

## **BUSINESS MANAGER 101 SCHEDULE – 2017-2018**

**Friday, September 29, 2017**

**Meeting Start @ 9:00**

**VSBIT 52 Pike Drive, Berlin, VT**

- 9:00 – 9:10**      **Opening introductions – meet & greet**
- 9:10 – 9:45**      **Hands on SDE2.0 Report including G3 system (John Leu)**  
From Grant Application to Funding Requests
- 9:45-10:15**      **Health Insurance Update (Bobby-Jo Salls)**
- 10:15-10:30**      **BREAK**
- 10:30-12:00**      **Service Plan & How it Affects Funding (Nicole Tousignant)**
- Sped Funding – Timeline: How \$ is Estimated, Calculated & When Sent
  - Service Plan & SEER report
  - Excess Spending-How is it defined?
  - Medicaid Overview
- 12:00 – 1:00**      **Working Lunch (Review 101 course book and Q&A time)**
- 1:00 – 1:45**      **ADM/ Equalized Pupils Overview (Brad James)**
- 1:45 – 2:00**      **Cash-flow Sheets (Brad James)**
- 2:00 - 2:30**      **Building Your Budget-Timeline & Timely Tips**

## **BUSINESS MANAGER 101 SCHEDULE – 2017-2018**

**Thursday, October 26, 2017**

**Meeting Start @ 9:00**

**VSBIT 52 Pike Drive, Berlin, VT**

**9:00 – 9:05            Introductions**

**9:05 – 11:30 Current Funding Calculations (Brad James)**

**AOE generated spreadsheets :**

- Preliminary Tax Worksheet,
- 3 year Comparison Worksheet

**10:15 – 10:30            BREAK**

- School Spending Comparable Data
- Town Meeting Grid

**11: 30 – 12:00        Tuition (AOE)**

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

**12:00 – 12:30        Lunch**

**12:30 – 1:30            Account Structure (AOE)**

**1:30– 2:30            Budget Prep (Business Managers)**

- Budget Revenues
- Tax Calculation Sheet
- Assessment Methods

**2:30 – 3:00 PM        Q & A and Helpful Hints**

## **BUSINESS MANAGER 101 SCHEDULE – 2017-2018**

**Thursday, November 30, 2017**

**Meeting Start @ 9:00**

**VSBIT 52 Pike Drive, Berlin, VT**

**9:00 – 9:30 Preliminary Budget Collection - (AOE)**

**9:30 – 10:15 Annual Town Reports (Business Managers)**

- Requirements
- Samples

**10:15 – 10:30 BREAK**

**10:30 – 12:00 Audits (Business Managers)**

- Requirements
- What to Expect
- How to find an Auditor
- What You Need to Explain to Your Board

**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

**JANUARY 12, 2018**

**VASBO AFTERNOON TRAINING**

**MD&A**

## **BUSINESS MANAGER 101 SCHEDULE – 2017-2018**

**Thursday, February 15, 2018**

**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 9, 2018 VASBO BEST PRACTICES & EVALUATIONS**

**SUGGESTED TRAININGS**

**APRIL 11-12- VSBIT CONFERENCE (Manchester, VT)**

**MAY 23, 24, 25-TRISTATE (Portland, ME)**