

INTRODUCTION TO SCHOOL BUSINESS

September 9, 16, 23, 2020
Via Zoom

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 – 9:30

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
- Enrolments Monitoring
- School Board Elections
 - o Recent changes to legislation
 - o Requirements for boundary and ward bylaws – deadline
 - o Important bylaw and resolution timelines - dates for the 2021 Elections that you need to know

9:30 – 10:15

Funding Assurance Review Team

- Overview of new funding framework
- Assurance model
- **Funding and Related Systems (School Finance)**
 - o Funding Systems and Functionality/Reporting (Q&A's)
 - o Data Source/Submission and Funding Payments (Q&A's)

10:15 – 10:30 - Wellness Break

10:30 – 11:15

Financial Reporting (Financial Reporting & Accountability)

- Budget Report (BR)
- Audited Financial Statements (AFS)
- Government Reporting Entity (GRE)
- Monthly Reporting
- Operations & Maintenance
- Budgeting and allocation models
- Reserves

11:15 – 11:45

Student Transportation (BOSS)

- Funding
- Transportation Monitoring
- Document and Reporting Requirements

Day 2: Alberta Education

8:30 – 9:30

PASI and PASI 2.0

- Overview – What's coming up
- Digital Student Records
- Training/Resources

9:30 – 10:30

Capital Planning and School Infrastructure (Capital Planning)

- School Capital Manual
- Capital Planning
- Disposition of Property
- Policies and regulations

10:30 – 10:45 - Wellness Break

10:45 – 12:00

Policy

- Choice in Education
- Ministry Overview – Intergovernmental relations
- Legislative services – policy development and coordination

Day 3 Alberta Education and ASBOA members:

8:30-9:00

Insurance and Risk Management Programs - Overview

- ARMIC
- USIC

9:00-9:30

Legislative and Regulatory Compliance with School Councils

- Role of School Council – What it is and isn't

9:30-10:30

Alberta Public Purchasing Initiatives

- Applicable legislation – trade agreements
- What do you need to know and when do you use the Alberta Purchasing Connection (APC)?
- Introduction to the Alberta Educational Procurement Group (AEPG)
- Service Alberta – Standing Offers

10:30-10:45 – Wellness Break

10:45-11:45

FOIP for FOIP Coordinators – a jurisdiction view

- Access of Information
- Protection of Privacy
- What does a FOIP program include?
- What is the FOIP Coordinator responsible for?
- What is Personal Information
- What is a Privacy Breach
- FOIP and Records Management
-and more

11:45 Wrap up – let's talk about topics for future sessions