



The Association of School Business Officials of Maryland & District of Columbia Paul B. Bell Award

The Paul B. Bell Award is established by the Association of School Business Officials of Maryland and the District of Columbia to commemorate Paul's dedication and affection for ASBO and his contribution to Howard County Public Schools. Paul Bell was a long-time member of ASBO MD&DC and served as President from 1993 to 1994.

Description

The Paul B. Bell Award is given to recognize a current member of ASBO MD&DC who has demonstrated exemplary contributions to schools, community, and ASBO. The recipient exhibits a special commitment to students, schools, and community. Through the selection and presentation of this award, the Board of Directors wishes to confirm the pledge contained in the Aims and Objectives of the ASBO MD&DC Constitution.

Aims and Objectives

- The promulgation and establishment of the highest standards of ethics and efficiency in business methods and practices.
- The study, analysis and dissemination of the most efficient methods and practices in all matters pertaining to school business administration.
- The comprehensive and progressive study of school business requirements and the establishment of efficient standards.

Nominations

You are urged to give careful consideration to the nomination of an ASBO MD&DC member who you believe is deserving of this award. Nominations may be made by ASBO members, co-workers, supervisors, Board of Education members, or government officials.

Nominees must be current ASBO MD&DC members as described in the Constitution.

All nominations must be submitted by February 1st to the Executive Director. Please note that the application and accompanying materials are confidential and will not be returned to the nominator or given to the nominee. The award is presented annually. Applications will remain valid for a period of three (3) years.

All documentation should be assembled in a manner that will convince the Selection Committee that this nominee is an exceptional ASBO-MD&DC member.

Documentation

Documentation must be complete, clearly identified and organized. Each nomination must be submitted separately. Nominations must include the following sections. The inclusion of supporting documentation is encouraged.

1. The nominee's name, position title, and place of employment.
2. The nominator's name, position title, and place of employment.
3. The following data must be presented in the order listed:
 - a. Experience in school business affairs
 - i. Total number of years.
 - ii. Present and former position titles.
 - iii. Provide descriptions of job responsibilities associated with each position and the number of years in each.
 - b. Professional associations
 - i. Number of years in each.
 - ii. Offices held at local, state, and national levels and number of years/terms served.
 - iii. Committee service at local, state, and national levels
 - iv. Provide the full name and focus of the association. Be specific as to which level (local, state, or national) at which the candidate participates.
 - c. Professional attainment
 - i. Names of Schools attended.
 - ii. Degrees received.
 - iii. Professional certifications and registrations.
 - iv. Professional Awards received.

- d. Publications
 - i. Provide copies of published articles and where they appeared.
 - ii. Include participation in the development and editing of documents pertaining to school business. (external to candidates' local school system).
 - iii. Include local, state, or national recognition of the candidate's promulgation and establishment of the highest standards of ethics and efficiency in business methods and practices.
- e. Professional presentations
 - i. Subjects.
 - ii. Dates.
 - iii. Other pertinent data.
 - iv. Identify audience to whom presented.
- f. Service to students, schools, and community
 - i. Volunteer efforts, adult education, community projects.
 - ii. Civic and public organizations.
 - iii. Service to other school systems.
 - iv. Service to students.
 - v. Other contributions.
- g. A Narrative – a description providing sufficient detail to demonstrate that the nominee merits the Paul B. Bell Award. Include specific data you believe reveals the nominee's professional accomplishments in areas such as:
 - i. The demonstration of superior job performance with a professional attitude toward assigned and unassigned responsibilities.
 - ii. Procedures the nominee has instituted that have been shared with other school districts in Maryland or the District of Columbia and that represents improvements in current operations.
 - iii. Innovative ideas the nominee has developed that have proven cost effective and have improved efficiency within his or her school district.
 - iv. Nominee's adaption to changing situations and flexibility in solving problems.
 - v. Nominee's behavior toward others that exhibits respect and collegiality.
 - vi. Nominee's direction to others that emphasizes high levels of efficiency within his or her areas of responsibility.

Procedures

1. The Executive Director receives all nominations by February 1st.
2. All documentation is immediately sent to the chair of the Awards Committee and is confidential.
3. No other individuals are informed of the candidate's identity.
4. The Committee convenes during March and chooses one recipient.
5. The Committee notifies only the President and the Executive Director of its decision.
6. No other individuals are notified of the results until the Spring Conference unless deemed necessary by the Executive Director.
7. The award is presented during the Spring Conference.
8. All documents and supporting data are retained by the Executive Director for (3) years.
9. The committee will provide feedback to the submitters of the applications regardless of points scored. This feedback will identify weak areas and areas where requirements were not met.