



School Operations Academy

Wednesday, July 19	
8:45am	Registration/Continental Breakfast
9:30am	Welcome / About PASBO
10:00am	General Session: Leadership
11:00am	Break
11:30am	Concurrent Sessions
	Business: Accounting Basics
	Facilities: Facilities Maintenance and Management
	Food Service: Reviewing Food Service Basics
	Transportation: Responsibilities of the Transportation Department
	Human Resources: Intro to School HR, Record Keeping, Clearances, Mandated Trainings
12:30pm	Lunch
1:30pm	Concurrent Sessions
	Business: Student Activities
	Facilities: Capital Improvement and Construction
	Food Service: Navigating PEARS
	Transportation: Transportation Subsidies, Forms & Deadlines
	Human Resources: Leaves of Absence – FMLA, ADA, and Other Leaves
2:40pm	Concurrent Sessions
	Business: Finance and Investments
	Facilities: Housekeeping
	Food Service: Budget Development and Program Analysis
	Transportation: Audit Requirements
	Human Resources: FLSA, WC, UC, Title IX
3:45pm	Break
3:55pm	Concurrent Sessions
	Business: Managing the School Business Team
	Facilities: Grounds Management
	Food Service: Ins & Outs of the Free & Reduced Program (Part 1)
	Transportation: PennDOT Regulations & School Bus Driver Training
	Human Resources: Collective Bargaining & Union Contracts
5:00pm	Networking Reception



School Operations Academy

Thursday, July 18		
7:30am	Continental Breakfast	
8:00am	General Session: Introduction to Purchasing	
9:00am	Concurrent Sessions	
	Human Resources:	Certifications, CSPGs, PDE
	All Others:	General Session – What HR Information You Need To Know
10:00am	Break	
10:30am	Concurrent Sessions	
	Business:	Budgeting - Revenues
	Facilities:	Environmental Safety
	Food Service:	Ins & Outs of the Free & Reduced Program (Part 2)
	Transportation:	Transportation Safety
	Human Resources:	Trainings and Evaluations
11:35am	Concurrent Sessions	
	Business:	Budgeting - Expenditures
	Facilities:	Benchmarking and Data Management
	Food Service:	Purchasing & Donated Commodities
	Transportation:	Benchmarking, Cost Savings & Best Practices
	Human Resources:	Progressive Discipline – Investigations, Improvements, Plans & more
12:40pm	Adjourn – Safe Trip Home!	

A big thank you to our Sponsors!



A big thank you to our Speakers!

Business: Sidney Clark, PCSBA, Business Manager, Shanksville-Stonycreek SD; Heather Hogan, PCSBA, Assistant Business Manager, Rose Tree Media SD

Facilities: Bill Meiser, PCSBO, PCSFP, Director of Operations, Middletown Area SD; Randy Buffington, PCSBA Director of Operations, Southern York County SD

Food Service: Ryan Argot, PCSBO, Director of Federal Programs and Board Secretary, West Shore SD; Randi Watts, RD, LDN, Food Services Director, Upper Moreland Township SD

Transportation: Jen Grove, PCSBO, Director of Transportation, York Suburban SD; David Lutz, PCSBO, PCSTP Director of Transportation; Cocalico SD

Human Resources: Bob Reger, PCSBA, Director of Human Resources, Hempfield Area SD; Bobbi Billman, PCSBS Director of Member Development, PASBO

General Sessions:

Leadership: RC Chainani, PSDLAF

Introduction to Purchasing:

What HR Information You Need to Know: Bob Reger, PCSBA, Director of Human Resources, Hempfield Area SD