



reasons. However, issues arise when organizations start a plan that was not well thought out, and eventually, over time, they abandon it. Not considering the amount of time involved, resources required, and probably most important, buy-in needed can derail a plan. In this presentation you will learn what needs to be discussed before starting your plan, in order to create a path to success.

2:50 – 3:00 Break

3:00 – 3:50 **Financial Compliance for K-12 Schools**

*Angela Nielsen, AAP, ETA CPP, Product Manager, FACTS Management*

As a tuition-charging school, you are considered a merchant by the cards brands and an originator by the ACH network – even if you fully outsource your payment processing. In this session, we will outline the major payment-industry rules and regulations affecting K-12 schools and provide you with information to consider as you contemplate how to navigate this complex regulatory framework. We will cover the Truth In Lending Act (TILA), Know Your Customer (KYC) rules, the Bank Secrecy Act (BSA), applicable NACHA rules, card acceptance rules (PCI-DSS and credit card fee programs), and outline some of the more important consumer rights your parents have when doing business with your school. The goal is to make these topics seem less daunting and provide you the information you need to understand your role in the payment industry with confidence.

3:50 – 4:00 Break

4:00 – 5:00 **Wage and Hour Compliance Challenges Facing Independent Schools**

*Megan Butz, Esq., General Counsel, HR Compliance, CheckWriters*

Independent schools are unique employers. All business officers have faced questions on how to properly address wage and hour issues and employee classifications under the Fair Labor Standards Act (FLSA). One thing is certain: the FLSA has not made navigation easy for independent schools who thrive on flexibility and creativity in the composition of their workforces, including employees that work part-time, on a flexible schedule, or fill educational, residential, and extracurricular positions. Join Megan Butz, Esq., General Counsel for HR Compliance at Checkwriters, as she provides an overview of these challenges facing independent schools, along with her take on what schools can expect from today's Department of Labor (DOL).

7:00 – 8:00 **Evening Social Event**

Wednesday, June 16

2:00 – 2:50 **Revamping Your Chart of Accounts**

*Liz Maher, CPA, MBA, Director, Accounting and Tax Programs, NBOA*

The business office is tasked with managing the fiscal health and wellness of a school. They are also responsible for tracking and telling their school's financial story through effective reporting and information sharing. The chart of accounts is fundamental to accounting and financial reporting and many schools have not given theirs enough attention, particularly since FASB reporting standards changed for non-profits for the first time in 20 years. Learn how to structure your school's chart of accounts to effectively incorporate these changes and enhance your reporting and storytelling.

2:50 – 3:00 Break

3:00 – 3:50 **The Expectation of Privacy - HIPAA, Unauthorized Disclosures, and More**

*Jennifer Sandberg, Attorney, Fisher Phillips*

In today's school environment, privacy has taken on a large role. Employees, parents, and students have an expectation of privacy over numerous issues, ranging from compensation/financial status to grades/discipline, medical status, and more. Privacy concerns have always existed and are a growth area for claims. Improper disclosure of private information can result in claims against the school or individual employees. Participants in this session will learn the many ways disclosures occur (accidental or otherwise) and how to best protect the school, train the community, and monitor areas of concern.

3:50 – 4:00 Break

4:00 – 5:00 **Ethics in Independent Schools**

*Beth Lucas, Director of Human Resources, Charlotte Latin School*

*Paul Ibsen, Former Assistant Head of School for Finance and Management, Providence Day School*

This interactive session will center on case studies involving scenarios where individuals or teams were required to make difficult decisions based on the ethical response. Beth Lucas, Director of Human Resources at Charlotte Latin School and Paul Ibsen, former Assistant Head of School for Finance and Management at Providence Day School, discuss some actual situations that they've learned about (names changed to protect the schools!).