

It's the perfect time to help your staff enhance their skill set!

School Business Office Staff Training Series

PASBO MEMBERS BUY 5, Get 1 FREE!



QUESTION OF THE DAY...Are you and your staff facing more challenges in your business office than in prior years? We know...of course you are. If we've learned anything from recent events, we've learned that you can never have too many skills in your arsenal to help you face unforeseen challenges. The 'School Business Office Staff Training Series' will allow your staff to gain or refresh skills they need to effectively improve your school business operations.

Register your staff today and take advantage of this great value to learn about:

Basics in School Business Accounting

December 16, 2020 | 9:30 am

Speaker: Kathy Ciaciulli, PCSBA,
Director of Finance and Operations, York Suburban SD

Topics Include:

- Understand the Governance of Fund Accounting
- Principles of Fund Accounting
- Basis of Accounting
- Review of Chart of Accounts
- Debits and Credits

Basics in Chart of Accounts

January 14, 2021 | 9:30 am

Speaker: Sandra M. Edling, PCSBA
Chief Financial Officer/Director of Business Services
Montgomery County IU#23

Excel 1.0 (Beginner to Intermediate)

February 18, 2021 | 9:30 am

Speaker: Sidney M. Clark, PCSBA
Business Manager/Board Secretary
Shanksville-Stonycreek SD

Excel 2.0 (Intermediate to Expert)

March 31, 2021 | 9:30 am

Speaker: Sidney M. Clark, PCSBA

Basics in School Business Writing

April 13, 2021 | 9:30 am

Speaker: Dale Keagy, PCSBA, Emeritus

This webcast will cover proper writing mechanics for everything from memos, to formal letters, to emails. It is crucial for public school employees to be practicing good writing skills at all times, internally and externally. This webcast will ensure your staff knows the basics for proper written communication.

Dealing with Difficult People

May 6, 2021 | 9:30 am

Speaker: Dr. David Piper

Professor & Chair-Employment & Labor Relations
Indiana University of PA

Dealing with conflict in the workplace, usually means working with various personality types that may not always get along. Learn how to better understand others and handle conflict with staff and colleagues.

**ATTENTION PASBO MEMBERS
BIG SAVINGS...**
**\$375 gives you one connection but
unlimited staff participation for each session!**

School Business Office Staff Training Series

Entire Series: \$375 (PASBO Members)|\$720 (Non-Members) | connection|unlimited participants
Individual Sessions: \$75 (MBRS)|\$120 (NM) | connection|unlimited participants

REGISTRATION

Primary Registrant:

Title:

LEA:

Billing Address:

City

State

Zip:

Email

Phone:

I want to register for the entire School Business Office Staff Training Series as a PASBO member (\$375)

I want to register for the entire School Business Office Staff Training Series as a PASBO non-member (\$720)

Please register me/my staff for the following training sessions: (\$75 ea. mbs. | \$120 ea. for non-mbs.)

Payment Method:

I will pay for this learning session/series using:

Check Enclosed (Please print form and mail to PASBO, 2608 Market Place, Harrisburg, PA 17110)

Generate an invoice (An invoice will be mailed to the registrant at the address provided)

Credit Card: (Please fill in your credit card information below)

Cardholder Name:

Card #

Exp. Date

Signature:

Date

← Please fill out the electronic registration form and click on submit.
Deadline for registration is **December 15, 2020**.
You can also print and complete this form and fax to 717.540.1796
or mail to: PASBO, 2608 Market Place, Harrisburg, PA 17110