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 15st 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)