”***

**Benjamin Franklin**

Get involved! Please let one of the Board of Directors know what committee you want to serve or complete the form included in your conference program.

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## *Opening Mixer, April 17th, 6:30 p.m. - 7:30 p.m.*

### **A Lifetime of Entertaining**

After thrilling audiences on the East Coast for over twenty-five years, Amazing Magical Michael is taking the heartland of America by storm. Magical Michael's style of magic, mentalism and comedy combine to deliver the best show of its kind for audiences of all ages. Magical Michael has amazed television audiences on:



### **Psychic Entertainer ~ "Mentalist"**

Mentalism is a type of entertainment unlike any other. It explores the possibility of unleashing the untapped powers of the human mind. Imagine the fun and excitement as your guests share demonstrations of mental abilities beyond the five senses...

*Beyond the five senses... reality is just an illusion!*

### **Phenomenal Track Record**

**Magical Michael Celebrates His Seventh Year As  
~ Premier Mentalist for Grand Casino Hotel ♦ Resort ~**

The show received rave reviews from college students and even members of Mensa, comprised of the top 2% of the world's greatest minds. The show not only had audiences rolling in the isles with laughter, but left them mesmerized and awestruck by amazing feats of ESP.



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| * Agreed Upon Procedures Engagements | * Fraud Investigations              |

**Sanders, Bledsoe & Hewett CPAs, LLP**  
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**Phone: (800) 522-3831 - Fax: (918) 449-9779**

**Website: [sbhauditors.com](http://sbhauditors.com)**

## Opening Mixer - April 17th, 7:30 p.m. - 9:00 p.m.

### Great Music!



Robin Brooks Sullivan & Jerry Putnam

You have the opportunity to request a song, dance, sing along or just relax and listen to great tunes. **Please join us...you won't be disappointed!**

If you love good music you don't want to miss this event. They can play and sing most every type of music you grew up listening to. Music from the 50's, 60's, 70's, 80's (and on and on) with tunes of R&B, bluesy rock, peppered with a little funk, to jazz standards to contemporary pop to a little bit of country.

#### Song List Samples...

Ain't No Sunshine--Bill Withers \* All Night Long--Lionel Richie \* All I Wanna' Do--Sheryl Crow \* Amy's Back In Austin--Little Texas Another Saturday Night--Sam Cooke \* At Last--Etta James \* Baby I Love Your Ways--Peter Frampton \* Best Of My Love--Eagles \* Black Magic Woman/ Oye Como Va--Santana \* Blue Cafe--Chris Rea \* Blue Bayou--Linda Ronstadt \* Brandy--Looking Glass \* Brass In Pocket --Pretenders \* Breaking Up Is Hard To Do--Neil Sedaka \* Brown Eyed Girl--Van Morrison

#### Robin's Vocal Samples....

You Can Love Yourself, Water Meets the Sand, Never Saw Blue Like That, Cow Cow Boogie, Just Turn It Around



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# OkASBO

## 2014 Financial Accounting Workshops

### Registration Information Presenters: SDE Personnel



We are pleased to be able to offer the Financial Accounting Workshops again this year. Registration information, dates and locations for the workshops are listed below. The agenda is provided on page 14. Registration fee is \$85. Please make payment to:

**OkASBO  
P.O. Box 549  
Claremore, OK 74018**

Registration will begin at 8:30 a.m.

Workshops: 9:00 a.m. - 3:45 p.m. (Lunch provided)

### **DATES & LOCATIONS OF WORKSHOPS**

February 25, 2014	Clinton (max is 200)	Frisco Conference Center 101 S. 4 <sup>th</sup> Ave. Clinton, OK
February 26, 2014 February 27, 2014	Oklahoma City (daily max is 250)	Metro Technology Center 1900 Spring Lake Drive, Business Conference Center, Auditorium
March 4, 2014 March 5, 2014	Muskogee (daily max is 140)	Indian Capital Technology Center 2403 N 41st Street East Muskogee, OK

**REGISTER ONLINE REQUIRED: [www.okasbo.org](http://www.okasbo.org)**

**REGISTRATION DEADLINE IS FRIDAY, FEBRUARY 17th, 2014**

The final registration state will state, "You have successfully registered" and will have the capability to print your registration confirmation and/or your invoice. Space and parking are limited at each site; therefore, it is important that you register as soon as possible, and no later than Monday, February 17, 2014. If you have questions regarding the registration process, please contact Ann Wade, Executive Director, OkASBO at (918) 825-2981 or email [www.info.okasbo.org](mailto:www.info.okasbo.org).

# OkASBO

## 2014 Financial Accounting Workshops Agenda

Presenters: SDE Personnel



COOPERATIVE  
COUNCIL FOR  
OKLAHOMA  
SCHOOL  
ADMINISTRATION

February 25, 26, 27; March 4, 5, 2014

8:30 a.m. **REGISTRATION**

9:00 a.m. **WELCOME AND INTRODUCTIONS**

9:05 a.m. Oklahoma Cost Accounting

Introduction  
Laws/Rules/Regulations  
Purpose  
Proper Use of Codes

### **BREAK**

Child Nutrition Programs

Introduction  
Financial Management of Child Nutrition Programs

School Personnel Records

Introduction  
Reporting requirements  
Changes

Financial Accounting – Auditing

Introduction  
Audit Process

**12:00 LUNCH**

12:45 pm Special Education Programs

Introduction  
Financial Management of Special Education Programs

Federal Programs

Introduction  
Financial Management of Federal Programs

### **BREAK**

Financial Accounting

Introduction  
End of Year Processing  
SDE Rules for Treasurer and Encumbrance Clerk  
Ethics in Financial Accounting

**3:45 pm**

**Q&A**

**Certificates of Attendance**

# Legislative Updates

by Steve Shiever

Can you believe that it's 2014 and January is nearly gone?! Time seems to fly by, and when February begins, so does the legislative session. This is a critical year for education. Budgets have been suppressed for the last 5 years and now is the time to make a change.

Recently, Education Week reported that the Educational System in Oklahoma received a "D" grade. We scored well in education reform and standards, but were so poorly funded that our overall grade was a D. There are 680,030 reasons that our state should adequately fund education in Oklahoma, our children!



What if, we didn't give another tax cut and made education a funding priority by creating a reoccurring funding formula for education this legislative session!!

As we have stated many times, 49<sup>th</sup> is not acceptable! Invite your legislators to your District, "show them" your needs, and remember this is an election year. Also remember, there are 680,030 reason for you to attend the March 31, 2014 Day at the Capitol. It is imperative that our legislators understand that the people of Oklahoma are not satisfied with our current funding of Education. The demand for good teachers is increasing exponentially and prospects are few in number. Teacher graduates are at an all time low. It is time to stop mandating and address the funding needs of our schools!

One must also safeguard against the proposed pension reform legislation which switches the burden from the state to the school district and includes other major changes to our retirement.

*"Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has."*

*Margaret Mead*

Get involved this session, and be a part of the solution, the time is now!

*"Education costs money, but then so does ignorance."*

*Sir Claus Moser*

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# ***VOTE for Brenda Burkett , Vice President ASBO International***

**Brenda R. Burkett, CPA, SFO  
Chief Financial Officer  
Norman, OK Public Schools**



Brenda lost the last year election by a narrow 11% of the votes cast; however, Brenda announced and kicked off, in Boston, her campaign to rerun this year for Vice-President. We all know perseverance is the key to success and with Brenda's passion for the profession and her vision for ASBO will make her an outstanding ambassador and represent Oklahoma well.

Brenda's vision for ASBO is for the association to continue being the most comprehensive collection of resources for our members to turn to. ASBO has great ideas and great people, all working together to find creative ways to make the most of our limited school funding. As we embark on one of the most difficult financial times ever seen in public education, let us remember we owe a great deal to the public schools and teachers who instilled in us the intellectual foundation for our futures. Public education is the greatest success story of our nation and holds the promise for our nation's future successes. As we navigate the daunting task of maintaining quality education with scarce resources, ASBO continues to provide the professional development and network opportunities school business officials can count on in these challenging times.

## **NEW WORKSHOPS SCHEDULE**

**CCOSA Building  
2901 Lincoln Blvd., OKC**

**April 29, 2014 (9 a.m. - 12 p.m.)**

### **FINANCIAL PROGRAMS**

**Presented by: Trudy Green, Education Consultant**  
**Completing the Application**  
**What's Legal**  
**Do's and Don'ts**  
**Money Uses**

**(1 p.m. - 4:00 p.m.)**

### **ENCUMBRANCE CLERK BASICS**

**Presented by: Sara Frye, Director of Finance**  
**and... Bowlegs Schools**  
**Cody Way, CFO**  
**Jenks Schools**

**Year-end closing procedures**  
**New-year encumbrances: Tools for Success**

**May 1, 2014 (9 a.m. - 12:00 p.m.)**

### **CHILD NUTRITION PROGRAM**

**Presented by: Jeff Denton, Director**  
**Child Nutrition, Ponca City Schools**  
**Federal Change in School Food Service**  
**Requirements effective July 1, 2014**  
**Foods Restricted on Campus, in Concessions,**  
**Etc.**

**"Sessions are designed for NEW School**  
**Business Officials: Superintendent's,**  
**Principal's, Business Manager's, Director's,**  
**Encumbrance Clerk's and Financial**  
**Secretaries."**

**Cost: \$100 for 1 session...OR**  
**\$150 for 2 sessions..OR**  
**\$200 for all 3 sessions...**



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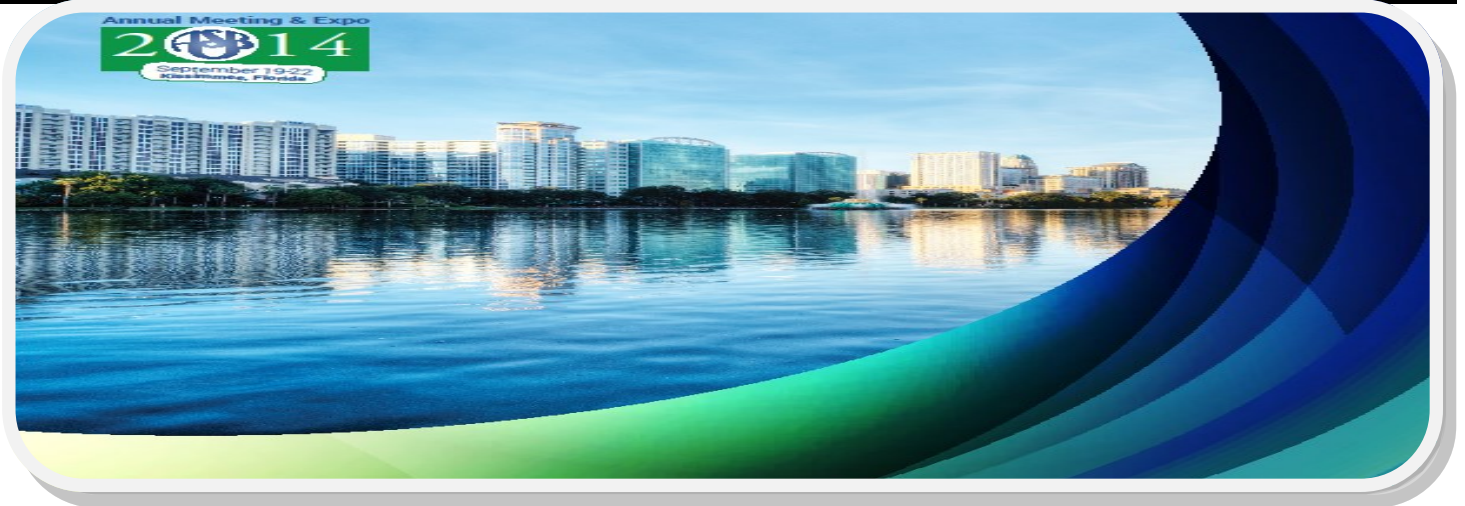
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# ***ASBO International Annual Meeting & Expo***



## **The Premier Event for School Business Leaders**

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 premiere 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.

**2014 Annual Meeting & Expo  
September 19–22**

**Kissimmee, Florida • Gaylord Palms Hotel and Convention Center**

**Registration for the 2014 annual meeting is not yet open. Please check back for updates on registration, programs, and hotel accommodations. Or [give us your email](#) to receive special event updates.**

## **Why Attend?**

In our increasingly virtual world, there's still no substitute for face-to-face engagement. The Annual Meeting & Expo brings together school business leaders to learn and to connect—sharing challenges, successes, best practices, and more. Attending the meeting will not only enhance your knowledge and skills, it will provide the opportunity to:

- Interact with experts in school business management.
- Participate in face-to-face dialogue with your peers on topics most relevant to you.
- Expand your network and build new relationships.
- Acquire creative ways to increase efficiencies and reduce costs for your district.
- Build confidence in your ability to communicate and negotiate in high-stakes situations.
- Develop skills to budget effectively despite unknown variables.
- Discover valuable products and services for your schools and your office.
- Earn CPE and CEU credits at our informative hands-on workshops and educational sessions.

**Questions? Contact Sabrina Soto, Assistant Executive Director, 866.682.2729 x7088**

# ***ASBO International SFO Certification Sponsorship***



## **ASBO INTERNATIONAL AND HORACE MANN CELEBRATE NEW SFO CERTIFICATION SPONSORSHIP**

The Association of School Business Officials International is pleased to announce that The Horace Mann Companies is the new the sponsor of the Certified Administrator of School Finance and Operations (SFO ) effective January 1, 2014.

As the company that was Founded by Educators for Educators, Horace Mann is in a prime position to sponsor ASBO International's SFO certification. Horace Mann prides itself on providing educators with solutions designed to support the mission of public education—the SFO sponsorship will support that commitment.

"Horace Mann focuses on educators and knows how important it is to have good business leaders in each school district," says Vice President of National Sales Rick Schulenburg. "We believe in the power of professional development, devoting a large amount of resources on building educational workshops to help educators become more financially literate. Sponsoring the SFO certification is a perfect fit."

With this sponsorship, Horace Mann, an ASBO International strategic partner, further demonstrates the company's commitment to the school business profession by supporting a program that validates the skills and knowledge necessary to be an exemplary school business administrator. Learn more about the SFO certification.

### About Horace Mann

Horace Mann is the largest national multiline insurance company focusing on educators' financial needs. Horace Mann provides auto and homeowners insurance, retirement annuities, life insurance and other financial solutions. Founded by Educators for Educators in 1945, the company is headquartered in Springfield, Illinois. For more information about the company, visit [horacemann.com](http://horacemann.com).

### About ASBO International

Founded in 1910, the Association of School Business Officials International (ASBO) is an educational association that supports school business professionals. ASBO International is committed to providing programs, services, and a global network that promote the highest standards of school business management, professional growth, and the effective use of educational resources. For more information about the association, visit [asbointl.org](http://asbointl.org).

For additional information, contact

ASBO International, Sabrina Soto,

[ssoto@asbointl.org](mailto:ssoto@asbointl.org), 866.682.2729

# Just Sayin!

by Ann Wade

As we start a new year it is always a time to reflect on the past year.

Reflecting on this past year as your Executive Director, I feel sincerely honored to have represented so many wonderful and talented people. Additionally, I would like to convey a special "Thank You" to each of our dedicated board members for effectively enhancing professional development opportunities to our membership.

The board also implemented a membership software package that enables our membership to register for conferences on line, access conference materials, track your professional development courses and hours obtained and print your invoice. Tiffany Haag, our association's software expert, was instrumental in designing and implementing this offering.

I am pretty confident that those of you who made a New Year's resolutions for 2014 made them with positive intentions. You resolved to eat more nutritious meals and exercise regularly not gorge yourself on donuts. You resolved to be more caring, not judgmental. As an association, our resolutions include helping members do more with less money in their school budgets, providing top-notch professional development, and ensuring school business officials have a voice in education-related legislation.

Brenda Burkett's candidacy for 2014 Vice President of ASBO International is in full swing and gaining momentum every day. She is visiting a number of states, gathering support and meeting as many members as possible. Again, we are asking for your support and vote.

The Board has put together an incredible line up for our Spring Conference, April 16-18, 2014. We will have legislative updates, engaging speakers, and lots of opportunities for professional development and social networking.

*"Live as if were to die tomorrow. LEARN as if were to live forever."*  
Mahatma Gandhi

Just sayin!

**REGISTER NOW.....**

## Just sayin ...



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.

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P.O. Box 549  
Claremore, OK 74018

T: 918-825-2981  
F: 918-824-1825

E: [info@okasbo.org](mailto:info@okasbo.org)  
Web: [www.okasbo.org](http://www.okasbo.org)

**NEW Registration procedures are: Rate: \$87 Cut- off Date: April 1, 2014** 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/StarGroupsWeb/>  
OR
- Once the attendees receive their POs they can contact Matt Ramsey at 405-455-1801 to make their reservation and then fax/email a copy of the PO Attn: Matt Ramsey.

All POs can either be emailed to [mramsey@reedcenter.com](mailto:mramsey@reedcenter.com) or faxed attention Matt Ramsey to 405-736-0973 - Make sure to put the Name(s) of the attendees, the Conference name (OKASBO) and confirmation on the POs.



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## MEETING SCHEDULE

### ASBO International 2014

**Executive Leadership Forum**  
February 20-22, 2014  
[Disney's Contemporary Resort](#)  
4600 North World Drive  
Lake Buena Vista, FL 32830

### Annual Meeting & Expo

September 19-22, 2014  
[Gaylord Palms Resort & Convention Center](#)  
6000 West Osceola Parkway  
Kissimmee, Florida 34746

**Plan to attend!**

### Oklahoma ASBO

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

**2014**

**April 16-18**

**October 1-3**

### NEW Workshops

[CCOSA Building](#)  
[Lincoln Blvd., OKC](#)

[April 29 - Federal Programs](#)

[April 29 - Encumbrance Clerks](#)  
[Basics](#)

[May 1 - Child Nutrition](#)

*["You are never too old to set another  
goal or to dream a new dream."](#)*

[Les Brown](#)