

Administrative



Leadership Summit



November 11-13, 2018
Tan-Tar-A Resort



CPE INFORMATION

Earn up to six CPE credits for the entire Administrative Leadership Summit by selecting from fields of study in Behavioral Ethics, Business Law, Finance, Personal Development, and Personnel/Human Resources.

MoASBO is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

The instructional delivery method for these workshops and seminars is Group-Live, basic program level. Each session completed earns one credit. No prerequisites or advance preparations are necessary for participation unless otherwise indicated. Visit the MoASBO website at www.moasbo.org for more information.



TO RECEIVE CPE CREDIT FOR DESIGNATED SESSIONS, ATTENDEES MUST:

Verify attendance by signing in and out of the conference session.

See the session moderator for the sign in sheet.

Complete the online session evaluation survey which will be available via email on November 15. This survey must be completed by November 29.

You must sign in and out and complete an evaluation of each session for which you want to obtain CPE credit.

CPE certificates will be emailed to attendees in June.

Refund policy: Registrants who are unable to attend the conference are entitled to a full refund, less a \$50.00 processing fee, if the MoASBO executive director is **notified by October 28, 2018**. Notification can be made by phone call or email.

Cancellation Policy: If the event is cancelled, your registration fee will be refunded. Please contact Missouri Association of School Business Officials, 3550 Amazonas Drive, Jefferson City, Missouri 65109. The office phone number is 573-644-7900.

For more information regarding administrative policies such as complaints, refunds and cancellation, please contact our offices at 573-644-7900 or kcranston@moasbo.org.

Sessions Schedule

Sessions that qualify for CPE credit are designated with an asterisk (*).

Sessions are subject to change.

Monday, November 12

TITLE/PRESENTER(S) ROOM	DESCRIPTION	OBJECTIVES	*CPE FIELD OF STUDY
* Developing a Multi-Year Financial Plan Presenter: Jason Hoffman 8:30 - 9:20 a.m. Room 62	When completing a budget, it is not good enough to just see what the results are at the end of that fiscal year. Almost all of your expenditures are repeating year after year, so you need to be able to prove to yourself and your board that you can afford your spending plan for years to come.	<ol style="list-style-type: none">1. Apply assumptions to revenues and expenses to forecast future budgets.2. Explain the assumptions and impact on future budget years.3. Create a document to share this information publicly.	Finance - Technical
* Conducting HR Investigations Presenters: Duane Martin,	Personnel investigation best practices require planning, documentation, and the weighing of various legal	<ol style="list-style-type: none">1. Explain strategies for outlining an efficient and effective personnel investigation.	Personnel/Human Resources - Non-Technical

<p>Emily Omohundro</p> <p>8:30 - 9:20 a.m. Room 63</p>	<p>risks and compliance with legal requirements. This presentation will equip participants to manage investigations effectively and efficiently across a variety of scenarios.</p>	<ol style="list-style-type: none"> 2. Identify points of legal risk frequently occurring across investigations. 3. Describe effective methods of documentation for personnel investigations. 	
<p>* 'The Times They Are A-Changin': School Board Financing and Recent Changes to Federal Tax Laws, State Laws and Trends in the Market</p> <p>Presenters: Erick Creach, Jenni Brooks</p> <p>9:30 - 10:20 a.m. Room 62</p>	<p>This presentation will provide a broad overview of recent changes to federal tax laws, state laws and trends in the market. We will give concise explanations of the changes and trends and their impact on your school district's ability to finance capital improvements and refinance outstanding debt. This session will provide practical advice on how to respond to and take advantage of these changes for the benefit of your school district.</p>	<ol style="list-style-type: none"> 1. Define changes to the federal tax laws and the effects on school financing. 2. Explain state law updates and the impact for financing capital improvements. 3. Discuss public finance market trends. 	<p>Finance - Technical</p>
<p>* Becoming an Employer of Choice Not Chance</p> <p>Presenter: John Thomas</p> <p>10:30 - 11:20 a.m. Room 62</p>	<p>Does your organization hire employees by chance or do candidates seek you out? This session offers practical best practices for creating climates in which people desire to work.</p>	<ol style="list-style-type: none"> 1. Apply research-based practices for motivating employees. 2. Identify characteristics of organizations where people want to work. 3. Describe the secrets of engaging employees. 	<p>Personnel/Human Resources - Non-Technical</p>
<p>* Leadership and Leading: Strategies and Structures to Move Forward</p> <p>Presenter: Dr. Sarah Riss</p> <p>10:30 - 11:20 a.m. Redbud</p>	<p>This session is designed to support leaders in all types of areas. Content will include strategies and structures to make decisions, govern, promote professional learning, and create a culture filled with people who learn and grow together. Clear examples of structures, processes and strategies will be shared that may be used in all types of leadership roles.</p>	<ol style="list-style-type: none"> 1. Identify a model for decision making that may be used in a variety of settings and with a variety of topics. 2. Explain a variety of leadership structures and strategies to promote professional learning and move people forward. 3. Apply a variety of strategies to get build consensus when making decisions in a group setting. 	<p>Personal Development - Non-Technical</p>
<p>* Turning Negative Heat into Positive Energy</p>	<p>Change is hard, but organizations that don't change are doomed to obsolescence. The challenge is for school leaders to</p>	<ol style="list-style-type: none"> 1. Explain two fundamental change styles. 2. Describe the three essential ingredients for 	<p>Personal Development - Non-Technical</p>

<p>Presenter: Dr. John Draper</p> <p>1:30 - 2:20 p.m. Room 62</p>	<p>design change so that staff members embrace and support it. There are three fundamental change elements to start right or get back on track quickly. Dr. Draper shares a simple but powerful template for leading effective change without losing your job!</p>	<p>designing successful change efforts.</p> <ol style="list-style-type: none"> 3. Identify some common derailers that thwart successful change endeavors. 	
<p>* FMLA, ADA, and Workers' Comp Nuts and Bolts Beginning to End</p> <p>Presenters: Celynda Brasher, Amy Clendennen, Michelle Basi</p> <p>1:30 - 2:20 p.m. Room 64</p>	<p>Bad weather, variations in electromagnetic activity and methane gas bubbles may explain the Bermuda Triangle, but in this session, we'll explain ways that you can successfully deal with 'the other Bermuda Triangle.' Come prepared to talk through several common scenarios and solve the mysteries of how these three statutes work together (most of the time, but not always!).</p>	<ol style="list-style-type: none"> 1. Explain requirements for FMLA 2. Explain requirements for ADA 3. Explain requirements for Workers Compensation 	<p>Business Law - Technical</p>
<p>* Tips for Making Tough Personnel Decisions</p> <p>Presenter: Amy Joyce</p> <p>2:45 - 4:00 p.m. Room 63</p>	<p>This session will provide you with the strategies you need as a manager or supervisor to address ongoing issues of employee motivation, performance, empowerment and supervision. Superintendents and anyone who is a supervisor will learn techniques for creating successful plans for long-term success.</p>	<ol style="list-style-type: none"> 1. Identify the key factors for keeping employees motivated and effectively identify performance issues. 2. List common pitfalls to avoid as a supervisor to minimize legal liability. 3. Describe effective techniques for empowering employees. 	<p>Personnel/HR - Non-Technical</p>
<p>* Leading with Integrity</p> <p>Presenters: Doug Hayter, Kim Cranston</p> <p>2:45 - 4:00 a.m. Room 62</p>	<p>Integrity is at the core of effective leadership. A good leader has to set the example of "walking the walk" for his or her department or district. In a time when examples abound of leaders who are not committed to doing the right thing for the right reasons, it's important to review and revisit what it means to have integrity; how to stay true to our values; and how to be consistent in our words, actions and deeds. Come to this session for a hard look and deep discussion of these issues.</p>	<ol style="list-style-type: none"> 1. Define integrity. 2. Illustrate how ethics affect decision making. 3. Apply defined values and virtues to specific situations. 	<p>Behavioral Ethics - Non-Technical</p>

Tuesday, November 13

<p>* What Business Leaders Can Learn From the Military</p> <p>Presenter: Dr. Jeff McCausland</p> <p>9:30 - 11:00 a.m. Room 62/63/64</p>	<p>There is little doubt that military officers have learned the art of managing high-risk, high-stakes situations in combat. A clear mission is provided from a higher headquarters but mission execution requires rapid adaptability. Furthermore, modern military officers must also manage complex but technically very precise systems. All of this must be done while following an admonition provided by General Colin Powell: "Never let them see you sweat." There can be little doubt that these same skills are required for leaders in today's school business world if they are to be successful in a climate of enormous competition and uncertainty.</p>	<ol style="list-style-type: none">1. Examine key leadership principles that are normally associated with sound military leadership.2. Consider how these key leadership principles can be applied in a corporate environment.3. Review key leadership concepts such as management vs. leadership, authority vs. responsibility, and leading during a crisis.	<p>Personal Development - Non-Technical</p>
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