

**INTRODUCTION TO SCHOOL BUSINESS**

September 26-27, 2019  
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 – 10:00**

- **Education Act –Policy/regulation Review**

**10:15 -11:00**

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

**11:00 – 12:00**

**PASI and PASI 2.0**

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

**Noon – 1:00**

- Lunch (provided)

**1:00 – 2:00**

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

**2:15 – 3:00**

**Freedom of Information and Protection of Privacy**

- What do I need to know
- Applicable legislation

**3:00 – 3:15**

- Wellness Break

**3:15 – 4:00**

**Panel Discussion – ASBOA and Alberta Education**

**Day 2 – September 27th**

**8:30 – 9:00**

- Registration and Coffee (Connections Café)

**9:00 – 10:00**

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

**10:00 – 10:20 Provincial Brokering Model**

- Purchasing Consortiums

**10:20 – 10:35**

- Wellness Break

**10:35 – 11:25**

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

**11:25 – 12:00**

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

**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 – 2:15**

- Wellness Break

**2:15 – 3:15**

- **Provincial Bargaining/Workforce Planning**
- Bargaining Legislation
- Role of TEBA
- Local Bargaining
- Resources available

**Wrap up and final questions**

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