

**Request for Extended Travel**

NAME: Sharie Lewis

DATE: May 2, 2016 DEPT/BUILDING Business Services Director

PURPOSE: ASBO International's 2016 Annual Meeting & Expo

DISTRICT BENEFIT: *Will be the school Dist. leading the county on the changes associated with ESSA - the new No Child Left Behind. Also provide continuing education for my profession.*

TRAVEL DETAILS: 1. DESTINATION: Phoenix, Arizona  
 2. DATES: September 22-26, 2016

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline Tickets \$271.00	\$271.00
MEALS	Per Diem – Sept 25 Lunch Provided	\$264.00
	Sept 22, 23, 24 –Breakfast, Lunch, Dinner \$66.00	
	Sept 25 – Breakfast & Dinner \$33.00	
	Sept 26-Breakfast,Lunch,Dinner \$33.00	
LODGING	Sheraton Grand Phoenix 291.56 with tax x 4 days	\$1,166.24
REGIS/FEES	Annual Meeting Registration – Early Bird	\$695.00
SUBSTITUTE		
OTHER	Shuttle- Roundtrip \$22.00	\$22.00
TOTAL		\$2,418.24

BUDGET SOURCE(S):  
 Administrator Professional Development 100.2240.0244.100.3300.000

BUSINESS SERVICES DIRECTOR SIGNATURE:  9/2/16

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

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SUPERVISOR SIGNATURE \_\_\_\_\_

**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

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please approve - great way  
to get Parmose out there  
about new federal law (ESSA)

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**BOARD ACTION:** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS** (/home)  
**INTERNATIONAL**

## Program

### Tentative Schedule of Events

Check out our tentative line up of professional development, speakers, discussion panels, and networking events available at the 2016 Annual Meeting & Expo.

IO = Invitation Only; \$ = Additional Fee

#### Friday, September 23

7:00 a.m. – 6:00 p.m.

Registration Open

7:00 a.m.

Golf Tournament (\$)

8:00 a.m. – 5:00 p.m.

Workshops and Seminars

9:00 a.m. – 1:00 p.m.

Desert Jeep Tour and Hike (\$) (<https://ttd.hello-dmc.com/az/asbo16/tours.asp>)

9:30 a.m. – 3:00 p.m.

Certification Commission Meeting and Lunch (IO)

6:00 p.m. – 7:30 p.m.

Welcome Mixer

#### Saturday, September 24

7:00 a.m. – 4:00 p.m.

Registration Open

7:30 a.m. – 8:30 a.m.

SFO® Recipient Breakfast (IO)

8:45 a.m. – 10:45 a.m.

First General Session

Presentation by Phil Hansen (/meetings/annual-meeting-expo/program/general-session-speakers)

11:00 a.m. – 12:00 p.m.

Discussion Groups

11:00 a.m. – 12:00 p.m.

Guest Program

11:00 a.m. – 12:30 p.m.

Affiliate Executive Directors Meeting and Lunch (IO)

12:00 p.m. – 1:30 p.m.

MBA Advisory Committee Meeting and Lunch (IO)

12:30 p.m. – 2:30 p.m.

Deep Dig Sessions

1:15 p.m. – 2:15 p.m.

Discussion Groups

2:30 p.m. – 5:30 p.m.

Exhibit Hall Opening Reception

6:00 p.m. – 8:00 p.m.

Eagle Award Dinner (IO)

6:00 p.m. – 8:00 p.m.

Pinnacle Award Dinner (IO)

Time TBD

Affiliate Receptions

#### Sunday, September 25

7:30 a.m. – 4:00 p.m.

Registration Open

8:30 a.m. – 9:45 a.m.

Clinic Tables

10:00 a.m. – 11:30 a.m.

Second General Session

Presentation by Manny Scott (/meetings/annual-meeting-expo/program/general-session-speakers#2GS)

11:30 a.m. – 1:00 p.m.

COE Advisory Committee Meeting and Lunch (IO)

11:30 a.m. – 2:15 p.m.

Exhibit Hall Open

12:30 p.m. – 1:30 p.m.

Lunch in the Exhibit Hall

1:15 p.m. – 2:00 p.m.

COE Award Recipients Reception (IO)

2:15 p.m. – 3:00 p.m.

Eagle Award Recipients Reception (IO)

2:30 p.m. – 3:30 p.m.

Guest Program

2:30 p.m. – 3:30 p.m.

Discussion Groups

2:30 p.m. – 4:30 p.m.

Deep Dig Sessions

3:45 p.m. – 4:45 p.m.

Annual Meeting Program Committee Meeting – All encouraged to attend

3:45 p.m. – 4:45 p.m.

Discussion Groups

5:00 p.m. – 6:00 p.m.

Emerging School Business Leaders Scholarship Reception (IO)

6:00 p.m. – 7:30 p.m.

MBA Dinner (IO)

8:00 p.m. – 10:00 p.m.

Oklahoma Reception

**Monday, September 26**

7:30 a.m. – 10:00 a.m.

Registration Open

8:00 a.m. – 9:00 a.m.

Discussion Groups

9:15 a.m. – 10:15 a.m.

Discussion Groups

10:30 a.m. – 11:30 a.m.

Discussion Groups

# 2016 Annual Meeting & Expo

## REGISTRATION FORM

### REGISTRANT INFORMATION

Member ID#: \_\_\_\_\_

Is this your first ASBO Annual Meeting?  Yes  No

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

Title: \_\_\_\_\_

District/Employer: \_\_\_\_\_

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

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Check all that apply:  Ph.D.  Ed.D.  CPA  SFO  Other: \_\_\_\_\_

Check if this is a change in your address or other contact information.

Check if you are a Speaker.

### GUESTS

(Only for those who are accompanying registrants, are not Speakers, and are not eligible for membership with ASBO International.)

Name for Badge: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Email: \_\_\_\_\_

### WORKSHOPS

**Brought to you at no charge with the support of American Fidelity.**

Please check the workshop(s) you would like to attend. For more information on workshops, including full titles, refer to page 5 of this brochure.

#### Friday, September 23

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> 1. Making Facilities Data Work                   | 8:00 a.m. – 10:00 a.m.  |
| <input type="checkbox"/> 2. Digital Equity                                |                         |
| <input type="checkbox"/> 3. Security & Emergency Preparedness             | 10:15 a.m. – 12:15 p.m. |
| <input type="checkbox"/> 4. Restructuring Food Services                   |                         |
| <input type="checkbox"/> 5. 21st Century School Finance                   |                         |
| <input type="checkbox"/> 6. Technology, the Law, & Schools                | 1:00 p.m. – 3:00 p.m.   |
| <input type="checkbox"/> 7. Effective Fiscal Leadership                   |                         |
| <input type="checkbox"/> 8. School Tour                                   |                         |
| <input type="checkbox"/> 9. Strategic Planning & the ACA                  | 8:00 a.m. – 12:00 p.m.  |
| <input type="checkbox"/> 10. Making Finance Fun                           |                         |
| <input type="checkbox"/> 11. Controlling Costs                            | 1:00 p.m. – 5:00 p.m.   |
| <input type="checkbox"/> 12. Internal Controls for Student Activity Funds |                         |

### SEMINARS

**Brought to you at no charge with the support of ASBO International.**

Please check the seminar(s) you would like to attend. For more information on seminars, including full titles, refer to page 5 of this brochure.

#### Friday, September 23

- |  |                        |
|--|------------------------|
| <input type="checkbox"/> 13. Refresher for SFO* Certification Exam | 8:00 a.m. – 5:00 p.m.  |
| <input type="checkbox"/> 14. How to Prepare a CAFR                 | 8:00 a.m. – 12:00 p.m. |
| <input type="checkbox"/> 15. Create an Award-Winning Budget        | 1:00 p.m. – 5:00 p.m.  |

### REGISTRATION FEES

#### FULL REGISTRATION

ANNUAL MEETING/MEMBERSHIP PACKAGE: Includes registration and Professional ASBO International membership.	EARLY BIRD THRU 7.29.16	REGULAR PAYMENT AFTER 7.29.16
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- |   |       |         |
|---|-------|---------|
| <input type="checkbox"/> Individual Membership      | \$920 | \$1,020 |
| <input type="checkbox"/> School District Membership |       |         |

#### ANNUAL MEETING REGISTRATION ONLY

- |   |         |         |
|---|---------|---------|
| <input type="checkbox"/> Individual/School District Member    | \$695   | \$795   |
| <input type="checkbox"/> Emeritus                             | \$100   | \$110   |
| <input type="checkbox"/> Corporate                            | \$1,875 | \$1,975 |
| <input type="checkbox"/> Nonmember (School Business Official) | \$940   | \$1,040 |
| <input type="checkbox"/> Guest                                | \$100   | \$100   |

#### ONE DAY PASS

Please specify what day you will be attending:  
If you select Friday, please identify the workshops/seminars above.

REGISTRATION TYPE	EARLY BIRD THRU 7.29.16	REGULAR PAYMENT AFTER 7.29.16
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- |   |       |       |
|---|-------|-------|
| <input type="checkbox"/> Individual/School District Member    | \$290 | \$290 |
| <input type="checkbox"/> Speaker                              |       |       |
| <input type="checkbox"/> Corporate                            | \$510 | \$510 |
| <input type="checkbox"/> Nonmember (School Business Official) | \$340 | \$340 |

### TOTAL FEES AND METHOD OF PAYMENT

(U.S. dollars only)

Registration Fee \$ 0.00

Guest Registration \$100 x \_\_\_\_\_ = \$ 0.00

**TOTAL AMOUNT DUE \$ 0.00**

Check Enclosed  \*\*Purchase Order # \_\_\_\_\_

Credit Card:  Visa  MasterCard  American Express  Discover

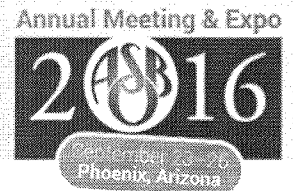
Name on Card: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\* PURCHASE ORDER Receipt of a purchase order does not constitute payment of dues or payment for Early Bird discount. If full payment is not received by July 29, 2016 (Early Bird deadline), the registrant will be charged the regular rate.

September 23-26 • Phoenix, Arizona



REGISTRANT INFORMATION

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

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

EMERGENCY CONTACT INFORMATION

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

Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

SPECIAL NEEDS

If you or a guest has a special need such as access to events, dietary restrictions, or other concerns that may require special services, please contact Theresa Boulware at [tboulware@asbointl.org](mailto:tboulware@asbointl.org).

PHOTOGRAPH RELEASE

By submitting this registration form, I hereby grant ASBO International permission to use my image for publication and marketing purposes.

CANCELLATION & NO-SHOW POLICY

All cancellations will incur a \$100 fee and must be submitted by August 25, 2016. NO REFUNDS GIVEN AFTER Thursday, August 25, 2016. There will be no refunds given for no-shows.

3 EASY WAYS TO REGISTER



ONLINE  
with credit card at: [asbointl.org/AnnualMeeting](http://asbointl.org/AnnualMeeting)



FAX\*  
both pages to ASBO International at: 703.880.7171



MAIL\*  
ASBO International  
Annual Meeting Registration  
39912 Treasury Center, Chicago, IL 60694-9900

\*Please allow 3 business days for processing.

PRE-REGISTRATION

Pre-registration closes on September 2, 2016. After this date you will have to register on-site.

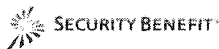
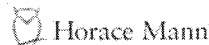
QUESTIONS

For questions regarding registration, please call ASBO International toll free at 866.682.2729 x7094. For more information, visit [asbointl.org/AnnualMeeting](http://asbointl.org/AnnualMeeting).

AM16

This is a 2-page registration form.  
Please send both pages with your name on each one.

STRATEGIC PARTNERS





Sharie Lewis <lewisha@parkrose.k12.or.us>

## Confirm Your ASBO Speaking Appointment

3 messages

John Musso <asboreq@asbointl.org>

Reply-To: speaker@asbointl.org

To: sharie\_lewis@parkrose.k12.or.us

Tue, May 3, 2016 at 12:16 PM

Congrats, Sharie!

We are excited to have you present the session(s) listed below at the 2016 Annual Meeting & Expo, September 23–26 in Phoenix, Arizona.

**In order to ensure your presentation spot is not forfeited, please reply to this email by May 6 with the title(s) you will present in Phoenix.**

Title	Start Time	End Time	Date
Understanding and Impact of the ESSA Implementations on School Districts	1:15 p.m.	2:15 p.m.	Saturday, September 24, 2016

Once you reply, look for an official speaker agreement in your inbox. We will also be in touch to confirm other session details.

Again, congratulations on your selection and thank you for sharing your insights with other school business professionals!

We look forward to seeing you in Phoenix,

John Musso, CAE, RSBA  
Executive Director  
ASBO International

Powered By  Informz

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**Sharie Lewis** <[sharie\\_lewis@parkrose.k12.or.us](mailto:sharie_lewis@parkrose.k12.or.us)>  
To: [speaker@asbointl.org](mailto:speaker@asbointl.org)

Tue, May 3, 2016 at 12:22 PM

Thanks and look forward to seeing everyone in Sept

Sharie Lewis, CPA  
Director of Business Services & Operations  
Parkrose School District  
ofc (503) 408-2103  
fax (503) 408-2140  
[sharie\\_lewis@parkrose.k12.or.us](mailto:sharie_lewis@parkrose.k12.or.us)

"Confidentiality Notice: This e-mail and any attachments are intended only for use by addressee(s) named and may contain confidential or privileged information. If you are not the intended recipient, or the person responsible for delivering this document to the intended recipient, you are hereby notified that any dissemination, printing, or copying of this e-mail is strictly prohibited. If you have received this message in error, please notify my office and promptly delete the original copy of any e-mail. Thank you".  
[Quoted text hidden]

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**Speaker** <[Speaker@asbointl.org](mailto:Speaker@asbointl.org)>  
To: Sharie Lewis <[sharie\\_lewis@parkrose.k12.or.us](mailto:sharie_lewis@parkrose.k12.or.us)>

Thu, May 5, 2016 at 8:19 AM



Dear Sharie,

We are very excited to have you present at the 2016 Annual Meeting & Expo in Phoenix. We will be in touch next week to confirm the rest of your session details, such as description, learning objectives, and presenter details for this year's program book.

**Please remember to:**

- **Send us your presenter agreement(s).** We've attached the 2016 presenter agreement that we need completed for each one of your session presenters. Presenter agreements need to be received by our office no later than July 15. You can email them to [speaker@asbointl.org](mailto:speaker@asbointl.org).
- **Register for the annual meeting.** You can register online at [www.asbointl.org/AnnualMeeting](http://www.asbointl.org/AnnualMeeting). If you will be attending only on the day of your session, day passes are available to speakers for \$290. If you would like to attend the full meeting, register before July 29 and take advantage of the early bird special.
- **Submit your session presentations.** Presentation materials that you would like included on this year's meeting app must be received by our office by June 30. Please send presentation materials to [speaker@asbointl.org](mailto:speaker@asbointl.org).

Please don't hesitate to contact us with any questions. We look forward to working with you to make this year's Annual Meeting & Expo a high-quality professional development event.

Warm Regards,

Leadership Development

**From:** Sharie Lewis [mailto:[sharie\\_lewis@parkrose.k12.or.us](mailto:sharie_lewis@parkrose.k12.or.us)]

**Sent:** Tuesday, May 3, 2016 3:22 PM

**To:** Speaker <[Speaker@asbointl.org](mailto:Speaker@asbointl.org)>

**Subject:** Re: Confirm Your ASBO Speaking Appointment

[Quoted text hidden]

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 **2016AME PresenterAgreement.docx**  
3240K



**PRESENTER AGREEMENT**

2016 Annual Meeting & Expo  
September 23-26 • Phoenix, Arizona

I agree to the following:

1. I will comply with all program-related deadlines provided to me by the Association of School Business Officials International (ASBO), including but not limited to deadlines for handouts, audiovisual requests, etc., and I will notify ASBO International's manager of leadership development immediately in the event that an emergency should prevent me from meeting my obligation as a presenter.
2. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service; I will disclose any proprietary interest in a product or service mentioned in the presentation; I will refrain from discriminatory language and behavior; and I will not disparage ASBO International in any way.
3. I grant ASBO International an irrevocable exclusive royalty-free license and release to use, reproduce, and distribute my presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it, with the exception of selling/distributing a version of the presentation prior to or during the ASBO International program.
4. To the best of my knowledge, my presentation does not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
5. I authorize ASBO International to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.
6. I provide consent for my presentation to be recorded in audio and/or visual form. I understand that ASBO International will be the exclusive copyright owner of the recording and can distribute and sell it, along with any supporting materials, in any way ASBO International sees fit. I agree not to sell, distribute, stream over the web, or otherwise use the recording in any way other than for my personal, archival use, except with the prior written consent of ASBO International.
7. I agree to indemnify and hold harmless ASBO International and its officers, directors, members, employees, and agents from and against any and all claims, actions, losses, demands, costs, attorneys' fees, and all other expenses relating or incidental to, or arising directly or indirectly from the inaccuracy or breach of any of the aforementioned warranties and representations. These indemnities shall survive any termination of this license.
8. I will be responsible for all travel arrangements and expenses that I incur. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from ASBO International in connection with the program or the rights granted above, unless otherwise contractually arranged.
9. I have the authority to bind my employer to this license and release agreement and warrant that any claims by my employer to this presentation will not invalidate this license with ASBO International.

By signing I am affirming my consent to this Presenter Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

Printed Name SHARIE LEWIS, CPA Signature [Signature]  
 Title Director of Bus Svc & Operation Organization Parkrose School Dist.