



New Mexico Public Education Department
New Mexico Association of School Business Officials

2011
Spring Budget
Workshop
Agenda

April 6–8, 2011

Hotel Albuquerque
800 Rio Grande NW
Albuquerque, New Mexico

Conference Attendee's Name Badges are required for ALL participants; Name Badges will be required for entry into all scheduled sessions during the 2011 Spring Budget Workshop! Every one Must be Registered. NO EXCEPTIONS!



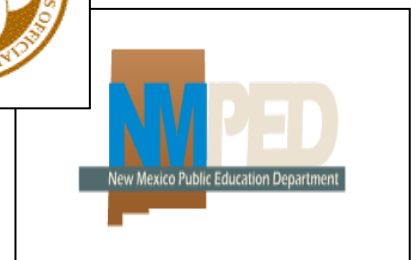
The New Mexico Public Education Department and the New Mexico Association of School Business Officials are pleased to host the 2011 Spring Budget Workshop. Join us April 6-8, 2011, in historic Old Town Albuquerque for this event

for public school administrators and officials. This event provides three days of valuable information and discussion, including keynote addresses, breakout sessions and vendor displays. With your choice of more than 20 topics, the 2011 Spring Budget Workshops promises to deliver what you need to develop and implement your 2011-2012 operating budgets, as well as give you important networking opportunities with colleagues in the field of education.


Early Registration

Wednesday
April 6, 2011
Atrium

10 am – 5 pm



IMPORTANT: This agenda may change upon final arrangements. Be sure to check the agenda in your workshop packet to confirm the schedule.



Wednesday, April 6, 2011

**1:00–1:45 pm
Workshop Session**

**“Operating Budget Preparation Overview” Alvarado Ballroom
(DISTRICTS AND CHARTERS)**

Paul Aguilar, Deputy Secretary

School Budget & Finance Analysis Bureau Staff

Information will be presented with changes and updates regarding the 2011-2012 Operating Budget process including 2011 Public School Support Legislation.

**1:45–2:00 pm
Break**

**2:00–3:30 pm
Workshop Sessions**

**2011-2012 Budgeting 101 Alvarado Ballroom
(DISTRICTS ONLY)**

School Budget & Finance Analysis Bureau Staff

Basic training will be provided on building operating budgets and preparing various documents submitted with the budget.

**Cash Report Training Franciscan Ballroom
(CHARTERS ONLY)**

Caron Snow & Leslie Smith

Training will be provided on how to complete the revised Cash Report required by the School Budget & Finance Analysis Bureau.

**3:30–4:00 pm
Refreshment Break
Atrium**





Wednesday, April 6, 2011

**4:00–5:30 pm
Workshop Sessions**

**2011-2012 Budgeting 101 Alvarado Ballroom
(CHARTERS ONLY)**


School Budget & Finance Analysis Bureau Staff

Basic training will be provided on building operating budgets and preparing various documents submitted with the budget.

**Cash Report Training Franciscan Ballroom
(DISTRICTS ONLY)**

Caron Snow & Leslie Smith

Training will be provided on how to complete the revised Cash Report required by the School Budget & Finance Analysis Bureau.





Registration

Thursday
April 7, 2011
Atrium

7:00 – 9:00 a.m.

Thursday, April 7, 2011

7:30 – 9:00 a.m. Continental Breakfast
Atrium

9:30 –12:00 p.m. General Session
Alvarado Ballroom

Facilitator:

Paul Aguilar, Deputy Secretary, NMPED

Presentation of Colors:

Espanola Valley High School AJROTC

Welcome and Introduction:

Hanna Skandera, Secretary-designate, NMPED

Tami Coleman, President, NMASBO

Panel Presentation on 2011 Legislative Issues:

Senator Cynthia Nava, Chair, Senate Education Committee

Senator Representative Rick Miera, Chair, House Education Committee

Vernon D. Asbill, Member, Senate Education Committee

Representative Jimmie C. Hall, Member, House Education Committee

12:00–1:30 Lunch (On Your Own)

Thursday, April 7, 2011

**1:30–3:00 pm
Workshop Sessions**

**Kids First, New Mexico Wins: Next Steps for School Reform
(Charter School Principals/Leaders) Alvarado Ballroom “B & C”**

Hanna Skandera, Secretary-designate, Public Education Department

This session will include an overview of the education reforms passed during the 2011 Regular Legislative Session and the Public Education Department’s efforts to improve the quality of New Mexico schools.

**School Transportation (This session will be repeated
Friday, April 8th at 10:30 am) Alvarado Ballroom “D”**

Antonio Ortiz, Carlos Santiago, Tom Gould and Glynn Trujillo, PED

In this session, participants will receive information for the budget preparation process and guidance in administering their local transportation program, school bus GPS oversight, one bus owner operator contracts and a schedule for this summer’s certification training classes (school bus driver instructors or commercial driver examiners certified). An update on the 2011 Legislative Session will also be included. A guest speaker will be present to explain the federal requirements affecting the school bus radio GPS frequencies.

**Instructional Materials Administrative Requirements and
Procedures for Preparing Budgets for
New School Administrators Alvarado Ballroom “E”**

Sally Wilkinson, Larry Bemdeserfer and Cesaria Tapia, PED

Brian Allbright (Archway Depository)

The Instructional Materials Bureau is extending this professional development opportunity to public, charter and state supported administrators **new** to the state budget process. This session will also provide you with the opportunity to ask questions of the IMB staff and review the 2011 Instructional Material allocation.

Thursday, April 7, 2011

1:30–3:00 pm
Workshop Sessions (Continued)

**Individuals with Disabilities Education Act,
Part B (IDEA-B) Funding (This session will be repeated
Friday, April 8th at 8:30 am) Alvarado Ballroom “F, G & H”**
Denise Koscielniak, Joey Martin, Tim Crum and Francis Chang, PED
This session will focus on how school districts utilize federal funds under the Individuals with Disabilities Education Act (IDEA) to improve results and outcomes for students with disabilities and supporting effective teachers. This session will provide guidance on developing transparent budget and sub-grant applications and will provide information on how school districts can use IDEA funds to improve Student Success.

**Operating Budget Management
System (OBMS) Budget Entry Franciscan Ballroom**
Leslie Lujan, PED
This session will include a demonstration of the budget process, beginning with data entry into the OBMS web application, followed by the submittal, editing and report process. Alternatives to the data entry component of the OBMS web application will be a focus of this session as well as demonstration of the budget import/export utility. Also discussed will be the usage of budget templates available to build the budget. Topics covered will include how users can take advantage of vendor specific utilities to build budgets using specific accounting software.

Title III Funding Requirements Weavers Room
Dr. Gladys Herrera- Gurulé and Juanita Gonzalez, PED
Financial and accountability findings from USDE Title III Monitoring will be shared with the audience. Success stories and best practices will be presented to ensure districts maximize their resources and avoid loss of funding (e.g. reallocation). Questions regarding State Bilingual, Title III, and Immigrant funding applications will be addressed.

3:00–3:30 pm
Refreshment Break
Atrium

Thursday, April 7, 2011

**3:30–5:00 pm
Workshop Sessions**

**Kids First, New Mexico Wins: Next Steps for School Reform
(Superintendents).....Alvarado Ballroom “B & C”**

Hanna Skandera, Secretary-designate, Public Education Department

This session will include an overview of the education reforms passed during the 2011 Regular Legislative Session and the Public Education Department’s efforts to improve the quality of New Mexico schools.

Capital OutlayAlvarado Ballroom “D”

Antonio Ortiz, Christopher Thweatt and Iris Romero, PED

Information will be provided regarding new and pending legislation; changes in procedures for receiving direct legislative appropriations; capital outlay funds in OBMS (budget, RfR’s, BAR’s); reimbursement procedures for capital outlay projects administered by the PED; district and charter school statutory requirements for accessing HB-33 and SB-9 funds; and property dispositions.

**Instructional Materials Administrative Requirements and
Procedures for Preparing Budgets for
Experienced School AdministratorsAlvarado Ballroom “E”**

Sally Wilkinson, Larry Bemederfer, Cesaria Tapia, PED

Brian Allbright (Archway Depository)

The Instructional Materials Bureau is extending this professional development opportunity to public, charter and state supported school administrators **experienced** with the state budget process. This session will also provide you with the opportunity to ask questions of the IMB staff and review the 2011 Instructional Material allocation.

**Title I Fiscal and
Program IssuesAlvarado Ballroom “F, G & H”**

Sam Ornelas, Gabe Baca and Dr. Roxann Morris, PED

In this session, Title I Bureau staff will provide an overview of Title I fiscal requirements and programming considerations. Fiscal topics include supplanting, carryover waivers, allowable uses of Title I funds and wrap up of Title I ARRA spending. Staff will also provide information regarding the use of data in determining how Title I funds may be utilized.

Thursday, April 7, 2011

**3:30–5:00 pm
Workshop Sessions (Continued)**

**Operating Budget Management System (OBMS)-101
For New Business Officials Franciscan Ballroom**

Leslie Lujan, PED

The Public Education Department provides an IT solution to collect and manage budgetary and financial data for New Mexico's 89 school districts, charter schools and Regional Education Cooperatives. This session provides an overview of the system. New users will receive instruction on system navigation pertaining to Budget, BAR and Actuals components. Users will gain knowledge of how to effectively use the Uniform Chart of Accounts and PSAB Supplement 3 to aid in the use of the OBMS system. Users will learn how to run OBMS reports for each of the three components. ****RFR will not be covered in this session. You must attend the Requests for Reimbursement session.**

REC Support and Training.....Weavers Room

Pashella Forte, Juan Certain and Jim Lindsay, PED

This session will provide REC directors with information regarding JPA's, the criteria for Legislative funding, REC direction and support. Time will be allotted to discuss issues and bring questions and concerns to PED's attention.

**6:00–8:00 pm
Social
St. Clair Bistro
901 Rio Grande NW**

Friday, April 8, 2011

**7:30–8:30 am
Continental Breakfast
Atrium**

**8:30–10:00 am
Workshop Sessions**

**Individuals with Disabilities Education Act, Part B
(IDEA-B) Funding (Repeat) Alvarado Ballroom “A, B & C”**

Denise Koscielniak, Joey Martin, Tim Crum and Francis Chang, PED
This session will focus on how school districts utilize federal funds under the Individuals with Disabilities Education Act (IDEA) to improve results and outcomes for students with disabilities and supporting effective teachers. This session will provide guidance on developing transparent budget and sub-grant applications and will provide information on how school districts can use IDEA funds to improve Student Success.

**NMPSIA Risk and Benefits (This session will be repeated
Friday, April 8th at 10:30 am) Alvarado Ballroom “D”**

*Christy Edwards, Sammy Quintana, Ernestine Martinez, PSIA
Jackee Munoz, Poms & Assoc.*
In this session, school district and charter school premiums for building, property, liability, and workers compensation in fiscal year 2012 will be reviewed. School district and charter school premiums and benefits for medical, vision, dental, life, and disability insurance for budgeting in fiscal year 2012 will be reviewed.

**Office of the State Auditor Update Alvarado Ballroom “E”
(This session will be repeated Friday, April 8th at 10:30 am)**

Office of the State Auditor Staff
This session will provide information on changes to the audit firm selection and audit contracting process applicable to the upcoming year. This session will also have information on relevant changes to the Audit Rule, fraud waste and abuse.

Friday, April 8, 2011

**8:30–10:00 am
Workshop Sessions (Continued)**

**The New Public Building Energy Efficiency
Standards: What Your District**

Needs to Know Alvarado Ballroom “F, G & H”
Cal Steckler, Andre Larroque and Robert Gorrell, PSFA

This session will provide a discussion of the Public Building Energy Efficiency Standards (Section 15-3-36 NMSA 1978), enacted into law in 2010. This presentation will outline the intent of how the Public School Facilities Authority administers the requirements through its standard design and construction documents for school buildings. A brief question and answer session will follow.

Requests for Reimbursement (RFR)

State and Federal Grants Reimbursement System

“New Business Officials” Franciscan Ballroom
Susan Lucero and Juan Certain, PED

This session is designed for the new or junior business officials to serve as an introduction to the OBMS system as it relates to requests for reimbursement for federal and state grants. It will consist of funds serviced within the module including a step by step review of how the RfR module works. Topics to be covered will include submission requirements, expiration status of ARRA funds, and reporting aspects of the RfR module.

**10:00–10:30 am
Refreshment Break
Atrium**

Friday, April 8, 2011

**10:30–12:00 Noon
Workshop Sessions**

School Transportation (Repeat)..... Alvarado Ballroom “A, B & C”

Antonio Ortiz, Carlos Santiago, Tom Gould and Glynn Trujillo, PED

In this session, participants will receive information for the budget preparation process and guidance in administering their local transportation program, school bus GPS oversight, one bus owner operator contracts and a schedule for this summer’s certification training classes (school bus driver instructors or commercial driver examiners certified). An update on the 2011 legislature will also be included. A guest speaker will be present to explain the federal requirements affecting the school bus radio GPS frequencies.

NMPSIA Risk and Benefits (Repeat) Alvarado Ballroom “D”

Christy Edwards, Sammy Quintana, Ernestine Martinez. PSIA

Jackee Munoz, Poms & Assoc.

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**Office of the State Auditor Update Alvarado Ballroom “E”
(Repeat)**

Office of the State Auditor Staff

This session will provide information on changes to the audit firm selection and audit contracting process applicable to the upcoming year. This session will also have information on relevant changes to the Audit Rule, fraud waste and abuse.

**Alternative Procurement Methods for School Construction,
Benefits and Disadvantages? Alvarado Ballroom “F, G & H”**

Pat McMurray, Dotty McKinney and Robert Gorrell, PSFA

Construction Manager at Risk, Design Build, RFP for Construction and other procurement methods can offer substantial benefits in school construction. This session sorts out how each method stacks up against the others to determine the applicability and limits of each.



Friday, April 8, 2011

**10:30–12:00 Noon
Workshop Sessions (Continued)**

**Requests for Reimbursement (RFR)
Fiscal Grants Management Structure**

“Business Officials” Franciscan Ballroom
Susan Lucero and Juan Certain, PED

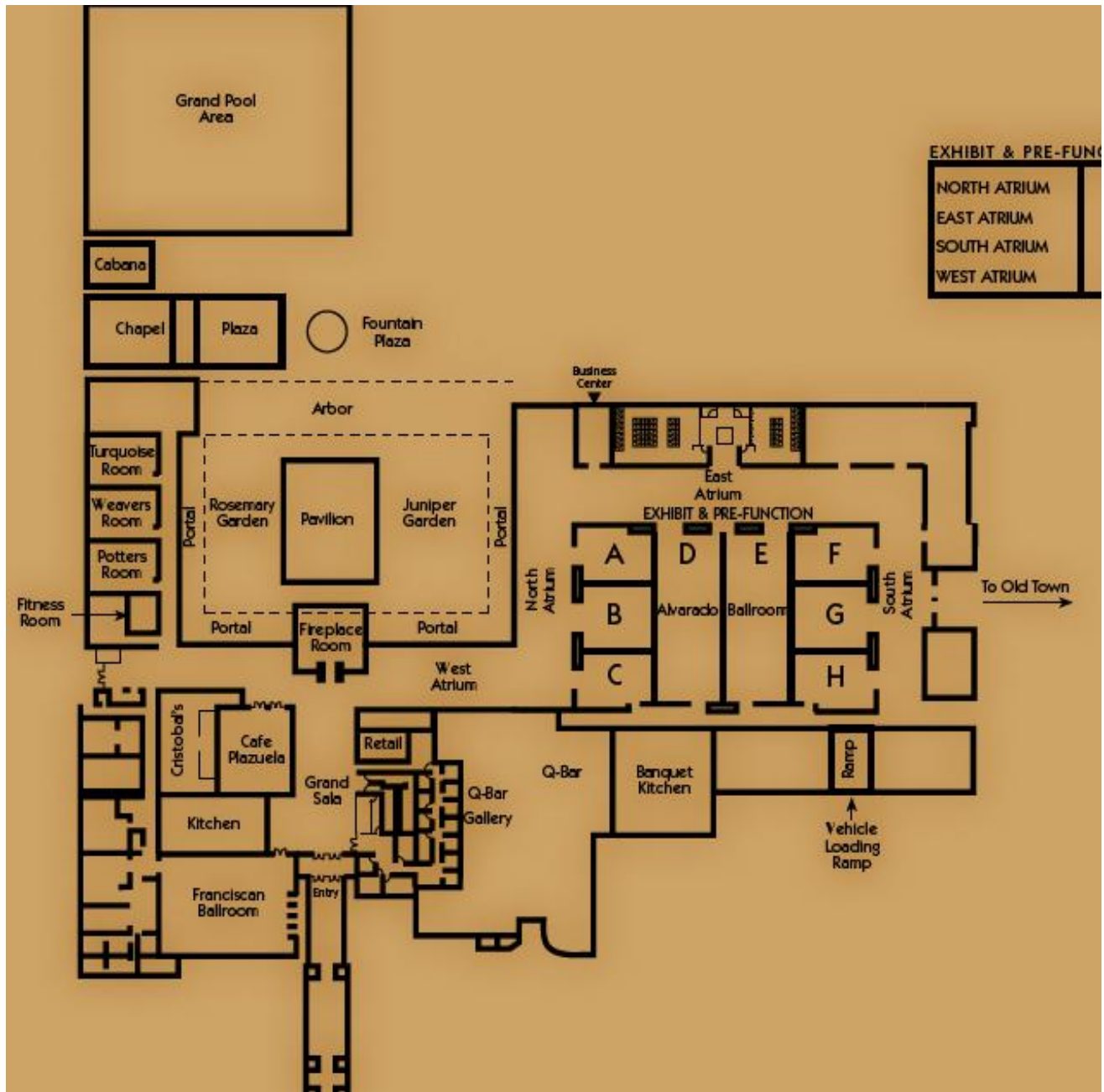
The purpose of this session is to inform local education agencies and postsecondary institution business officials and managers with data derived from the RfR module for purposes to assist in managerial decision-making. Topics to be covered will include indirect costs, fiscal year end closing deadlines, and required procedures for districts and dependent charters’ processing of requests for reimbursement. A brief overview of the mechanics of reimbursement requests, reporting and status monitoring of federal and state grants will be discussed.

VFA System Training Weavers Room
Selena Romero, Chris Aguilar and Martica Casias, PSFA

This session will provide training on the VFA system which is PSFA’s new facilities assessment database. The VFA system is the standard tool used to create prioritization for funding public school facilities through the Public School Capital Outlay Council (PSCOC).

THANK YOU FOR YOUR PARTICIPATION!





Workshop Planning Committee

Hanna Skandera, Secretary-designate, NMPED

Paul Aguilar, Deputy Secretary, NMPED

Steve Burrell, Director, School Budget & Finance Analysis Bureau, NMPED

Pamela Bowker, Deputy Director, School Budget & Finance Analysis Bureau, NMPED

Beverly Aguilar and Melissa Sanchez, Conference Coordinators, NMPED

School Budget & Finance Analysis Bureau Staff, NMPED

Tami Coleman, President, NMASBO

Joey Montano, Executive Director, NMASBO

New Mexico Association of School Business Officials Executive Board