

OASBO Treasurer/CFO Planning Series - Fourth Quarter

Course Description Quick Guide

Course Name	Course Description
<p>Educational Management Information System (EMIS) Jenalee Niese, EMIS Coordinator, Holgate Local SD, Tami Bevins, EMIS Supervisor, Four County Career Center</p>	<p>This course will cover a variety of timely EMIS data related topics and their relationship with school funding. This will include an explanation of the importance of EMIS reporting accuracy and completeness to ensure the district is both compliant and appropriately funded.</p> <p style="text-align: center;">This course will provide essential goals as follows:</p> <ol style="list-style-type: none"> 1. Staff EMIS reporting and the relationship to educator licensure and the LRC 2. Casino Count data reporting and timelines 3. Understanding student FTEs and weighted factors 4. Understanding CTE FTEs 5. ODDEX Tuition and CCP Module processes 6. Federal Child Count Funding 7. Excess Cost 8. Catastrophic Cost <p style="text-align: center;">Statement of Accreditation Rationale:</p> <p>We will discuss how the student and staff data reported to ODE is culminated for a variety of reporting that is translated into school funding. All data reported by each school district is captured in the EMIS system – the importance of this data is vital for proper funding and report cards that reflect the school’s accomplishments accurately. Understanding all this data and how to report it in the EMIS system and allow it to be understandable for the users is also very important to the stakeholders in our state.</p> <p>Understanding the submission process for excess costs is important from both a revenue and expenditure perspective. Catastrophic costs can be a sizable reimbursement. Thus, record-keeping and organization throughout the submission process is important.</p>
<p>Grants Management; Creating and Refining Your Comprehensive Continuous Improvement Plan Jenni Logan, Treasurer/CFO, Lakota Local SD, Kim Melzer, Director of Federal Programs, Lakota Local SD (Liberty Township)</p>	<p style="text-align: center;">This course will cover an overview of the CCIP to include</p> <ul style="list-style-type: none"> • Important Dates • One Needs Assessment • Project Cash Requests • Final Expenditure Reports • Annual Financial Requirements • Resources <p>The course will provide CCIP grant basics, roles and responsibilities, regulatory compliance, project cash requests and final expenditure reports.</p> <p>Understanding the process of navigating the CCIP is an essential CFO/treasurer function. Successful completion of this process will link the Continuous Improvement Process (CIP) to the grants process and reflect the strategies of the district.</p>
<p>Tying It All Together: Budgeting & Forecast Rebecca Jenkins, Treasurer, New Albany Plain Local SD, Jenni Logan, Treasurer/CFO, Lakota Local SD, Kyle Smith, Treasurer/CFO, Bexley City SD</p>	<p>This is a curriculum-based presentation, designed to provide you with foundational knowledge around Budget and Appropriations, specifically tax-budget, forecast and how to tie them together.</p> <p style="text-align: center;">The course will provide</p> <ul style="list-style-type: none"> • Review of Terminology • Tax Budget Process • Appropriations Process • Annual Appropriations Measure • Appropriation Resolution • Budgeting Models • Budgeting Best Practices <p>Understanding how budget and appropriations tie together in the overall financial school district picture is very important. As one of the board’s primary responsibilities, financial planning to include budget and appropriations helps districts connect learning priorities to financial priorities.</p>

<p>Property Taxation - Including levies options, timing and common pitfalls Kyle Smith, Treasurer/CFO, Bexley City SD, Matt Stout, Partner, Public Finance, Bricker Graydon LLP</p>	<p>This course will go into levy options, five-year strategic planning on levies, and common pitfalls. Discussion will include election history, district-specific issues, property tax law, including levy types, tax reduction factors, and the interrelationship between valuation changes and property tax rates.</p> <p>The course will provide help for newer CFOs to get a better understanding of property taxation issues, which for most school districts represents the largest or second largest source of local revenue for their budgets. They will learn how better forecast valuation changes and revenue, as well as get an understanding of different options available to them for levy types.</p> <p>Understanding the potential flow of property tax revenue into the district and being able to forecast property tax revenues is important for CFOs to better plan timing of revenue for investment options.</p>
<p>Levy Planning – Including Levy Campaign Dos & Don'ts Carole Dorn-Bell, Partner, Allerton Hill Communications</p>	<p>This course will cover an overview of the right and wrong ways to prepare your community for a levy. The focus is on the district side with mentions on the role of a campaign committee. We will discuss levy timing, research the community discussions that need to occur. We also discuss the law with respect to levies and advocacy, equal access for pro- and anti-levy groups and more.</p> <p>1 The course will provide</p> <ul style="list-style-type: none"> • Essential information about what districts can and cannot say or do on the public side • Communication tripwires during the levy of which districts need to be aware • A timeline of how to effectively roll out a levy request • Information on how to properly inform the public regarding your levy <p>Statement of Accreditation Rationale: A keen understanding of the laws and rules surrounding levy communication with the public is essential. It is also important for leaders to know and understand proper timeline rollouts for a levy request. Neither are taught as part of administrator certification yet it is something they are expected to know.</p>
<p>Preparing for an Audit and the IPA Process Emily Hatfield, Treasurer/CFO, Olentangy Local SD, Monica Gerhart, Director of Financial Services, New Albany-Plain Local SD</p>	<p>This course will cover an overview of what entities will be performing an audit, what to expect during a fiscal audit, how to prepare, and why it's valuable to the entity. The course will provide essential information about an audit and any new regulations that may apply.</p> <p>Statement of Accreditation Rationale: Successful audits are critical in understanding your fiscal performance and transparency. Outcomes build the reputation of the district with community and other stakeholders for sound accounting and reporting practices.</p>
<p>Property and Liability Insurance Travis Thompson, Director of Risk Management, Hylant Administrative Services</p>	<p>This course will examine the role of the Treasurer in the Risk Management Process.</p> <p>1 By law, every public school Treasurer/CFO is personally, financially responsible for the public monies used to operate a public school. The purchase of insurance is a common method used to demonstrate fiduciary compliance. This course will help decision makers understand the myriad of insurance products.</p>