

**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**
  - New Website
  - Model Records Retention Schedule Guidelines
  - 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, Liability and Risk Management 101**
  - Legal requirements for Insurance - types of Insurance (ie property, liability, cyber, travel, D&O, etc.)
  - Liability Exposures - Potential areas vulnerability – Industry trends
  - Risk Mitigation strategies – Policy and procedures
  - Contract Management

**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**

- **PASI and PASI 2.0**
  - Overview
  - Digital Student Records
  - Training Resources

**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**