

# ASBO Matters

ASBO—MD&DC



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Affiliated with ASBO International®

November 2003

## Fall Conference to feature workshops and Devon Hansen

**A great networking opportunity**, eighteen high-quality workshops, and the chance to hear Devon Hansen deliver the keynote await those who attend the ASBO—MD&DC Annual Fall Conference on December 5. Preceded by a continental breakfast, the day begins at Turf Valley Resort and Conference Center in Ellicott City at 9 am and continues to the 3:15 pm adjournment with a non-stop schedule of learning opportunities. A schedule for the day and synopses of interest section workshops can be found in this issue of *ASBO Matters*.

The keynoter for the day is Devon Hansen, President of Heartpeople@ Productions

### DEVON'S STORY



Devon Hansen

**Devon Hansen**, has inspired people for more than 20 years, sharing her amazing story of turning a once homeless life around to become a nationally known speaker, author, and artist. On April 11, 2003, Devon was honored with Dayton, Ohio's most prestigious award as one of Dayton's "Top Ten Women".

At age 31, Devon was going through a divorce from her physician husband who manipulated and conspired with the judicial process. After a five minute preliminary hearing, the judge took away her children and ordered her out of her home. Her attorney, also the city's prosecutor, instructed her to leave town or she would never see her children again. With no supportive family to help her, she was driven to despair and financial ruin. She found herself homeless, forced to live on the streets amongst drug pushers, pimps, killers and prostitutes.

Losing all her self worth, she had to reinvent whom she was in order to survive and be accepted by these social outcasts. This harsh reality would even-

*continued on page 10*

## Goodies from the Web...

**This new column** features tools now offered on our website. We hope that the site provides you with services that make your job easier. Today's column details the **Message Board and Positions Available**.

Need some answers to puzzling questions but don't have the time to do much research? Just use the Message Board feature on our new website ([www.asbo.org](http://www.asbo.org)). The Message Board is a tool for posting questions with the intent of getting responses from members. It is an information-sharing environment that displays the original question and all the responses/comments. There can be many responses to each question. It's a great way to get input from many people when you need help, especially with best practices. It's not intended to be a chat room but, rather, a way to get one-time comments only, offering the opportunity to follow up through other communication means, if necessary.

### HOW TO USE THE MESSAGE BOARD:

1. Log into the website to see the Message Board option on the navigation bar.
2. Select the category best related to the topic.
3. If you are posting a new item, click on New Discussion.
4. If you are responding to an already posted item, click on the item description and then click on Post Reply.

Another slick feature of the website is the Positions Available.

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## Inside...

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**Fall Section Programs.....page s 4-7**

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# From the President...

*John M. Markowski*

## ASBO: A Professional Learning Community

**Harford County** Public Schools, like most school systems, kicks off the school year with a leadership meeting for its administrators. This year was different in that a speaker was invited to engage in a discussion of a different way of thinking about what school systems do and how they do it.

Dr. Thomas Many is the superintendent of District 96 in Illinois, an elementary school system with 4,000 kids. The discussion he facilitated with over 200 administrators was geared toward understanding the notion of Professional Learning Communities, or PLCs. Focusing on learning rather than teaching, the philosophy underlying PLCs requires that three questions be answered: are we clear about what students need to learn (know and be able to do) to be successful, how do we know students are learning and, what do we do when students are not learning?

As I pondered the implications of the discussion for Harford County, its impact on my division, and on me personally, it dawned on me that ASBO may well need to answer these same key questions about our professional development activities. So, what do we need to learn to be successful in our support of our districts, how do we know if we learned it, and what do we do if we do not learn it? In this context, 'it' is a multiplicity of things, not a single magic key that ensures instant professional success. After all, it is difficult to imagine my superintendent hoisting me on her shoulders in celebration of a breakthrough accounting transaction in any circumstance. I can only speculate about the size of the worker's comp claim.

Our Professional Development Committee is working hard at answering the 'what we need to learn' question. Unlike the parable of the blind squirrel that by luck, will on occasion stumble across an acorn, we need to be systemic in our approach to training. For the second straight year the Professional Development Committee convened to develop a plan for the year outlining topics and possible speakers for each conference section and general session, and for each workshop. Still, we need more participation by the sections in this endeavor to help it thrive.

We outsourced the legwork associated with contacting speakers and providing background material for timely publication to encourage your participation and attendance at these sessions. A first for ASBO will be that the same firm will electronically survey members' evaluations of our training, providing instantaneous feedback to the organization. It may not answer the 'did they learn it' questions directly but it is a start. I hope to add to the evaluation a question about your practical application of the training on the job. Because these evaluations will be done by e-mail, having your correct e-mail address is critical. So, please

*continued on page 10*

# CHECK OUT

## the **NEW** ASBO-MD&DC Web Page at

[www.asbo.org](http://www.asbo.org)

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### President

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# CONFERENCE SCHEDULE

## 52<sup>nd</sup> Annual Fall Conference

**December 5, 2003**

Turf Valley Resort & Conference Center

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**8:00 a.m. REGISTRATION & CONTINENTAL BREAKFAST**

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**9:00 a.m. GENERAL SESSION**

- Call to Order
  - Pledge of Allegiance/Invocation
  - Introductions
  - Honoring 2003 Retirees
  - Reports/Announcements
    - Secretary
    - Treasurer
    - Constitution & Bylaws
    - Paul Bell Award
    - Nominations
    - Web Site
    - International Conference Report
    - Fall Conference Report
    - Closing Remarks
- 

**10:00 a.m. INSERVICE MEETINGS** +Nominations for Assistant Section Director

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**11:20 a.m. REFRESHMENT BREAK**

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**11:40 a.m. INSERVICE MEETINGS**

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**1:15 p.m. LUNCHEON & KEYNOTE SPEAKER**

***Devon Hansen, President, Heartpeople@ Productions***  
***"Humor and Anger in the Workplace"***

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### ROOM RESERVATIONS at Turf Valley

Those who wish to stay at the Turf Valley Resort & Conference Center on Thursday or Friday evening should call (toll-free) **888-833-8873** to make reservations. Tell them you are with ASBO-MD&DC to get the ASBO room rate. Single rooms are \$99. Doubles are \$114. There is a \$15 charge for each additional person. Reservations are based on availability. Rates are guaranteed through November 5, 2003.

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### DIRECTIONS TO TURF VALLEY

#### FROM BALTIMORE

Take I-695 to Exit 16 (I-70 West toward Frederick). Follow I-70 to Exit 83 (Marriottsville Rd). At the stop sign, turn left onto Marriottsville Road. At the stop light turn left onto Route 40. Go 7/10 mile, to Turf Valley Road and turn left. The entrance will be on the left.

#### FROM WASHINGTON

Take Route 29 to I-70 West and use the Baltimore directions to Turf Valley.

#### FROM ANNAPOLIS

Take Route 100 West to Route 29 North. Take Route 29 North to Route 40 West. Turn right on Turf Valley Road. The entrance will be on the left.

*continued on page <None>*

# SECTION PROGRAMS

## 2003 Fall Conference

### ADMINISTRATIVE & FISCAL PROGRAMS

#### DIRECTOR

**Raymond Brown**  
Howard County Public Schools

#### ASSISTANT DIRECTOR

**John Pfister**  
Howard County Public Schools

Picture  
not available  
at  
press  
time.

**BROWN**

### SCHOOL FOOD & NUTRITION SERVICES

#### DIRECTOR

**Cheri Dattoli**  
Frederick County Public Schools

#### ASSISTANT DIRECTOR

**Christine Baer**  
Frederick County Public Schools

Picture  
not available  
at  
press  
time.

**DATTOLI**

### SESSION 1 – 10:00 am

#### Best Practices in Procurement Card Auditing

Presenter: Andrea Hall, Office of Internal Audit, Baltimore County Public Schools

*(Jointly sponsored with the Purchasing Section)*

Football tickets. Video game systems. Diamond earrings. Do these sound like legitimate school-based procurement card expenditures? No, of course not! However, procurement cards have made the process of paying for and obtaining materials easier than ever. As a result, use of procurement cards by school system employees has skyrocketed. What is your school system doing to monitor the use of these cards? Baltimore County Public Schools has carefully reviewed the risks associated with this type of procurement and regularly conducts audits of procurement card expenditures. At this workshop you will learn the risks, controls, and audit techniques for this growing area of school expenditures.

### SESSION 2 – 11:40 am

#### Understanding Bridge to Excellence

Presenters: Mary Clapsaddle, Steve Brooks, Maryland State Department of Education

The Bridge to Excellence in Public Schools Act has instituted sweeping reforms in the way Maryland's education system is financed, and funding for education is sure to be a dominant issue in the upcoming session of the General Assembly. This session will explore the principles underlying the work of the Thornton Commission, the major elements of the Bridge to Excellence Act, and the implications for the future.

### SESSION 1 – 10:00 am

#### Critters in the Kitchen—No More Free Lunch

Presenter: Laura Olsen, Supervisor of Operations and Safety, Frederick County Public Schools

Ms. Olsen has served in this position for 14 years. Prior to coming to Frederick County Public Schools, she served as a division manager for a safety and environmental consulting firm. She wears a variety of hats, including safety officer and environmental specialist. Her background is in chemistry/biochemistry, with additional training in industrial hygiene and safety. Pest control is just one part of the big picture and FCPS has used EPA recommended IPM (Integrated Pest Management) practices for more than a decade.

### SESSION 2 – 11:40 am

#### Don't Be a Victim of Bad Checks

Presenter: Karen Donovan Community Relations Representative, State Supervisor, Frederick County State's Attorney Bad Check Restitution Program

Many State's Attorney's Offices in Maryland have implemented The State's Attorney Bad Check Program to assist businesses in the recovery of monies lost to worthless checks. This program offers no cost assistance to any business or person who has become the victim of a worthless check. It also requires the check writer to take responsibility for their actions by having them pay full restitution to the victim and attend a mandatory intervention class. This seminar will explain how to use this free program and provide tips for protecting against the receipt of a worthless check. Counties in Maryland currently using this program are Anne Arundel, Baltimore, Frederick, Harford, Howard and Prince George's.

## PURCHASING

### DIRECTOR

**Richard Gay**

Baltimore County Public Schools



GAY

### ASSISTANT DIRECTOR

**Richard Raulie**

Harford County Public Schools

## SESSION 1 – 10:00 am

### Best Practices in Procurement Card Auditing

**Presenter:** Andrea Hall, Office of Internal Audit, Baltimore County Public Schools

*(Jointly sponsored with the Administrative & Fiscal Programs Section)*

Football tickets. Video game systems. Diamond earrings. Do these sound like legitimate school-based procurement card expenditures? No, of course not! However, procurement cards have made the process of paying for and obtaining materials easier than ever. As a result, use of procurement cards by school system employees has skyrocketed. What is your school system doing to monitor the use of these cards? Baltimore County Public Schools has carefully reviewed the risks associated with this type of procurement and regularly conducts audits of procurement card expenditures. At this workshop you will learn the risks, controls, and audit techniques for this growing area of school expenditures.

## SESSION 2 – 11:40 am

### Pre-qualification of Bidders Performance and qualifications based selection process for professional services

Panel Discussion

*(Jointly sponsored with the School Facilities Section)*

In an effort to find the best qualified bidders, for State or County funded contracts, Baltimore County Public Schools has developed a process whereby bidders for construction projects must provide evidence of their ability to perform the scope, responsibilities, terms, and conditions of an award of contract approved by the Board of Education of Baltimore County.

The Office of Purchasing has established administrative procedures that define, evaluate, and document the bidders' ability to perform satisfactorily within the requirements of a given contract or agreement for commodities, services, equipment, supplies, and on construction or renovation projects. This documentation conforms with all current pertinent laws and regulations.

In seeking competent and responsible contractors, the Office of Purchasing has determined that one of the best ways is through a Multi-Step Bid Process, to submit Price Proposals. Construction contracts are awarded based upon all of the following:

1. General Pre-qualification determined by the information submitted with the "General Pre-qualification Questionnaire" and

"Previous Project Information Form";

2. Evaluation of a generally pre-qualified bidder's Technical Proposal;

3. Subsequent review of the submitted Cost Proposal to include their minority vendor participation, for those bidders achieving an acceptable score on the technical phase.

## SCHOOL FACILITIES

### DIRECTOR

**Andrew Onukwubiri**

Queen Anne's County Public Schools



ONUWUBIRI

### ASSISTANT DIRECTOR

**Mark Herr**

Frederick County Public Schools

## SESSION 1 – 10:00 am

### The Consequence of Poor Classroom Acoustics: A personal study

**Presenter:** Donna Ellis, Design Management, District of Columbia Public Schools, Planning, Design and Construction Division

The effects that inferior classroom acoustics have on students extend beyond the classroom. This presentation will discuss the immediate and long-term results that inadequate acoustical design in the educational setting has on academic and social development and how the District of Columbia Public Schools (DCPS) are contributing to the classroom acoustic movement. Examples of existing conditions of school facilities, design and cost impact of acoustical remediation for new and historical preservation projects will be demonstrated. In addition, experience with the rule making effort to incorporate the ANSI S12 Classroom Acoustics standard into the International Building Code, IDEA and ADAAG will be discussed.

## SESSION 2 – 11:40 am

### Pre-qualification of Bidders: Performance and qualifications based selection process for professional services

Panel Discussion

*(Jointly sponsored with the Purchasing Section)*

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# ...Facilities

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1. General Pre-qualification determined by the information submitted with the "General Pre-qualification Questionnaire" and "Previous Project Information Form";
2. Evaluation of a generally pre-qualified bidder's Technical Proposal;
3. Subsequent review of the submitted Cost Proposal to include their minority vendor participation, for those bidders achieving an acceptable score on the technical phase.

## INFORMATION & TECHNOLOGY

**DIRECTOR**

**Wayne Russell**

Anne Arundel County Public Schools

**ASSISTANT DIRECTOR**

**Michael Borkoski**

Anne Arundel County Public Schools

Picture not available at press time.

**RUSSELL**

### SESSION 1 – 10:00 am

#### Paperless Board Documents, How it Relates to Sunshine Laws

**Presenter:** Aristides Ionannides, President, Emerald Data Solutions, Inc.

Learn how implementing eGovernance solutions will affect compliance with Sunshine Laws and FOIA requests. See examples of how school districts in MD are using technology to increase public access and awareness to the activities of the board. Attendees will learn how to use technology to better communicate with the public and what is needed to comply with sunshine laws.

Attendees will receive information on the steps needed to successfully implement eGovernance solutions. Live demonstrations of electronic agenda, on-line policies and research tools will be presented. A comprehensive white paper will be available to each attendee with step-by-step instructions and best practices for electronic board solutions. A discussion and question and answer session will complete the session.

Most school boards have come to the realization that a critical component of effective governance is communication. Open and ongoing communication between the administration, the board and the public provide the basis for true collaborative governance process. School boards share a common set of requirements that can be enhanced by electronic document systems. These include:

- Meeting agenda creation and distribution
- Maintenance and publication of meeting minutes and voting records

- Right to know or open records requirements
- Maintenance and publication of policies and procedures

Many boards and administrations face a common set of challenges when preparing for meetings and communicating with the public. Careful attention to sunshine and open records regulations should be considered when implementing paperless agenda solutions, email and telephone communications.

### SESSION 2 – 11:40 am

#### Content Filtering System

**Presenter:** Representative of N2H2

## HUMAN RESOURCES

**DIRECTOR**

**Kenneth Keith**

Carroll County Public Schools

**ASSISTANT DIRECTOR**

**Terenda Thomas**

Dorchester County Public Schools



**KEITH**

### SESSION 1 – 10:00 am

#### FMLA, ADA, and Other Employment Management Headaches

**Presenter:** Les Stellman, Esquire; Hodes, Ulman, Pessin & Katz, P.A., Towson, Maryland

Mr. Stellman's presentation will focus on the basic requirements of laws affecting attendance in the workplace, including the Family and Medical Leave Act, the Americans With Disabilities Act, and Maryland's workers' compensation laws. He will be reviewing sick leave and medical leave laws and policies, including the Supreme Court's two recent decisions specifically addressing the FMLA, and he will offer proposals and suggestions on insuring compliance with these conflicting laws while encouraging and rewarding good attendance. He will be looking at collective bargaining issues, including Union contract language, as well as laws and regulations affecting these issues in the workplace.

### SESSION 2 – 11:40 am

#### HIPPA's Impact on Employee Health Plans— Practical Compliance Suggestions for Employers

**Presenter:** Henry Smith, ERISA Attorney; Smith & Downey, Baltimore, Maryland

Mr. Smith will provide an overview of the HIPAA privacy, EDI and other rules, and will provide practical compliance suggestions for employers. Ample time will be provided for questions.

## **PUPIL TRANSPORTATION**

### **DIRECTOR**

**Les Douglas**

*Howard County Public Schools*

### **ASSISTANT DIRECTOR**

**Michael Hardesty**

*Carroll County Public Schools*



**DOUGLAS**

### **SESSION 1 – 10:00 am**

#### **Managing Medicaid Reimbursement Records**

Presenter: MSDE representative

### **SESSION 2 – 11:40 am**

#### **Developing an Effective Crisis Response for Transportation Issues (District wide impact, develop a model, key elements, traffic plans for schools on/off campus)**

Roundtable brainstorming session

## **EMERITUS**

### **DIRECTOR**

**Cardell Foggie**

*District of Columbia Public Schools (retired)*

### **ASSISTANT DIRECTOR**

**Jacqueline Macey**

*Anne Arundel County Public Schools*



**FOGGIE**

### **SESSION 1 – 10:00 am**

#### **Retirement Issues**

Presenter: Retirement Benefits Counselor, State Retirement Agency of Maryland

### **SESSION 2 – 11:40 am**

#### **Prescription Medicine and Medicare**

Presenter: Michael Lachance, Maryland Department of Aging

## **SAFETY, SECURITY & RISK MANAGEMENT**

### **DIRECTOR**

**Steve Drummond**

*Howard County Public Schools*

### **ASSISTANT DIRECTOR**

**Charles Jenkins**

*Baltimore County Public Schools*



**DRUMMOND**

### **SESSION 1 – 10:00 am**

#### **Electronic Security in our Schools—Today and in the Future**

Presenter: John Reginaldi, Senior Security Consultant and Project Manager, Business Integrated Technology Solutions, Inc. (BITS)

Mr. Reginaldi will cover CCTV, electronic locking systems, some lighting and communications issues. He is from private security company, and will share his experiences and vision with the group. Questions and discussion will be encouraged.

### **SESSION 2 – 11:40 am**

#### **Conducting a Comprehensive Security Audit of Your School**

Presenter: John Reginaldi, Senior Security Consultant and Project Manager, Business Integrated Technology Solutions, Inc. (BITS)

This will be a tutorial of what to expect when the police, a vendor or in-house security office conducts a security audit and how it impacts the safety of your schools.

***Business Associates, Emeritus  
Members, Private School  
Members, Past Presidents***  
**REGISTRATIONS FOR  
FALL CONFERENCE  
DUE**  
***no later than November 21***

#### **THESE REGISTRATIONS SHOULD BE SENT TO:**

John T. Case, Executive Director  
ASBO-MD&DC  
PO Box 255  
Forest Hill MD 21050

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# News from ASBO International's Accents Online

ASBO Accents Online is a regular newsletter sent directly to all ASBO International members

## **PROMISE OF SCHOOL CHOICE FALLS SHORT IN CONNECTICUT**

Critics say parents seeking to transfer their children out of low-performing schools under No Child Left Behind face numerous hurdles, including lack of transfer options and regulations that are too complex to navigate and understand. Next year, for example, 22 of Hartford's 29 elementary schools are likely to be on the "needs improvement" list, and the other seven already are either full or nearly full. The problem is expected to get worse next August, when Connecticut will follow other states in designating entire districts as needing improvement. "I don't know of a school district contiguous to a low-performing district that has said yes" to student transfers, says Arnold Fege, director of public engagement and advocacy at the Public Education Network in Washington. "No money comes with the students. Choice then becomes a policy hoax."

<http://www.ctnow.com/hc-edchoice>

## **JUDGE ALLOWS REFERENDUM AIMED AT REDUCING CLASS SIZE IN NEW YORK CITY**

A New York State Supreme Court justice on Oct. 2 ordered that a referendum aimed at reducing class sizes in New York City's public schools be put on the ballot in next month's elections, rejecting as unconstitutional the city's attempt to quash the vote. The measure would ask voters to approve the creation of a commission to examine the question of class size and propose changes to current policies. Voters could be asked to approve class size limits as early as November 2004. City officials said they would appeal the ruling. <http://query.nytimes.com/search/restricted/article?res=FB0912FA3F580C708CDDA90994DB404482>

## **TEXAS EDUCATION AGENCY LIQUIDATES TECHNOLOGY DIVISION**

In an example of how state budget deficits have affected school technology, the Texas Education Agency on Sept. 4 announced a major reorganization that includes eliminating at least 200 jobs and

liquidating its educational technology division, long considered a national bellwether for school technology planning and programs. The news calls into question millions of dollars in technology-centered programs and services meant to bolster everything from educator training to student achievement. <http://www.eschoolnews.org/news/showStory.cfm?ArticleID=4641>

## **GASB ISSUES EXPOSURE DRAFT ON STATISTICAL SECTION**

The Governmental Accounting Standards Board (GASB) in August issued an exposure draft, "Economic Condition Reporting: The Statistical Section," that would "enhance" the supporting information governments present with their annual financial statements. The proposed requirements would apply regardless of whether the section was part of a comprehensive annual financial report (CAFR) or simply accompanied the government's basic financial statements. The standards would become effective for periods beginning after June 15, 2005. The comment deadline is Nov. 28. [www.gasb.org](http://www.gasb.org)

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## Managing Your Projects Successfully is counted successful workshop

A number of members attended a very useful ASBO-MD&DC workshop in Annapolis on October 16 designed to provide a systematic way of successfully managing almost any type of project. Presented and prepared by project management professionals from the Johnson Controls Mid-Atlantic Area Office, participants acknowledge that it was a day very well spent.



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**ASBO-MD&DC  
ANNUAL  
SPRING  
CONFERENCE**

**May 23-26, 2004**  
*Ocean City, Maryland*



Thomas Wootton High School

## ADTEK Engineers, Inc.

ADTEK Engineers is a Civil and Structural Engineering firm with offices in Frederick and Beltsville, Maryland. Established in 1987, ADTEK has extensive experience in educational design throughout Maryland and the District of Columbia. We are designing buildings today that will truly shape the future by utilizing the most effective materials in the design of structures, and creating sites that increase safety and ease of use. Find out more about our sustainable design experience and LEED™ certified projects at: [www.ADTEKengineers.com](http://www.ADTEKengineers.com)

## Civil and Structural Engineering

3251 Old Lee Hwy, Suite 405  
Fairfax, Virginia 22030  
Phone: 703.691.4040

5000 Sunnyside Ave, Suite 103  
Beltsville, Maryland 20705  
Phone: 301.931.6767

208 West Patrick Street  
Frederick, Maryland 21701  
Phone: 301.662.4408



Call us at 301.931.6773 for a free brochure. Or visit us on the web at:  
[www.ADTEKengineers.com](http://www.ADTEKengineers.com)



Tuckahoe Elementary School

ADTEK is a Minority Business Enterprise registered with the Maryland Department of Transportation. Certification # 90-115

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## ...Conference

...continued from page 1

tually save Devon. She realized that to get her children back, she had to regain her life. With severe learning disabilities, and the odds stacked against her, she graduated from college with honors while surviving the horrors of the streets. Eventually, she found work and left her newfound street family by moving into a low-income housing project. Devon started her own business and began her struggle to rescue her children.

Fighting the legal system single-handedly that had forced her to a life on the streets, after ten torturous years of defeat, she eventually succeeded in outsmarting that cold-hearted system and won custody of her children. They were eventually determined Victims of Crime by the Supreme Court of Ohio.

Devon was the consultant called to work with the Oklahoma City bomb survivors. Her book, *Angry? Do You Mind If I Scream?*, published by Health Communications, was the book they requested. World famous speaker and author Zig Ziglar says: "If a speaker's role is to encourage and inspire

others to believe in themselves and do more with their lives, you will agree with me that Devon is a speaker. She has a rare and delightful ability to make you laugh at yourself and cry with others. She truly is a heart-to-heart communicator. Don't miss her!"

In 1996, Devon created a special valentine for her daughters. It was a heartfelt drawing, a gift of love. Much to her surprise, the Heartpeople@Valentines has spread its wings and is capturing the hearts of the world. The new Dayton Heart Hospital commissioned 144 pieces of Devon's artwork for the entire hospital.

Devon never forgets where she came from. Her positive purpose and fight for justice attitude have inspired thousands of people. She freely gives back to organizations by donating art and sharing her message of hope.

Devon Hansen encourages women to follow their own star! She teaches "when you are true to purpose, success will follow." Devon is truly Dayton's Hometown Hero. □

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## ...President

...continued from page 2

check your e-mail address at [www.asbo.org](http://www.asbo.org).

The hardest of the questions to answer is what to do if we have not learned what we need. The question, and answer, speaks to the very heart of ASBO's mission. You have to tell us what to do to help you succeed, tell us the topics that are crucial and who you think can best lead that training. You can do this through the evaluation as well. My promise is to keep trying, but I need your help. We are all in this together because ASBO is a Professional Learning Community. □

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## ...Amendment

...continued from page 12

vote not only on issues they present to the Board, but on all issues before the Board. The second part of the amendment makes Section 1 compatible with the last line of Section 2 of Article 4.

Allen R. Gaddis, Chair  
Constitution & Bylaws Committee

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## ...Web goodies

...continued from page 1

This tool is available to anyone who visits the website—membership is not required. The Positions Available page contains links to our LEAs vacancy advertisements web pages. This should make job searches much easier—let your fingers do the walking on the web.

— Past President Judi Dombek, Chair  
Web Site Oversight Committee

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# Dwight P. Jacobus Scholarships

The Dwight P. Jacobus Scholarships were established by ASBO-MD&DC to assist resident students of Maryland and/or the District of Columbia who require financial assistance to secure a college education. Scholarships are awarded to deserving undergraduate students pursuing a career in business or education at an accredited institution of higher education located within Maryland or the District of Columbia.

Dwight P. Jacobus was the first Executive Director of ASBO-MD&DC. As this association serves its members on their journey of lifelong learning through professional development, so these scholarships serve those students who begin their professional development following the K-12 experience.

Each scholarship has a value of \$1,000 for the school year awarded, which is paid directly to the school where the recipient is enrolled. A recipient must reapply for continued scholarship assistance annually.

Applications are available on the ASBO-MD&DC website at [www.asbo.org](http://www.asbo.org). Additionally, information packets and application forms will be forwarded to guidance supervisors in all Maryland and DC public school systems, private schools, and higher education financial aid offices during the month of November. Applications must be postmarked no later than March 1.

Please spread the good news and encourage participation in our Scholarship Program.

— Past President Kathy Jackson, Chair  
Scholarship Committee

# FALL CONFERENCE REGISTRATION FORM

December 5, 2003 – Turf Valley Resort & Conference Center

Circle One:  Dr. Mr. Ms. Mrs. Miss

Circle One (if applicable):  RSBA RSBO RSBS

Name: \_\_\_\_\_

Position: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Employed: \_\_\_\_\_

## Please indicate the Section Meetings you will most likely attend:

*Important for the allocation of meeting space.*

	EARLY AM	LATE AM
Administrative & Fiscal Programs	_____	_____
Emeritus	_____	_____
Human Resources	_____	_____
Information Technology	_____	_____
Pupil Transportation	_____	_____
Purchasing	_____	_____
Safety, Security & Risk Management	_____	_____
School Facilities	_____	_____
School Food & Nutrition Services	_____	_____



## REGISTRATION FEE



### CHECK ONE:

- \_\_\_\_\_ **Member**      **\$65.00** – includes luncheon, cost of meeting rooms and supplies, and pre- and post-Conference newsletters
- \_\_\_\_\_ **Emeritus Member**      **\$55.00** – same as above
- \_\_\_\_\_ **Non-Member**      **\$120.00** – same as Member plus Non-Member service fee
- \_\_\_\_\_ **Spouse**      **\$55.00** – guest cost

Registration form and check must be returned  
to your ASBO-MD&DC Liaison Representative  
by the date they specify.

### Make checks payable to ASBO-MD&DC

Name badges and Conference materials will be available for pick up at the  
Conference Registration Desk between 8:00 and 9:00 a.m. on December 5, 2003.

# Members asked to approve Constitution Amendments

**At the Fall Conference** on December 5, 2003, members will be asked to approve an Amendment to the Constitution, Article 4, Section 1 Board of Directors

In paragraph 1, line 4, following the second “,” INSERT Chairs of the Conference Arrangements Exhibits, and Seminars and Workshops Committees, and in line 6 DELETE shall be a member ex-officio (nonvoting) and INSERT serves as a nonvoting member.

With this amendment the paragraph will read:

*The membership of the board of Directors shall consist of the President, President- elect, Vice President, Secretary, Treasurer,*

*Immediate Past President, Section Directors, Chairs of the conference Arrangements Exhibits, and Seminars and Workshops Committees, and four directors elected from the membership at large. The Executive Director serves as a nonvoting member.*

The Chairs of the three mentioned Committees currently serve on the Board as non-voting members. These Chairs have the responsibility to develop conferences, seminars and workshops which generate revenue for ASBO and, to accomplish their goals, give generously of their time. Therefore, these individuals should have the opportunity to

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**ASBO-MD&DC**

**FALL CONFERENCE**

**December 5, 2003**

**Turf Valley Resort & Conference Center**

**Ellicott City, Maryland**



**ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
MARYLAND AND THE DISTRICT OF COLUMBIA**

PO Box 255  
Forest Hill MD 21050



**Annual Fall Conference  
December 5, 2003**

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