

2023 MASBO Annual Conference
Hotel Information
February 7-10, 2023

Location: Flowood Sheraton Refuge Hotel and Conference Center
2200 Refuge Blvd, Flowood MS

Room Rates: \$ 159.00

Reservations: Each individual guest must make his or her own reservation by calling (601) 936-4550 or booking online not later than the Cutoff Date, 1-17-23 or until room block has been sold.

Guests must identify themselves as members using group code BO3.

All Reservations must be accompanied by a first night room deposit or guaranteed with a major credit card.

If a reservation is not canceled within forty-eight (48) hours before check in date, the hotel may charge the credit card one night's room plus any applicable taxes.

There is a 3 night minimum required, Tuesday, Wednesday & Thursday.

MASBO 2023 Annual Conference-Tentative Agenda				***
*** Dates & Times Subject to Change		Start Time	End Time	Suggested Attendees
Tuesday February 7, 2023				
Preconference I	Google/ Talk Data to me	1:00 PM	4:00 PM	The 2 sessions will run concurrently. At the end
Preconference II	Excel	1:00 PM	4:00 PM	of the first 1.5 hour, attendees will move to the other session to complete the 3 hours!
	Preconference will break from 2:15 until 2:30 and then switch to other session			
Registration	Hallway	3:00	6:00	
Vendor Exhibit Setup		4:00	7:00	
Wednesday February 8, 2023				
Registration	hallway	7:00	5:00	
1st General Session		8:30	11:00	All Participants
Lunch	Please make every effort to be back before beginning of 1:00 session			
	After ESSER - Sustainability	1:00	2:00	Business Managers
	Discussion Tables	1:00	2:00	Payroll/Human Resources
	Checklists & Calendars	1:00	2:00	Accounts Payable
Break	Monthly & Annual Balancing Fixed Assets, Annual School Audits/Fixed Asset Connection	1:00	2:00	Purchasing/Fixed Assets
		2:00	2:15	
	Workers Comp - Controlling Costs/Risks	2:15	3:15	Business Managers
	Workers Comp - Controlling Costs/Risks	2:15	3:15	Payroll/Human Resources
	Discussion Tables	2:15	3:15	Accounts Payable
	Checklists & Calendars	2:15	3:15	Purchasing/Fixed Assets
Break		3:15	3:30	
	Ethics conflicts of interest, related parties	3:30	4:30	Business Managers
	Checklists & Calendars	3:30	4:30	Payroll/Human Resources

	Checklists & Calendars	3:30	4:30	Accounts Payable
	Discussion Tables	3:30	4:30	Purchasing/Fixed Assets
	Thursday February 9, 2023			
Registration		7:30 AM	4:00 PM	
	Jim Keith	8:00	9:00	Business Managers
	Jim Keith	8:00	9:00	Payroll/Human Resources
	Going Electronic	8:00	9:00	Accounts Payable
	Going Electronic	8:00	9:00	Purchasing/Fixed Assets
Break		9:00	9:15	
	Jim Keith	9:15	10:15	Business Managers
	Jim Keith	9:15	10:15	Payroll/Human Resources
	Activity Funds-How can we use?	9:15	10:15	Accounts Payable
	Activity Funds-How can we use?	9:15	10:15	Purchasing/Fixed Assets
Break		10:15	10:30	
	What the did Jim just say!	10:30	11:30	Business Managers
	What the did Jim just say!	10:30	11:30	Payroll/Human Resources
	Purchasing Law Review	10:30	11:30	Accounts Payable
	Purchasing law Review	10:30	11:30	Purchasing/Fixed Assets
	16th Section Review	10:30	11:30	All Participants
Lunch	Please make every effort to be back before beginning of 1:00 session	11:30	12:45	
	Legislative Update - MDE or SFS	1:00	2:00	Business Managers
	FMLA	1:00	2:00	Payroll/Human Resources
	Who's Your Customer?	1:00	2:00	Accounts Payable
	How Do Board Policies Apply?	1:00	2:00	Purchasing/Fixed Assets

Break		2:00	2:15	
	MSIS how involved is business manager, what to look for, future plans/changes in msis	2:15	3:15	Business Managers
	Onboarding/Off Boarding	2:15	3:15	Payroll/Human Resources
	How do Board Policies Apply?	2:15	3:15	Accounts Payable
	Who's Your Customer	2:15	3:15	Purchasing/Fixed Assets
Break		3:15	3:30	
	Review of List serve questions/answers	3:30	4:30	Business Managers
	How do Board Policies Apply?	3:30	4:30	Payroll/Human Resources
	Audit Compliance & Findings	3:30	4:30	Accounts Payable
	Audit Compliance & Findings	3:30	4:30	Purchasing/Fixed Assets
NETWORKING EVENT		6:30	11:00	All Participants
Friday, February 10, 2023				
Breakfast		7:00	8:00	
	Discussion Tables	8:00	9:00	Business Managers
	Phishing Schemes	8:00	9:00	Payroll/Human Resources
	Using procurement Cards	8:00	9:00	Accounts Payable
	Using Procurement Carts	8:00	9:00	Purchasing/Fixed Assets
Break		9:00	9:15	
Friday continued	Discussion Tables	9:15	10:15	Business Managers
	PERS requirements for PR	9:15	10:15	Payroll/Human Resources
	Phishing Schemes, identifying protection	9:15	10:15	Accounts Payable
	Phishing Schemes, identifying protection	9:15	10:15	Purchasing/Fixed Assets
Break		10:15	10:30	
	Real Life Fraud Situations	10:30	11:30	Business Managers
	Real Life Fraud Situations	10:30	11:30	Payroll/Human Resources
	Real Life Fraud Situations	10:30	11:30	Accounts Payable
	Real Life Fraud Situations	10:30	11:30	Purchasing/Fixed Assets
Business Meeting		11:30	12:00	All Participants