



2025 Personnel Fundamentals

Have you been in your personnel position for less than two years? TASBO Personnel Fundamentals has just what you need. Address the core skills that effectively guide coordinators, directors, or supervisors in a specific school business capacity. Explore terminology, best practices, reporting, deadlines, rules, and legal requirements. Connect with colleagues around the state and leave with the day-to-day knowledge you need to be successful in a Texas school district. **CEU 6/CPE 7**

Wednesday, January 22, 2025
8:45 AM to 4:45 PM

Houston Marriott Westchase
2900 Briarpark Dr, Houston, TX 77042

FEE: \$235 Member | \$285 Non-Member
PREREQUISITE: None

LUNCH: Provided by TASBO
CEU/CPE Hours: 6/7

BOOK YOUR HOTEL: [Book your sleeping room online](#) at the TASBO room rate of \$149. Block closes Sunday, January 8, 2025 or when sold out. Self-parking is complimentary.

CONDITIONS: Satisfactory meeting room temperatures are difficult to maintain. Always bring a sweater or jacket to ensure comfort. Business casual attire is acceptable.

ABOUT TASBO EVENTS: Seating is limited, so register early. If you or (someone attending with you) need ADA assistance to participate, please call us at 512-462-1711.

CANCELLATION POLICY: **Cancellations are only accepted in writing.** Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

Register online at TASBO.org or return completed form by:

Mail: 5920 W. William Cannon, Building 1,
Suite 200, Austin, TX 78749

Fax: 512.462.1782

Email: register@tasbo.org (**DO NOT** email credit card info. Contact us for payment)

Please PRINT clearly.

Name: _____ Title: _____

District/Employer _____

Contact Phone: _____ Email: _____

Payment Method: PO _____ Check Enclosed Credit Card