

# ASBO Matters

ASBO—MD&DC



Volume XXXV, No. 2

Affiliated with ASBO International®

November 2002

## Fall Conference to convene at Turf Valley December 6

**The Annual** Fall Conference of ASBO—MD&DC gets under way in just a few weeks at the Turf Valley Resort and Conference Center. At 9 a.m. on December 6 the call to order will be sounded by President Judi Dombek, thus kicking off another tremendous professional development opportunity for members.

Highlighted by Jim Jacobus, who is speaking to the group at the luncheon session, there will be the usual array of 18 Section Sessions addressing a wide variety of pressing issues and skills of which practicing professionals need to be aware.

The opening business session

gives the Association the opportunity to honor members who have retired and learn about some of the "nitty gritty" matters that affect the organization. This Fall members will need to vote on one proposed amendment to the ASBO—MD&DC Constitution and two two proposed changes to its bylaws. A detailed discussion of these proposals begins on page 12 of this issue of *ASBOMatters*.

All in all this year's conference promises to be at least as outstanding as the fifty which have preceded it. Don't miss the opportunity to network with colleagues and "bone up" on what works in school business. □

## Jim Jacobus to keynote

**Jim Jacobus** is an international expert on extraordinary performance or what it would take for us individually and collectively, personally or professionally, to experience our immense potential. He is a trusted resource for organizations looking to get maximum "personnel results" in today's competitive environment.

Jim will be speaking at the Fall Conference Luncheon about a new challenge that faces businesses today—managing and leading the "new" generation of employees—or as he refers to them—GEN X'ers. He is an expert at helping bring together our Gen X'ers and their managers. He will provide you with a strategic plan on how to better communicate and work with this new generation.

Nose rings, purple hair and who knows what else next? What is wrong with these

*continued on page 7*

## ASBO members — life-long learners

**Professional** development is vital to ASBO members. It has been argued that the training opportunities offered by ASBO are the main reason for the organization's existence, the reason we all elect to pay dues and registration fees associated with our conferences, seminars, and workshops. In many cases members pay these costs directly out of pocket. As public school employees we strive, in most mission statements, to have students become

"life-long learners". We are in that life-long learning mode right now.

Under President Doug Pindell, a Professional Development Committee was created to provide a more cohesive approach to the myriad training opportunities offered by the Association. Section topics that can only be briefly discussed may be followed by a workshop with more detail. Conflicts with similar topics scheduled at the same

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# From the President...

*Judi S. Dombek*

**O**ne of the benefits of being an ASBO member is the leadership training offered through the workshops and conference sessions. Just to mention a few of the topics presented in the past are interviewing skills, rewards and recognitions, using humor in the workplace, and dealing with difficult employees. Since a major goal of the association is to provide leadership training so that school system managers and supervisors can be successful, we will continue along this track.

Delegating authority and tasks is a tough but necessary skill for good leadership. It is also one that is a challenge for new managers. They may feel that it may cause them to lose control; that others may perceive them as weak; that it takes more time to explain the task rather than do it themselves; or that they may feel they can do it better.

When done appropriately, delegating is one of the most useful tools for a leader. A strategy to effective delegation is to identify the strengths and weaknesses of team members and to align them with the goals of the team. It is important for the manager to do a self-assessment as well, identifying skills and areas that need improvement. The manager can then look at the team to identify who can complement the manager's strengths and weak areas, giving them the responsibility for doing the things the manager does not do as well. It's important to look beyond people's functional titles when assessing their abilities. Planning and using your team's skills wisely and appropriately naturally leads to team motivation, commitment, cohesiveness, and trust.

Delegation is a win-win approach to success. It reinforces confidence in team members; it removes the task from the manager, and it gets the job done while possibly gaining new skills during the process.

This approach is applicable in a volunteer organization as well. As a committee chair, or any executive leadership position, it is important to delegate tasks to members of the committee. As the Leadership committee delegates more authority to committees, the committee chairs should be delegating within the team as well. The Board of Directors values and appreciates the volunteer time of those members holding ASBO positions. Time is limited; use it wisely; get help from others by delegating thereby giving others the opportunity to learn and contribute to the organization. You can't do it alone.

Visit  
**ASBO-MD&DC**  
on the  
**Web**

<http://asbo.org>

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# CONFERENCE SCHEDULE

## 51<sup>st</sup> Annual Fall Conference

*December 6, 2002*

Turf Valley Resort & Conference Center

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**8:00 a.m. REGISTRATION & COFFEE**

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

- Call to Order
  - Pledge of Allegiance/Invocation
  - Introductions
  - Greetings
  - Honoring 2002 Retirees
  - Reports/Announcements
    - Secretary
    - Treasurer & Auditor
    - Constitution & Bylaws
    - Nominations
    - Fall Conference Report
    - International 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**

**Jim Jacobus, CSP — "GEN X...Managing and Leading  
the New Generation of Employees"**

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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, 2002.

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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.

# SECTION PROGRAMS

## 2002 Fall Conference

### ADMINISTRATIVE & FISCAL PROGRAMS

#### DIRECTOR

**Fay Miller**

*Kent County Public Schools*

#### ASSISTANT DIRECTOR

**Raymond Brown**

*Howard County Public Schools*



MILLER

#### SESSION 1 – 10:00 am

##### Budgeting and Funding

Presenter: Raymond Brown, Howard County Public Schools

A discussion of budgets, Thornton, and ways to make sure your budget is aligned with your system's vision, mission, and goals.

#### SESSION 2 – 11:40 am

##### Understanding the New "No Child Left Behind" Education Legislation

Presenter: John Woolums, Maryland Association of Boards of Education

A presentation to provide an update on the implications of the new federal legislation and discuss the new law from a state and local perspective.

### PUPIL TRANSPORTATION

#### DIRECTOR

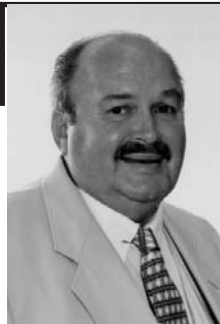
**Ron Rosser**

*Montgomery County Public Schools*

#### ASSISTANT DIRECTOR

**Les Douglas**

*Howard County Public Schools*



ROSSER

#### SESSION 1 – 10:00 am

##### Liquid Oxygen on the School Bus – New State Guidelines

Liquid Oxygen on the school bus is no longer just a special education issue – an increasing number of students riding the regular school bus are using liquid oxygen for respiratory therapy. This summer the Maryland State Department of Education published a

comprehensive set of guidelines for the management of the needs of oxygen dependent students. These guidelines outline the safe transport of oxygen, when assistance is required on a bus, special equipment handling, emergency and evacuation procedures, and driver training issues.

This session will bring together several members of the committee that wrote the guidelines to discuss the impact on school bus transportation and to address the concerns of those who transport these students.

#### SESSION 2 – 11:40 am

##### The Do's and Don'ts of Expert Testimony

Each year there are new expectations and demands placed on school transportation departments by parents, communities, and the legal system. In our increasingly litigious society, school transportation operations are facing growing exposure to liability as a result of the policies and procedures they implement or the actions they take. In this environment, the ability to present expert testimony is an invaluable skill. In this session Eileen Danahy will present a seminar on preparing for and presenting expert testimony.

### EMERITUS

#### DIRECTOR

**Gail Matthews**

*Anne Arundel County Public Schools*

#### ASSISTANT DIRECTOR

**Cardell Foggie**

*District of Columbia Public Schools (retired)*

Picture  
not available  
at  
press  
time.

MATTHEWS

#### SESSION 1 – 10:00 am

##### Pre-Retirement Discussion

Presenter: Representative from the State Retirement System

Pre-retirement discussion for those approximately 5 years away from retirement describing how benefits are calculated, cost of living issues, and other factors affecting a person when preparing for retirement.

#### SESSION 2 – 11:40 am

##### Medicare and Medicaid

Presenter: Michael LaChance, Department of Aging

Mr. LaChance will discuss how Medicare and Medicaid will integrate with insurance to provide adequate health and long term care in retirement.

## SCHOOL FACILITIES

### DIRECTOR

**Jeff Alban**

*Gipe Associates*

### ASSISTANT DIRECTOR

**Andrew Onukwubiri**

*Queen Anne's County Public Schools*



ALBAN

## SESSION 1 – 10:00 am

### Heat Recovery in Schools

Presenter: Jack McKenna, Dexter Company

The presentation will focus on the benefits and applications of utilizing heat recovery devices in a school setting. Various types of heat recovery devices will be discussed, including advantages/disadvantages of each, and how they can be used to increase indoor air quality while reducing energy consumption. Dedicated ventilation air systems using heat recovery will also be discussed, as well as the advantages of dehumidification capability used in conjunction with heat recovery-dedicated ventilation air systems.

## SESSION 2 – 11:40 am

### Solar Energy Applications

Presenters: Panel Discussion

A panel discussion of the Maryland Solar Schools Projects will be presented. Currently, there are 5 projects operating in Maryland.

The Maryland Energy Administration sponsors the Maryland Solar Schools Project and will fully fund a project done by a school that qualifies.

## SCHOOL FOOD & NUTRITION SERVICES

### DIRECTOR

**Scott Germain**

*Garrett County Public Schools*

### ASSISTANT DIRECTOR

**Cheri Dattoli**

*Frederick County Public Schools*

Picture  
not available  
at  
press  
time.

GERMAIN

## SESSION 1 – 10:00 am

### State Reviews and USDA Regulations—What you need to know

Presenter: Ellen Green, Chief, Program Assistance and Monitoring Section, MSDE

If you would like to learn about new USDA regulations, and discuss reviews performed by MSDE, or just have a question you would like answered regarding School Meal Programs; join Ellen

as she acquaints us with an overview of new regulations and state reviews.

## SESSION 2 – 11:40 am

### Maryland Meals For Achievement—Best Practices

Presenter: Roundtable Discussion

A roundtable discussion on Maryland Meals For Achievement (MMFA). Join us as we bring together representatives from the program. Great new ideas will be shared along with new menu items. We will be discussing the pros and cons to the program. If you would like to find out more information, or if you would like to see what other counties are doing, join us to get all your questions answered.

## PURCHASING

### DIRECTOR

**Michele Adams**

*Harford County Public Schools*

### ASSISTANT DIRECTOR

**Richard Gay**

*Baltimore County Public Schools*



ADAMS

## SESSION 1 – 10:00 am

### Best Practices Round Table

Presenters: John Miller, CPPO, Supervisor of Purchasing, Harford County Public Schools, and John Lange, MSDE, Division of Business Services

School purchasing agents today find themselves constantly trying to find the quickest, most cost saving way to meet the needs of schools. We are constantly trying to determine ways not to reinvent the wheel. New ways of purchasing are being thrust upon purchasing agents and they are often uncertain of the best way to do their jobs.

This presentation has been designed to help the MD/DC school purchasing agents become more comfortable with the revised 5-112, cooperative purchasing, using p-cards and purchasing over the Internet. By sharing our challenges and successes in the purchasing arena it is the objective to walk away with best practices from others to help us do our jobs better. You are encouraged to bring with you a challenge or two that you have been facing in the world of education purchasing as well as thoughts about your successes that just might be the answer to someone else's challenge.

## SESSION 2 – 11:40 am

### Communications and Customer Relations

We have all be in situations where we didn't understand what an area supervisor or principal was trying to relay to us or we missed the boat when we tried to commu-

*continued on page 6*

# Purchasing...

...continued from page 5

nicate our requirements to others. The result—"unsatisfied customers." Too often we are considered a bureaucrats who "just don't understand."

This presentation looks at how communications affects successful completion of projects and customer relations. Key elements of good communications will be presented and how these elements will improve our relations with our customers. Instead of being considered "blockers" to getting the job done the objective is to be considered valuable participants in the process of educating the students.

Susan Fitzgerald is quite experienced in the area of communications. Ms. Fitzgerald is an instructor for the NIGP as well as a member the NIGP's Speakers Bureau. She has spent many years in academic purchasing and materials management at George Mason University and Prince William County Public Schools in Virginia.

## INFORMATION & TECHNOLOGY

DIRECTOR

**Joan Donovan**

*Anne Arundel County Public Schools*

ASSISTANT DIRECTOR

**Wayne Russell**



DONOVAN

### SESSION 1 – 10:00 am

#### Let No IT Department Be Left Behind—Data Collection for 'No Child Left Behind'

Presenter: Barbara Clements, Vice president, Evaluation Software Publishing

Dr. Clements works with both the Council of Chief State School Officers and the Office of the Chief Information Officer for the US Department of Education. She also serves as one of the CCSSO representatives to SIF, where she has helped to guide our efforts to dovetail with those of the definition and collection for No Child Left Behind and will bring a unique perspective to the ASBO sessions.

### SESSION 2 – 11:40 am

#### SIF—Schools Interoperability Framework's Relationship to No Child Left Behind

Presenters: Barbara Clements, and the Program Manager

They will discuss and demonstrate SIF and its potential for automating data collection and meeting the No Child Left Behind data requirements.

## SAFETY, SECURITY & RISK MANAGEMENT

DIRECTOR

**Pam Montgomery**

*Montgomery County Public Schools*

ASSISTANT DIRECTOR

**Steve Drummond**

*Howard County Public Schools*

Picture not available at press time.

MONTGOMERY

### SESSION 1 – 10:00 am

#### Emergency/Crisis Preparedness—Best Practices

Presenter: Ms. Ellen Carroll, Field Security Coordinator, Department of School Safety and Security, Montgomery County Public Schools

This session will cover emergency codes for schools (Code Red and Code Blue), and will include keypoint information for schools to use during an emergency/crisis. It will also share best practices regarding notification to parents, and staff, including student and staff accountability techniques used at schools.

### SESSION 2 – 11:40 am

Continuation of Session 1.

## HUMAN RESOURCES

DIRECTOR

**Brenda Hinton**

*Harford County Public Schools*

ASSISTANT DIRECTOR

**Kenneth Keith**

*Carroll County Public Schools*



HINTON

Program information not available at press time.

***Business Associates, Emeritus Members, Private School Members, Past Presidents***

**REGISTRATIONS FOR FALL CONFERENCE DUE**  
***no later than November 20***

**THESE REGISTRATIONS SHOULD BE SENT TO:**

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

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# Nanotech and biotech trends

**Dr. Willard R. Daggett reports on trends and technology that will have an impact on education.**

## **TOOTH PHONE**

Nanotech refers to extremely small devices that are built at a molecular level. They can be as small as one one-thousandth as wide as a human hair. I frequently report on how nanotech will be used for a variety of medical purposes by implanting the devices in the human body. Two engineers in Great Britain are moving beyond that, according to Reuters News Service. They have developed a "tooth phone." The tooth phone has a tiny vibrator and a radio wave receiver. It can be implanted in a tooth through "routine" dental surgery. The phone receives a digital radio signal, which it transfers to the inner ear by bone resonance. Information can be received at any time, anywhere, and no one else can tell that it is being transmitted. Think about the implications.

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Source: "Will 'Tooth Phone' Take a Bite Out of Mobiles?" ABC News.com, June 19, 2002

## **USING LIGHT TO POWER NANOTECHNOLOGY DEVICES**

An experiment done at the University of Munich Nanoscience Center has important implications for nanotech. Scientists there have used the power of light to generate mechanical energy. Someday this breakthrough will likely be refined for application in the nanotech field. Thus, as we look at all forms of technology in the future, especially computers, we may find that light provides adequate energy to make them run. Engines, batteries, etc., as we now them may become a thing of the past.

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Source: "Tiny Triumph for Science," by Guy Gugliotta, Washington Post, May 10, 2002

## **NANOTECH REVOLUTION**

Nanotech devices will not be cold and inflexible but rather as soft and supple as human tissue, according to inventor and author Ray Kurzweil. An interesting discussion about the implications of nanotechnology can be found in "What's the Purpose of Life?" by Ronald Bailey, Reasononline, May 1, 2002 at <http://www.reason.com/rb/rb050102.shtml>.

As nanotech moves from lab to marketplace, the National Science Foundation (NSF) estimates that 800,000 to one million nanotechnology workers will be needed in the U.S. To develop these budding scientists, NSF requires that its six university nanotech centers sponsor a K-12 outreach program.

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Source: "Big Future in Tiny Spaces," Newsweek, September 23, 2002

## **GOT MILK? GOT SILK**

Silk is one of the strongest materials in the world. On a farm in Quebec, scientists have taken silk-producing genes from spiders and inserted them into goat eggs. The result is a goat that secretes silk in its milk. When processed, this silk can be used for such things as fishing lines, sutures, tennis rackets, and body armor for military personnel. Lightweight and extremely strong materials created through biotechnology may become the centerpiece of manufacturing in the years to come. Expect to find them in the clothes we wear and the cars we drive.

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Source: "Got Silk," by Lawrence Osborne, New York Times on the Web, June 16, 2002

Dr. Willard R. Daggett is President of the International Center for Leadership in Education. [www.LeaderEd.com](http://www.LeaderEd.com)

## ***Jacobus...***

*...continued from page 1*

kids today? Surely this is just a phase ... isn't it? Owners, managers, supervisors and co-workers are scratching their collective heads trying to understand this "new" generation as it begins to impact our workplace.

A phase? No! This is truly a generation of it's own and just like the boomers it has its own culture. A culture born out of the environment created by the generation of boomers they are following. This presentation explores the reasons for the cultural shift and why managers perceive changes like a lack of motivation, skepticism, no respect for authority, boredom, always asking questions and many more leadership challenges.

Understanding the reasons for the culture shift and identifying the challenges leadership must deal with, the presentation offers a number of proven strategies for maximizing all of the positive qualities they possess! Positive qualities?

Yes, there are many! This is the fastest, most creative, street smart, technically savvy generation in history! They bring tremendous assets to the workplace that today's sharpest leaders are already utilizing. Want to join them or would you prefer to be found in the corner someday mumbling incoherently "what happened" while the kid with the nose ring manages your team?

Because it has both professional and personal appeal there is something here for everyone who attends. Want to understand your employees better? Your co-workers? How about your kids? This is for you! □

# A Report from the Leadership Committee...

**The Executive** Committee, (temporarily known as the Leadership Committee pending member approval of changes in the Bylaws) met in August, September, and October. Their goals for this year are to:

- Improve the effectiveness of the Board meetings by assuming day to day functions of the association
- Ensure operations of the organization are streamlined and well-defined
- Support professional development by providing training for the leadership team
- Increase potential leadership pool by encouraging volunteering, increasing training, sharing knowledge

The committee identified the following activities to support those goals:

- Redefine the Executive Committee and its responsibilities
- Review and modify the Board of Directors' responsibilities
- Modify the Handbook to be consistent with infrastructure changes
- Establish a committee chairperson mentoring program
- Assess and improve association processes
- Offer additional training for Board members

To date, the committee has completed the modifications to the Executive Director job description, the Executive Committee job description, the Executive Committee policy, and the handbook changes. It has modified the Board of Directors responsibilities and directed the Policy and Procedures and Constitution and Bylaws committees to consider merging to be more effective. It has decided to outsource

the maintenance and hosting of the website. The committee directed the Public Relations committee to pursue the identification and recommendation of a vendor.

Recognizing that the current section director nomination process needs improvement, the committee brainstormed additional methods for getting effective directors. The Nominations committee, chaired by Kathy Jackson, will follow through in this effort.

The committee is handling the day-to-day operations of the Association, resolving items that are within the responsibility of the committee and forwarding items to the Board, other committees, and individuals as necessary. By identifying the Board agenda items, the Leadership committee encourages streamlined, effective, and timely meetings. This gives the Board the ability to have more effective, valuable meetings and offers the opportunity to use the meetings for higher level skills experiences.

—Judi Dombek,  
ASBO-MD&DC President

Members of the Leadership (Executive) Committee are: President Judi Dombek, President-Elect John Markowski, Vice President Milton Nagel, Secretary George Colburn, Treasurer Julie Kirby, and Executive Director John Case

## The Dwight P. Jacobus Scholarships

**The** Association of School Business Officials of Maryland and the District of Columbia has established these scholarships to assist those citizens of the State and/or District 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 within Maryland or the District of Columbia.

Packets with scholarship information and applications will be mailed in November to guidance supervisors in all Maryland and DC school systems, private schools, and higher education financial aid offices in Maryland and DC. Applications are also available on the ASBO-MD&DC website at: <http://asbo.org>.

A student who wishes to be considered must file an application and supporting documentation with John T. Case, Executive Director of ASBO of Maryland and the District of Columbia, P.O.Box 451, Jarrettsville, Maryland 21084-0451. Applications must be received by March 15.

## ASBO-MD&DC ANNUAL SPRING CONFERENCE

May 18–21, 2003  
Ocean City, Maryland

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# State provides additional student, school data on-line

*Disaggregated Attendance, Dropout Rates; Updated CTBS Scores Featured in this Round of Data added to [www.marylandpublicschools.org](http://www.marylandpublicschools.org)*

**In October** 2002 the Maryland State Department of Education announced that new dropout and attendance information, disaggregated by race/ethnicity, gender and special services, has been added to the department's Web site, [www.marylandpublicschools.org](http://www.marylandpublicschools.org).

The information, which also includes new updates on scores from the 2001-2002 Comprehensive Test of Basic Skills (CTBS), has been made available in the 2002 *Maryland School Performance Report*.

"Educators and parents can find a wealth of education information on our Web site," said State School

Superintendent Nancy S. Grasmick. "One of our goals as a department is to publish new data as quickly as possible, and the Web is an ideal way to deliver this information."

The Web releases of this new data respond in part to the provisions in the new federal No Child Left Behind Act, which calls for speedy publication of results. More testing data will be posted later this fall as those results become available.

The 2002 *Maryland School Performance Report* also can be accessed directly at [msp.msde.state.md.us](http://msp.msde.state.md.us).



## New MSDE logo

The Maryland State Department of Education (MSDE) has unveiled a department logo that pays homage to MSDE's past, while pointing toward the future.

MSDE launched the new logo on October 11, 2002. The logo represents the State of Maryland and incorporates the guiding principle for the next 10 years of the state's education reform program, "Achievement Matters Most."

The new logo is an outgrowth of the Visionary Panel for Better Schools and a recommendation from Public Support Task Group co-chair Phyllis Brotman, who suggested that the department needed a logo that represented its divisions and goals. □

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*Useful, usable*

# INFORMATION

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# Amendments...

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## **If amended will read:**

The Committee on Financial Oversight shall, prior to June 30 each year, recommend to the Board of Directors an independent certified public accountant/firm with which to contract for, at a minimum, a year-end review of the Association's revenues and expenditures. Additionally the Committee on Financial Oversight shall evaluate the annual report submitted...

## **Rationale:**

Since the Treasurer submits a monthly financial report to the Board of Directors it is the feeling of the Board that it is not necessary for the Oversight Committee to review a quarterly report. Adding the words "at a minimum" gives the Board discretion to determine whether to have a review or audit of the financial records. The current Bylaw just mentions review, however, there may be times when the Board feels an audit is appropriate. The final change eliminates the word "review", following annual, since it is unnecessary.

## **AMENDMENT # 3—Bylaws,** **Section 25—Professional** **Certification Committee**

### **Section 25 currently reads:**

The Professional Certification Committee shall solicit, accept, and review applications for Registered School Business Administrator (RSBA) and Registered School Business Official (RSBO) of ASBO of Maryland & the District of Columbia. It shall recommend requirements, policy, and procedures for awarding and re-certifying RSBA/O and potential candidates to receive these certifications to the Board of Directors.

## **If amended will read:**

The Professional Certification Committee shall solicit, accept, and

review applications for Registered School Business Administrator (RSBA), Registered School Business Official (RSBO) and Registered School Business Specialist (RSBS) of ASBO of Maryland & the District of Columbia. It shall recommend to the Board of Directors requirements, policy, and procedures for awarding initial certification and recertification for RSBA, RSBO and RSBS candidates.

## **Rationale:**

In the Policies & Procedures section dealing with Professional Registration Programs, provision is made for awarding the title Registered School Business Specialist. However, the current Bylaw does not grant such authority to the Board. This amendment would correct that omission and clarify the intent of the second sentence. □

## **Compliance Checklist, Service Provider Agreement and Salary Reduction Agreement for 403b/TSA Plans**

As a service to members, ASBO International is providing standard compliance checklist, service provider agreement and salary reduction agreement forms for 403b/Tax Sheltered Annuity Plans. These forms should comply with the substantial changes contained in the Economic Growth and Tax Relief and Reconciliation Act of 2001 (EGTRRA). Visit <http://www.asbointl.org/> and click on the "What's New" box to obtain the most recent information.

# Life-long learners...

...continued from page 1

conference will be eliminated. Shared interests across the broad spectrum of professions that is ASBO can be identified.

In keeping with its charge, the Committee conducted its first planning meeting on August 1. For each conference section session and general topic session, the Committee developed recommended topics. In some cases potential speakers were identified along with other resources to assist the Section Directors and Committee Chairs in their efforts. These topics and speakers were recommendations only, leaving the final authority and responsibility with those directors and chairs.

Further, the Committee explored providing Continuing Education Units (CEUs) for its various training endeavors. A subcommittee was formed to look at all of the issues surrounding issuing, and reporting, CEUs to members and school systems. We will also explore the use of technology to facilitate the data capture required of a CEU reporting system. The subcommittee will report its recommendations to the Board.

All of this will certainly take time, much more time than has been expended so far. Recently the American Institute of Certified Public Accountants and the National Association of State Boards of Accountancy developed a "Statement on Standards for Continuing Professional Education (CPE) Programs" that was three years in the making, for example. We have far fewer resources and are looking at a broader program. Your support and involvement is encouraged. Please contact John Markowski at [jmarkowski.gs@hcps.k12.md.us](mailto:jmarkowski.gs@hcps.k12.md.us) if you have any thoughts or suggestions.

— John Markowski,  
President-elect  
ASBO-MD&DC

# FALL CONFERENCE REGISTRATION FORM

December 6, 2002 – Turf Valley Resort & Conference Center

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

Circle One (if applicable):  RSBA RSBO RSBS

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

Position: \_\_\_\_\_

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

(Above information will be used for name tags.)

## 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**      **\$45.00** – includes luncheon, cost of meeting rooms and supplies, and pre- and post-Conference newsletters
- \_\_\_\_\_ **Emeritus Member**      **\$35.00** – same as above
- \_\_\_\_\_ **Non-Member**      **\$90.00** – same as Member plus Non-Member service fee
- \_\_\_\_\_ **Spouse**      **\$35.00** – 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 6, 2002.

# Members to vote on Constitution and Bylaws changes at Fall Conference

**Allen Gaddis**, chair of the Constitution and Bylaws Committee, recommended some amendments to the ASBO-MD&DC Constitution and Bylaws. Approved by the Board of Directors at its September 13, 2002 meeting. They will be presented to the general membership for its approval at the Fall Conference on December 6.

Those proposed amendments are as follows:

**AMENDMENT # 1—Constitution, Article 3—Membership and Voting**

**Section A.1.a currently reads:**

Regular Members: A regular mem-

ber is one who is employed by a Maryland and District of Columbia public, or non-public school district ...

**If amended will read:**

Regular Members: A regular member is one who is employed by a Maryland or District of Columbia public, or non-public school district...

**Rationale:**

The current wording of this section could be interpreted to require that a member be employed by both Maryland and the District of Columbia.

**AMENDMENT # 2—Bylaws, Section 15—Committee on Financial Oversight**

**Section 15 currently reads:**

The Committee on Financial Oversight shall review the quarterly budgetary and financial statements as submitted by the Treasurer and report to the Board of Directors any potential problems. Prior to June 30 of each year the Committee on Financial Oversight will recommend to the Board of Directors an independent certified public accountant/firm with which to contract for a year-end review of the Association's revenues and expenditures. Additionally the Committee on Financial Oversight shall evaluate the annual review report submitted...

*continued on page 10*



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

PO Box 451  
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