

REGISTRATION



ACCOUNTABILITY

TRAINING

BUDGETS

WHAT MATTERS?

STUDENTS



TASBO[®]

66TH ANNUAL
CONFERENCE
HOUSTON 2012

FEBRUARY 27 - MARCH 2, 2012
HOUSTON
EXHIBITS FEBRUARY 28 - 29, 2012

Register Online at www.tasbo.org

PLANNED AGENDA AT-A-GLANCE

■ **TASBO's 66th Annual Conference** **February 27 – March 2, 2012** **George R. Brown Convention Center** **1001 Avenida de las Americas** **Houston, TX 77010**

■ **SUNDAY, FEBRUARY 26TH**

3:00 p.m. - 6 p.m. Registration & Mixer

■ **MONDAY, FEBRUARY 27TH**

7:30 a.m. - 4:30 p.m. Registration

8:00 a.m. - 4:30 p.m. Voting

9:00 a.m. - 4:30 p.m. Education Courses

5:30 a.m. - 7:30 p.m. Instructors Reception

■ **TUESDAY, FEBRUARY 28TH**

7:30 a.m. - 4:30 p.m. Registration

8:00 a.m. - 4:30 p.m. Voting

9:00 a.m. - 4:30 p.m. Education Courses

Noon - 4:00 p.m. TASBO Board Meeting

3:00 p.m. - 7:00 p.m. Sneak Preview Party

■ **WEDNESDAY, FEBRUARY 29TH (LEAP DAY)**

7:00 a.m. - 4:30 p.m. Registration

7:30 a.m. - 8:30 a.m. Early Riser Sessions / First-Timers
Breakfast

8:00 a.m. - 4:30 p.m. Voting

9:00 a.m. - 10:30 a.m. 1st General Session

10:30 a.m. - 5:00 p.m. Exhibit Hall Opens

11:15 a.m. - 12:15 p.m. Learning Session A

11:30 a.m. - 1:30 p.m. Lunch in Exhibit Hall

1:15 p.m. - 2:15 p.m. Learning Session B

2:30 p.m. - 3:30 p.m. Learning Session C / Exhibitor
Roundtable

3:30 p.m. - 5:00 p.m. Exhibit Hall Closing Party

6:30 p.m. - 10:00 p.m. TASBO Dinner & Casino

■ **THURSDAY, MARCH 1ST**

7:00 a.m. - 3:30 p.m. Registration

7:30 a.m. - 8:30 a.m. Early Riser Sessions

8:00 a.m. - 2:00 p.m. Voting

9:00 a.m. - 10:00 a.m. Learning Session D

10:15 a.m. - 11:15 a.m. Learning Session E

11:30 a.m. - 1:30 p.m. Awards Luncheon / 2nd General Session

2:00 p.m. - 3:00 p.m. Learning Session F

■ **FRIDAY, MARCH 2ND**

7:30 a.m. - 9:00 a.m. Course Registration

7:45 a.m. - 9:00 a.m. President's Breakfast / 3rd General
Session

9:00 a.m. - 4:00 p.m. Education Courses

9:00 a.m. - 2:30 p.m. TASBO Board Meeting

11:30 a.m. - 1:00 p.m. Lunch on Your Own

4:00 p.m. Conference Concludes

■ **TASBO Night Dinner**

This is the place to be Wednesday Night. The TASBO Night Dinner starts at 6:30 p.m. until 10:00 p.m. All attendees, guests and exhibitors are invited to enjoy dinner, music and

■ **TASBO Casino Night**

Enjoy blackjack, poker and roulette without being taken to the cleaners at TASBO Casino Night. Visit www.tasbo.org to keep updated about this fun event.

WHAT MATTERS? AND CONFERENCE HOTELS & PARKING

TASBO's 66th Annual Conference takes place in Houston. This vibrant city offers plenty of opportunities to find out what's important in your district. What Matters? The TASBO Annual Conference offers school business professionals up-to-date and real-world professional development. Training and resources that you can take back to your district.

In addition, it provides you with opportunities to meet people from all professional levels, from all sizes of school districts and types of organizations, and from all regions of the state. From Monday through Friday, it is about **YOUR** profession — capturing fresh ideas, learning new skills, offering advice, honoring individuals, and celebrating the school business and operations profession.

During the conference, you will want to visit the Exhibit Hall to see and experience new, cutting-edge products and services. More than 300 exhibiting companies and suppliers will be on hand to answer your questions, demonstrate their products, and offer solutions for saving time and money. Also, the Exhibit Hall will be a great place for you to catch up with friends over a cup of coffee.

Become a leader, both in your district and at TASBO. The TASBO Annual Conference is the place to get involved with the issues that affect your daily life.

■ Conference Hotels

Hotel reservations will only be available online.

Annual conference registration required before getting the link to online hotel registration. This link will be provided to conference registrants, conference course registrants and exhibitors.

This change will enhance the ability for more conference attendees to get on the TASBO room block and reduce cancellations.

Other restrictions or changes may apply.

■ City/Convention Center Parking

The George R. Brown features a 1,600-space parking garage located at the corner of Polk Street and Avenida de las Americas. Conveniently connected to the GRB and the Hilton by Level 2 skywalks, parking couldn't be easier.

For additional options visit <http://www.houstonconventionctr.com/Home/MapsParking/ParkingInformation.aspx>

■ What's New?

■ Early Riser Sessions

■ Extra Learning Sessions

■ Lunch in the Exhibit Hall

■ Free Book from First General Session Speaker

(First 500 conference attendees to register online)

■ Exhibitor Roundtables

■ Conference Smartphone App



OVERVIEW

■ Register Online Now

Go to www.tasbo.org to register online and improve your chances of getting the course you want.

The 1st 500 people to register for the annual conference online will receive a copy of our general session speaker's book, "Evolve or Die."

■ Registration Fees

Full Conference	\$290 Member / \$380 Non-Member
One-Day Conference	\$250 Member / \$340 Non-Member
Additional Guest	\$80

The conference registration fee includes conference materials, sessions, exhibit viewing, lunch (Wednesday and Thursday), President's Breakfast (Friday), refreshment breaks, one complimentary ticket to the Wednesday night event and Friday's breakfast is free for those taking education courses that day as well as for those who register for the conference.

■ Registration –

Level 3 - Convention Center

Sunday	3:00 p.m. - 6:00 p.m.
Monday	7:30 a.m. - 4:30 p.m.
Tuesday	7:30 a.m. - 4:30 p.m.
Wednesday	7:00 a.m. - 4:30 p.m.
Thursday	7:00 a.m. - 3:30 p.m.
Friday	7:30 a.m. - 9:00 a.m.

■ Life Members

One privilege of life membership is attending the annual conference at no cost; however, do fill out and send in the registration form so that we can have a conference packet and name badge ready for you.

■ Education Courses

All educational courses are \$140 Member / \$180 Non-Member, except for courses requiring the use of computers which are \$170 Member / \$210 Non-Member. Courses will be held at the George R. Brown Convention Center. Check your program to verify the location of your course.

Monday	9:00 a.m. - 4:30 p.m.
Tuesday	9:00 a.m. - 4:30 p.m.
Friday	9:00 a.m. - 4:00 p.m.



■ Sneak Preview Party

Once again, TASBO will host a Sneak Preview Party in the Exhibit Hall on Tuesday from 3 to 7 p.m. Open to course registrants and conference attendees. In addition, there will be lots of activities in the exhibit hall dedicated to networking and increasing traffic on the show floor.

HIGHLIGHTS

■ Orientation Breakfast

(First Time Conference Attendees-Invitation Only)

7:30 a.m. – 8:30 a.m. Wednesday, February 29th

Attend this motivational session on Wednesday morning to learn how to get the most out of your conference experience. Meet other first-time attendees and hear from TASBO Board members and staff on ways to maximize your learning and networking opportunities at this event. First-timers will be treated to a full breakfast as well.

■ Learning Sessions

We've added more opportunities to hear the latest news, guidelines and best practices.

Wednesday

Early Riser Session	7:30 a.m. - 8:30 a.m.
Learning Session A	11:15 a.m. - 12:15 p.m.
Learning Session B	1:15 p.m. - 2:15 p.m.
Learning Session C	2:30 p.m. - 3:30 p.m.
Exhibitor Roundtable	2:30 p.m. - 3:30 p.m.

Thursday

Early Riser Session	7:30 a.m. - 8:30 a.m.
Learning Session D	9:00 a.m. - 10:00 a.m.
Learning Session E	10:15 a.m. - 11:15 a.m.
Learning Session F	2:00 p.m. - 3:00 p.m.

■ Electing TASBO Leaders

Voting for members of the TASBO Board will be conducted 8:00 a.m. Monday through 2:00 p.m. Thursday at the Convention Center. Voting booths will be located near the Registration area.

Active members, retired members, and life members are eligible to vote. Candidates will be introduced during the First General Session on Wednesday morning and the new board members will take the oath of office during the breakfast on Friday.

■ Voting

(Near to the Registration Area)

Monday	8:00 a.m. - 4:30 p.m.
Tuesday	8:00 a.m. - 4:30 p.m.
Wednesday	8:00 a.m. - 4:30 p.m.
Thursday	8:00 a.m. - 2:00 p.m.

■ General Sessions

Wednesday	9:00 a.m. - 10:30 am
Thursday	11:30 a.m. - 1:30 am
Friday	7:45 a.m. - 9:00 am

■ Sneak Preview Party

Back by popular demand, TASBO invites attendees and exhibitors to a Sneak Preview Party in the Exhibit Hall. The Exhibit Hall will open on Tuesday, February 28 from 3:00 - 7:00 p.m. with a reception celebrating Texas. Enjoy light hors d'oeuvres and music while making connections with over 300 exhibitors who contribute their time and support to TASBO's annual conference.

■ Exhibit Hall Closing Party

Before the exhibit closes Wednesday at 5:00 p.m., be sure to enjoy the exhibit hall. And, of course, enjoy the dessert.

■ TASBO Night Dinner

This is the place to be Wednesday Night. The TASBO Night Dinner starts at 6:30 p.m. until 10:00 p.m. All registered attendees must wear their conference badge, and bring a valid photo ID to gain entrance. All attendees, guests and exhibitors are invited to enjoy dinner, music and ...

■ TASBO Casino Night

Enjoy blackjack, poker and roulette without being taken to the cleaners at TASBO Casino Night. Visit www.tasbo.org to keep updated about this fun event.

■ Annual Meeting & Awards Luncheon

The Annual Meeting on Thursday will begin at 11:30 a.m. with a lunch in the Convention Center Ballroom.

Following lunch, the Commitment to Excellence Award presentation will be made.

HIGHLIGHTS

■ Exhibit Hours

Tuesday 3:00 p.m. - 7:00 p.m.
Sneak Preview Party
Wednesday 10:30 a.m. - 5:00 p.m.

■ Exhibit Hall Closing Event

Be sure to meet your exhibitors by 5:00 p.m. on Wednesday when the exhibit hall closes.

■ Dress for Successful Connections

Business casual dress is encouraged for all events. Pack a warm sweater or lightweight jacket because the convention center meeting rooms are often cool.

■ Special Assistance

If you or someone attending with you will need special services, call 800/338-6531 or 512/462-1711, ext. 210 to make arrangements.

■ Link Up Lounge

Located in the center of the Exhibit Hall, the Connections Cafe is an ideal spot for networking. Come pull up a chair and chat with new friends or colleagues over a cup of coffee. It's the perfect place for kicking back and relaxing between educational sessions.

■ For conference information, call (512) 462-1711

■ Learning Sessions & Programming

Becky Bunte, CTSBO ext. 239
Director of Professional Development bbunte@tasbo.org

■ Conference Registration

Sylvia Rocha-Schroeder ext. 233
Data Specialist srocha@tasbo.org

■ Education Course Information

Esmeralda Gonzalez ext. 217
Education Coordinator esmer@tasbo.org

Linda Dufault
Certification Specialist

ext. 218
lindad@tasbo.org

■ Exhibit Management

Tiffany Mendenhall ext. 222
Meeting Planner tiffanym@tasbo.org

■ Conference Website/SmartPhone Apps/ Sponsorships

Tom Greer ext. 220
Director of Communications tgreer@tasbo.org

■ General Information

Carrie Mercadel ext. 210
Membership/Administrative Specialist carriem@tasbo.org

■ FAX (512) 462-1782

■ Address

2538 S. Congress Avenue Austin, Texas 78704

■ Twitter

Get conference updates on Twitter -
www.twitter.com/tasbo. It's free.
The conference "hashtag" is #tasbo12

Get up-to-minute information on schedule changes, bus routes, breaking news, prize giveaways and highlights.

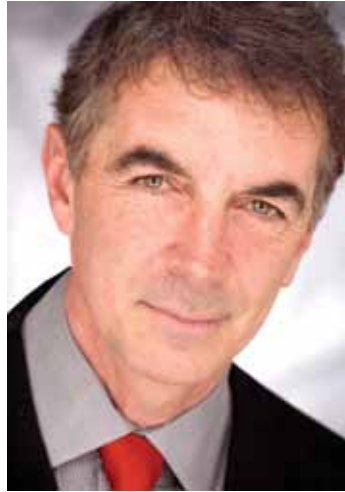
■ Conference Smartphone App

The TASBO Annual Conference smartphone app should be available free of charge on February 1, 2012. Stay tuned for more details.

GENERAL SESSIONS

■ First General Session

With resource shortages, financial uncertainty, and global hyper-competition in full swing, it's a big scary world out there. Business is changing every day, and those changes are coming faster and faster. That's why entrepreneurs and business leaders who best adapt to those changes are the ones who will win the biggest. Going forward we must adapt to those changes, because creating more efficient business systems will become the Holy Grail of professional success. In this keynote (based on his new book *Evolve or Die*), Robin will show you how these problems are actually huge opportunities and he'll share solid examples of companies that have successfully reinvented themselves by adapting to ongoing events as they occur. Also in this presentation Robin Crow will present his Seven Step Challenge, which will serve as a powerful tool to revitalize your business.



- **Wednesday, February 29, 2012**
- **9:00 a.m. – 10:30 a.m.**
- **Keynote Speaker: Robin Crow**
"Evolve or Die"

**FIRST 500 CONFERENCE REGISTRANTS
ONLINE RECEIVE A FREE COPY OF
THE BOOK "EVOLVE OR DIE."**

About Robin Crow

Robin Crow is a speaker, author, entrepreneur and one of the most innovative guitarists in the world. With over 2,000 presentations to his name, his expertise on leadership and customer service comes from 30 hard-won years in the trenches as an entrepreneur. For the past 13 of those years, he has led his company, Dark Horse Recording, a four studio complex he built from the ground up, to set the gold standard for customer service and excellence in the recording industry and is home to Faith Hill, Neil Diamond and Jewel to name a few. Robin's books include *Jump And The Net Will Appear*, *The Power Of An Idea* and his latest *Rock Solid Leadership*.

■ Second General Session: Awards Luncheon and Annual Meeting

Bruce S. Wilkinson, CSP is a leadership/communication/culture implementation specialist, professional motivational keynote speaker and trainer who reinforces personalized messages with humor, passion, enthusiasm and authenticity. His mission is to help organization's translate their culture into a workplace climate that inspires excellence, service and accountability. Bruce has degrees in both Safety Engineering and Occupational Safety and Health. He was a two-term elected member of the Board of Directors of the National Speakers Association and



- **Thursday, March 1, 2012**
- **11:30 a.m. – 1:30 p.m.**
- **Keynote Speaker: Bruce Wilkinson**

is one of fewer than 800 people worldwide to earn the prestigious Certified Speaking Professional (CSP) designation.

He recently retired after twenty-three years of service as a post certified reserve police officer with the Jefferson Parish Sheriff's Office (New Orleans), where he worked in patrol, emergency rescue and as a member on the police academy staff. Besides his personalized keynotes, he has developed and presented programs on effective leadership, teams, multi-generational communication, in-house branding, workplace culture/climate, change, work/life balance, humor at work, customer service, sales motivation, safety leadership and personal responsibility.

■ Third General Session: President's Breakfast

Conference attendees and those registered for Friday's education courses are invited to attend the President's Breakfast. The new board of directors and officers will be sworn in at this event.

- **Friday, March 2, 2012**
- **7:45 a.m. – 9:00 a.m.**

CERTIFICATION AND EDUCATION COURSES

Certification offers TASBO members and non-members an opportunity to expand their professional credibility and knowledge base. Also, it provides school business and operations officials with a level of respect and recognition among their peers along with a more competitive edge in the job market. Formally adopted by the Board of Directors in 1985, the program of professional certification provides recognized standards of professional ethics and competence for school business and operations officials. Moreover, this program encourages professional development and offers training to those who wish to seek excellence in school business and operations management and administration.

■ Certification can be earned in three categories:

Registered Texas School Business Administrator*	RTSBA
Certified Texas School Business Official*	CTSBO
Certified Texas School Business Specialist*	CTSBS

Education Courses are scheduled year-round throughout the state. Certified TASBO members and nonmembers, school board members, certified educators (SBEC), charter school board members and administrators, participants of the STEM program, and CPAs receive continuing education credit for attending these courses. Although education courses and workshops often provide information on similar topics, only education courses offer members the opportunity for certification credit and conclude with an exam.

■ Monday, February 27, 2012

■ ACT101A-13 State Aid Calculation Part I

■ (Part I must be taken before taking Part II)

Covers the history of state aid to schools in Texas; equalization concept; Tier I and Tier II. There will also be a review of elements of aid calculation.

■ ACT104-21 Budget and Financial Planning

Covers the legal basis for budgets, development of a budget calendar, budget compilation and preparation, expenditure and revenue estimation, communicating the budget, forecasting and multi-year projections, fund balance requirements, and truth-in-taxation requirements.

■ ACT108-07 Accounts Payable Processes

This course explains proper accounts payable processes and procedures in school district business offices. It examines how accounts payable relates to district liability accounts; reviews the relationship between purchasing and accounts payable; gives information on the need for strong internal control procedures to protect access to assets; and provides an internal control check list for students to use in their districts.

■ ACT201-15 Internal Auditing

Understand the need for an internal audit function. This course covers selecting and developing an audit staff; professional standards and code of ethics for auditors; establishing an audit

charter; developing an internal audit manual and an audit schedule.

■ ACT205A-04 Intermediate Governmental Accounting Part I

■ (Participants should have a basic understanding of governmental accounting before taking this course.)

This course covers: accounting principles including GASB; budget and budgetary accounting; trust and agency funds; internal service funds; capital assets; and revenue and expenditure recognition.

■ ACT209-06 District Wide Risk Assessment

Students completing this course will gain an understanding of district-wide risk assessment; control structures and their use; and learn how to complete a risk and control matrix. Identifying the different types of risk and understanding the difference between district-wide risk assessment and the annual risk assessment performed by Internal Audit will also be covered.

■ ACT214-10 Introduction to Bonds and Debt Planning

Designed to provide an introductory understanding of what is required to plan, identify and prepare for facility needs and upgrades. It details the basic knowledge required to engage in a municipal bond financing. This course will provide an understanding of municipal bonds and define the roles of the district and other contracted services. A glossary of terms and bond regulations will be provided.

EDUCATION COURSES

■ DIS105-06

Overview of Distribution Functions

Covers all responsibilities and functions that fall under Warehouse, Distribution and Inventory. Each function will be reviewed and discussed, with ideas to expedite operations.

■ DIS204-04

Inventory Management

Covers basic inventory management concepts and techniques. Topics covered include inventory accuracy, re-order point, cycle counting, ABC analysis and other related concepts and techniques.

■ ITM201-05

Technology Leadership

This course examines how technology leaders guide the organization and communicate values, integrate the district's mission and values into the organization, create a sustainable organization, set performance expectations and monitor progress, and use feedback to improve leadership effectiveness.

■ MA0100-17

Basic Systems Overview

This introductory class to operational systems covers HVAC, preventative maintenance, roofs, floor coverings, grounds equipment, kitchen facilities, fire alarms, plumbing, electrical and more.

■ MA0203-04

Understanding and Applying Building Energy Technology

While facilities are the biggest users of energy in a school district, they are also the areas where most savings can be realized. This course explains the technology of building energy use including lighting, HVAC, IAQ, and roof management. Energy controls and master planning for energy projects are also addressed.

■ MGT301-38

Functions and Duties of School Business Administrators

Learning objectives for this course include school business official competency studies, components and competencies for school business and support services in Texas, the organization of non-instructional services, general goals and strategies for the non-instructional area, long-range planning, financial management problems in Texas, financial management tools, ethics, and future trends in school business management.

■ MGT307-72

Business Ethics

Includes discussion of the following topics: how ethical values are developed, ethical values versus the law, identifying organizational ethical standards, coping with unethical people and ethical guidelines for decision making. This class is a requirement for every level of TASBO certification.

■ MGT310-37

Long-range Planning

Goal setting and needs assessment, major maintenance and facility plans, personnel and equipment plans, long-range budget and financial models and student enrollment projections are covered in this course.

■ MGT317-35

Financial Essentials for Non-accountants

(For students with NO accounting background) Essential financial topics including managing budgets, coding, employee/independent contractor determination, replacement schedules, financial reporting and internal controls are addressed.

■ PAY201-19

Federal Payroll Taxes

Includes discussion on determining if a payment to an employee is taxable, calculating income taxes, appropriately reporting wages to employees and various government agencies and much more.

■ PAY206-05

TRS/TRAQs Reporting

This course provides an overview of the function and purpose of TRS and laws regulating school district employees and retirees. Students will gain an understanding of the TRAQs system and how to access, enter and submit monthly reports.

■ PAY302-16

Payroll Administration

Students will become familiar with the payroll requirements of the Fair Labor Standards Act, Family Medical Leave Act, workers compensation and unemployment. Garnishments, worker classification and employment eligibility will also be covered.

■ PEI101-38

PEIMS Accuracy: Preparation (Student Attendance Accounting Handbook)

Review the Student Attendance Accounting Handbook Sections 1-3 and 12 in detail. Essential elements addressed include quality assurance, responsibilities, timelines, checklists, required reporting, manual creations and training of district staff. Appropriate for a beginner or anyone wanting to know more about accurate recording and reporting of attendance accounting data.

■ PEI202-15

Excel®-ing Your PEIMS Data

This hands-on computer course guides students through methods for performing an EDIT+ table download, importing a PEIMS data file into Excel®, creating reports using PEIMS data, and using spreadsheet reports to increase data quality.

EDUCATION COURSES

■ PEI204-03

Focus on Finance

Participants will gain an understanding of the history of PEIMS and review the vast utilization of PEIMS data by entities outside the district. Participants will understand the connection between student counts and financial data and step thru the process of Budget and Actual Financial Submissions. We will also explore PEIMS Edits Plus and the Budget and Actual PEIMS reports.

■ PER/PAY205-12

Leaves and Absences

Covers all aspects of leaves and absences (FMLA, workers comp, USERRA, state and local) including legal requirements, administration and sample forms.

■ PER204-11

Personnel Management

Areas covered include employee classification, FLSA requirements, employee conduct and documentation, change in status, complaints and grievances.

PUR101-26 Introduction to Purchasing & Supply Management Understand the legal basis for purchasing in Texas, ethics in purchasing, determining when state-mandated procedures must be used to procure goods and services, procedures to effectively manage the competitive procurement process, purchase orders and requisitions, evaluating contracts, the FASRG module for purchasing and much more.

■ PUR101-26

Introduction to Purchasing & Supply Management

Understand the legal basis for purchasing in Texas, ethics in purchasing, determining when state-mandated procedures must be used to procure goods and services, procedures to effectively manage the competitive procurement process, purchase orders and requisitions, evaluating contracts, the FASRG module for purchasing and much more.

■ PUR201-23

Purchasing Standards and Specifications

Learn about the basics of purchasing standards, bid specifications, and related definitions. Bid documents, samples and sources will also be reviewed.

■ RMG/PUR203-21

The Purchase of Insurance and Related Services

Legal requirements related to purchasing insurance, the insurance marketplace, brokers and agents, guidelines for bid specifications and request for proposals and evaluating insurance carriers, pools, and third-party administrators are taught. This course counts for either Risk Management or Purchasing certification credit.

■ SAF101-07

Building a Framework

Building a framework for a safe school district starts with ways to provide a safe environment. It covers strategies for mitigation, preparedness, response and recovery. Crisis management and emergency evacuations with emphasis on training personnel will be explained.

■ SAF102-07

Emergency Management Plan Development

Covers guidelines for developing emergency management plans at the campus and district level, including legislative requirements; board policies and administrative guidance and funding; format for an emergency plan; provisions for special populations and more.

■ SNC205-01

Implementation of HACCP (Hazard analysis critical control points)

Areas covered in this new School Nutrition class include district warehouse advantages, receiving and storing properly, inventory calendar, warehouse staff and distribution; HACCP overview and developing HACCP plans.

■ TRN101-14

Introduction to Transportation

In this introductory class, the instructor will cover the duties of transportation directors; TEA rules and regulations; state reports; purchasing procedures for buses and tires; and bus driver requirements.

■ TRN205-05

Transporting Special Needs Students

Driver training, parent interaction, special needs equipment, understanding the student's individual education plan, and a review of state and national guidelines are covered in this course

■ TXT102-12

Textbook Management Procedures

Topics include the textbook selection process, fiscal management and logistics at the district and campus level.

■ TXT301-04

Managing the Curriculum Change Process

This course is designed to allow participants to better understand the scope of providing instructional materials when new secondary courses are established. Timelines and deadlines, sequence of procedures and working successfully with various departments will be covered.

EDUCATION COURSES

■ Tuesday, February 28, 2012

- **ACT101B-13 State Aid Calculation Part II**
(Part I must be taken before taking Part II)
Covers budget issues; payment and property tax issues and will involve working a practice problem.
- **ACT106-56 Financial Coding for Texas Schools**
Discusses financial code requirements and overview, fund codes, function codes, account code crosswalks, PEIMS data entry (budget and actual), and more.
- **ACT202-07 External Auditing**
Learn the process used to hire an outside auditor, plan and prepare for the audit, and obtain basic knowledge of internal controls used in school districts. Information on the SAS 112 requirements for external auditors is also included.
- **ACT205B-04 Intermediate Governmental Accounting Part II**
(Participants should have a basic understanding of governmental accounting before taking this course.)
This education course is a continuation of ACT205A, Part I. Topics will include more in-depth accounting principles, auditing standards, financial reporting, CAFR preparation and analysis and interpretation of financial statements.
- **ACT208-25 Managing Special Revenue and State Programs**
This course covers the accounting and reporting processes of managing special revenue funds including types of funds, budgeting, expenditure reporting, indirect cost revenue, allowable expenditures, PEIMS reporting and comparability issues
- **ACT210-03 Operational Auditing**
Participants will receive information on the different types of operational audits. Internal controls will be emphasized along with the benefits gained from having operational audits performed. Also included in this course are available resources, audit program steps, and instructions on preparing reports at the completion of operational audits.
- **ACT301-34 Activity Fund Accounting**
Topics covered in this class include sources of funds, management of funds, expenditure of funds, centralized and decentralized

accounting methods, internal controls, fundraising and the use of funds and some best practices suggestions.

- **ACT303-08 Advanced Financial Concepts**
In this course, participants will learn about increasing demands and concepts of cost reporting and analysis, outsourcing and in-sourcing, benchmarking, functional analysis, compensation analysis, staffing analysis, revenue analysis, human resources support and performance reporting.
- **ACT314-11 Advanced Debt Planning and Management**
Designed to provide a review of steps in preparing for a new bond issue. The primary focus of this course is targeted at the detailed requirements of municipal bond financing with a key focus on the role of the school district as the issuer of the bonds. It will also address in detail the new type of bond instruments in an overall plan to better manage the school district's bond portfolio. A glossary of terms and bond regulations will be provided.
- **DIS101-07 Materials Management for School Districts**
Starting with an overview of materials management functions, students will learn about customer service, interfacing with purchasing, inventory systems, warehouse design, space requirements, and best practices for efficient operations.
- **DIS301-07 Specialty Warehousing**
Many items used in school districts have special handling and storage requirements. In this course the instructors will share best practices for warehousing school/office supplies, transportation items, records storage, textbooks and other environment/date-sensitive materials.
- **DIS/PUR302-06 Purchasing and Stock Management**
Learn about the purchasing process, selecting items for stock, establishing levels and stock review.
- **ITC202-06 Basic Spreadsheet**
This hands-on computer course is designed to introduce beginning users to the basic functionality of spreadsheets with specific skill development in building and modifying a spreadsheet, working with ranges of text, special function keys, and previewing and printing spreadsheets.

EDUCATION COURSES

■ ITC203-13 **Advanced Spreadsheet**

Participants should have a good working knowledge of the basic functions of spreadsheet design and use before taking this course. This advanced spreadsheet hands-on computer course covers viewing and printing various types of graphs, creating and using macros, data commands, importing data, and advanced functions and formulas.

■ ITM102-02 **Technology Workforce Improvement**

This course in the Information Technology Management curriculum will examine how the technology organization supports employee development. Topics covered will include reinforcing skills and knowledge on the job; applying techniques for staff motivation; encouraging collaboration and innovation; & measuring and improving involvement/satisfaction.

■ MA0101-20 **Introduction to Plant Maintenance and Operations**

This introductory course provides an overview of the role of M&O in the education process. It addresses staffing, scheduling, budgeting, supervision, inventory, inspections, and evaluations. It covers the relationship with instructional staff, community use of facilities and in-house vs. contracted services.

■ MA0204-21 **Environmental & Regulatory Compliance**

Compliance with environmental regulations is an important part of the M&O responsibility. Instructors will provide information on indoor air quality, waste management, blood-borne pathogens, the Clean Air Act, integrated pest management, hazardous materials, Americans with Disabilities Act, other compliance issues.

■ MA0301-09 **Emergency Planning and Management**

Topics covered in this course include: development of school emergency plans, emergency response agencies, coordination of the emergency plan, response to emergencies and shelter management.

■ MGT303-35 **Approaches to Leadership and Management**

Dealing more with leadership than supervision, this course addresses leadership qualities and skills; recognizing personality types and generational differences; counseling and motivating employees; succession planning and much more.

■ MGT306-31 **Board Policies and Administrative Procedures**

Upon completion of this course, students should gain an understanding of the types of board policies, know how board policies are developed and used; and be able to fulfill the legal requirement for board meeting notices and minutes.

■ MGT308-39 **Effective Communication**

Learn about the communication process and communication patterns, active listening, clarifying feedback, tips on creating presentations for your board, staff and community that will effectively communicate your message, creating an image, working cooperatively with the news media, and successful practices that will enhance a district's communication efforts.

■ MGT309-31 **Business Administration and the Law**

Taught by an attorney, this course provides an overview of education as a function of the state, employee hiring procedures, use of independent contractors, access to personnel records, political/union and professional organization activities, the Texas whistleblower act, reduction in force, special education hearings, liability issues, and other legal issues.

■ PAY101-31 **Introduction to Payroll**

This introduction to payroll accounting addresses the payroll process and covers new employee processing, account coding and basic accounting procedures, payroll calculations, distribution of paychecks, quarterly and annual reports, and payroll forms and their use.

■ PAY301-13 **Employee Benefits**

Taught by IRS representatives, this course examines 403(b) tax sheltered annuities, 457 deferred compensation plans, 125 cafeteria plans, and Social Security and Medicare issues for local-government employees.

■ PEI103-08 **PEIMS Accuracy: Special Populations and Programs.**

Review the SAAH Sections 4-11 in detail. Essential elements addressed include the difference between serving a student and being entitled to funding for a student in that program, eligibility for a program, assembly of documentation for programs, responsibilities, auditing and tips for data quality. Appropriate for a beginner or anyone wanting to know more about accurate procedures, documentation and special rules for each Special Program.

EDUCATION COURSES

■ PEI301-20 Administrator Overview of PEIMS

Designed for administrators who supervise PEIMS personnel, this course covers the following essential elements: PEIMS requirements, financial implications, elements of the source of state and federal funds, data-driven decision making, accountability ratings, PEIMS Data Standards, EDIT + Reports, and data quality assurance, audits, and compliance issues.

■ PER101-17 Introduction to Personnel

This course covers Human Resources department basics including types and classifications of school personnel, legal and policy issues, employee compensation and benefits, complaint resolution, employee privacy and personnel records management.

■ PER305-07 Personnel Issues and Service Credit

This course is designed to provide participants with an understanding of the rules and regulations regarding service credits, retire/rehire programs and other school district personnel issues including school accreditation guidelines.

■ PUR101-27 Introduction to Purchasing & Supply Management

Understand the legal basis for purchasing in Texas, ethics in purchasing, determining when state-mandated procedures must be used to procure goods and services, procedures to effectively manage the competitive procurement process, purchase orders and requisitions, evaluating contracts, the FASRG module for purchasing and much more.

■ PUR102-35 The Purchasing Law (non-construction)

This newly updated class includes information on the legal issues relevant to purchasing, formal bid procedures, quotation and telephone procedures, advertising requirements, and criteria for awarding bids.

■ PUR303-24 Competitive Sealed Proposal/ Request for Proposals

Overview of the competitive sealed proposal process, components of an RFP, methods of negotiation, factors for evaluation, how to prepare the scope of work, and sample guidelines and RFP examples.

■ PUR305-09 Purchasing for Business Management

This course is designed to acquaint the business official who may not have a purchasing background with an overview of

purchasing basics including legal requirements, methods of purchasing, ethical misconduct, construction guidelines, use of technology, sale of public real property and fixed assets.

■ RMG/SAF303-15 Procedures and Techniques of Risk Management/ Safety Loss Control

Evaluation and administration of a loss control program including evaluation of insurance carriers and third-party administrators, instructional area safety, vehicle loss control, fire protection and disaster planning are addressed in this class. This course counts for either Risk Management or Safety & Security certification credit.

■ RMG304-13 Workers' Compensation and Texas School Districts

Participants will learn about the basic of the law, the structure of the Texas Workers' Compensation Commission, financing mechanisms, purchasing coverage and services, loss control and cost containment, back to work programs, and claims management.

■ SNC305-06 Maximizing School Nutrition Dollars

This course provides an overview on strategies to maximize child nutrition programs revenue. This course describes how to incorporate Provision 2, summer feeding, meal pricing, break even points, and other revenue and cost management techniques.

■ TRN102-04 Student Safety Management

Topics covered in this course include student management plans, driver training, safety equipment, classroom training, student conduct and safety and program evaluation.

■ TRN306-10 Preparation of State Reports and Department Budgeting

Instructor will provide information on route services reports, school transportation operation reports, hazardous transportation funding, annual updates and transportation department budgeting including: account codes, assessing needs, managing funds and protecting investments.

■ TXT201-08 Implementation of Textbook Administration

Participants will learn how to create a chain of responsibility within a district, creative ways to inspire campus coordinators to be successful textbook managers, develop a procedures manual, create consistency, documentation, handling and preventing loss, assistance with outside resources, how to handle emergencies, and planning for the future.

EDUCATION COURSES

Friday, March 2, 2012

- **ACT104-22** **Budget & Financial Planning**
Covers the legal basis for budgets, development of a budget calendar, budget compilation and preparation, expenditure and revenue estimation, communicating the budget, forecasting and multi-year projections, fund balance requirements, and truth-in-taxation requirements.
- **ACT106-57** **Financial Coding in Texas Schools**
Discusses financial code requirements and overview, fund codes, function codes, account code crosswalks, PEIMS data entry (budget and actual), and more.
- **MA0103-17** **Custodial Staffing and Organization**
Learn about the main elements in M&O staffing, such as how to assess the job, key elements in developing standards, work schedules and job assignments, methods for organizing custodial service, training elements, managing and motivating, and contracting vs. in-house options.
- **MA0304-14** **Management of Maintenance Activities**
Organizational approaches for manning maintenance functions; maintenance procedures and policies; repair of buildings and equipment; vehicle requirements; warehousing and the mission of the maintenance department are topics addressed in this course
- **MGT307-73** **Business Ethics**
Includes discussion of the following topics: how ethical values are developed, ethical values versus the law, identifying organizational ethical standards, coping with unethical people and ethical guidelines for decision making. This class is a requirement for every level of TASBO certification.
- **MGT318-21** **Cost Accounting for Accountants**
■ (For students WITH accounting background)
Objectives focus on analyzing cost behavior, developing concepts related to controlling variable, fixed and committed costs and specific state and federal requirements affecting school districts.
- **MGT319-08** **Records Management in Texas Schools**
Covers the Local Government Records Act, district policies and records management responsibilities, compliance, retention/disposition of records, electronic records program, disaster recovery plans, and file management.

- **PAY101-32** **Introduction to Payroll**
This introduction to payroll accounting addresses the payroll process and covers new employee processing, account coding and basic accounting procedures, payroll calculations, distribution of paychecks, quarterly and annual reports, and payroll forms and their use.
- **PEI104-03** **PEIMS Focus Topic: EDIT +**
This course will give you detailed information on the EDIT+ website, uses and editing process. Starting with the External Homepage and ending with generating and reading reports.
- **PEI302-09** **PEIMS: The Foundations for Accountability**
An overview of the different types of accountability and how PEIMS links to State Accountability, Adequate Yearly Progress indicators, and Performance Based Monitoring. Students will learn how to relate PEIMS submissions to each area of accountability, read reports and identify and correct potential problems
- **PER301-10** **Personnel Policies**
Topics covered in this course include the purpose and components of an employee handbook, including resources. Other subjects include roles of administration and the board related to personnel policies; overview of policy structure and review of legal and local human resource policies and a discussion of the best practices related to those policies.
- **SAF302-04** **National Incident Management System (NIMS) for Schools**
Objectives include NIMS requirements and resources, crisis planning for schools, command and management, preparedness, and resource management and communication.
- **SNC104-06** **School Nutrition Accounting**
Focuses on account coding and budgeting issues pertinent to the school nutrition department. It also addresses how free and reduced lunch calculations affect state revenue for instruction.
- **TXT101/DIS104-19** **Overview of Textbook Management**
Students will cover the complete annual cycle of textbook management, review state requirements and reports, learn money-saving tips for replacing books and develop procedures for decreasing textbook losses.

LEARNING SESSIONS

TASBO research committees have planned numerous educational sessions during the conference that will help you personally and professionally. These sessions are also designed for the experienced school business official who needs to refresh and re-energize. Some of the most widely respected individuals in the industry will be on hand to share their expertise and insights with you. Take advantage of these opportunities.

Wednesday

Early Riser Session	7:30 a.m. - 8:30 a.m.
Learning Session A	11:15 a.m. - 12:15 p.m.
Learning Session B	1:15 p.m. - 2:15 p.m.
Learning Session C	2:30 p.m. - 3:30 p.m.
Exhibitor Roundtable	2:30 p.m. - 3:30 p.m.

Thursday

Early Riser Session	7:30 a.m. - 8:30 a.m.
Learning Session D	9:00 a.m. - 10:00 a.m.
Learning Session E	10:15 a.m. - 11:15 a.m.
Learning Session F	2:00 p.m. - 3:00 p.m.

Proposed Learning Sessions

Accounting & Finance

<i>\$120 Million in QZAB Bonds are still available at the State to implement new academic programs at low interest rates!</i>	Harris County Department of Education
<i>Avoid Being Penalized-Are You Your District's "Obligated Person"</i>	RBC Capital Markets
<i>Cash Forecasting & Investing Program</i>	North East ISD
<i>Charter School Updates</i>	
<i>Creating a Culture of Action</i>	East Central ISD
<i>eFACTS+ What's New</i>	TASBO
<i>Equipping the Front Lines: Training for Administrative Associates, Principals, and Department Heads</i>	Manor ISD
<i>Holding an Effective Election</i>	Texas Association of School Boards, Inc.
<i>Holding an Effective TRE</i>	Coppell ISD
<i>Litigating Public School Finance and Winning</i>	Equity Center
<i>Networking Session - Accounting Committee</i>	TASBO
<i>Resources for Small Districts: Forms, Procedures, & Handbooks</i>	Lackland ISD
<i>Risks Affecting School Districts</i>	Null-Lairson, PC
<i>School Finance and the Template</i>	BOSC, Inc.
<i>School Finance Update: Assessing the Present and Looking Toward the Future</i>	Texas Education Agency
<i>Tax-Exempt Bonds: IRS Compliance (Arbitrage Rebate/Yield Restriction Requirements)</i>	Arbitrage Compliance Specialists, Inc
<i>Total Cost of Ownership (TCO) for LEA Student Management Systems</i>	Texas Education Agency
<i>Update on 403(b) and 457 Plans of Texas Schools</i>	Internal Revenue Service

LEARNING SESSIONS

Distribution & Inventory

Networking Session - Distribution and Inventory Committee TASBO

Governmental Relations

Governmental Relations Standing Committee Meeting TASBO

State Funding Update Moak, Casey & Associates

Information Technology

Integration of Electronic Forms and Student Enrollment Frisco ISD

Networking Session - Information Technology Committee TASBO

So I got an iPad, now what? Lewisville ISD

Successful Technology Implementations and Business Process Change Frisco ISD

Instructional Materials

TEA Update on Instructional Materials Allotment TEA

Internal Audit

Activity Fund Auditing - Not Just For Internal Auditors Round Rock ISD

Auditing Your Construction Projects Round Rock ISD

Conflict of Interest/Ethics Spring ISD

Fighting Fraud: Strategies to help guard against financial and reputational risk Bank of America Merrill Lynch

Networking Session - Internal Audit Committee TASBO

Maintenance & Operations

Alternate facility delivery opportunities Ground Force Building Systems

Are Your Bleachers a Safety and Liability Risk?

Asbestos Rules & Regulations: What is Your District Required to Do TASB OnSite Environmental Services

Assuring Green and Healthy Schools LEADS to High Achieving Students TCYCA

Building Green Schools While Maintaining Functional Usage Bartlett Cocke General Contractors

Critical Steps to a Successful School Construction Project Brackett & Ellis

Effective and Efficient M & O Staffing TASB

Energy Efficiency Strategies for K-12 Houston Independent School District

Extreme School Makeover! Harris County Department of Education

Facility Engineering that Makes Dollars and Sense O'Connell Robertson

Headed to the Promised Land or Off a Cliff? Conroe ISD

LEARNING SESSIONS

<i>I Need More Energy Savings</i>	AutomatedLogic
<i>IAQ: Factors to Providing a Healthy Indoor Environment for Students & Staff</i>	TASB OnSite Environmental Services
<i>Increasing School Funds by Managing Air Filtration Methods</i>	TCYCA
<i>Indoor Air Quality in Schools</i>	
<i>Managing Your Building Envelope as an Asset</i>	PBK
<i>Networking Session - Maintenance and Operations Committee</i>	TASBO
<i>Redirecting Attention to Lowering Costs and Raising Student Performance</i>	Spring ISD
<i>Reducing Operating Costs through Green Schools</i>	Denton ISD
<i>Resources for Successful Energy Management Programs</i>	Arlington ISD
<i>Solar Panels - Do's and Don'ts</i>	Jamail & Smith Construction
<i>Spending Less to Operate your Schools</i>	PBK
<i>Teaching, Learning and Funding: How the Interaction of Instruction, Technology, Time and Facilities Impact the Costs of Schooling</i>	SHW Group

Management

<i>Efficiencies in Planning and Operations using GIS Mapping Technology</i>	Davis Demographics & Planning, Inc.
<i>Maximizing Productivity with Google Tools</i>	Texas Computer Education Association
<i>Tools 4 a Mobile Me</i>	Texas Computer Education Association
<i>What's Your Leadership Style?</i>	Ft. Sam Houston ISD

Payroll

<i>IRS Updates</i>	IRS
<i>Networking Session - Payroll Committee</i>	TASBO
<i>TRS TRAQS Update</i>	TRS
<i>TRS Updates</i>	TRS

PEIMS

<i>Cross-Campus Collaboration</i>	Spring ISD
<i>Networking Session - PEIMS Committee</i>	TASBO
<i>PEIMS Accountability for Dummies!</i>	Spring ISD
<i>School Finance and PEIMS: Making the Connection</i>	Region 4

LEARNING SESSIONS

Personnel

<i>403(b) Compliance & Current Issues</i>	VALIC
<i>Eight Days a Week – Daily Rates and Duty Schedules</i>	Texas Association of School Boards
<i>Managing Pay While the Belt Tightens</i>	TASB HR Services
<i>Networking Session - Personnel Committee</i>	TASBO
<i>Personnel, salaries, and service credit</i>	TEA
<i>Preparing for a DOL Investigation</i>	Lackland ISD
<i>The Art of Stipends or When Finances meet Football</i>	TASB
<i>What your Employees are Not Getting</i>	Achieve Financial Group, LLC

Purchasing & Supply Management

<i>Construction In Texas Public Schools After The 2011 Legislation Session: What's New And What's Not</i>	Walsh, Anderson, Brown, Gallegos & Green, P.C.
<i>Ethics and the Winding Road of Purchasing: How to avoid pitfalls purchasing and ethical dilemmas!</i>	Harris County Department of Education
<i>Evaluation of Competitive Seal Proposals</i>	Corpus Christi ISD
<i>Further Stretch Your Budget Dollars</i>	ESM Solutions
<i>Mining the Minefield of School District Advertising Opportunities</i>	Walsh, Anderson, Brown, Gallegos & Green, P.C.
<i>Minority and Women Owned Business Enterprise M/WBE outreach and certification</i>	Houston Independent School District
<i>Networking Session - Purchasing and Supply Management Committee</i>	TASBO
<i>Procurement: Before and After the 2011 Legislative Session</i>	Walsh Anderson Brown Gallegos and Green, PC
<i>Recruiting Local Vendors through Workshops and Expos</i>	Fort Bend ISD
<i>The Challenge of Documenting Evaluation Criteria Used to Award Bids</i>	North East ISD
<i>The Dirt on Buying, Selling and Leasing School District Real Property</i>	Walsh, Anderson, Brown, Gallegos & Green, P.C.

Risk Management

<i>Best Practices in Reducing Your Auto Liability Exposure – How Do Your School Stack Up?</i>	TAPS
<i>Do you know your RISK in your school business?</i>	Harris County Department of Education
<i>Employer and Carrier/TPA Workers' Compensation Responsibilities Budget</i>	Texas Association of School Boards
<i>Five Steps of the Risk Management Process and the Impact on Your Budget</i>	The National Alliance for Insurance Education and Research
<i>MOUs, ILAs and Mutual Aid Agreements During Disasters</i>	
<i>Networking Session - Risk Management Committee</i>	TASBO

LEARNING SESSIONS

■ Safety & Security

<i>Networking Session - Safety and Security Committee</i>	TASBO
<i>Staffing for a Successful Security Environment</i>	Houston ISD

■ School Nutrition

<i>3 R's in Child Nutrition</i>	Rockwall ISD
<i>Healthier US School Challenge</i>	Judson ISD
<i>Networking Session - School Nutrition Committee</i>	TASBO
<i>Reforming School Meals</i>	Houston Independent School District
<i>Special Diets and Food Allergies</i>	Burleson ISD
<i>The Healthy Hunger-Free Kids Act of 2010 Update</i>	Texas Department of Agriculture

■ TASBO – Sponsored

<i>TASBO 2011-12 Mentoring Program Participants Meeting (invitation only)</i>	TASBO
<i>Ways to Reduce Electricity Costs in Schools</i>	Energy for Schools
<i>What Lies Beneath: Uncovering Waste in District Operations</i>	APQC Education

■ Instructional Materials

<i>EMAT Disbursements</i>	Plano ISD
<i>Networking Session - Instructional Materials Committee</i>	TASBO
<i>Senate Bill 6 Overview</i>	Ector County ISD

■ Transportation

<i>Benchmarking Transportation</i>	Conroe ISD
<i>Creative Revenue Generation</i>	Houston Independent School District
<i>Every School Bus Discipline Problem is a Road Hazard</i>	
<i>Green Programs in Transportation</i>	Houston Independent School District
<i>Networking Session - Transportation Committee</i>	TASBO
<i>Update on the TEA School Transportation Allotment Program</i>	Texas Education Agency
<i>Updating The Transportation Department Through Meaningful Training</i>	

YOUR TASBO ANNUAL CONFERENCE ROI

Streamlining operations is an important part of the job for school business and operations professionals. That is why travel and training budgets are carefully monitored. Though TASBO provides training and resources that you can access from your office, from time to time, you need to network and obtain face-to-face training in order to learn about and adopt

the best practices of school districts across Texas.

The TASBO Annual Conference provides an opportunity to enhance your professional development, as well as return your knowledge back to your school district. Here are a few easy steps to calculate the return on investment (ROI) for you and your school district:

■ For You:

- Write down any personal goals documented in your district's performance evaluation, or based on your own professional development plan.
- Is there another event in Texas where you can attend three full-day educational courses, eight learning sessions, three general sessions and meet school vendors – all within the same venue and in one week? List the educational courses and/or learning sessions (listed in this registration form) that will help you most in your professional development.
- TASBO's Annual Conference attracts more than 1,500 school business & operations officials from around the state. What other opportunities provide a better opportunity to network with your peers?

■ For Your District:

- Write down three to five strategies or issues being addressed at your school district this year.
- How do you or your department contribute to those strategies?
- List the educational courses and/or education sessions (listed in this registration form) that are related to district/departmental goals and objectives.
- List the measurables (including potential cost savings) from district departmental goals and objectives, which are related to sessions/educational courses at TASBO's Annual Conference.
- List new products & service solutions needed by the district/department.
- Following TASBO's 2010 Annual Conference, 90% of attendees surveyed rated the value of the conference as "Good" or "Excellent." If you have attended in the past, how many times have you implemented new ideas based on what you learned at the TASBO Conference?
- Using the above information, write a short business case about how attending the TASBO Annual Conference will provide solutions for district/departmental/personal goals. Be sure to weigh potential savings/solutions against your projected budget for the TASBO Conference. Also, be sure to factor a 90% success rate in meeting your ROI plan. Good luck!



**THE trusted resource for school
business and operations**

REGISTRATION FORM (PAGE 1 OF 2)

66th Annual TASBO Conference & Exhibits

Complete page 21 and 22. Please print clearly or type. Make a copy of your completed registration form for your records.

Check applicable box: Member Life Member Non-Member (Join now and save \$90 by using the member rate. Complete Member Form on Page 22)

Name: _____
First Middle Last

Nickname/Informal: _____ Title: _____

District/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Education Course Registration

If you plan to attend education classes ONLY on Monday, Tuesday or Friday, you do not need to pay the conference registration fee. Only register for one course per day. Includes access to Sneak Preview Party in exhibit hall on Tuesday, Feb. 28th. Includes access to President's Breakfast on Friday, March 2nd.

	Member	Non-Member
Course fee	\$140 each	\$180 each
*Computer course fee	\$170 each	\$210 each

Conference Registration

	Member	Non-Member
Full registration	\$290 each	\$380 each
One-day registration	\$250 each	\$340 each
Guest registration (give name below)		\$80 each

The conference registration fee includes conference materials, learning sessions, exhibit viewing, lunch (Wed. & Thurs.), breakfast (Fri.) and one ticket for the TASBO Night Dinner & Casino.

Total Fees and Method of Payment:

Full conference registration fee: \$ _____

One-day registration fee: \$ _____

Guest registration fee: \$ _____

Education course fees: \$ _____

Membership dues (new member only): \$ _____

Complete Membership Levels & Types on next page

Total amount due: \$ _____

Check (payable to TASBO)

Paying by credit card or purchase order?

Register at www.tasbo.org to process your reservation sooner.

Purchase Order No.: _____

Credit Card: MasterCard VISA American Express

Account number: _____

Expiration Date: Month _____ Year _____

Cardholder's Name: _____

Cardholder's Mailing Address: _____

Daytime Phone: _____

Signature: _____

TASBO Federal ID# is 74-6087585

Guest Information

A guest is a spouse/significant other, friend or an adult child (18 and over) who is not in an industry-related occupation. Co-workers or associates in the industry may not use the guest registration category. Fee: \$80.

Name: _____
First Middle Initial Last

Monday, February 27		Tuesday, February 28	
___ ACT101A-13	___ PAY206-05	___ ACT101B-13	___ MGT306-31
___ ACT104-21	___ PAY302-16	___ ACT106-56	___ MGT308-39
___ ACT108-07	___ PEI101-38	___ ACT202-07	___ MGT309-31
___ ACT201-15	___ PEI202-15*	___ ACT205B-04	___ PAY101-31
___ ACT205A-04	___ PEI204-03	___ ACT208-25	___ PAY301-13
___ ACT209-06	___ PER/PAY205-12	___ ACT210-03	___ PEI103-08
___ ACT214-10	___ PER204-11	___ ACT301-34	___ PEI301-20
___ DIS105-06	___ PUR101-26	___ ACT303-08	___ PER101-17
___ DIS204-04	___ PUR201-23	___ ACT314-11	___ PER305-07
___ ITM201-05	___ RMG/PUR203-21	___ DIS101-07	___ PUR101-27
___ MAO100-17	___ SAF101-07	___ DIS301-07	___ PUR102-35
___ MAO203-04	___ SAF102-07	___ DIS/	___ PUR303-24
___ MGT301-38	___ SNC205-01	___ PUR302-06	___ PUR305-09
___ MGT307-72	___ TRN101-14	___ ITC202-06*	___ RMG/
___ MGT310-37	___ TRN205-05	___ ITC203-13*	___ SAF303-15
___ MGT317-35	___ TXT102-12	___ ITM102-02	___ RMG304-13
___ PAY201-19	___ TXT301-04	___ MAO101-20	___ SNC305-06
		___ MAO204-21	___ TRN102-04
		___ MAO301-09	___ TRN306-10
		___ MGT303-35	___ TXT201-08
Friday, March 2			
___ ACT104-22	___ MGT307-73	___ PEI104-03	___ SNC104-06
___ ACT106-57	___ MGT318-21	___ PEI302-09	___ TXT101/
___ MAO103-17	___ MGT319-08	___ PER301-10	___ DIS104-19
___ MAO304-14	___ PAY101-32	___ SAF302-04	

*Computer course: \$30 extra fee

66th Annual TASBO Conference & Exhibits

Name: _____

Registrations must be received by February 17, 2012 to be processed.

Three Ways to Register by Deadline

- 1** ONLINE at www.tasbo.org
Click on Training/Online Event Registration.
- 2** FAX this completed registration form (2 pages) with credit card information or purchase order to:
1-512-462-1782
- 3** MAIL this completed registration form with check, credit card payment information or purchase order to:
TASBO, 2538 S. Congress, Austin, TX 78704

Refunds and Cancellations

Cancellations received in writing by mail, e-mail or fax (512-462-1782) by Thursday, February 16, will be refunded in full. Written cancellations received between Friday, February 17 and Sunday, February 26 will be refunded at 50%. If you cancel on or after Monday, February 27, you will receive no refund. If you do not cancel and do not attend, you are still responsible for payment.

Use of Photography, Video or Audio

TASBO contracts with a professional photographer to record highlights and historical events. The Association uses the photos (and audio/video) for newsworthy, editorial or journalistic purposes. Photos and videos are not sold to third parties.

Conference attendees are welcome to take photographs, videos or audio for individual use. TASBO expressly forbids the public dissemination of images and audio captured from conference events and activities without prior written consent from TASBO.

Special Needs/Dietary Restrictions

- Check here if you have any physical restrictions, dietary restrictions or special needs that require assistance. Please describe below. Also, please call Carrie Mercadel, Membership/Administrative Specialist, at 512-462-1711 ext. 210 so we may facilitate your participation.
- _____
- _____

Name Badges

For security purposes, all registrants receive name badges. To attend any function or to enter the Exhibit Hall during the conference, a person must be wearing a name badge. If not, entrance will not be permitted

Membership Levels & Types

(Not a TASBO member? Join now and save by using the member rate)

Active Membership (based on salary)

TASBO Active memberships are individual which stay with the member if he/she changes employers; or institutional which can be transferred to another employee at the request of the employer.

- Type: ___ Individual (Stays with Member)
 ___ Institutional (Stays with Employer)
- Salary/Dues: ___ to \$29,999/\$85 ___ \$30,000-\$39,999/\$105
 ___ \$40,000+/\$125

Other Memberships

- ___ Student, \$85 ___ Retired, \$45
___ Associate (business, vendor, etc.), \$125

An individual employed by a management services company or any for-profit entity must join as an associate member.

Membership becomes effective when payment is received and processed.

HOUSTON MAP



**TASBO
Conference**

Parking

Retail

Hotels



TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
2538 SOUTH CONGRESS AVENUE
AUSTIN, TX 78704-5555

RETURN SERVICE REQUESTED

TASBO'S 66TH ANNUAL CONFERENCE

REGISTRATION

94% of 2011 Conference Attendees said that the conference “met or exceeded” expectations with 89% saying that the conferences was a “good” or “excellent” value in both time and expenses.

TASBO[®]
66TH ANNUAL
CONFERENCE
HOUSTON 2012

Here's what past attendees say ...

“Conference was great and informative as always! Looking forward to the next one.”

“This was the best TASBO Conference that I have attended! I learned so much and made useful contacts with other districts.”

“I'm not sure why anyone who was seriously involved in the business of school finance and operations would not avail themselves to this unique opportunity to get plugged in to the instructional and networking opportunities presented by the TASBO annual conference.”

From the 2011 TASBO Conference survey

TASBO is one of the largest associations for school business and operations, if not THE largest.

Register Online at www.tasbo.org