

North Dakota Association of  
School Business Managers

To: ND School Business Managers

From: NDASBM Board of Directors

|            |                               |             |  |
|------------|-------------------------------|-------------|--|
| Region I   | Jodi Germundson, Director     | Region V    | Lori Lyons, Director/Treasurer           |
| Region II  | Sheri Jespersen, Director     | Region VI   | Dawn Moser, Director/Secretary           |
| Region III | Maria Dunlap, Director        | Region VII  | Christi Schaeftbauer, Director/President |
| Region IV  | Lori Lorz, Director/Historian | Region VIII | Kim Dressler, Director/Vice President    |

Re: Spring Workshop

The combined spring workshop of the NDASBM will be held May 5 – May 6, 2016 in Mandan.

A copy of the agenda and registration form are enclosed for your convenience.

Please complete your registration form by April 25, 2016 and email to [lori.lyons@k12.nd.us](mailto:lori.lyons@k12.nd.us).

There is no registration fee for current members. If you have not paid your 2015-2016 annual dues, you must do so at this time. The dues are \$50.00 per year.

Non-NDASBM members and guests are also welcomed, but will be charged \$35.00 to cover the cost of the luncheon, etc.

If you wish to mail your registration, send to: Lori Lyons, NDASBM  
Lisbon Public School  
PO Box 593  
Lisbon, ND 58054

We look forward to seeing you at the workshop!

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# North Dakota Association of School Business Managers 2016 SPRING WORKSHOP AGENDA

HIT Building  
2640 Sunset Drive NW  
Mandan, ND 58554

**Thursday, May 5<sup>th</sup>**

## Pre-Workshop Sessions

9:00 – 11:30 a.m.      *SUI – “School Accounting System Shortcuts & Tips”*  
9:00 – 11:30 a.m.      *Renaë Heller – State PCard*

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12:30-1:00              Registration

1:00 – 2:45 p.m.      Department of Public Instruction Update  
*Jerry Coleman/Adam Tescher – Finance*  
*Don Williams – Reporting*

3:00 – 4:30 p.m.      TFFR Update  
*Tami Volkert, Shelly Schumacher*

4:30 – 5:00 p.m.      Business Meeting – Elections

**Friday, May 6<sup>th</sup>**

8:00 - 8:30 a.m.      Coffee and Rolls

8:30 – 10:00 a.m.      Records Retention  
*Alyssa Martin – NDSBA*

10:15 – 11:45 a.m.      Federal Title & ESSA Overview  
*Laurie Matzke - DPI*

11:45 – 12:30 p.m.      Lunch

12:30 – 1:15 pm      Incorporating Physical Activity into your work day  
*Melanie Carvell, PT, Director – Sanford Women’s Health Ctr.*

1:15 – 3:00 pm      HR Topics  
*Donette Peterson - MVP*

*If you plan to attend our meeting and will need special facilities or assistance relating to a disability, please contact one of the directors no later than the RSVP date at the number listed on the registration form.*

North Dakota Association of  
School Business Managers

*Registration Form*

Name: \_\_\_\_\_

School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Region Number (Refer to info attached) \_\_\_\_\_

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\_\_\_\_\_ I am currently a member and my dues are paid in full.  
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\_\_\_\_\_ I am currently not a member, but wish to join and will be bringing a check for my 2015-2016 dues of \$50.00 made payable to NDASBM to the workshop.  
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\_\_\_\_\_ I am registering as a guest and will be bringing a check for \$35.00 made payable to the NDASBM to the workshop.  
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Please return this form no later than April 25, 2016, to Lori Lyons at [lori.lyons@k12.nd.us](mailto:lori.lyons@k12.nd.us).

| <b>County Name</b> | <b>Region #</b> | <b>County Name</b> | <b>Region #</b> |
|--------------------|-----------------|--------------------|-----------------|
| Adams              | 8               | McLean             | 2               |
| Barnes             | 5               | Mercer             | 7               |
| Benson             | 3               | Morton             | 7               |
| Billings           | 8               | Mountrail          | 1               |
| Bottineau          | 2               | Nelson             | 4               |
| Bowman             | 8               | Oliver             | 7               |
| Burke              | 1               | Pembina            | 4               |
| Burleigh           | 7               | Pierce             | 2               |
| Cass               | 5               | Ramsey             | 3               |
| Cavalier           | 3               | Ransom             | 5               |
| Dickey             | 6               | Renville           | 2               |
| Divide             | 1               | Richland           | 5               |
| Dunn               | 8               | Rolette            | 2               |
| Eddy               | 3               | Sargent            | 5               |
| Emmons             | 7               | Sheridan           | 2               |
| Foster             | 3               | Sioux              | 7               |
| Golden Valley      | 8               | Slope              | 8               |
| Grand Forks        | 4               | Stark              | 8               |
| Grant              | 7               | Steele             | 4               |
| Griggs             | 4               | Stutsman           | 6               |
| Hettinger          | 8               | Towner             | 3               |
| Kidder             | 6               | Trail              | 4               |
| LaMoure            | 6               | Walsh              | 4               |
| Logan              | 6               | Ward               | 2               |
| McHenry            | 2               | Wells              | 3               |
| McIntosh           | 6               | Williams           | 1               |
| McKenzie           | 1               |                    |                 |