

ASBO Matters

ASBO—MD&DC



Volume XXXV, No. 4

Affiliated with ASBO International®

Spring 2003

SPRING CONFERENCE is upon us!



From the President...

Judi S. Dombek

When I began my year as president, I was given a book that was appropriately titled, *Leadership for Dummies* by Loeb and Kindel. Never having read any of the "dummy books," I eagerly looked forward to see what the rage was all about. The book is user-friendly and applies to personal as well as professional opportunities. It is full of wonderful ideas, amusing anecdotes, real-life situations, and easy-to-follow tips.

Following David Letterman's style, here are 10 characteristics of a true leader; they are not presented in order of value and carry equal weight.

1. Leaders are eager to embrace responsibility. A real leader volunteers for tasks—even the unpleasant ones.
2. Leaders are cheerful, especially in times of trouble. An inspiring leader makes light of tough situations no matter how harsh they can be.
3. Leaders are honest in their communications. Being direct in delivering both good and bad news is a learned skill that requires a lot of practice.
4. Leaders are resourceful in finding ways to ensure the team's needs are met in order to be successful.
5. Leaders are persuasive individuals who can convince others to go where the leader wants them to go. A leader knows the facts, makes a con-

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Terez, Risberg to Keynote Conference

KEYNOTE:
MONDAY, MAY 19, 2003

Tom Terez, the speaker for Monday's business meeting, will be presenting a session titled *Going Beyond the Brainstorm: How to Turn Good Ideas into Great Achievements*. Coming up with good ideas is the easy part. The tough part is turning those ideas into reality. In this opening keynote, Tom Terez will show you how to work smart as you move your ideas beyond the drawing board. With his trademark humor and plenty of real-life examples, he'll



Tom Terez
Monday Keynoter

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explain how to:

- Turn a vague vision into a practical idea
- Overcome the inertia of the status quo
- Win over skeptics and fence-sitters
- Turn barriers into boosters
- Fire up your colleagues and make your ideas their ideas
- Let go so your idea can grow

You're guaranteed to leave the conference with plenty of good ideas. With the information from this keynote, you'll be ready to take the best of those ideas and make them work in your workplace!

Tom is the author of 22 Keys to *Creating a Meaningful Workplace*, founder of *BetterWorkplaceNow.com*, instigator-in-chief of the "Awesome & Awful Boss Hall of Fame," and writer of the monthly "What Works" column for *Workforce Magazine*. His presentations and projects have taken him as far as Mongolia and as near as Baltimore. Tom has a degree in journalism from Northwestern University and an MBA from Duke University—but he freely admits that his real education has come from his two children!

KEYNOTES:

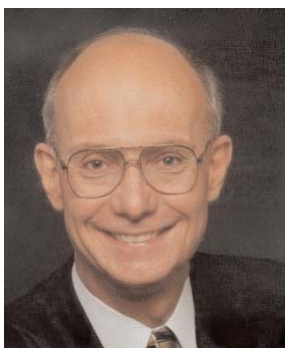
TUESDAY, MAY 20, 2003

WEDNESDAY, MAY 21, 2003

Greg Risberg

thinks "people learn best in an atmosphere of fun," and says "so my goal is to be 'hilariously informative.'"

Greg is a warm, funny, motivational speaker who has addressed over 500,000 people in 48 states, as well as Canada, Great Britain and



Greg Risberg
Tuesday/Wednesday
Speaker

Australia. He offers his audiences useful ideas for handling stress better, communicating better, and finding more balance in their lives. He does this with wit and humor that leave meeting planners saying "your unique blend of humor, inspiration and message was perfect!" Greg, the keynote speaker for Tuesday and Wednesday, will be sharing funny and poignant stories to help remind us of our own intrinsic value, and suggest ways to determine what is most important in our lives.

Greg is an active member of the National Speakers Association, a group that awarded him their highest earned designation of "Certified Speaking Professional." He has a B. A. degree in psychology from Roosevelt University and a Master's Degree in Social Work from the Jane Addams School of Social Work in Chicago, IL. Greg is the author of two books, *Touch: A Personal Workbook* and the soon to be published *52 Ways To Fill your Life with Humor, Happiness and Hope*. □

Revenues Needed— Ideas Welcome

As part of an effort to increase revenues to ASBO-MD&DC President Dombek appointed a Revenues Committee chaired by Joe Lavorgna of Montgomery County. The goals of the committee are to examine ways to generate revenue for the organization and to look for ideas that can assist ASBO volunteers by outsourcing some time consuming functions of the organization.

One of the

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ASBO-MD&DC
on the
Web

<http://asbo.org>

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NOMINATIONS for 2003-04 Board of Directors

VICE PRESIDENT **Margaret Ellen Kalmanowicz**
Kent County

TREASURER **Julie Kirby**
Allegany County

DIRECTOR AT LARGE **Carol Dakin, RSBS**
Wicomico County Schools

DIRECTOR AT LARGE **Ronald Reckling, RSBO**
Anne Arundel County

ASSISTANT SECTION DIRECTORS

Administrative & Fiscal Programs

John Pfister
Howard County

Emeritus **Jacqueline Macey**
Anne Arundel County

Food & Nutrition Services

Christine Baer
Frederick County

Human Resources **Terenda Thomas**
Dorchester County

Information Technology

Michael Borkoski
Anne Arundel County

Pupil Transportation **Michael Hardesty**
Carroll County

Purchasing **Richard Raulie**
Carroll County

Safety, Security & Risk Management
Charles Jenkins

Baltimore County

School Facilities **Mark Herr**
Frederick County

NOMINATIONS COMMITTEE ACTIVITIES

Background

Each year nominations are required for the nine (9) offices of Assistant Section Director, the Vice President, and two (2) Directors at Large. Additionally, on rotating years, there is a need for Treasurer and Secretary nominations. The goal for the composition of the Board is a balanced representation of statewide membership considering Race, Gender, Geographic Region, and Age.

Step One

The Immediate Past President prepares a newsletter article in October inviting interested persons to attend the Fall Conference and to volunteer to serve on the Board for the upcoming year. The Nominations Committee is convened to identify prospective candidates for various offices.

Step Two

As part of the Fall Conference General Membership morning session, the Immediate Past President again calls on members to serve the Association through volunteering for leadership positions.

Step Three

Prior to the break between the two morning workshop sessions, each Section makes the Call for nominees for Assistant Section Directors. The Immediate Past President should use this break time to check on the progress made by each section and to assist with persuading participants to volunteer, as appropriate.

Step Four

Before the Fall Conference adjourns, the Immediate Past President collects the names of nominees from each current year Section Director. Additionally, the Immediate Past President should use the opportunity afforded at the Fall Conference to personally invite prospective candidates for the remaining leadership positions to serve the Association.

Step Five

Following the Fall Conference, a review is made of the slate of nominees to determine how well balanced it is. Contact is made with the Liaisons of under-represented school systems to identify prospective candidates for the remaining vacancies.

Step Six

The slate of nominees is presented to the Board for its consideration in February, advertised in the newsletter prior to the Spring Conference, presented to the membership at the Monday morning General Session of the Spring Conference, and elected at the Tuesday Luncheon Session of the Spring Conference.

...President

...continued from page 1

vincing case, and presents effective presentations.

6. Leaders are cooperative people who share information rather than being confrontational. This allows the leader to operate from positions of strength without exerting strength. Negotiating with others implies generosity that comes from strength.

7. Leaders are altruistic. A leader places the needs of others before his or her own. A leader is willing to sacrifice for a higher cause and puts aside personal needs.

8. Leaders are courageous people who use planning, experience, and resources to overcome fears. They trust their instinct and move ahead, often into unknown situations.

9. Leaders are supportive, giving strength to others. A good leader recognizes his limitations and knows when and how to get strength from teams.

10. Leaders are assertive people who resolve problems quickly. Presenting oneself in such a manner requires skill and practice.

The above are good guidelines or criteria to not only evaluate oneself but to identify leadership potential in others. These are people you may want to nurture to help them get on their way to being leaders. In ASBO-MD&DC too!

Participation Certificates to be issued

Again this year Certificates of Professional Development and Participation will be issued at the end of each section program and workshop at the Spring Conference so that participants can have a record of their attendance. If you aren't given one, be sure to ask as you leave each session.

Spring Conference to feature Clinic Tables

Got a "Hot Topic or Burning Issue?" Do you have information that you wish everyone in school business knew about? Do you wish there was one place you could go to continue discussing a topic from one of the working sessions that day so that you could find out more? Then the "gold mine" sessions in the ballroom are where you want to be. An expert in a particular field will lead the discussion and serve as an information resource. These sessions are value-packed!

Each roundtable focuses on a facet of school district business operations or management. This session is a veritable "gold mine" of information, ideas and solutions. Participants will be able to attend as many as three roundtable discussions per day.

Whether it's finance or food service, budgets or buses, these sessions have something for everyone. Clinic tables addressing different topics will be held on Monday and Tuesday afternoon from 3:45 pm to 4:30 pm. If you have information, or an idea or solution that you want to share then this is the place for you.

Submit your topics to Rick Gay at rgay@bcps.org or sign up during the conference at the registration table to have your topic listed on the "Hot Topics" list at the door to the Ballroom and then let's get together and talk.

The Association of School Business Officials Maryland & the District of Columbia cordially invites All Registered Exhibitors and Attendees

to the
Caribbean Night
at the
Princess Royale Hotel Atrium
**Sunday, May 18, 2003
7-10 p.m.**
Ocean City, Maryland

*Sponsored by the Association and
its Spring Conference Exhibitors*

Spouses/Guests who are not pre-registered will be charged \$20 at the door.
Children not permitted.

SCHEDULE OF EVENTS

51st Annual Spring Conference

May 18–21, 2003

SUNDAY, MAY 18

- 9:00 am **Golf Outing – Shotgun Start**
- 3:30–5:30 pm **Conference Registration – Princess Royale**
- 5:30 pm **Board of Directors Meeting**
– Presidential Suite, Princess Royale
- 6:00–7:00 pm **First Time Attendees Orientation**
– Mako Room, Princess Royale
- 7:00–10:00 pm **Member/Exhibitor Mixer**
Steel Band, Buffet, Casino Night
- 9:00–10:00 pm **Cash Bar – Atrium, Princess Royale**

MONDAY, MAY 19

- 7:30 am–3:00 pm **Registration – Convention Center**
- 7:30–9:00 am **Breakfast, First General Session**
- 7:30–8:30 am **Breakfast Buffet**
- 8:00–9:00 am **Business Meeting**
- Keynote Address:**
Tom Terez
*Going Beyond the Brainstorm:
How to Turn Good Ideas into Great
Achievements*
- 9:00 am–12:30 pm **Exhibits Open**
- 9:45–11:00 am **General Topics Sessions**
- 11:15 am–12:30 pm **General Topics Sessions**
- 12:30–1:30 pm **Lunch in Ballroom (exhibits closed)**
Music
- 1:30–3:45 pm **Exhibits Open**
- 1:30–2:30 pm **Past Presidents' Meeting**
- 2:15–3:45 pm **First Section Meetings**
- 3:45–4:30 pm **Hot Topics (Clinic Tables)**
- 4:00–4:30 pm **Exhibitors Meeting**
- 6:00–7:00 pm **Presidents' Reception (Invitation Only)**
- 6:00 pm **Dine-Around**

TUESDAY, MAY 20

- 7:30–12:30 am **Registration – Convention Center**
- 7:30–9:00 am **Breakfast Program – Convention Center**
- 7:30–8:30 am **Breakfast, Buffet**
- 8:00–9:00 am **Business Meeting**
- 9:00 am–12:30 pm **Exhibits Open**
- 9:45–11:00 am **General Topics Sessions**
- 11:15 am–12:30 pm **General Topics Sessions**
- 11:30 am–Noon **Vendor Drawings**
- 12:30–2:00 pm **Luncheon & Second General Session**
Music
Presenter:
Greg Risberg
- 2:15–3:45 pm **Second Section Meetings**
- 3:45–4:30 pm **Hot Topics (Clinic Tables)**
- 7:00 pm **Buffet Dinner**
- 'til 11:00 pm **Music & Entertainment**
– Phillips Restaurant
(doors open at 7:00 pm)

WEDNESDAY, MAY 21

- 8:00–10:00 am **Closing Session**
Breakfast
Inservice Program
Greg Risberg
– Palmetto Room, Princess Royale
- 10:00 am **Door Prize; Adjournment**

SUNDAY REGISTRATION

Princess Royale, 3:30–5:30 p.m.

As a service to the membership, the Conference Arrangements Committee will be available on Sunday, May 20, to distribute conference materials. If you stop by the Princess Royale Hotel between 3:30 and 5:30 p.m. on Sunday to pick up your materials, you will be able to review the conference schedule before Monday morning and plan your participation. The committee will continue to process registrations and distribute materials at the Convention Center beginning Monday morning.

ATTENTION:

**Associate, Business, Emeritus
Members; Past Presidents**

**Spring Conference Registrations must be returned
by March 24, 2001 to:**

John T. Case, *Executive Director*
ASBO–MD&DC
PO Box 451
Jarrettsville MD 21084-0451

MAKE CHECKS PAYABLE TO ASBO–MD&DC.

GENERAL TOPIC SESSIONS

51st Annual Spring Conference

May 19&20, 2003

MONDAY, MAY 19

9:45-11:00 am

Excel: Beginner
Employee Evaluations
How To Do A Focus Group
Speak and Write on Your Feet
Time Management

11:15 am -12:30 pm

Excel: Advanced
Employee Evaluations
How To Do A Focus Group
Speak and Write on Your Feet
Time Management

TUESDAY, MAY 20

9:45-11:00 am

Power Point: Beginner
Interview Techniques
Benchmarking & Performance
Measurements
Working With the Media
Effective Meetings

11:15 am -12:30 pm

Power Point: Advanced
Interview Techniques
Benchmarking & Performance
Measurements
Working With the Media
Effective Meetings

...Revenues

...continued from page 2

first tasks was a review of the current annual sponsorship program that provides benefits to business partners who provide funds to ASBO for certain activities. The Board of Directors is considering a recommendation from the Revenues Committee to revise the program to include two new levels of sponsorship to compliment the current Bronze (\$1,000), Silver (\$2,500), and Gold (\$5,000) levels.

The first proposed new level would be a Platinum level for sponsorship of \$6,000 or more and could include a link on the ASBO-MD&DC web site to the sponsor's web site. A web link has

been requested by some vendors as a good way to have their products and/or services identified to the ASBO membership. The second level of sponsorship would revise the current Conference Sponsorships with a Patron level that would recognize all sponsorship donations to ASBO-MD&DC of more than \$250.

A second task of the Revenues Committee was to work with the Chair of the Golf Tournament to attempt to generate sponsorships to provide additional revenue to ASBO-MD&DC. Currently the Sunday ASBO Golf Tournament is a self-sustaining event, but does not generate additional revenue for the organization. This year vendors will be contacted and will be

provided the opportunity to sponsor a hole on the course. With 18 holes there will be plenty of opportunities for additional sponsors.

The Revenues Committee also has been working with the chairs of the Exhibits and Conference Arrangements committees to consider ideas to increase traffic on the Exhibits floor and to find some major sponsors to help offset Spring Conference expenses. The Exhibits Committee is considering some new ideas to increase traffic to vendor booths, and to award door prizes. The Spring Conference has received the commitment for a \$2,500 sponsorship each from Lawson Software, and M&T Bank.

A \$2,500

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SECTION PROGRAMS

2003 Spring Conference

PUPIL TRANSPORTATION

DIRECTOR

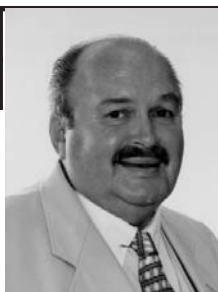
Ron Rosser

Montgomery County Public Schools

ASSISTANT DIRECTOR

Les Douglas

Howard County Public Schools



ROSSER

SCHOOL FACILITIES

DIRECTOR

Jeff Alban

Gipe Associates

ASSISTANT DIRECTOR

Andrew Onukwubiri

Queen Anne's County Public Schools



ALBAN

SESSION 1 – MONDAY, 2:15–3:345 PM

School Bus Compartmentalization—Pre-K Concerns

Presenters: Marion Haupt, Darlene Crawford and Susan White, Training and Safety Department, Montgomery County Public Schools

What is new in tie-downs and car seats? This is a never-ending subject that will be worth while to see. We will be talking and demonstrating the installation of child restraint straps/latch systems. There will be different car seats, high back/booster, lap top and safety vests that will be demonstrated. You will be shown the proper W/C tie downs and the proper placement for the lap and shoulder strap. Information on the most current requirements will be a part you will not want to miss.

SESSION 2 – TUESDAY, 2:15–3:45 PM

What you always wanted to know about the Motor Vehicle Administration and the Commercial Drivers License but never had the opportunity to ask.

Panelists: Moderator: Ron Rosser, Moderator, Montgomery County Public Schools; Joyce Mallon, Driver Services, Commercial Drivers License Programs; Roxane Longsord, Administrative Judication Division; Thomas Manuel, Driver Wellness and Safety, Medical Advisory Board

At some point in our career we have had to call the Motor Vehicle Administration to ask a question, then after hanging up discovered you needed to ask another question. Questions concerning the Commercial Drivers License, Medical Review Board and the Flagging Program will be answered. Take the opportunity to have your questions ready when you meet experts from the Motor Vehicle Administration. The panel will be speaking on different aspects of the Motor Vehicle Administration. I have had a lot of communication with department representatives on the panel and they have been a wealth of information. Whether you like the answer or not, your questions will be answered.

SESSION 1 – MONDAY, 2:15–3:345 PM

"Status Report – Task Force to Study Public School Facilities"

The Task Force to Study Public School Facilities was established by the Bridge to Excellence in Public Schools Act of 2002. (Senate Bill 856). The task force was recommended by the Thornton Commission to review, evaluate and make recommendations regarding: (1) whether current school facilities are adequate to support educational programs funded through the budgets proposed by the Thornton Commission; (2) the equity of the State's school construction program; (3) the continuation of the Aging Schools program; and (4) any other matter relevant to adequacy and equity of the school construction program.

Since its appointment in the summer of 2002, the task force has worked to review a broad range of issues and has issued an interim report by the original deadline date of December 31, 2002. A one-year extension has been granted to allow the task force to link its final recommendations the implementation of the Bridge to Excellence Act and the local comprehensive master plans due by October 2003. Further, the task force is planning to conduct an unprecedented assessment of the current conditions of all public schools in the State of Maryland as a baseline measure of facility needs, to occur this spring. Additional areas of study will include alternative funding mechanisms, state rated capacities, and the shared cost formula.

This session will bring various members of the task force to a panel discussion of the May 2003 status of the task force recommendations and provide an interim report on the school facilities assessment survey. The final recommendations of this task force will impact school construction at all levels, in every jurisdiction.

SESSION 2 – TUESDAY, 2:15–3:45 PM

Modernize or Replace—Questions and Conclusions You May Have Overlooked

Presenters: Peter Winebrenner, AIA, CSD Architects; Al Eilbacher, Carroll County Public Schools

In these times of increasing financial challenges, school boards are charged with making do with

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INSTRUCTIONS

CONFERENCE REGISTRATION

2003 Spring Conference

General Information to Accompany Reservation Form

Reservation Forms must be returned to your liaison representative by the date specified by him/her. ***NO LATE RESERVATIONS! Do Not Send to ASBO Directly.***

In completing the reservation form be sure to:

1. Check the appropriate boxes. Complete *both* sides of *all* pages.
2. Return check with reservation form to your liaison representative.
See reservation form for accepted credit cards.
3. Do not include membership fee - send this separately to your liaison representative.
4. Complete all blanks at top of each page.
5. You must include name and county of roommate if you check a package with double rates. If your spouse is your roommate, complete a separate form for her/him.
6. All questions should be referred to your liaison representative.
7. All late reservations will be returned.
8. **No refunds will be made after May 6, 2003.**
9. Spouse must pay *member's* registration fee if not included in selected package.
10. Emeritus members should note Registration Reduction.
11. Hotels - There are numerous combinations to pick from. However, this also means that those who DO NOT get their choice of hotel will be contacted at a later date for a second choice. If an alternative choice is needed, either additional funds or a refund will be necessary.
 - o The Monday night dinner consists of a \$18.00 voucher good at any restaurant of your choice from the approved list. Check for details in the registration packet distributed at the conference. The Tuesday night dinner will be at Phillips Crab House.
 - o Each person registering and staying in one of the convention hotels will receive a hotel ticket, through his/her liaison representative during the second week of May.
 - o You will receive meal tickets, name badge, program, etc., beginning Monday morning at the Registration Desk, which will be located in the Convention Center. For those arriving Sunday, you will be able to pick up this material at an ASBO Registration Desk which will be located in the Princess Royale on Sunday afternoon.
 - o Those desiring to attend the exhibits and the sectional meetings, and who do not plan to stay in a convention hotel, must pay the registration/lunch/breakfasts fee.
 - o Breakfast Monday* and Tuesday will be served in the **Convention Center**. Breakfast Wednesday will be served in the Princess Royale ONLY for all ticket holders. Tickets will be collected.

NOTE: Spouses/Guests ***NOT*** pre-registered, who wish to attend the Sunday night reception will be charged \$20.00 at the door.

*Sunday Package only.

REGISTRATION FORM

2003 Spring Conference

SIDE ONE

All conference reservations **must** appear on this form and are restricted to exhibitors, members of ASBO-MD&DC and members of the Public School Superintendents Association of Maryland. Member's Spouse must pay registration fee.

Check if this is your first ASBO Conference.

Membership No: _____ Spouse

(See Note 1)

Name _____ Title _____

County _____ Name For Badge _____

Section: Admin/Fiscal Facilities Food&Nutrition Human Resources Purchasing Safety, Security & Risk Mgmt Info Tech Transportation

Roommate _____ County _____

(Must be completed in order to have double rate)

(See Note 2)

Reservation Packages: *(See Note 3)*

Princess Royale - Ocean View

	<i>Sunday-Wednesday</i>	<i>Monday-Wednesday</i>	<i>Monday only</i>	<i>Tuesday only</i>	<i>Sunday lodging only</i>
Single	01 <input type="checkbox"/> \$472. ⁰⁰	03 <input type="checkbox"/> \$375. ⁰⁰	05 <input type="checkbox"/> \$238. ⁰⁰	07 <input type="checkbox"/> \$242. ⁰⁰	09 <input type="checkbox"/> \$84. ⁰⁰
Double	02 <input type="checkbox"/> \$346. ⁰⁰	04 <input type="checkbox"/> \$291. ⁰⁰	06 <input type="checkbox"/> \$196. ⁰⁰	08 <input type="checkbox"/> \$200. ⁰⁰	10 <input type="checkbox"/> \$42. ⁰⁰

Princess Royale - Ocean Front

	<i>Sunday-Wednesday</i>	<i>Monday-Wednesday</i>	<i>Monday only</i>	<i>Tuesday only</i>	<i>Sunday lodging only</i>
Single	11 <input type="checkbox"/> \$514. ⁰⁰	13 <input type="checkbox"/> \$403. ⁰⁰	15 <input type="checkbox"/> \$252. ⁰⁰	17 <input type="checkbox"/> \$256. ⁰⁰	19 <input type="checkbox"/> \$98. ⁰⁰
Double	12 <input type="checkbox"/> \$367. ⁰⁰	14 <input type="checkbox"/> \$305. ⁰⁰	16 <input type="checkbox"/> \$203. ⁰⁰	18 <input type="checkbox"/> \$207. ⁰⁰	20 <input type="checkbox"/> \$49. ⁰⁰

Princess Bayside - Standard

	<i>Sunday-Wednesday</i>	<i>Monday-Wednesday</i>	<i>Monday only</i>	<i>Tuesday only</i>	<i>Sunday lodging only</i>
Single	21 <input type="checkbox"/> \$412. ⁰⁰	23 <input type="checkbox"/> \$335. ⁰⁰	25 <input type="checkbox"/> \$218. ⁰⁰	27 <input type="checkbox"/> \$222. ⁰⁰	29 <input type="checkbox"/> \$64. ⁰⁰
Double	22 <input type="checkbox"/> \$316. ⁰⁰	24 <input type="checkbox"/> \$271. ⁰⁰	26 <input type="checkbox"/> \$186. ⁰⁰	28 <input type="checkbox"/> \$190. ⁰⁰	30 <input type="checkbox"/> \$32. ⁰⁰

Princess Bayside - Bayfront/Bayview

	<i>Sunday-Wednesday</i>	<i>Monday-Wednesday</i>	<i>Monday only</i>	<i>Tuesday only</i>	<i>Sunday lodging only</i>
Single	31 <input type="checkbox"/> \$460. ⁰⁰	33 <input type="checkbox"/> \$367. ⁰⁰	35 <input type="checkbox"/> \$234. ⁰⁰	37 <input type="checkbox"/> \$238. ⁰⁰	39 <input type="checkbox"/> \$80. ⁰⁰
Double	32 <input type="checkbox"/> \$340. ⁰⁰	34 <input type="checkbox"/> \$287. ⁰⁰	36 <input type="checkbox"/> \$194. ⁰⁰	38 <input type="checkbox"/> \$198. ⁰⁰	40 <input type="checkbox"/> \$40. ⁰⁰

{Select one (1) pkg. above only} **Package Amount** \$ _____

Separate Items: *(See Note 4)*

Registration, Lunches & Breakfasts - Members/Spouse 81 \$175.⁰⁰ \$ _____

Monday Night (Dine Around) May 19 87 \$18.⁰⁰ \$ _____

Tuesday Night (Phillips Crab House) May 20 88 \$27.⁰⁰ x _____ (quantity) \$ _____

Non-Members - Add On {10 above Packages/Registration & Lunches} 91 \$45.⁰⁰ \$ _____

Emeritus/Emeritus' Spouse REDUCTION 92 \$<53.⁰⁰> Subtract from above. \$ - _____

Grand Total *(See reverse for Payment Instructions)* \$ _____

- Notes: (1) Must be completed or payment of **Non-Member-Add On** MUST be **added** to other selections. On Spouse's Reservation Form, Enter **Members Number** and check 'Spouse'.
- (2) On Spouse's Reservation Form, Enter **Members County**.
- (3) Check the appropriate Package box and write that amount in the Package Amount area. Only one **lodging** package may be selected on a form. Only the item(s) under a column are included in that particular reservation package.

Items include	Sunday-Wednesday	Monday-Wednesday	Monday only	Tuesday only	Sunday lodging only
Lodging	Sun/Mon/Tue	Mon/Tue	Mon	Tue	Sun
Lunch	Mon/Tue	Mon/Tue	Mon	Tue	No
Dinner	Mon/Tue	Mon/Tue	Mon	Tue	No
Breakfast	Mon/Tue/Wed	Tue/Wed	Tue	Wed	No
Registration	Yes	Yes	Yes	Yes	No

(4) For those who require no lodging, OR for those who selected a lodging package and need additional items

Each hotel has set aside a limited number of rooms. If your choice is not available, your Liaison Representative will be advised of the change. Your Liaison will contact you.

REGISTRATION FORM

2001 Spring Conference

SIDE TWO

Name _____ County _____

Grand Total (from other side) \$ _____

Payment Method:

Check: Enclosed is a check payable to **ASBO-MD & DC** in the amount of \$ _____

Credit Card (*Check One*): VISA Mastercard AMEX

I authorize **ASBO-MD&DC** to charge \$ _____ to my credit card below.

Credit Card Number _____ - _____ - _____ - _____

Expiration Date _____ - _____

Cardholder's Address _____

Cardholder's Signature _____

Print Cardholder's Name (As it appears on the card.) _____

Sessions: Please indicate which session(s) you plan to attend.

Monday – May 19, 2003	Tuesday – May 20, 2003
<p>9:45 am - 11:00 am:</p> <p>M-01 <input type="checkbox"/> Excel: Beginner M-02 <input type="checkbox"/> Employee Evaluations M-03 <input type="checkbox"/> How to do a Focus Group M-04 <input type="checkbox"/> Speak and Write on Your Feet M-05 <input type="checkbox"/> Time Management</p>	<p>9:45 am - 11:00 am:</p> <p>T-01 <input type="checkbox"/> Power Point: Beginner T-02 <input type="checkbox"/> Interview Techniques T-03 <input type="checkbox"/> Benchmarking & Performance Measurements T-04 <input type="checkbox"/> Working with the Media T-05 <input type="checkbox"/> Effective Meetings</p>
<p>11:15 am - 12:30 pm:</p> <p>M-06 <input type="checkbox"/> Excel: Advanced M-07 <input type="checkbox"/> Employee Evaluations M-08 <input type="checkbox"/> How to do a Focus Group M-09 <input type="checkbox"/> Speak and Write on Your Feet M-10 <input type="checkbox"/> Time Management</p>	<p>11:15 am - 12:30 pm:</p> <p>T-06 <input type="checkbox"/> Power Point: Advanced T-07 <input type="checkbox"/> Interview Techniques T-08 <input type="checkbox"/> Benchmarking & Performance Measurements T-09 <input type="checkbox"/> Working with the Media T-10 <input type="checkbox"/> Effective Meetings</p>
<p>2:15 pm - 3:45 pm:</p> <p>M-11 <input type="checkbox"/> Admin/Fiscal M-12 <input type="checkbox"/> Facilities M-13 <input type="checkbox"/> Food and Nutrition Services M-14 <input type="checkbox"/> Personnel M-15 <input type="checkbox"/> Purchasing M-16 <input type="checkbox"/> Safety, Security & Risk Mgmt M-17 <input type="checkbox"/> Technology M-18 <input type="checkbox"/> Transportation</p>	<p>2:00 pm - 3:30 pm:</p> <p>T-11 <input type="checkbox"/> Admin/Fiscal T-12 <input type="checkbox"/> Facilities T-13 <input type="checkbox"/> Food and Nutrition Services T-14 <input type="checkbox"/> Personnel T-15 <input type="checkbox"/> Purchasing T-16 <input type="checkbox"/> Safety, Security & Risk Mgmt T-17 <input type="checkbox"/> Technology T-18 <input type="checkbox"/> Transportation</p>

Forms Must be Returned to Your Liaison. Do Not Send to ASBO Directly.

...Facilities

...continued from page 5

less. However, the need to address issues at existing, aging school facilities is still a high priority. Beyond deferred maintenance repairs, these capital improvement projects frequently address the ever-changing methods of educating the students. Therefore, as projects are identified, the prudent school official must be confident that they are proceeding with both fiscal and functional responsibilities in mind. Very often, one of the key decisions to be made involves whether to modernize the existing facility or replace it.

This session will explore the use of the Scope Study as a means of helping the school officials make a well-informed decision. Topics to be discussed include the facility assessment, the program and education specifications, the State's role, the financial factors and non-monetary issues. Case studies will be used to illustrate past projects, with input from both the planning consultant and selected school officials. Anyone contemplating a future capital improvements project should attend.

INFORMATION & TECHNOLOGY

DIRECTOR

Joan Donovan

Anne Arundel County Public Schools

ASSISTANT DIRECTOR

Wayne Russell

Anne Arundel County Public Schools



DONOVAN

SESSION 1 – MONDAY, 2:15–3:345 PM

Mobile Access to a Corporate Exchange Mail Server Using Wireless Research in Motion (RIM) Blackberry Handheld Device

Presenters: Steve Choyce and Kim Olds, Anne Arundel County Public Schools

This presentation describes how the RIM Blackberry handheld device using the Mobitex Cingular Interactive Intelligent Wireless Network can provide effortless mobile access to an existing, corporate Exchange mail server. The session will describe and demonstrate how you can send and receive email instantaneously with the RIM Blackberry device as well as access your Outlook calendar, contacts and tasks using the device's Web browser. The Blackberry desktop software lets you define email synchronization rules, manage folders, filter email, perform backups and load applications.

SESSION 2 – TUESDAY, 2:15–3:45 PM

Using the Blackboard Learning System for On-Line Courses in K-12 Schools

Presenters: Sally Regnier, Sarah Stiles, and Annette Carroll; Anne Arundel County Public Schools

This presentation describes how the Blackboard Learning System can provide an integrated platform for on-line learning. Blackboard has been developed to provide instructors and students with a feature-rich learning environment, pedagogical flexibility, complete control of the course design and ease-of-use. The use of Blackboard to restructure teaching does not mean automating conventional practices, but instead, changing significant aspects of the entire learning process. The session will demonstrate actual courses developed and used in Anne Arundel County Public Schools.

PURCHASING

DIRECTOR

Michele Adams

Harford County Public Schools

ASSISTANT DIRECTOR

Richard Gay

Baltimore County Public Schools



ADAMS

SESSION 1 – MONDAY, 2:15–3:345 PM

E-Procurement Solutions

Presenter: Richard Gay, RSBO, Purchasing Manager, Baltimore County Public Schools

Purchasing departments are facing a paradigm shift when it comes to providing materials to the schools. In a world of people wanting things immediately, and sometimes yesterday, we need to find ways to get materials to the schools faster and more cost efficiently. It is critical that purchasing departments are not perceived as blockers, but are regarded as facilitators.

Baltimore County Public Schools has made great strides in making the shift. The majority of their catalogs are on-line for school personnel to requisition materials directly on-line. Their schools have a choice in items and vendors, which give them the perception that they have more control in the materials they receive. At the same time, the Purchasing Department and Financial Department have a means to track spending, watch for renegade spending and save school system dollars by reducing order processing time and the cost of processing the orders.

This session will be a demonstration and discussion of Baltimore County Public Schools' e-Procurement solution that Richard Gay and his department have championed.

SESSION 2 – TUESDAY, 2:15–3:45 PM

Construction, Contracting and Procurement

Facilitator: Carole Mark, Grimm and Parker Architects

Panel: Doug Eder, Oak Construction; Kathleen Langan, Hess Construction; Warren Hamilton, J.V. Schaefer

As the schools in Maryland age and student populations increase, school systems are faced with a

continued on page 12

...Purchasing

...continued from page 11

greater need for school renovations, and new building construction. It is important that we are familiar with the various ways to meet the construction needs that face each construction and/or procurement department.

This session will be a panel discussion about the different construction contracting methods: General Contracting, Construction Management, and the re-introduction of CM at Risk (Construction Management at Risk).

HUMAN RESOURCES

DIRECTOR

Brenda Hinton

Harford County Public Schools

ASSISTANT DIRECTOR

Kenneth Keith

Carroll County Public Schools



HINTON

SESSION 1 – MONDAY, 2:15–3:345 PM

Scope of Bargaining Issues

(Joint Session with Administrative & Fiscal Programs)

Presenter: Rochelle Eisenberg

Participants will learn the definitions of "legal" and "illegal" categories, and how the new legislation creates a "permissive category" that can open the "scope of bargaining."

Examples of how an LEA can have its operating procedures materially impacted by this legislation will be part of the presentation. The presentation will be made from the perspective that the participants may be other than negotiators.

SESSION 2 – TUESDAY, 2:15–3:45 PM

No Child Left Behind—The overarching and Unifying Themes for Change

Presenter: Ronn E. Friend, Director, Office of Comprehensive Planning and School Support, Maryland State Department of Education

With the passage of the No Child Left Behind Act in January 2003, our nation stands on the threshold of implementing the most important federal education law since the initial enactment of the Elementary and Secondary Education Act of 1965. As a result of its passage, a clear message is reverberating throughout our nation. The message will require public school systems to ensure that each student receives a high quality meaningful education. The standard for successful implementation of this law is the acceleration of academic achievement for all students and the elimination of achievement gaps among children.

The No Child Left Behind Act creates an unprecedented level of accountability for public schools and new federal resources. This

federal law requires that all students achieve at high levels while placing a special emphasis on the achievement of economically disadvantaged students, racially/ethnically diverse students, students with disabilities, and English language learners. With these policy and program directions and additional funding made available through No Child Left Behind there are unprecedented opportunities for students throughout our State. This session will focus on the key features of No Child Left Behind and ways local school systems will integrate these program components into their five-year comprehensive Bridge to Excellence Master Plans.

ADMINISTRATIVE & FISCAL PROGRAMS

DIRECTOR

Fay Miller

Kent County Public Schools

ASSISTANT DIRECTOR

Raymond Brown

Howard County Public Schools



MILLER

SESSION 1 – MONDAY, 2:15–3:345 PM

Scope of Bargaining Issues

(Joint Session with Human Resources)

Presenter: Rochelle Eisenberg, Esquire, Hodes, Ulman, Pessin & Katz

Participants will learn the definitions of "legal" and "illegal" categories, and how the new legislation creates a "permissive category" that can open the "scope of bargaining."

Examples of how an LEA can have its operating procedures materially impacted by this legislation will be part of the presentation. The presentation will be made from the perspective that the participants may be other than negotiators.

SESSION 2 – TUESDAY, 2:15–3:45 PM

Asset Management: Buildings and Property

Presenter: Peter Berg, The Stauback Company

Directions to Golf Outing at

Great Hope Golf Course...

...will be sent to the group leader upon receipt of Registration Form (*at right*) and payment.

NOTE: This is a location change from last year.

Useful, usable

INFORMATION

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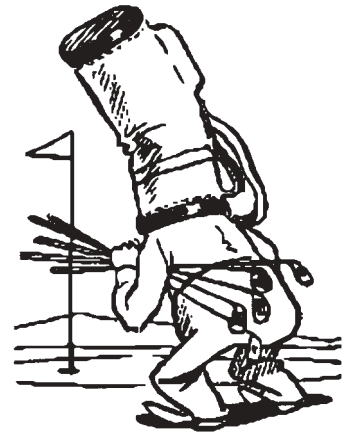
14th ASBO—MD&DC Golf Outing

Sunday, May 18, 2003

- ✍ **Great Hope Golf Course**
- ✍ **Shotgun start at 9:00 a.m.**
- ✍ **Format — full scramble with long drive and closest to the hole prizes! All prizes will be merchandise prizes**
- ✍ **ASBO reception at Princess Royale at 7 p.m.**
- ✍ **Entry fee — \$46; \$184 for 4-person team**

(If you don't have a foursome, we will match singles with a team.)

Golf Chairs: Rodger Daugherty—Somerset County, and Stan Wilson—Grimm & Parker
(Detach here)



REGISTRATION FORM (MUST BE ACCOMPANIED BY A CHECK.)

Name: _____; Fax # (for directions) (_____) _____ - _____

Phone: (_____) _____ - _____; E-mail (for confirmation of registration: _____

Address _____ (Individual or Captain)

2nd Player: _____

3rd Player: _____

4th Player: _____

Make check payable to **ASBO—MD&DC.**

Mail to: Mr. Rodger Daugherty, Somerset County Public Schools
7982A Crisfield Hwy, Westover MD 21871

Constitution & Bylaws changes proposed for consideration at Spring Conference

The Constitution and Bylaws Committee, under the chairmanship of Allen Gaddis, is recommending the following changes in the Constitution and Bylaws of ASBO-MD&DC. Members were be asked to approve these changes at the Spring Conference. The are listed below, with explanation, for members' advance consideration.

CONSTITUTION AMENDMENT

SECTION 2—EXECUTIVE COMMITTEE

The membership of the Executive Committee shall consist of the President, President-elect, Vice President, Secretary, Treasurer, the Immediate Past President, and the ~~four (4) Directors At-Large. The Executive Director shall serve as a member Ex-Officio (nonvoting).~~ EXECUTIVE DIRECTOR (SERVES AS A NONVOTING MEMBER).

BYLAWS AMENDMENTS

SECTION 10—EXECUTIVE COMMITTEE

The Executive Committee shall meet at the request of the President and shall administer the policies determined by the Board of Directors and conduct ~~the OTHER~~ affairs of the Association ~~during the intervals between meetings of the Board of Directors~~ AS DIRECTED BY THE BOARD.

SECTION 11—DIRECTORS-AT-LARGE

In addition to serving as a member of the Board of Directors ~~AND THE EXECUTIVE COMMITTEE~~, the Directors-At-Large shall serve as liaisons to the Section Directors as appointed by the President. The Directors-At-Large shall remind Section Directors of organizational guidelines, facilitate communication between the Executive Committee and the Section Directors, promote joint meetings between Sections, and generally motivate interest in the activities of the Sections. The Directors-At-Large shall perform any other duties not herein specified which may be assigned by the President.

RATIONALE—A proposed Job Description for the Executive Committee, under consideration by the Board of Directors, lists the membership of the Executive Committee as the President, President-Elect, Vice President, Secretary, Treasurer and Immediate Past President.

SECTION 17—COMMITTEE ON CONSTITUTION AND BYLAWS

In addition to an annual review, the Committee on Constitution and Bylaws shall receive and evaluate all requests for changes to the Constitution, ~~AND~~ Bylaws, ~~AND POLICIES AND PROCEDURES~~ and make recommendations to the Board of Directors concerning their adoption.

RATIONALE—In order to maintain continuity, the Board of Directors proposes to give the Constitution and Bylaws Committee responsibility for receiving and evaluating requests for change to

ASBO-MD&DC Policies and Procedures.

SECTION 29—ELECTIONS AND VOTING

The Elections and Voting procedures for officers and Assistant Section Directors shall be:

During the first Section meeting of the Fall meeting of the Association, Assistant Section Directors shall solicit from the Section membership at least two persons, one of whom shall be subject to election at the next annual Spring meeting of the Association, to serve for a year term as Assistant Section Director.

The Executive Director shall receive from each Assistant Section Director two (2) nominees for future Assistant Section Directors prior to the adjournment of the Fall meeting. The Executive Director shall prepare and submit a combined listing of all nominees to the chair of the Committee on Nominations.

The chair of the Committee on Nominations will convene the Committee for the purpose of developing the slate of nominees for the office of Vice President, Secretary, Treasurer, and four (4) Directors-At-Large.

At the same meeting of the Committee on Nominations, the list of nominees for Assistant Section Director as received from the Executive Director shall be examined. The committee shall choose one of each Section's nominees for inclusion on the slate of nominees.

The chair of the Committee on Nominations shall furnish a copy of the slate of nominees to the Executive Director for inclusion in the newsletter announcing the forthcoming annual meeting.

The report of the Committee on Nominations in which they present the slate of officers and Section Directors, shall be presented and voted upon at the business ~~SECTION SESSION~~ of the annual meeting.

The right of the membership to nominate from the floor shall prevail at the time the report of the Committee on Nominations is heard. However, only nominations for the offices of Vice President, Secretary, Treasurer, Director-At-Large, and Assistant Section Director may be made from the floor due to the succession of officers indicated in Article 4, Section 1, of the Constitution.

The Chair of the Committee on Nominations shall have arranged for a complete ballot of nominees to be available for use at the annual meeting should nominations be made from the floor. Said ballots shall have provisions for write-ins for each elective office.

Elections for office with only one nominee shall be by unanimous ballot.

Changes to the Constitution and Bylaws shall be determined by a two-thirds majority of members present and voting. All other questions shall be decided by a majority vote of members present and voting.

Only voting members of the Association may hold elective office or serve as chairs of committees.

RATIONALE—To correct a typographical error in paragraph six. □

...U.S. Communities

...continued from page 16

reduce the cost of purchased goods and to streamline the purchasing process. The national founding Co-Sponsors of this program include the Association of School Business Officials International, National Association of Counties, National League of Cities, the National Institute of Governmental Purchasing and U.S. Conference of Mayors. Also, the Maryland Association of Counties and Maryland Municipal League also sponsor the program in Maryland.

Through U.S. Communities, schools, counties, cities and other public agencies such as special districts can piggyback on local, competitively solicited contracts, thus taking advantage of the enormous collective purchasing power of all 87,000 U.S. local government agencies.

Designed in cooperation with an Advisory Board (including Harford County Public Schools, MD, and City of Baltimore, MD) of local government purchasing officials, U.S. Communities pools the purchasing power of public agencies, achieves bulk volume discounts on behalf of public agencies, competitively solicits quality products through a lead public agency and provides a purchasing forum for public agencies nationwide. Today over 7,500 public agencies are participating in the program. U.S. Communities helps provide public agencies options with regard to the purchase of the most commonly purchased goods.

PRODUCTS

- Office/school supplies
- Office furniture
- Janitorial supplies
- Tools & material handling supplies
- Electrical, communications and data supplies

- Computers
- School classroom furniture (Coming soon)
- Copiers (Coming soon)

ADVANTAGES OF PROGRAM

What are the advantages of participating in U.S. Communities?

The key advantage is cost savings for public agencies. Public agencies gain access to the national purchasing power of all local government public agencies through U.S. Communities and secure the following key advantages:

- Competitively solicited contracts by a lead public agency
- Most favorable public agency pricing
- No cost to the public agency to participate
- Nationally sponsored by leading associations and purchasing organizations
- Broad range of high quality products
- Aggregated purchasing power of public agencies nationwide
- Managed by public purchasing professionals

In addition, U.S. Communities works closely with public agencies to understand their buying needs and the needs of thousands of other public purchasing agents, purchasing managers, purchasing directors, and procurement officers. U.S. Communities is constantly expanding its selection to offer public agencies the most sought-after products from the highest quality manufacturers.

The school purchasing function plays a critical role in helping local governments save money on the goods purchased by these agencies each year. The Association of School Business Officials—MD&DC has developed and offers U.S. Communities as a successful proven tool to help Maryland/DC schools achieve this important mission. We hope you will

explore and evaluate this program for your district. We know you will find tangible program benefits.

FOR MORE INFORMATION

U.S. COMMUNITIES

Chris Mellis, Regional Marketing Manager
U.S. Communities
Work: 484.452.6339
Mobile: 484.995.1931
Fax: 443.647.0357
E-Mail: cmellis@uscommunities.org
Website: www.uscommunities.org

MARYLAND U.S. COMMUNITIES

Advisory Board Member:
John Miller, Supervisor of Purchasing
Harford County Public Schools
101 Industry Lane
Forest Hill, MD 21050
410.638.4080
jrmiller.fh@hcps.k12.md.us

ASSOCIATION OF SCHOOL BUSINESS OFFICIALS—MD&DC

John Case-Executive Director
Phone: (410)591-3886
Fax: (410)692-6564
E-Mail: jcase@erols.com

...Revenues

...continued from page 6

sponsorship was received from Bank of America to cover the cost of printing the ASBO—MD&DC membership directory thanks to the hard work of committee member Marty Jacobs.

The committee is looking for ideas for outsourcing opportunities to help relieve the burden on our volunteer members. If you have any ideas or know of any companies who provide services at a reasonable fee, or who may be willing to help underwrite some of the following services please contact Joe Lavorgna at 301-279-3610 or at Joseph_Lavorgna@mcpsmd.org—website maintenance, newsletter printing, workshop planning, section meeting speakers, conference registration, professional fundraising, or maintaining

ASBO—MD&DC sponsors purchasing alliance

Public agencies purchase billions of dollars per year in goods and services and are continually looking for new solutions to help them meet their purchasing requirements and needs. School districts—as keepers of taxpayers' hard-earned dollars—also want a good return on investment for the goods they purchase. ASBO—MD&DC has delivered on this value proposition by sponsoring a specific program for Maryland/DC Schools that significantly reduces the costs of purchased goods. The program is known as the U.S. Communities Government Purchasing Alliance.

PROGRAM ELEMENTS

What is U.S. Communities?

U.S. Communities is a non-profit instrumentality of government established by public agencies to

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ASBO going Caribbean

The Sunday evening Member/Exhibitor Mixer this year should be a break from the snows of this past winter as "ASBO goes Caribbean." Come and enjoy refreshing steel band music as you try your luck at the casino tables around the pool in the Atrium from 7:00- 10:00 p.m. Vendors will be sponsoring the casino games and acting as croupiers at the Black Jack, Roulette, and Poker tables. Use your specially printed ASBO—MD&DC dollars at the gaming tables or slot machines. Before the end of the evening, you can use your "ASBO funny" money to bid for prize items in an auction. There will be dancing, limbo contests, and an opportunity to renew friendships with members and exhibitors. The palm reader from last year will be back by popular demand. Enjoy tasty hot hors d'oeuvres, a pasta bar, and open bar till 9:00 p.m.

Don't miss this fun event and an exciting way to start off our 51st annual Spring Conference.



ASSOCIATION OF SCHOOL BUSINESS OFFICIALS MARYLAND AND THE DISTRICT OF COLUMBIA

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