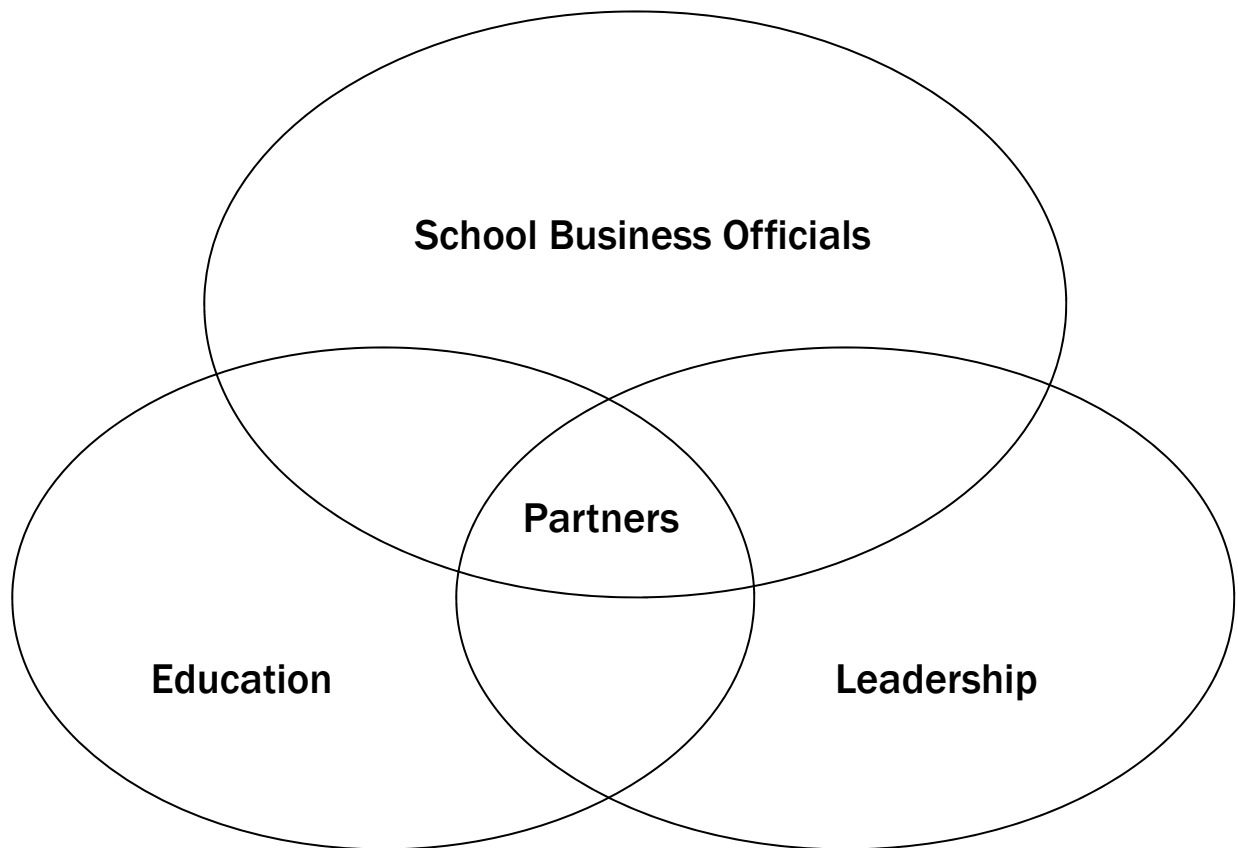


Connecticut Association of School Business Officials

Institute '10



Where It All Comes Together

June 3-4, 2010

**Marriott Hartford Downtown
200 Columbus Boulevard
Hartford, Connecticut**

CASBO Institute

Thursday June 3, 2010

- 8:00 a.m. **Registration – Coffee & Danish**
- 8:45 a.m. **Welcome** *Nancy Cole, President-Elect*
- 9:00 – **You're A Piece of Work!**
Celebrate Joy, Passion & Influence
Dr. Steve Sobel
 A wonderfully spirited and compelling presentation that will allow all in attendance to know what a significant influence they are professionally as well as personally and the importance of keeping a healthy perspective on life's challenges. This is a resiliency building experience and will allow you to know where "not to make mountains out of molehills " and "how to take yourself lightly so you can take your career seriously"- join us for this memorable and valuable program!
- 11:00 – **Unemployment Compensation**
Paul Scott, Vice President, Unemployment Tax Management Corporation (UTMC)
 With summer quickly approaching, unemployment compensation has become a hot button topic for educational employers and a potential budget concern as one claim can now cost educational employers as much as \$24,702. Understanding the unemployment system and the regulations that impact employers now becomes imperative and this knowledge can help save your organization money on an on-going basis. In this session, Mr. Scott will discuss the eligibility requirements of claimants, specific steps employers can take to deny unwarranted claims, and ways in which to minimize your unemployment expense. Paul will also review the Reasonable Assurance regulation and how best to utilize this specific statute. In addition, he will provide sample forms and letters that will assist in properly documenting separations and provide an update on current unemployment issues faced by educational employers.
- 12:00 **Lunch**
- 1:00 – **Annual Business Meeting**
 An overview of the strategic plan will be provided and opportunities to get involved will be discussed.
- 1:30 – **FICA Taxes & Your Employees**
Richard I. Cohen, Esq. & Raymond Casella, Esq., Shipman & Goodwin
 When do you withhold FICA taxes? When don't you? How do you handle teachers as coaches? Attorneys Cohen and Casella will clue you into the ins and outs of FICA.
- 2:45 – **Wage & Hour Issues & Your District**
Henry J. Zaccardi, Esq., Shipman & Goodwin
 Wage and hour issues are hot topics and frequently trigger litigation. Review with Attorney Zaccardi the potentially dangerous areas of exempt employee classification, pay docking for exempt employees, and the use of volunteers.
- 3:45 – **Licensing, Copyright & Trademark**
Catherine F. Intravia, Esq., Shipman & Goodwin
 The areas of licensing, copyright and trademarks can be a mind-field for school districts; teachers, students and staff can unknowingly get into trouble areas. Attorney Intravia will provide the information you need to navigate safely.
- 7:00 p.m. **President's Dinner – Society Room**
 Join your colleagues and friends to honor outgoing President Sherri DiNello, and welcome incoming President Nancy Cole.

Friday June 4, 2010

- 8:00 a.m. **Registration – Coffee & Danish**
- 8:45 **Welcome** *Nancy Cole, President-Elect*
- 9:00 – **What's the Big Deal with NCLB?**
Ron Skinner, ASBO Assistant Executive Director
 Mr. Skinner, former research director for Education Week newspaper, will take you through a tour of the past, present, and possible future of the Title 1 federal education law and what it means for school business officials as education leaders.
- 10:45 – **A Crisis is a Terrible Thing to Waste**
Tom Reynolds
 Connecticut is facing its greatest fiscal crisis since 1991. The national economy has had a dramatic impact on state budget revenues, thus driving the state into major deficits. We are paralyzed by many of the public policy challenges before us. Combined with the emergence of daunting demographic realities and unchecked growth in major programs, Connecticut is in the midst of a "perfect storm" that could be crippling in historic proportions. This dilemma presents an opportunity to pursue a blueprint for change that, if pursued, will help the state endure and emerge more quickly from future economic downturns and embolden us with the resources and disciplined systems necessary to address our greatest public policy challenges.
Most importantly, this blueprint argues that our future is a story for which we must be the authors.
 After all, a crisis is a terrible thing to waste.
- 12:00 **Lunch**
- 1:00 – **The Science Center Field Trip Experience**
Hank J. Gruner, Vice President of Programs, Connecticut Science Center
 The new Connecticut Science Center offers wonderful educational opportunities for our students. Mr. Gruner will provide an overview of the Center and its unique and hands-on approach to learning that connects programs and exhibits. Attention will be given to the special requirements for field trip planning.
- 2:00 – **Science Center Challenge**
 Hone your competitive nature, leadership skills and cooperative nature while challenging your brain. Participants will be set into teams, given a list of items and questions that must be collected or answered.
- 3:45 – **Cedar Hill Cemetery Tour & Reception**
 Tour and reception at a cemetery? *Really?* Yes! Join us for the fascinating tour of the Cedar Hill Cemetery's 270 acres of beautiful sculpture that adorn the final resting places of some of Connecticut's most notables such as manufacturing magnate Samuel Colt, Secretary of the Navy Gideon Welles, financier John Pierpont Morgan, and actor Katharine Hepburn. Learn interesting facts - Dr. Horace Wells was posthumously recognized as discovering anesthesia, but did you know he was only 33 years old when he died? Did you know that barnstormer Charles K. Hamilton is credited with being the first to make a recorded night flight, take aerial photographs and use an airplane for military reconnaissance? Did you know that J.P. Morgan's memorial was his vision of the Ark of the Covenant? Join your friends for a light reception following the tour. www.cedarhillcemetery.org

CASBO Institute

Hotel Accommodations

The beautiful Hartford Marriott Downtown is the setting for our Institute. CASBO's overnight room rate is \$149/single or double, based upon availability until May 3, 2010. Reservations may be made by phone at 1-866-373-9806 with group code **camcama**. Use the link on the CASBO website to make reservations online.

President's Dinner

The always-memorable President's Dinner will be held at the historic and beautiful Society Room. Formerly the Society for Savings Bank, this unique venue offers incredible architectural and elegant features of an 1819 building. Join your friends for this enjoyable event. During this special evening, the Board of Directors will be installed and recognition awards will be presented. Meal choices are pan-seared salmon, vegetarian timbale (grilled vegetables layered with cousous), or grilled tenderloin of beef.

Program Outcomes

Participants will: Gain new insight for shaping the future of education; advance their skills and knowledge; and acquire techniques to help them execute their responsibilities with greater effectiveness

Registration Fee & Parking

The registration fee includes the Cedar Hill Cemetery Tour & Reception for registrants. Additional tickets may be purchased for guests. CASBO has arranged for discounted parking tickets for the day guests in the LAZ garage that can be pre-purchased with registration. For those staying at the Marriott, parking can be billed to your room.

Continuing Education Units

<i>Thursday, June 3</i>		
Morning	.3	CEU's (entire session)
Afternoon	.3	CEU's (entire session)
<i>Friday, June 4</i>		
Morning	.3	CEU's (both sessions)
Afternoon	.2	CEU's (both sessions)

Total Conference 1.1CEU's
For those interested in earning CEU's, the following procedures must be followed:

	Sign-In	Sign-Out
<i>Thursday</i>		
Full Day	8:45 a.m.	4:30 p.m.
Half Day	8:45 a.m.	12:00 p.m.
Half Day	1:30 p.m.	4:30 p.m.
<i>Friday</i>		
Full Day	8:45 a.m.	4:00 p.m.
Half Day	8:45 a.m.	12:00 p.m.
Half Day	1:00 p.m.	3:30 p.m.

To qualify for CEU's, you must sign-in and sign-out on the forms provided within these time frames. CEU credit can only be earned as designated above. You must include your Social Security number on the registration sheets. No CEU's will be issued for attendance of less than one-half day.

CASBO ♦ 2010 Institute ♦ June 3-4, 2010

(Register online at www.ct-asbo.org. Please print. Duplicate for additional registrants.)

Name: _____ Social Security #: _____

District/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____ Email: _____

Guest Name: _____ Special Needs? – _____

Institute Registration – includes program, breaks & luncheons.

If planning to participate, please check: *CT Science Center Scavenger Hunt* *Cedar Hill Cemetery Tour & Reception*

Member Pre-Paid with dues @ \$0 \$ _____

Member Early Registration (must be postmarked by April 24) @ \$260/person \$ _____

Member Registration (after April 24) @ \$275/person \$ _____

Non-Member Early Registration (must be postmarked by April 24) @ \$300/person \$ _____

Non-Member Registration (after April 24) @ \$315/person \$ _____

Discounted Parking Ticket for LAZ Garage for day-parking (2 days) @ \$25 total \$ _____

Guest for Lunch - Please indicate # Thursday _____ @ \$33/adult _____ @15/child \$ _____

Friday _____ @ \$41/adult _____ @ \$15/child \$ _____

Tickets for President's Dinner - # of tickets: _____ @ \$85/adult _____ @ \$45/child < 12 \$ _____

Please indicate **adult** meal choice(s): _____ Salmon _____ Vegetarian Timbale _____ Beef Tenderloin

Guest Tickets for Friday's Reception & Tour at Cedar Hill Cemetery - # of tickets: _____ @ \$35/adult _____ @ \$15/child < 12 \$ _____

Total Enclosed: \$ _____

Check or PO must accompany registration. Cancellations must be received in writing by May 15th; after which no refund will be available. Please mail to CASBO, 111 Charter Oak Avenue, Hartford, CT 06106. FAX: (860) 246-3304. Register on-line at www.ct-asbo.org. Questions? Call (860) 519-0023. Lunch and social event tickets are not available for purchase without a member's full registration.

CASBO Institute

CASBO continues the journey started several years ago to bring the organization into the forefront as

..... Vital Partners in School Leadership

As we move into fiscal year 2010-2011, the economic climate promises to remain unpredictable. As school business officials, our leadership will become more vital to our school districts and our communities. It used to be that school districts were asked to do more with less. In the current economic climate, we are being asked to do more with nothing.

Please join us for the annual Institute. It is an opportunity to enhance your knowledge of school business operations. The keynote speaker, Dr. Steve Sobel, promises to deliver an inspiring and humorous presentation on how to keep perspective in your daily life. You will also gain knowledge in areas that directly impact the financial operations of your district. The topics of unemployment compensation, FICA taxes, and wage and hour issues are major functions of our jobs. The program also includes a presentation from Tom Reynolds who will not only provide insight into the state's fiscal crisis but also outline a blueprint for change. If you have not had a chance to visit the Connecticut Science Center, this is a perfect opportunity for you to see how this venue fits into your school environment.

The President's Dinner on Thursday evening will be held at The Society Room of Hartford. This historic facility was established in 1819 as a mutual savings bank and has since been transformed into an opulent ballroom with grand marble columns soaring to an exquisitely muraled ceiling. Friday night offers a unique opportunity to tour historic Cedar Hill Cemetery followed by a reception with your colleagues. We guarantee that this Institute will provide new learning opportunities as well as create wonderful memories that you will cherish for years to come.

Nancy T. Cole

President-Elect

CASBO

11 High Gate Lane

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