

BUSINESS MANAGER 101 SCHEDULE – 2018-2019

Friday, September 14, 2018 (FOLLOWING VASBO)
VSBIT Office Building, Board Room
52 Pike Drive, Berlin, Vermont

Review of Agendas for the Year

Service Plan & How it Affects Funding (Alena)

- Sped Funding – Timeline: How \$ is Estimated, Calculated & When Sent
- Service Plan & SEER report
- Excess Spending-How is it defined?
- Medicaid Overview

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Friday, October 26, 2018

Meeting Start @ 9:00

VSBIT 52 Pike Drive, Berlin, VT

- 9:00 – 9:10** **Introductions**
- 9:10 – 9:45** **Hands on Grant Financial System Reporting (AOE)**
From Grant Application to Funding Requests
- 9:45-10:15** **Health Insurance Update (Bobby-Jo Salls)**
- 10:15-10:30** **BREAK**
- 10:30-11:00** **ADM/ Equalized Pupils Overview (Brad James)**
- 11:00 12:30** **Current Funding Calculations (Brad James)**
- AOE generated spreadsheets:**
- Preliminary Tax Worksheet,
 - 3 year Comparison Worksheet
 - Cash Flow Sheets
- 12:30 – 1:00** **Working Lunch (Review 101 course book and Q&A time)**
- 1:00 - 2:00** **Building Your Budget-Timeline & Timely Tips (Business Managers)**
- Budget Revenues
 - Tax Calculation Sheet
 - Assessment Methods
 - Account Structure Responsibilities

- Timeline Samples

2:00 – 2:30 PM Q & A and Helpful Hints

BUSINESS MANAGER 101 SCHEDULE – 2018-2019

Thursday, November 29, 2018
Meeting Start @ 9:00
VSBIT 52 Pike Drive, Berlin, VT

9:00 – 9:45 Preliminary Budget Collection - (Brad/AOE)

- School Spending Comparable Data
- Town Meeting Grid

9: 45 – 10:15 Tuition (Brad/AOE)

- Net Allowable Tuition- calculation, notification, & bills/refunds
December 1st AOE Announces
- Announced Tuition – Due January 15st requires Board Action

10:15 – 10:30 BREAK

10:30 – 11:00 Annual Town Reports (Business Managers)

- Requirements
- Samples

11:00 – 12:00 Audits (Business Managers)

- Requirements
- What to Expect
- How to find an Auditor

- What You Need to Explain to Your Board (State Auditor Form)

12:00 – 12:30 LUNCH

12:30 – 1:30 VSBIT – Property & Liability Insurance - (Tim)

- What Every Business Manager Needs to Know In Risk Management
- What Helpful Tools VSBIT Has To Use

1:30 – 3:00 Consolidated Federal Programs (Cassandra)

- School Wide Funding
- Monitoring Process
- Samples of Time Documentations, Contracts, Expenditure Documentation

DECEMBER- NO SESSION

JANUARY 11, 2019 VASBO AFTERNOON TRAINING

BUSINESS MANAGER 101 SCHEDULE – 2018-2019

Wednesday, February 13, 2019

Meeting Start @ 9:00

VSBIT 52 Pike Drive, Berlin, VT

9:00 – 12:00 Human Resources Overview - (Pietro Lynn, Esq-Courtesy of VSBIT)

- What it means to comply with FLSA, FMLA, ADA, WC, HIPAA, Unemployment and other HR Issues
- Employee vs. Independent Contractor

12:00 – 12:30 Lunch

12:30 – 1:00 Budget Approval Considerations (Brad James)

- What if your budget hasn't passed?
- Budget Collections

1:00 – 1:30 Spring Bidding & Use of State Contracts: (Business Managers)

1:30 – 2:00 Cash Flow Calc. Rules Short Term Borrowing- (Paul Giuliani, Esq)

2:00 – 3:00 Law Book Review- (Paul Giuliani, Esq)

3:00 – 3:30 VT Municipal Bond Applications - (Michael Gauchan)

MARCH 8, 2019 VASBO AFTERNOON TRAINING

OTHER SUGGESTED TRAININGS/CONFERENCES

APRIL 10-11- VSBIT CONFERENCE

MAY 15, 16, 17-TRISTATE (Whitefield, NH)