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TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

TASBO 2022 Payroll & Personnel Academy - San Antonio

Tuesday, October 11, 8:45 AM- 4:40 PM | Wednesday, October 12, 8:55 AM- 12:30 PM

Agenda | Day One

8:45 - 9:00

Introductions and Welcome

TASBO Staff &
Committee Leaders

9:00 - 10:00

Collaboration Between Teams

One Team. One Goal. Collaborating your departments for the greater good of your district.

Kristi Grant
Director of Payroll
Katy ISD

Denise Chalk
Compensation Director
Katy ISD

10:10 - 11:10

Are You In Compliance With State & Federal Requirements For Payroll and Personnel RecordKeeping?

Just as cleaning your email inbox on a regular basis is good housekeeping, so is discarding nonessential paperwork from old file cabinets and electronic records. Training in records retention and destruction gives you critical guidance on what to save, what to archive, what to shred — and when.

Rosa Miranda Smith,
RTSBA
Contract Administrator
University of Texas at Tyler

11:20 - 12:20

Staff Retention Strategies

Best practice for recruiting, onboarding, staffing and retention for payroll and HR.

Lanette Swindle,
CTSBO
Human Resources Director
Collinsville ISD

BREAK

Lunch

1:20 - 2:20

TRS ActiveCare: Local Insights for Statewide Savings & Competitive Health Plans for Attracting Educators

SB 1444 gave employers more flexibility than ever to pick a health plan for their employees, and critically compare TRS-ActiveCare with other options. TRS then introduced regional rating in the 2022-23 school year to remain an option for districts who depend on the health plan to be a competitive benefit that helps retain and attract talented educators. In this session, you will learn about what can drive up costs in a region, and how you can help flatten the health cost curve in your region, while keeping your employees in the classroom and focused on students.

Meaghan Bludau
Chief of Staff, Health and
Insurance Benefits
TRS

Cristina Juarez
Health Engagement
Manager
TRS

2:30 - 3:30

Understanding Compensated Absences: The Why, What and How

Compensated Absences must be identified in an LEAs annual financial report as it is a potential financial liability. HR and Payroll departments play a major role in managing leaves and setting policies regarding the leave benefits. This session will illustrate the information that may be required to calculate the total compensated absences for an LEA.

Becky Estrada, RTSBA
Education Associate
TASBO

3:40 - 4:40

Breakdown of the Budget Code

Account codes don't have to be a mysterious set of 20 digits! There is a reason for each one of them and this session will set you on the path of understanding what each one means and why they are important.

Julie Novak, RTSBA
Chief Financial Officer
Fort Sam Houston ISD

Agenda | Day Two

8:55 - 9:00

Welcome

9:00 - 10:00

TRS Employee Classifications

In this session we will cover TRS Employee/Non-Employee Types and position types and discuss the differences from TRS types versus your district's employee types.

Tonya Davis, RTSBA
Online Learning Manager
TASBO

BREAK

Hotel Check Out

10:20 - 11:20

A Strategic Approach to Staffing

HR and business departments must strategically manage personnel costs. Successfully accomplishing this task requires collaboration between district departments and campus leaders. This session will help attendees identify the steps for developing an effective and efficient staffing structure to drive the development of a balanced budget, including analysis of staffing patterns, examination of staffing ratios and benchmarks, and impact of instructional practices.

Cheryl Hoover
HR Consultant
TASB HR Services

11:30 - 12:30

HR and Payroll Challenges Related to ESSER

LEAs have received an unprecedented amount of federal grant funds through ESSER grants. Many LEAs have chosen to use some of these funds to pay for existing staff and/or new staff. This session will address challenges related to staffing with federal funds such as specific job descriptions, potential unemployment claims at grant end, and overall staffing levels before and after the grant fund periods. The session will also address challenges related to payroll such as TRS federal grant contributions when staff are retroactively charged to the federal funds and the required documentation for compliance.

Becky Estrada, RTSBA
Education Associate
TASBO

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