

Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

Request to Attend Conference / Meeting

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.

Individual Attending Pip Burrous
Name of Conference PASBO Facilities, Transportation, and Safety Conference
Location of Conference Penn Stater, State College
Date(s) Oct. 9-10 Days of Week Tues-Wed

Are you an active member of the organization sponsoring this event? Yes No
Is this conference directly related to ~~a classroom~~ ^{your} assignment? Yes No

Purpose of conference:
Improve what I know and am doing for Transportation. Hoping to learn ways to improve and streamline transporation.

Number of school days absent for conference/meeting: 2
Total number of days requested for conference/meeting: 2 (include travel time)
Estimated time of departure: 15:00
Estimated time of return: 8:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$112.00
Lodging: \$300.00
Meals: \$15.00
Registration: \$220.00
Other: _____
Total Estimated Expenditures: \$647.00

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

**All receipts must be itemized.
Tips are not reimbursable.**

Submitted by: Pip Burrous Date: 8/17/2023

Recommended to Superintendent: Yes No N/A
Principal Signature _____
Account # _____ Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: Alton L. Mc
Superintendent Signature _____

Date Approved by School Board: _____

Distribution: Original - District Office Copy 1 - Teacher Copy 2 - Building Office

7/2

10

10/10

10

10/10

Burrous, Pip

From: noreply@membershipsoftware.org on behalf of Workshop Confirmation
<rodotei@pasbo.org>
Sent: Tuesday, July 5, 2022 12:56 PM
To: Burrous, Pip
Cc: workshops@pasbo.org
Subject: Event Registration Confirmation
Attachments: event333D7FED3D69BDA967498E37355958.ics

Follow Up Flag: Follow up
Flag Status: Flagged

[External Sender. Use caution when opening attachments or clicking links!]

Name: Pip Burrous
Organization Name: Wellsboro Area SD
Member Type: Active
City and State/Province: Wellsboro, PA

You have successfully paid for your registration.

Confirmation/Receipt

***Please print this page for your records*

LOCATION/LODGING

The event will be held at The Best Western Premier Hotel & Convention Center, Harrisburg. A room Block has been reserved until June 28, 2022. Please be aware that the room block may be sold out before the deadline date. To make a reservation, Go to https://www.bestwestern.com/en_US/book/hotel-rooms.39125.html?groupId=3G8GL8D0. To make a phone reservation, call 717-561-2800. Room rates are Single/Double \$115.95; plus occupancy tax. For directions, go to <https://thecentralhotelharrisburg.com/about-us/>

Invoices: Invoices are now posted to our website and will not be mailed. Your invoice can be paid online or printed and mailed with a check attached to the invoice. Just log onto our website with your username and password and then select "My Invoices" under the Account Details menu on the left of your profile page. A \$20 late fee will be added to invoices that have not been paid within 45 days of the registration date.

ADDITIONAL STAFF DISCOUNT

Buy One, Get Additional Staff from Your LEA at 25% off

– Register one person for the full two-day conference and additional staff from your LEA can register at 25% off. When you register, you will receive a discount code in your confirmation that must be entered to get the discount for additional staff. The member status of the individual will determine if the member or non-member price applies and the 25% discount will be applied to applicable fee. **MUST USE PROMO CODE – SOA7PS17 when registering additional staff from your LEA.**

Cancellations: A \$50 service fee will be retained for each face-to-face workshop cancellation within (5 business days) of the scheduled workshop. Transfers and substitutions are permitted at no additional cost unless the transfer or substitution is from a member to a non-member, in which case the difference between a non-member and member rate will be charged. All cancellation, transfer or substitution requests should be made in writing to rodotei@pasbo.org prior to the scheduled event.

PASBO Cancellations: PASBO reserves the right to cancel a workshop due to insufficient registration or inclement weather. In the case of a cancellation, all registrants will be notified by email, cancellations will be posted at www.pasbo.org or call 717-540-9551. Decisions on weather related cancellations will be made by noon the day before the program.

Event Name : School Operations Academy*
 Event Start Date : 7/27/2022 8:00 AM EDT
 Event End Date : 7/28/2022 1:00 PM EDT
 Venue Name : Best Western Premier Hotel
 Event Location : 800 East Park Drive Harrisburg PA US 17111
 Event Registrant : Pip Burrous

Registration Details

Line Item	Qty	Unit Cost	Total Cost
Event Registration Fee - Pip Burrous - All Days	1	\$240.00	\$240.00
		Total Amount	\$240.00
Credit Card Payment	1		\$(240.00)
		Balance Due	\$0.00

Event Description :

Whether you are new to a position in school business, have recently taken on new responsibilities, or are looking to broaden your scope for career advancement, the School Operations Academy is your one-stop conference providing an introduction to key areas of school management. Repeat attendees are encouraged to attend to pick up a different track to broaden your knowledge base. This program is designed as an entry-level training, but can also be useful as a refresher for experienced business professionals.

A blend of common-interest and track-specific sessions at the basic level will provide an overview of business operations in a school entity. General sessions apply to all areas of school business management. Breakout sessions offer more specific technical information in the following fields:

- Business
- Facilities
- Food Service
- Transportation
- Human Resources

HOW YOU AND YOUR LEA WILL BENEFIT

Getting you up to speed on new responsibilities will save both you and your school time and money. Through your attendance at the Academy, you will:

- Learn proven techniques from experienced practitioners
- Gain ideas to create efficiencies and reduce costs
- Exchange challenges and solutions with your peers
- Build a network of contacts across the state

WHO SHOULD ATTEND

- New school operations staff
- School operations staff about to take on a new area of responsibility

- Established managers looking for a refresher on the basics
- Education support professionals
- New Superintendents seeking a basic understanding on school business issues

HANDOUTS

In furthering PASBO's Green Initiative, materials for this conference will be completely electronic. All attendees will receive a link to the electronic materials at least one week prior to the conference. Attendees can download the conference materials and bring them along on your portable electronic device. If paper copies are preferred, you are encouraged to print the materials for the track and/or sessions you plan to attend. We thank you for your support of "going green!"

LOCATION/LODGING

The event will be held at The Best Western Premier Hotel & Convention Center, Harrisburg. A room Block has been reserved until June 28, 2022. Please be aware that the room block may be sold out before the deadline date. To make a reservation, Go to https://www.bestwestern.com/en_US/book/hotel-rooms.39125.html?groupId=3G8GL8D0. To make a phone reservation, call 717-561-2800. Room rates are Single/Double \$115.95; plus occupancy tax. For directions, go to <https://thecentralhotelharrisburg.com/about-us/>

AGENDA (Subject to change)

Wednesday, July 27

- 9:00 – 9:45 am Registration/Continental Breakfast**
- 9:45 – 10:15 am Welcome & Overview of the Academy, About PASBO**
- 10:15 – 11:15 am General Session - Introduction to Purchasing**
- 11:30 am – 12:30 pm General Session - Leading Your Team**
- 12:30 – 1:30 pm Lunch**
- 1:30 – 2:35 pm Concurrent Tracks (*Business, Facilities, Food Service, Transportation, Human Resources*)**
- BS Accounting Basics
- FC Facilities Maintenance and Management
- FS Reviewing Food Service Basics
- TR Daily Operations & Procedures: Organizing Your Day
- HR First Impressions – How to Build Critical Relationships
- 2:40 – 3:45 pm Concurrent Tracks**
- BS Student Activities
- FC Capital Improvement and Construction
- FS Navigating PEARS
- TR Audit Requirements
- HR Recordkeeping – What and When Do You Trash/Shred/Maintain
- 3:55 – 5:00 pm Concurrent Tracks**
- BS Finance & Investments
- FC Housekeeping
- FS Budget Development & Program Analysis
- TR Transportation Safety
- HR Mandated Trainings – Who, What, When, Why, How
- 5:30 – 6:00 pm Reception & Networking**

Thursday, July 28

- 7:30 – 8:00 am Continental Breakfast**
- 8:00 – 9:05 am Concurrent Tracks (BS=Business, FC=Facilities, FS=Food Service, TR=Transportation)**
- BS Budgeting - Revenues
- FC What HR Information You Need to Know
- FS Ins & Outs of the Free & Reduced Program (Part 1)
- TR PennDOT Regulations & School Bus Driver Training

HR Alphabet Soup Part 1 – FMLA
9:10 – 10:15 am Concurrent Tracks
BS Budgeting - Expenditures
FC Grounds Management
FS Ins & Outs of the Free & Reduced Program (Part 2)
TR What HR Information You Need to Know
HR Alphabet Soup Part 2 – FLSA, W/C, U/C
10:25 – 11:30 am Concurrent Tracks
BS Managing the School Business Team
FC Environmental Safety
FS What HR Information You Need to Know
TR Transportation Subsidies, Forms & Deadlines
HR Discipline – The Bane of the HR Director’s Existence
11:35 am – 12:40 pm Concurrent Tracks
BS What HR Information You Need to Know
FC Benchmarking and Data Management
FS Purchasing & Donated Commodities
TR Benchmarking, Cost Savings & Best Practices
HR HR Director’s Role in Collective Bargaining and How to Administer a CB Agreement
12:40 pm Adjourn – Safe trip home!

REGISTRATION & DISCOUNTS

Days	Register by July 1	After July 1
July 16-17	MBR \$220/NM \$300	MBR \$240/NM \$320
July 16	MBR \$145/NM \$195	MBR \$155/\$205
July 17	MBR \$90/NM\$125	MBR \$100/NM \$135

Early Bird Discount - Register by July 1 and save on your registration.
Buy One Full Conference, Bring Additional Staff from Your LEA at 25% off - Register one person for the full two-day conference and additional staff from your LEA can register at 25% off. When you register, you will receive a discount code in your confirmation that must be entered to get the discount for additional staff. The member status of the individual will determine if the member or non-member price applies and the 25% discount will be applied to applicable fee.
Registration Deadline - Register by July 18 to ensure your materials and name badge will be waiting for you.
Walk-ins - Walk-ins will be accepted on a space available basis at an additional fee of \$35 per registrant.
Cancellations - Please see the PASBO cancellation policy at <https://www.pasbo.org/workshoppolicies>

CREDITS

Both Days: CPE=11 / PASBO CEU=4
Day 1 only: CPE=6 / PASBO CEU=3
Day 2 only: CPE=5 / PASBO CEU=3

Certificates of Attendance for CPA’s will be available online in your user account approximately 1 week following the event.

Transaction Date: 7/5/2022 12:55:54 PM
Card Type: VISA
Card Last 4 Digits: XXXX-XXXX-XXXX-7487
Total : \$240.00