



23rd
**ANNUAL
FALL
CONFERENCE**

October 16-18, 2019

Vail Marriott
Vail, Colorado

(888) 525-178

**Program Agenda and
Registration
Information Enclosed**

Register by
October 1, 2019

“Together Towards Tomorrow”

**Colorado Association
of
School Business Officials**

CASBO 23rd Annual Fall Conference
October 16-18, 2019

HEADQUARTERS HOTEL INFORMATION

**Hotel Deadline:
September 25th**

Vail Marriott
Vail, Colorado

Use this on-line CASBO Conference Group link:
<https://book.passkey.com/go/CASBO2019>

for these discounted rates

Hotel Room Rates (based on availability)

The Vail Marriott -- Hotel Room \$145.00
(Bedding Varies, Private Bath)

Room reservations need to be made on-line with the Vail Marriott. **Special Room Rates are good until room block is full or the September 25th deadline date. This is hard cutoff**.... Once the block is filled or the deadline passes, any available rooms will be at the current going rate. You must present your District's tax- exempt certificate at time of check-in/out and pay by District check or District credit card for sales tax exemption.

Valet parking is available at \$15/night at the Vail Marriott or there is **Complimentary Parking in Lionshead Village** (a short 5-6-minute walk).

Directions to the Complimentary Parking in Lionshead Village: Take the Vail exit, on the round-about take the first quarter turn right onto South Frontage Road West, follow this towards the Vail Marriot, look for the blue parking structure signs for Lionshead Village.

There is a free in-town bus that stops in front of the parking structure and their next stop is the Marriot. Exit the structure on the mountain side at ground level for the bus stop.

If you want to walk there is a walking path. The access for the path is off the Frontage Road. Cross the street from the parking structure follow the path past the Starbucks, go left (towards the mountain) and the path will lead you to the back door of the Marriot.

These group rates, **based upon availability**, will be honored three days before and three days after the conference dates..... from Sunday, October 13th thru Sunday October 20th

**Make your reservations TODAY
They will fill up fast!**

CASBO 23rd Annual Fall Conference

October 16-18, 2019

ALTERNATIVE HOTEL/CONDO INFORMATION

We also have alternative Condo reservations available at the

Antlers at Vail Vail, CO

Each reservation will be allocated one complimentary parking spot in their underground garage or at the Lionshead Parking Structure

Space Available Lodging*

	Size of Condo	Occupancy Rates
ROH Condos, (Studio or One-Bedroom)	1-2	\$149
One Bedroom + Bunk Beds	1-2	\$175
Two Bedroom 900 sq. ft.	1-4	\$273
Two Bedroom 1,000 sq. ft.	1-4	\$293
Three Bedroom, Two Bath	1-6	\$309
Three Bedroom, Three Bath	1-6	\$364
Four Bedroom, Four Bath	1-8	\$510

*A 2-night minimum stay is required to take advantage of discounted CASBO lodging rates. Conference rates will be made available 3 days before and after the dates listed above. Rates are per night and do not include applicable sales tax, presently 9.8%. Rates are based on stated occupancy. For additional adults, please add \$15 per person, per night. There is no charge for children 15 and under staying with parents. For pets, (no more than 2 per unit), add \$25 per pet, per night. Please confirm a pet-friendly unit at the time of booking.

To reserve a room, call 1-800-843-8245 and ask for leader #181073

Or use this on-line CASBO Conference Group link:

[Colorado ASBO 2019 Conference](#)

Amenities to be provided

- Complimentary Wi-Fi
- Daily newspaper service
- Daily housekeeping service
- All units include a fully equipped kitchen, gas fireplace, and a private balcony with gas grill.
- Additional amenities include a creek-side pool, hot tubs, and saunas

Please be advised that significant construction work in our common areas may occur between the hours of 7 AM and 7 PM Monday through Saturday at the Antlers at Vail.

TO: CASBO Membership

FROM: Terry Davis, 2019 CASBO President,
Bert Huszcza, CASBO Executive Director
& the CASBO Board of Directors

DATE: July 31, 2019

SUBJECT: 23rd Annual CASBO Fall Conference



CASBO will be holding its 23rd Annual Fall Conference at the Vail Marriott, October 16-18, 2019. The activities will begin on Wednesday October 16th with an optional full day pre-conference workshop: "Preparing for Your Audit." In addition, there will be two half day workshops on the "GFOA Budget Program" and "Independent Contractors and FLSA Compliance." The official kickoff for the conference will be the "Welcome Hospitality Reception" by our Associate Partners where you can interact with our active and associate membership in a casual setting.

The value of the 23rd Annual CASBO Fall Conference can't be beat! This conference has 10 hours of direct professional development in sessions targeted at improving your effectiveness within your job, as well as numerous opportunities to network with your peers from across the state who are dealing with the same fiscal and operational challenges. Be a hero and discover a great new idea from another CASBO member to bring back to your district that saves money, improves a process or adds a needed service to your organization.

School District budgets are tight, yet professional learning opportunities are important now more than ever. Consider the following ideas to help bring down the costs:

- **Share a room.** The hotel rates in 2019 are an extremely good value. You'll be so busy attending sessions, breakouts, and social activities that you'll hardly be in your room anyway! Check out page 2/3 for booking information. We now have two and three bed-room condos at reasonable rates.
- **Need to attend to district matters?** Marriott Rewards members they will receive free Wi-Fi in the lobby and guest rooms. In addition, free Wi-Fi will be available in the conference meeting rooms to all.
- **Be creative on possible funding sources.** Consider possible sponsors within your District or vendors.
- **Use the Park-n-Ride and Carpool to Vail.** There are many locations to meet and share a ride with your colleagues. If you live in the Denver metro area, you can also drive up for the day and save on lodging costs.

To register for the 23rd Annual Fall Conference, just complete the registration form on-line at www.ColoradoASBO.org

Sincerely,

Terry

Terry Davis
CASBO President

Bert

Bert Huszcza
CASBO Executive Director

THANK YOU FOR SUPPORTING CASBO!

SESSION TRACKS

(The following session track icons will be used to identify the different discipline areas of interest)



Small Districts and Charter Schools: Focuses on financial, budgetary, public relations, and the legal issues that affect small districts and charter schools where one individual has many areas of responsibility.



Business/Finance Resource Management: Provides expertise on the effects of financial management on budgeting, financial planning, accounting, and financial reporting; cash management, investments, and debt management; and financial technology for school business operations.



Leadership and Management Development: Addresses personnel management concepts and leadership styles, professional development, labor regulations, and employment agreements. Also looks at the public policy, inter-governmental relations, and the legal issues that affect schools.



Maintenance/Operations and Purchasing Management: Focuses on the latest in school planning and construction, purchasing, supply and fixed-asset management, contract management, school maintenance and the environmental aspects of school operations.



Information Management: Deals with critical information on strategic planning, instructional support programs, and management information systems.



or



Support Services: Brings attendees up to date on issues involving: Food Service, Risk Management or Transportation.



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“Together Towards Tomorrow”

WEDNESDAY, October 16, 2019

8:00 am to 12 noon Early Registration Colorado Ballroom Foyer

**8:30 am – 5:00 pmPre-Conference Workshop..... Preparing for Your Audit
(Separate registration is required, and lunch will be provided)**

Presented by Karin Slater, SFO, CASBO Instructor

Description: This class provides attendees with a detail look at auditing practices and how to be sure you are prepared for an audit. Through a combination of lecture and classroom exercises, participants will learn the concepts of closing out the fiscal year and preparing for your year-end audit as it pertains to school districts. This course is appropriate for anyone interested in advancing their knowledge of school district accounting and the audit process.

**12:30 pm – 3:00 pm Pre-Conference Workshop GFOA Alliance for
Excellence in School District Budgeting
(Separate registration is required, and lunch will be provided)**

Presented by: Bill Sutter, CFO, Boulder Valley School District

Description: Learn about GFOA’s new budget award program, the requirements, and how Colorado districts are implementing the necessary processes to participate in the program.

**12:30 pm – 3:00 pmPre-Conference Workshop.....Independent Contractor and Fair
Labor Standards Act Compliance Issues: Navigating the Labyrinth of Pitfalls”
(Separate registration is required, and lunch will be provided)**

Presented by Dan Satriana, UNC General Counsel, University of Northern Colorado

Description: Misclassification of employees as independent contractors and nonexempt employees as exempt employees pose constant legal, human resources and risk management challenges. This workshop will provide the framework for analysis of these complex issues, methods for making the correct classification decisions, and creating effective documentation of those decisions to minimize the risk of legal claims and government audits.

12 noon – 12:30 pm **For registered Pre-Conference Workshop Attendees only** Lunch

1:30 pm – 2:30 pm CASBO Board Meeting

6:00 pm – 11:00 pm..... Vendor’s Welcome Reception



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THURSDAY, October 17, 2019

8:00 am – 8:30 am..... Registration and Breakfast

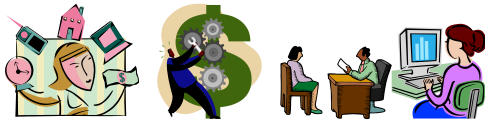
8:30 am – 10:15 am General Session
Terry Davis, CASBO 2019 President presiding

“Social Super Glue: How to Create Emotional Intimacy in the Workplace”

Presented by Kris Boesch

This is culture 4.0. In this workshop, Kris takes cultural savviness to the next level. She unveils why emotional intimacy is the secret ingredient to the secret sauce of workplace culture. Participants will learn how to create voluntary collaboration, camaraderie and connection amongst their teams. This “glue” results in perseverance through tough times, inspiration to go the extra mile and retention of top talent. Divisions between “us and them” dissipate. In this highly interactive presentation, Kris weaves insightful content, memorable stories and tactical tools to take your organization’s culture to the next terrace.





2019-401 Understanding the School Finance Formula

Speaker(s): Jennifer Okes & Tim Kahle, CDE
Moderator: Gina Lanier, CASBO Board

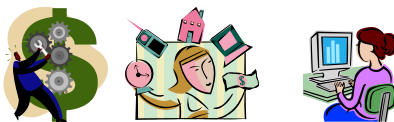
Description: Take a dive into the Colorado School Finance Formula and build your understanding of Total Program Funding.



2019-402 New to the JOB? ---- How to Make a 90 DAY Plan

Speaker(s): TBD
Moderator: Samantha Gallagher, CASBO Board

Description: In any new job, it's critical to get out of the gate running. In this session we'll go over the keys to ensuring success in your new position. With a look at your first 30, 60 and 90 days you'll walk away with a checklist to get you on the right path.



2019-403 Bond Arbitrage Compliance

Speaker(s): Chris Blackwood, Managing Director, Marc McClure, Senior Managing Consultant, and Kaita Frock, Director, PFM Asset Management LLC
Moderator: Suzi DeYoung, CASBO Board

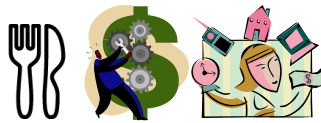
Description: - In the prior two fiscal years Colorado school districts passed over \$1.8 billion in bond or bond/best matching funds. During that same time period, interest rates began to rise. The Internal Revenue Service (IRS) has very complicated rules which affect the amount of interest earnings an issuer can keep. This session will provide you with an overview of the rules and regulations, what school business officials can do to avoid arbitrage surprises by implementing proper processes, and what you can do if a district bond issuance is audited by the IRS.



2019-404 Ready or Not, Change is Coming

Speaker(s): Brett Johnson, CFO Aurora Public Schools and Bill Sutter, CFO, Boulder Valley School District
Moderator: Gina Lanier, CASBO Board

Description: A leadership change at the superintendent or board level is inevitable. School board members turn over every few years, and often superintendents will soon follow, or perhaps your long-tenured superintendent may become ready for the retirement circuit. Learn how to manage the transition at both levels, preparing yourself and your team for that inevitable change.



2019-405 Opportunities to Enhance Value in your School Nutrition Program

Speaker(s): Lyza Shaw, CDE School Nutrition Unit, Deborah Cameron, CDHS Food Distribution, Shannon Solomon, Nutrition Director APS and Jessica Gould, Nutrition Director LPS

Moderator: Monica Denes-Henderson, CASBO Board

Description: Come learn from finance, state and nutrition professionals how to evaluate commodity management, non-program food revenue and mealtimes for enhancements to program efficiencies and improving the bottom line of your food service program

11:30 am – 12:30 pm..... Buffet Luncheon

12:45 pm – 2:00 pm. Breakout Sessions (*Choose One*)



2019-501 CDE-40 and What to expect from a CDE Audit

Speaker(s): Rebecca McRee, CDE

Moderator: Gina Lanier, CASBO Board

Description: This session will provide an overview of CDE-40 requirements and CDE October count and transportation audits, including best practices and common findings.



2019-502 Building Use by Outside Groups

Speaker(s): TBD

Moderator: Don Ciancio, CASBO Board

Description: A round table discussion, how three school districts manage building use contacts from community groups, nonprofits and for-profit companies. There will be a brief overview on the different process three school districts have that will address how each outside group may require different needs and pricing, the impact to facilities and staffing. We will look for interaction with the group for open discussion. How does the process work for each district, how it doesn't work and the challenges with ongoing building use?



2019-503 Having the Conversations that Nobody Wants to Hear

Speaker(s): Mary Cooper, Denver Public Schools

Moderator: Samantha Gallagher, CASBO Board

Description: It's one of the most important skills you can have as a manager. You need to be able to have difficult conversations with employees when they aren't performing. This session will give you the tools you need to address issues with employees in way that doesn't send them out of the room crying, but gives them the feedback they need to improve



2019-504 PASS Safety and Security GUIDELINES

Speaker(s): Guy Grace, Chairman and Mark Williams, Vice- Chairman, Partner Alliance for Safer Schools (PASS)

Moderator: Terry Davis, CASBO Board

Description: Partner Alliance for Safer Schools (PASS) is a balanced approach based on the opinions of a cross functional group of industry experts including a security contractor, access control integrators, a fire alarm consultant, a life safety and security consultant, as well as an end user and a parent who have navigated active shooter tragedies. Attendees will learn about PASS created guidelines to ensure that funding is spent on the right solutions.



**2019-505 Our Schools Our Community:
Changing the Narrative Around Public Education**

Speaker(s): Tammy Schiff; Jefferson County Schools, Tracy Rudnick; Brighton 27J, Randy Barber; Boulder Valley Schools, Kerri McDermid and Brandon Shaffer; St. Vrain School District

Moderator: Tony Whiteley, CASBO Board

Description: Our Schools Our Community is a collaborative effort to change the narrative around public education. Our goal is to focus on the "human" story of public education, not just numbers and deficits, in order to build emotional resonance and personal investment around education within our communities. This session will examine progress the initiative has made to date, share strategies for effective community engagement through inspiring communication, and explore future opportunities to refine our message and reach broader audiences

2:00 pm – 2: 15 pm Break



2019- 601 CDE Finance Tools

Speaker(s): CDE Finance Division

Moderator: Gina Lanier, CASBO Board

Description: Presentation will cover new grant submission process, being involved early in October count crosswalks, new forecasting total program tool, and the mill levy certification tool.



2019-602 Internal Controls

Speaker(s): Jodie Cates, Managing Director, BKD CPAs & Advisors

Moderator: Shae Martinez, CASBO Board

Description:



2019-603 Cooperative Purchasing, a Useful Tool for Efficient Procurement

Speaker(s): Ryan Harter, Director, Supply Chain Management, Boulder Valley School District and Staci Crum, Manager, Purchasing Programs, Denver Public Schools

Moderator: Bill Sutter, CASBO Board

Description: This session will explore the tips, tricks and procedures to effectively and efficiently utilize cooperative purchasing to save time and money.



2019-604 Recruitment and Retention: It's a Balancing Act!

Speaker(s): Trina Maull; Colorado League of Charter Schools

Moderator: Bert Huszcza, CASBO Board

Description: Recruitment in today's job market is challenging and Retaining staff is even more important, it's a Balancing Act. Come explore tools, strategies and resources to recruit effectively and retain your staff and keep the balance in both.



2019-605 SKILLFUL Talent Series: Attract and Hire Qualified, Diverse Talent

Speaker(s): Trevor Pruitt, Manager of Employer Initiatives, Skillful Colorado

Moderator: Bill Sutter, CASBO Board

Description: Whether you're hiring technicians, janitors, or administrative staff, the challenges of a tight labor market, technological change, and competition with private sectors wages makes filling open positions in the school system a challenge. In this session, we'll confront outdated hiring and recruitment methods which are a barrier to solving these market challenges. We'll give you the methods, templates, and tools to create an effective and easy approach to meeting your hiring needs. In the Skillful Talent Series session, you'll learn how to use a skills-based approach to write job postings that attract people with skills needed to succeed, broaden your talent pipeline to all qualified applicants and reduce bias in your hiring process to hire a more diverse staff.

3:30 pm – 3:45 pm **Refreshment Break**

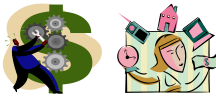
3:45 pm – 5:00 pm **Breakout Sessions (Choose One)**



2019-701 Small District/Charter School Think Tank Round Table

Moderator: Brett Parsons and Tony Whiteley, CASBO Board

Description: Meet with your peers and discuss the issues that you care about or need more information. **One feeder topic will be:** _____.
Whatever issues or problems you are facing most likely someone else already has.



2019-702 Business/Finance Think Tank Round Table

Moderator: Dan Huenneke and Bill Sutter, CASBO Board

Description: Meet with your peers and discuss the issues that you care about or need more information. **One feeder topic will be:** _____.
Whatever issues or problems you are facing most likely someone else already has.



2019-703 Operations/Maintenance (CSPMA) Think Tank Round Table

Moderator: Don Ciancio & Kris Garnhart, CASBO Board

Description: Meet with your peers and discuss the issues that you care about or need more information. **Feeder topics will be snow removal best practices and policies and waste diversion programs.** Whatever issues or problems you are facing most likely someone else already has.



2019-704 Food Service/Purchasing Think Tank Round Table

Moderator: Monica Deines-Henderson and Ron McCulley, CASBO Board

Description: Meet with your peers and discuss the issues that you care about or need more information. **Feeder topics will be trends that are impacting the bottom line of Food Service budget, commodities state warehouse, minimum wage, four-day school week and more.** Whatever issues or problems you are facing most likely someone else already has.



2019-705 Risk Management/ Legal Think Tank Round Table

Moderator: Dan Satriana & Samantha Gallagher, CASBO Board

Description: Meet with your peers and discuss the issues that you care about or need more information. **One feeder topic will be: Has your District engaged in an “enterprise risk management” assessment?.** Whatever issues or problems you are facing most likely someone else already has.

5:00 pm – 7:00 pm Dinner on Your Own

7:00 pm – 10:30 pm Thursday Evening Fun Night
Prizes, Refreshments, Fun and Festivities!!



Don't miss this evening's activities...

...the schedule of events:

- WHAT:** Karaoke and Fun
- WHERE:** In the Mountain View Patio at the Vail Marriott
- WHEN:** 7:00 to 10:30 PM

Sponsored by



23rd Annual Fall Conference
October 16-18, 2019
Vail, Colorado

“Together Towards Tomorrow”

FRIDAY, October 18, 2019

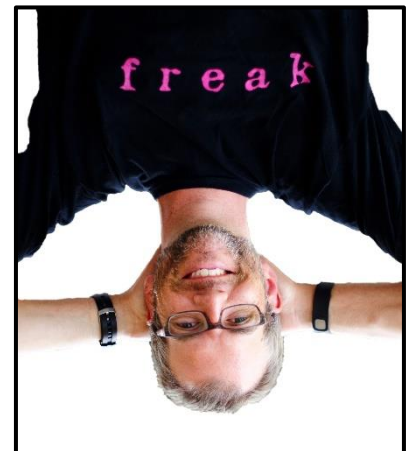
8:00 am – 9:00 am Registration
8:00 am – 9:00 am Full Breakfast
9:00 am – 10:30 am General Session
Dan Huenneke, CASBO Vice President presiding

“The Freak Factor”

Presented by David Rendall

Do you want more happiness, fulfillment, and energy? Do you want to dramatically improve your productivity and increase employee performance? Do you want to improve your relationships at work and at home?

Our parents, teachers, and managers have told us that, if we want to succeed, we should find and fix our weaknesses. However, this is the wrong approach because each weakness is also a strength. Find out how to create outrageous personal and professional success by amplifying flaws, instead of denying them



10:30 am – 11:00 am Hotel Checkout Break



2019-801 The Freak Factory: Making Employees Better by Helping Them Get Worse

Speaker(s): David Rendall, Keynote Speaker

Moderator:

Description: Are you frustrated by disengaged and unproductive employees? Are you looking for better strategies for improving employee performance? Research shows that most people are not committed to their jobs and the way we currently manage employees does even more to harm, instead of help, their performance. We think our employees are broken, treat them like they are broken, and then wonder why they don't work. Instead of attacking people's weaknesses, we need to find the strength that is hidden inside their apparently negative characteristics. It is time to stop trying to create well-rounded and balanced employees. We need people that are unbalanced. We need freaks. This session will explore eight essential strategies for improving employee engagement by turning our teams, departments or organizations into freak factories.



2019-802 Capital Reserve

Speaker(s): Three (3) School District Representatives

Moderator: Sarah Kruger, CASBO Board

Description: School finance and aging schools... How do you maintain your buildings throughout the year with a limited budget and no dollars to allocate? Learn about how other Districts along the front range approach Capital Reserve.

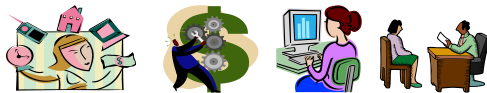


2019-803 Compensation Systems

Speaker(s): TBD

Moderator: Sam Gallagher, CASBO Board

Description: In the current fiscal climate, the discussion over compensation systems has become even more critical. In this session, we'll look at some alternative compensations system that exist in Colorado and have an honest conversation about options available

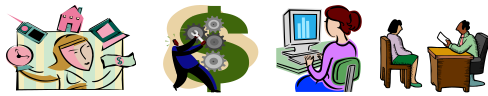


2013-804 Engaging in the Legislative Process

Speaker(s): Ernestine Mondragon, Lobbyist, Policy Matters and Michelle Murphy, Executive Director, Colorado Rural Schools Alliance

Moderator: Bill Sutter, CASBO Board

Description: Every year, from January to May, the Colorado Legislature has 120 days to introduce, amend and pass legislation. And every year legislators are busy with their ideas to improve the PK-12 public education system. This session will focus on the who, when and how to engage, as well as what the 2020 legislative session may have in store.



2013-805 Cyber Deception & Data Protection

Speaker(s): CSDSIP Staff

Moderator: Bert Huszcza,

Description: Every day from the workplace to the school, reliance on internet accessibility increases. Any school with electronic records is open to cyber breaches. School staff is the first line of defense on the preventing cyber-attacks. This training is designed to help prepare school staff to be aware and respond to the growing cyber threats

12:15 pm – 12:45 pm..... **Town Hall Meeting**

Moderator: Suzi DeYoung, CASBO Board

An informal meeting with your CASBO Board will be held to answer your questions and gather input for future conferences. Tell them what you liked, what you didn't like, what you would like to see, and find out how you can become more involved. Light refreshments and snacks will be available.

Two attendees will receive a free registration to the 2020 Spring Conference. These complimentary registrations will be given away by a raffle drawing at the conclusion of this session (must be present to win).

12:45 pm..... Conference Adjourned

COLORADO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
23rd Annual Fall Conference
Vail Marriott
Vail, Colorado

October 16-18, 2019

CONFERENCE REGISTRATION PRICING

CONFERENCE REGISTRATION: Includes Thursday morning breakfast, Thursday luncheon, Thursday Evening Fun Night, Friday breakfast, breaks, and admittance to all conference sessions

<input type="checkbox"/>	ACTIVE MEMBERS (School Districts)	
	Member Registration	\$320
	Non-Member Registration	\$450
	MEMBERSHIP DUES Activation/Renewal	\$ 80
	(Activates or Renews Membership for a period of twelve months from 1 st of the month after date of receipt)	
<input type="checkbox"/>	ASSOCIATE MEMBERS (Business/Vendors)	
	Member Registration	\$450
	Non-Member Registration	\$675
	MEMBERSHIP DUES Activation/Renewal	\$180
	(Activates or Renews Membership for a period of twelve months from 1 st of the month after date of receipt)	
<input type="checkbox"/>	<u>Preparing for Your Audit Workshop (Wednesday)</u>	
	Member Registration	\$ 99
	Non-Member Registration	\$150
<input type="checkbox"/>	<u>Half Day Workshops (Wednesday)</u>	
	Member Registration	\$ 69
	Non-Member Registration	\$116

→REGISTRATION DEADLINE: October 18, 2019

Registration is only on-line, please go to:
www.ColoradoASBO.org

We accept credit cards, p-cards, purchase orders or checks

If paying by check: **Print your On-Line Registration Form and Mail** with payment by **October 1, 2019**

Return/Payable to: **CASBO**
 Attn: Bert Huszcza, Executive Director
 4627 W 105th Way
 Westminster, Colorado 80031

Cancellation Policy: Full refund if cancellation is received prior to October 1, 2019

Sorry, no refunds will be given after October 1, 2019



Colorado Association of School Business Officials
4627 West 105th Way
Westminster, CO 80031

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Or Current Occupant

**23RD ANNUAL FALL CASBO CONFERENCE
MEMBER INFORMATION PACKET**



“Together Towards Tomorrow”

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(888) 525-1787

Program Agenda and Registration Information Enclosed

Register by October 1, 2019