

# ASBO Matters

ASBO—MD&DC



Volume XXXIV, No. 4

Get Connected with ASBO—MD&DC

Spring Conference 2002

## SPRING CONFERENCE SPECIAL EDITION



### From the President...

*Kathy P. Jackson*

**Time passes by** so quickly with myriad activities. It seems like only yesterday that we were preparing for the opening day of school. ASBO International conventioners were here in Baltimore (just moments ago?) where they were enchanted by our hospitality and all that our region has to offer. Were we not just at Turf Valley celebrating the accomplishments of our colleagues, extending well wishes to those who have retired, and attending workshops designed to expand our professional development? We are still basking in the glow of the rave reviews received from the Fall Conference. Surely it cannot be time to register for the 50th Annual Spring Conference!

Ah, yes, but it is. Members of our volunteer association have been working these past months to plan an Ocean City event that will be a "golden" occasion. We should be proud of their hard work and the longevity of our Association.

The Conference Arrangements Committee has planned various activities that will enhance networking opportunities, including a new venue and formula for the Sunday night mixer. The Exhibits Committee promises to fill the Convention Center exhibits floor with suppliers prepared to display and demonstrate

*continued on page 2*

### MGM to speak at Spring Conference

**Maureen G. Mulvaney**, better known as MGM, is a powerful speaker with a positive, humorous and extremely impactful message about the Support Services for our schools. MGM has been speaking for School Food Services and ASBO since 1989. She has spoken for ASFSA plus various State School Food Service & ASBO Conferences as the opening Keynote: California, Kentucky, Utah, Oklahoma, Nebraska, Colorado, Nevada, New Mexico, Massachusetts, New York, New Jersey,



**Maureen Mulvaney**

*continued on page 2*

### Inside...

- Spring Conference Program .....page 3**
- Conference General Topics.....page 4**
- Conference Section Programs..pages 5,9–11**
- Conference Registration Form .....pages 7&8**
- Golf Tournament Registration .....page 11**

## ...President

...continued from page 1

the latest innovations targeted to improve student achievement. Section Directors have identified current and relevant topics for each service area, with your input, and matched each topic to competent and interesting presenters. And General Topic Sessions have been scheduled to augment your professional development experience.

Buzz Bartlett, immediate past president of the Maryland State Board of Education and President/CEO of the Council for Basic Education, will address the first general session on Monday morning. Mr. Bartlett will focus on the connectivity of business to education. International speaker Maureen G. Mulvaney will address the membership at the Tuesday and Wednesday sessions. Her message is for us to use change as a golden opportunity to increase productivity, customer service, and team work. Be prepared to laugh your way to a new attitude.

Everyday we face new challenges and new opportunities. The 50th Annual Spring Conference is our opportunity to focus upon our professional development and gain the expertise we need to continue to meet the challenges. Please "Get Connected" to ASBO - MD & DC and join other school business officials in the quest for excellence. Time passes by so quickly. Take time now to register! □

## ...MGM

...continued from page 1

Delaware, Georgia, Maryland, Indiana, Pennsylvania, Louisiana, Connecticut, Virginia and Texas.

MGM's insightful presentation of issues affecting all school support services comes from her background as a daughter of a Food Service Director and her own tenure as a Special Educator. MGM knows how to motivate and encourage participants to be prepared to accept the changes that are coming in the 21st Century (Creating a Positive Work Environment). MGM is hilarious and keeps participants in stitches while her in-depth knowledge impacts.

MGM's action packed presentation is a blend of researched information and personal anecdotes to provide an entertaining, yet valuable, learning experience. Be prepared to Laugh and Learn. □

### The Association of School Business Officials Maryland & the District of Columbia

cordially invites

### All Registered Exhibitors and Attendees

to our

### 50<sup>th</sup> Birthday Celebration

at the

Princess Royale – Palmetto Room

Sunday, May 19, 2002

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.*

Visit  
ASBO-MD&DC  
on the  
Web

<http://asbo.org>

**ASBO MATTERS** is published five times per year by and for the members of the Association of School Business Officials-Maryland and the District of Columbia, Inc.

ASBO-MD&DC is affiliated with the Association of School Business Officials International.

Neither ASBO-MD&DC nor the editor assumes the responsibility for the data and opinions expressed by the authors of papers abstracted, quoted, or published in full in this newsletter. The products and services advertised herein are not endorsed by ASBO-MD&DC, and do not necessarily reflect the opinions of the officers, directors, members, and staff of ASBO-MD&DC. They are merely paid advertisements helping to support this publication financially.

#### President

Kathy P. Jackson  
Baltimore City Public Schools

Phone: 410-396-8827

Fax: 410-396-8816

E-mail: [kjackson@bcps.k12.md.us](mailto:kjackson@bcps.k12.md.us)

#### Editor and Executive Director

John T. Case, RSBO

PO Box 451

Jarrettsville MD 21084-0451

Phone: 410-591-3886

FAX: 410-692-6564

E-mail: [jcase@erols.com](mailto:jcase@erols.com)

# **SCHEDULE OF EVENTS**

## **50th Annual Spring Conference**

### **May 19–22, 2002**

#### **SUNDAY, MAY 19**

- 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 **50TH BIRTHDAY CELEBRATION**  
Buffet, Music, Entertainment  
— *Palmetto Room, Princess Royale*
- 9:00–10:00 pm **Cash Bar**

#### **MONDAY, MAY 20**

- 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:**  
**Raymond “Buzz” Bartlett**  
Chief Executive Officer  
National Council for  
Basic Education
- 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** (*repeated*)
- 12:30–1:30 pm **Lunch in Ballroom** (*exhibits closed*)
- 1:30–2:30 pm **Past Presidents' Meeting**
- 1:30–3:45 pm **Exhibits Open**
- 2:15–3:45 pm **First Section Meetings**
- 4:00–4:30 pm **Exhibitors Meeting**
- 6:00–7:00 pm **Presidents' Reception** (*Invitation Only*)
- 6:00 pm **Dine-Around**

#### **TUESDAY, MAY 21**

- 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** (*repeated*)
- 11:30 am–Noon **Vendor Drawings**
- 12:30–2:00 pm **Luncheon & Second General Session**  
Music  
**Presenter:**  
Maureen G. Mulvaney  
*How to Keep from Going Bonkers in  
School Systems Today*
- 2:00–3:30 pm **Second Section Meetings**
- 7:00 pm **Buffet Dinner**
- 'til 11:00 pm **Music & Entertainment**  
— *Phillips Restaurant*  
(doors open at 7:00 pm)

#### **WEDNESDAY, MAY 22**

- 8:00–10:00 am **Closing Session** — *Princess Royale*  
Breakfast  
Inservice Program  
Maureen G. Mulvaney  
*Getting Connected*
- 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 19, 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 22, 2002 to:**

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

---

---

# **GENERAL TOPIC SESSIONS**

## **50th Annual Spring Conference**

### **May 21&22, 2001**

#### **MONDAY, MAY 20**

9:45–11:00 am & 11:15 am –12:30 pm (Repeated)

*Body Language*

*Violence Awareness in the  
Changing World*

*Surviving Road Rage*

*Power Point*

*Fitness for Mind and Body*

#### **TUESDAY, MAY 21**

9:45–11:00 am & 11:15 am –12:30 pm (Repeated)

*How to Make Lemonade  
Out of Lemons*

*Communicating with  
Confidence and Clarity*

*Financial Planning for  
Dummies*

*Power Point*

Stop by the ASBO–MD&DC web site for updated information about these sessions. – <http://asbo.org>

### ***Professional Participation Certificates to be issued at Spring Conference***

**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.

### **Sunday Night Event Moved**

**Note** that the Sunday Night Mixer, our 50th Birthday Celebration, has been moved to the Palmetto Room of the Princess Royale from its traditional location in the Atrium.

# SECTION PROGRAMS

## 2002 Spring Conference

### SAFETY, SECURITY & RISK MANAGEMENT

**DIRECTOR**

**Jim Fite**

*Cecil County Public Schools*

**ASSISTANT DIRECTOR**

**Lawrence Faries**

*Carroll County Public Schools*



FITE

#### SESSION 1 – MONDAY, 2:15–3:45 PM

##### School Security—A Holistic Approach

**Presenters :** Ed Clarke, Director of School Safety and Security, Montgomery County Public Schools. Larry Faries, Coordinator of School Security, Carroll County Public Schools, Pam Montgomery, Safety Supervisor, Montgomery County Public Schools

The workshop will be a holistic approach to safe, secure, and drug free schools presented from two perspectives - a large urban school system and a smaller rural school system. Topics will include protocol with local allied agencies, crisis teams, crisis plans, risk assessments, policies and procedures, mock drills, selling the concept to faculty, staff, and students, plus numerous other related topics.

#### SESSION 2 – TUESDAY, 2:00–3:30 PM

##### School Security—A Holistic Approach (continuation of Session 1)

### INFORMATION & TECHNOLOGY

**DIRECTOR**

**Michael Maszczenski, Jr.**

*Anne Arundel County Public Schools*

**ASSISTANT DIRECTOR**

**Joan Donovan**

*Anne Arundel County Public Schools*



MASZCZENSKI

#### SESSION 1 – MONDAY, 2:15–3:45 PM

##### What's on your PDA? Part II

The session at the winter conference was such a success that many people who didn't get to attend the session asked to run it again. Many of the attendees of part I also requested a second session.

Personal Digital Assistants (PDA's) are touted by the press as

replacements for your "Day Runner" and lots more. The problem for us 'newbees' is how do we take advantage of this new digital wonder? This is intended to be a "Show and Tell" session. A camera and projector will be able to put the images from your PDA on the screen so all can see. The session will start off with a short presentation; then it is your turn. Sharing is encouraged and planned as part of the session. Come prepared to show us what your PDA does for you. It may seem mundane to you. But, remember, for us 'newbees' it will be new and exciting. Beam something to someone else. See you there.

#### SESSION 2 – TUESDAY, 2:00–3:30 PM

##### Microsoft Operating Systems and School Computers

What do the Microsoft operating systems—Windows 9x, NT, W2K and Windows xp—offer, and what is best for school system computers? This session will explore the options made available by the operating systems. Security, ease of use and stability on various platforms will be compared using school system requirements as the base of comparison.

### ADMINISTRATIVE & FISCAL PROGRAMS

**DIRECTOR**

**Sharon Slivecky**

*Baltimore County Public Schools*

**ASSISTANT DIRECTOR**

**John Pfister**

*Dorchester County Public Schools*



SLIVECKY

#### SESSION 1 – MONDAY, 2:15–3:45 PM

##### Performance Audits: A Real Life Experience

Roundtable Discussion

The discussion group topics will include the following: how and why a performance audit is requested, performance audit's methodology, commendations and recommendations, what unit of measure is used, how is efficiency, economy and performance measured, and performance audit's benefits and short comings.

#### SESSION 2 – TUESDAY, 2:00–3:30 PM

##### Developing and Implementing a 457(b) Plan in Your District

**Presenter:** Joseph J. Opalski, ING Aetna Financial Services

Designed to be a continuation to the Fall 2001 ASBO Conference, Developing and Implementing a 457(b) Plan in Your District will give you the necessary information to start a 457(b) Plan in your district. Topics will

*continued on page 9*

---

---

# INSTRUCTIONS

# CONFERENCE REGISTRATION

## 2002 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.  
**NEW this year is the acceptance of credit card for registration.** See reservation form for accepted 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, 2002.**
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.*

# REGISTRATION FORM

## 2002 Spring Conference

### SIDE ONE

All conference reservations **must** appear on this form and are restricted to exhibitors, members of Maryland and DC ASBO 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  Nutrition  Personnel  Purchasing  Safety, Security & Risk Mgmt  Technology  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"/> \$458. <sup>00</sup>	03 <input type="checkbox"/> \$360. <sup>00</sup>	05 <input type="checkbox"/> \$220. <sup>00</sup>	07 <input type="checkbox"/> \$224. <sup>00</sup>	09 <input type="checkbox"/> \$84. <sup>00</sup>
Double	02 <input type="checkbox"/> \$332. <sup>00</sup>	04 <input type="checkbox"/> \$276. <sup>00</sup>	06 <input type="checkbox"/> \$178. <sup>00</sup>	08 <input type="checkbox"/> \$182. <sup>00</sup>	10 <input type="checkbox"/> \$42. <sup>00</sup>

**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"/> \$494. <sup>00</sup>	13 <input type="checkbox"/> \$384. <sup>00</sup>	15 <input type="checkbox"/> \$232. <sup>00</sup>	17 <input type="checkbox"/> \$236. <sup>00</sup>	19 <input type="checkbox"/> \$96. <sup>00</sup>
Double	12 <input type="checkbox"/> \$350. <sup>00</sup>	14 <input type="checkbox"/> \$288. <sup>00</sup>	16 <input type="checkbox"/> \$184. <sup>00</sup>	18 <input type="checkbox"/> \$188. <sup>00</sup>	20 <input type="checkbox"/> \$48. <sup>00</sup>

**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"/> \$392. <sup>00</sup>	23 <input type="checkbox"/> \$316. <sup>00</sup>	25 <input type="checkbox"/> \$198. <sup>00</sup>	27 <input type="checkbox"/> \$202. <sup>00</sup>	29 <input type="checkbox"/> \$62. <sup>00</sup>
Double	22 <input type="checkbox"/> \$299. <sup>00</sup>	24 <input type="checkbox"/> \$254. <sup>00</sup>	26 <input type="checkbox"/> \$167. <sup>00</sup>	28 <input type="checkbox"/> \$171. <sup>00</sup>	30 <input type="checkbox"/> \$31. <sup>00</sup>

**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"/> \$440. <sup>00</sup>	33 <input type="checkbox"/> \$348. <sup>00</sup>	35 <input type="checkbox"/> \$214. <sup>00</sup>	37 <input type="checkbox"/> \$218. <sup>00</sup>	39 <input type="checkbox"/> \$78. <sup>00</sup>
Double	32 <input type="checkbox"/> \$323. <sup>00</sup>	34 <input type="checkbox"/> \$270. <sup>00</sup>	36 <input type="checkbox"/> \$175. <sup>00</sup>	38 <input type="checkbox"/> \$179. <sup>00</sup>	40 <input type="checkbox"/> \$39. <sup>00</sup>

**Beach Plaza Hotel - Room**

	<i>Sunday-Wednesday</i>	<i>Monday-Wednesday</i>	<i>Monday only</i>	<i>Tuesday only</i>	<i>Sunday lodging only</i>
Single	41 <input type="checkbox"/> \$410. <sup>00</sup>	43 <input type="checkbox"/> \$328. <sup>00</sup>	45 <input type="checkbox"/> \$204. <sup>00</sup>	47 <input type="checkbox"/> \$208. <sup>00</sup>	49 <input type="checkbox"/> \$68. <sup>00</sup>
Double	42 <input type="checkbox"/> \$308. <sup>00</sup>	44 <input type="checkbox"/> \$260. <sup>00</sup>	46 <input type="checkbox"/> \$170. <sup>00</sup>	48 <input type="checkbox"/> \$174. <sup>00</sup>	50 <input type="checkbox"/> \$34. <sup>00</sup>

**Beach Plaza Hotel - Apartment/Efficiency**

	<i>Sunday-Wednesday</i>	<i>Monday-Wednesday</i>	<i>Monday only</i>	<i>Tuesday only</i>	<i>Sunday lodging only</i>
Single	51 <input type="checkbox"/> \$410. <sup>00</sup>	53 <input type="checkbox"/> \$328. <sup>00</sup>	55 <input type="checkbox"/> \$204. <sup>00</sup>	57 <input type="checkbox"/> \$208. <sup>00</sup>	59 <input type="checkbox"/> \$68. <sup>00</sup>
Double	52 <input type="checkbox"/> \$308. <sup>00</sup>	54 <input type="checkbox"/> \$260. <sup>00</sup>	56 <input type="checkbox"/> \$170. <sup>00</sup>	58 <input type="checkbox"/> \$174. <sup>00</sup>	60 <input type="checkbox"/> \$34. <sup>00</sup>

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

{Copy above Amount on Reverse Side, then continue}

- 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.

<i>Items include</i>	<i>Sunday-Wednesday</i>	<i>Monday-Wednesday</i>	<i>Monday only</i>	<i>Tuesday only</i>	<i>Sunday lodging only</i>
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

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.

*ASBO Reservation Form — Continued on reverse side*

# REGISTRATION FORM

## 2002 Spring Conference

### SIDE TWO

Name \_\_\_\_\_ County \_\_\_\_\_

Package Amount (from other side) \$ \_\_\_\_\_

**Separate Items:** (See Note 4)

- Registration, Lunches & Breakfasts - Members/Spouse** 81  \$160.<sup>00</sup> \$ \_\_\_\_\_
- Monday Night (Dine Around)** May 20 87  \$18.<sup>00</sup> \$ \_\_\_\_\_
- Tuesday Night (Phillips Crab House)** May 21 88  \$28.<sup>00</sup> x \_\_\_\_\_ (quantity) \$ \_\_\_\_\_
- Non-Members - Add On** (to above Packages/Registration & Lunches) 91  \$45.<sup>00</sup> \$ \_\_\_\_\_
- Emeritus/Emeritus' Spouse REDUCTION** 92  \$<42.<sup>00</sup> > Subtract from above. \$ - \_\_\_\_\_

**Grand Total** \$ \_\_\_\_\_

Notes: (4) For those who require no lodging, OR for those who selected a lodging package on the front and need additional items.

**PAYMENT METHOD:**

- Check: Enclosed is a check payable to ASBO-MD & DC in the amount of \$ \_\_\_\_\_
- Credit Card:  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 20, 2002	Tuesday - May 21, 2002
<p><b>9:45 am - 11:00 am:</b></p> <p>M-01 <input type="checkbox"/> Body Language</p> <p>M-02 <input type="checkbox"/> Fitness for Mind and Body</p> <p>M-03 <input type="checkbox"/> Power Point</p> <p>M-04 <input type="checkbox"/> Surviving Road Rage</p> <p>M-05 <input type="checkbox"/> Violence Awareness in the Changing World</p>	<p><b>9:45 am - 11:00 am:</b></p> <p>T-01 <input type="checkbox"/> Communicating with Confidence and Clarity</p> <p>T-02 <input type="checkbox"/> Financial Planning for Dummies</p> <p>T-03 <input type="checkbox"/> How to Make Lemonade Out of Lemons</p> <p>T-04 <input type="checkbox"/> Power Point (Repeat from Monday)</p>
<p><b>11:15 am - 12:30 pm:</b></p> <p>M-06 <input type="checkbox"/> Body Language</p> <p>M-07 <input type="checkbox"/> Fitness for Mind and Body</p> <p>M-08 <input type="checkbox"/> Power Point</p> <p>M-09 <input type="checkbox"/> Surviving Road Rage</p> <p>M-10 <input type="checkbox"/> Violence Awareness in the Changing World</p>	<p><b>11:15 am - 12:30 pm:</b></p> <p>T-06 <input type="checkbox"/> Communicating with Confidence and Clarity</p> <p>T-07 <input type="checkbox"/> Financial Planning for Dummies</p> <p>T-08 <input type="checkbox"/> How to Make Lemonade Out of Lemons</p> <p>T-09 <input type="checkbox"/> Power Point (Repeat from Monday)</p>
<p><b>2:15 pm - 3:45 pm:</b></p> <p>M-11 <input type="checkbox"/> Administrative &amp; Fiscal Programs</p> <p>M-12 <input type="checkbox"/> School Facilities</p> <p>M-13 <input type="checkbox"/> Food and Nutrition Services</p> <p>M-14 <input type="checkbox"/> Human Resources</p> <p>M-15 <input type="checkbox"/> Purchasing</p> <p>M-16 <input type="checkbox"/> Safety, Security &amp; Risk Management</p> <p>M-17 <input type="checkbox"/> Information Technology</p> <p>M-18 <input type="checkbox"/> Pupil Transportation</p>	<p><b>2:00 pm - 3:30 pm:</b></p> <p>T-11 <input type="checkbox"/> Administrative &amp; Fiscal Programs</p> <p>T-12 <input type="checkbox"/> School Facilities</p> <p>T-13 <input type="checkbox"/> Food and Nutrition Services</p> <p>T-14 <input type="checkbox"/> Human Resources</p> <p>T-15 <input type="checkbox"/> Purchasing</p> <p>T-16 <input type="checkbox"/> Safety, Security &amp; Risk Management</p> <p>T-17 <input type="checkbox"/> Information Technology</p> <p>T-18 <input type="checkbox"/> Pupil Transportation</p>

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

## ...Admin & Fiscal Programs

...continued from page 5

include the benefits of such a plan, IRS regulations, selecting a vendor, ownership and legal liability. With the ever increasing need to retain and recruit valuable employees, a 457(b) plan may be a key component in your district's success.

Mr. Opalski is a registered representative of Aetna Investment Services, LLC (AIS) and has over 20 years experience in financial and retirement planning services. Mr. Opalski is the registered Aetna representative for several Eastern Shore School Systems and has successfully developed and implemented 457(b) plans in Maryland and Delaware.

### PUPIL TRANSPORTATION

#### DIRECTOR

**Eileen Simpson**

Montgomery County Public Schools

#### ASSISTANT DIRECTOR

**Ron Rosser**

Montgomery County Public Schools



SIMPSON

### SESSION 1 – MONDAY, 2:15–3:45 PM

#### Determining Safe Stop Locations

Presenter: Eileen Danahy Simpson

Bring your calculators again. We're having another fun day with that four letter word "MATH". How do you decide whether a bus stop location is safe? Is there enough site distance? Are vehicles traveling at the posted speed limit? Join us for this session for very worthwhile information on ensuring a stop location is safe. We will use empirical data that ASHTO (Association of Highway Traffic Officials) utilizes along with speed formulas that will enable you to give credible answers to the public when questioned about an unsafe bus stop. This is guaranteed to be a fun session (you'll even be allowed to copy your neighbors' paper)! You will walk away with excellent handouts and understand the concepts of determining safe stop locations. I'll guarantee you will use this information again and again.

### SESSION 2 – TUESDAY, 2:00–3:30 PM

#### Crash Dynamics in School Bus Collisions

Presenter: Pete Kotowski, NTSB

There was such an interest after the fall conference when Mr. Kotowski was our guest, that many asked for his return to talk about school bus collisions. Sometimes you get what you wish for and we are in for another treat! Mr. Kotowski will return to talk about crash dynamics with school buses and resulting rotational forces. Mr. Kotowski is a retired police officer from Delaware, has been an adjunct instructor for the University of North Florida with the Institute of Police Technology and Management, and is currently working with the National Transportation Safety Board. He not

only brings a wealth of knowledge and experience, but his delivery approach contains humor and thought provoking challenges to transportation officials.

### HUMAN RESOURCES

#### DIRECTOR

**Cheryl Curtis**

Baltimore City Public Schools

#### ASSISTANT DIRECTOR

**Brenda Hinton**

Harford County Public Schools

Picture  
not available  
at  
press  
time.

CURTIS

### SESSION 1 – MONDAY, 2:15–3:45 PM

Joint session with Food & Nutrition Services

#### Balancing Your Life and Work

Presenter: Stewart Eidel, FMP, Specialist in Nutrition Education and Training, MSDE

Get connected with all life has to offer. Recognize options for personal development to find balance and foster growth both at home and at work. Get more out of life by exploring the concept of personal purpose or mission.

### SESSION 2 – TUESDAY, 2:00–3:30 PM

#### How to help employees through organizational change

Presenter: Theresa Stokes Hill, Citigroup

Human Resources management often requires you to facilitate changes in the way people work. Effective management of change is crucial to aligning people with the organization's goals and objectives. However, nothing so undermines organizational change as the failure to think through "who" will have to "let go" of "what" when change occurs. The failure to identify and be ready for the endings and losses that change produces for your workers is the largest single problem that organizations in transition encounter. This workshop will give you an understanding of the change process and the ways that you can assist your workforce to successfully move through the process.

Theresa Stokes Hill has over 20 years of Human Resources management experience. She has worked as a HR professional in the healthcare, television and financial services industries. Her work experience includes management of the employment, employee relations, compensation, and training/development functions. Ms Hill has earned certification as a Senior Professional in Human Resources (SPHR) for the Society of Human Resources Management (SHRM) and is a Certified Compensation Professional (CCP) with the American Compensation Association. She holds a bachelor's degree from the University of Maryland and a Masters degree in HR Management from the College of Notre Dame of Maryland.

continued on page 10

## ...Section Programs

...continued from page 9

### PURCHASING

#### DIRECTOR

**Kim Miskell**

*Frederick County Public Schools*

#### ASSISTANT DIRECTOR

**Michele Adams**

*Harford County Public Schools*



MISKELL

#### SESSION 1 – MONDAY, 2:15–3:45 PM

Topic not available at press time.

#### SESSION 2 – TUESDAY, 2:00–3:30 PM

##### Meeting the Demands of our Customers

**Presenter:** Giles Benson, Department of Materials Management, Montgomery County Public Schools

This presentation could be considered a fresh look at materials management for some or an excellent refresher course for many. Ask yourself, "Does the service we provide our schools measure up?" Giles Benson, of Montgomery County Public Schools Department of Management will present Montgomery County's plan for meeting the needs of their schools from the school system's mission to ways of measuring their achievements. Mr. Benson has 29 years of experience in public school support services. It is a well known fact that Support Services is required to provide schools with the supplies that are needed to achieve their goals and objectives for student improvement with limited resources. Mr. Benson will demonstrate the success that the Montgomery County Public Schools Department of Management has had in helping the schools meet their objectives.

**Be alert for more information from your liaison representative about DUE DATES.**

### SCHOOL FACILITIES

#### DIRECTOR

**Christopher Morton**

*Harford County Public Schools*

#### ASSISTANT DIRECTOR

**Jeff Alban**

*Gipe Associates*



MORTON

#### SESSION 1 – MONDAY, 2:15–3:45 PM

##### Insurance and Code Requirements for Boilers as It Applies to: Industrial Risk Insurance, Factory Mutual, ASME CSD-1, and the Boiler and Pressure Vessel Safety Act and Regulations by the State of Maryland

**Presenters:** To be determined.

With every new or modernized school facility comes a new heating plant. Not to mention the number of systemic boiler replacements, which are done per year throughout our public school systems in the State of Maryland. This presentation will focus on creating a better understanding of the insurance, code, and inspection requirements for the installation of Boilers and Pressure Vessels within the State of Maryland.

#### SESSION 2 – TUESDAY, 2:00–3:30 PM

##### Understanding the Different Types of Multi-Purpose and Gym Floors Which can be Specified for Your School Facility

**Presenter:** Matt Sheafer, Northeast Regional Representative, MONDO Sport and Commercial Flooring

The purpose of this session is to present the different types of multi-purpose and gym floors, which can be specified for your school facility. This presentation will not focus on any one particular product or system, but will attempt to educate you on the various types of systems that can be selected and things to consider making your choice. As all good owner representatives and design professionals know, it is always important to understand what it is that you want to achieve, prior to putting together a specification document. There are many types of systems, expensive/inexpensive and low end/high end and depending on your needs they can all be a good choice.

### Exhibit Space...

Some exhibit space is still available for the ASBO-MD&DC Spring Conference in Ocean City. If you are interested, contact Mrs. Nancy Codner immediately at 410-751-3060.

## ...Section Programs

...continued from page 5

## SESSION 2 – TUESDAY, 2:00–3:30 PM

### Challenges Faced by School Restaurants: How To Reconnect with Your Customers

Presenter: Panel to be Announced; Moderators—Ilene Murphy, Anne Arundel County Public Schools, and Scott Germain, Garrett County Public Schools

Maintaining a healthy menu selection while giving customers what they really want is one of the many difficult issues facing School Food Service Professionals. Come share innovative ideas and bring your challenges to our panel discussion.

## SCHOOL FOOD & NUTRITION SERVICES

DIRECTOR

**Ilene Murphy**

Anne Arundel County Public Schools

ASSISTANT DIRECTOR

**Scott Germain**

Garrett County Public Schools



MURPHY

## SESSION 1 – MONDAY, 2:15–3:45 PM

Joint session with Human Resources

### Balancing Your Life and Work

Presenter: Stewart Eidel, FMP, specialist in Nutrition Education and Training, MSDE

Get connected with all life has to offer. Recognize options for personal development to find balance and foster growth both at home and at work. Get more out of life by exploring the concept of personal purpose or mission.

## Directions to Golf Outing at Green Hill Yacht & Country Club...

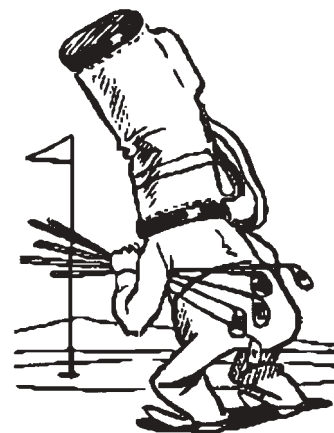
...will be faxed to the group leader or individuals upon receipt of Registration Form (below) and payment. Group leaders will fax to their team members.

## 13<sup>th</sup> ASBO–MD&DC Golf Outing Sunday, May 19, 2002

- ✍ **Green Hill Yacht & Country Club**
- ✍ **Shotgun start at 9:00 a.m.**
- ✍ **Format – scramble, with long drive and closest to the hole 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 can match singles with a team.)

Golf Chair: Rodger Daugherty—Somerset County, Conal Turner—Somerset County, Stan Wilson—Grimm & Parker

(Detach here)



## REGISTRATION FORM

Captain: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_; Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(for directions)

2nd Player: \_\_\_\_\_

3rd Player: \_\_\_\_\_

4th Player: \_\_\_\_\_

Make check payable to **ASBO–MD&DC.**

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

# Workshop Successes



Approximately twenty-four people attended the ASBO- MD&DC Legislative Workshop in Annapolis on February 11. Issues discussed included the Thornton Commission, early childhood initiatives, collective bargaining, and commercialism in schools.

Ed Clarke (*right*) and Pam Montgomery (*rear*) explained the Crisis Preparedness program in Montgomery County Public Schools to a group of almost thirty ASBO-MD&DC members on January 23.



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

PO Box 451  
Jarrettsville MD 21084-0451



**SPRING CONFERENCE  
Special Edition  
OUR 50<sup>TH</sup> BIRTHDAY**



PRST STD  
Auto  
U.S.Postage  
PAID  
Street, MD  
Permit No. 200