

INTRODUCTION TO SCHOOL BUSINESS

September 13-14, 2018
Radisson Hotel Edmonton South
4440 Gateway Boulevard
Edmonton, AB T6H 5C2

School Business Officials work at many levels in the K-12 public education system. The Bootcamp is designed to provide an overview for individuals who are new to the business and/or to their position.

Day 1: Alberta Education**8:30 – 9:00**

- Registration and Coffee (Connections Café)

9:00 – 9:45

- **Overview of the Education System (BOSS)**
 - Alberta Education (Contacts/responsibility areas, communication protocol, web)
 - Overview of Board Structure & Governance (jurisdiction types and key differences, boundaries, establishments, electoral wards)
 - Overview of Key Legislation and Information Packages surrounding senior business official and corporate secretary responsibility areas
 - School Board Elections
 - Key Dates

9:45 – 10:45

- **Financial Reporting (Financial Reporting & Accountability)**
 - Budget Report (BR)
 - Audited Financial Statements (AFS)
 - Government Reporting Entity (GRE)
 - Monthly Reporting
 - School Fees Reporting

10:45 – 11:00

- Wellness Break

11:00 – Noon

- **Student Transportation (BOSS)**
 - Funding
 - Transportation Monitoring
 - Document and Reporting Requirements

Noon – 1:00

- Lunch (provided)

1:00 – 2:00

- **Capital Planning and School Infrastructure (Capital Planning)**
 - School Capital Manual
 - Capital Planning
 - Disposition of Property
 - Capital Announcements and Timing

2:00 – 3:00

- **Funding and Related Systems (School Finance)**
 - Funding Manual
 - Data Source/Submission and Funding Payments
 - Funding Systems and Functionality/Reporting
 - School Jurisdiction Profiles

3:00 – 3:15

- Wellness Break

3:15 – 4:00

- **Enrolment Monitoring (BOSS)**
 - Enrolments
 - High School Flex Funding and Credit Enrolment Units (CEU)

4:00 – 4:30

- **Overview of ASBOA Resources Available**

Day 2:**8:30 – 9:00**

- Registration and Coffee (Connections Café)

9:00 – 10:30

- **The Role of the Governance Professional**
 - Overview of the Role and Responsibilities
 - Working with the board and committees
 - Board governance vs administrative functions
 - Working with your board to understand their role
 - Tips and Tools

Wellness Break

10:30-10:45

- **Insurance and Risk Management**
 - Legal requirements for Insurance - types of Insurance (ie property, liability, cyber, travel, D&O, etc.)
 - Potential areas vulnerability – Industry trends
 - Risk Mitigation strategies – Policy and procedures

Noon – 1:00

- Lunch (provided)

1:00 – 2:00

- **Alberta Purchasing Connection-** <http://www.servicealberta.ca/849.cfm>
 - What is APC
 - Bid Process
 - Applicable legislation – trade agreements
 - What do you need to know and when do you use APC

2:00-3:00

- **Overview of PASI and update on 2.0**
- **Model Records Retention Schedule and Records Management**

3:00- 3:15 Wellness Break**3:15-4:15**

- **Provincial Bargaining/Workforce Planning**
 - Bargaining Legislation
 - Role of TEBA
 - Local Bargaining
 - Resources available
- **Wrap up and final questions**