

Fall Conference

Sandy Queen to keynote

Because of her energetic

stage presence and great sense of humor, Sandy Queen is known internationally as a dynamic trainer and speaker. Her unique blend of insight into human nature along with over twenty years of experience in training and development, education, healthcare and parenting helps her connect with her audiences on a personal level.



**Keynote
Sandy Queen**

Her philosophy: *Lighten Up—This is the only life you have!*

President Kathy Jackson has asked her to be the keynote speaker for the Fall Conference on December 14. In addition to being a keynoter, she is a mother, a grandmother, and an educator, but most of all, a person dedicated to helping people reconnect with a sense of their own uniqueness.

Through her wide variety of workshops and keynotes, Sandy's ability to use humor, even for serious topics, has

gained her a widespread reputation for helping participants take a look at their lives, attitudes, and feelings, and find places to "lighten up," both personally and professionally.

Sandy has worked with people—from pre-schoolers to seniors—corporate to community groups—throughout the United States and around the world for over twenty years. She is well-known for her work with young people in helping them become leaders in their own lives and brings an important message with a light manner to all those she meets.

Later on in this issue you will find a schedule for the Conference as well as directions to the Conference which will again this year be held at the Turf Valley Resort and Conference Center in Ellicott City, Howard County. There are also write-ups for each of the 17 section meetings scheduled for the day.

Be sure to fill out the Registration form on page 11 and get it turned in to your liaison representative as quickly as possible. Don't pass up this opportunity to add to your skills and knowledge through section meetings but also through the networking that can be accomplished with those with potential solutions for common problems. □

An International happening in Baltimore

A couple of weeks ago

I attended the 87th ASBO International Conference in our own backyard—the Inner Harbor in Baltimore. It was a wonderful experience and I thank ASBO-MD&DC for giving me the opportunity to learn, meet new people, and experience the International arena. The conference ran from October 11 – 16 beginning with the pre-conference workshops and ending with the closing mixer. The theme, *Get Connected*, provided many opportunities to network with vendors and share best practices with colleagues from near and far.

The days and evenings were very full with

continued on page 9



Luncheon Session at Turf Valley Resort & Conference Center, December 8, 2000.

Inside...

Spring Conference Schedule.....
page 3

Section Meeting Topics.....
page s 4-6

Spring Conference Registration Form.....
page 11



From the President...

Kathy P. Jackson

Uncle Sam Wants You!

Do you remember those ads? Fairly grouchy old man in an interesting red, white, and blue outfit? Hand outstretched with his finger pointing directly at you? Rather stern face and piercing eyes daring you to accept the challenge?

That ad was appropriate many years ago when we needed young people to enlist in the service of our country. But that was then; what shall we design for the future?

That is the challenge—to move from the way we used to do things, not to the way we do them now, but into the future—an area that is often unknown and unfamiliar. Change, in whatever forms it takes, forces us to design more efficient and effective systems. The ability to manage change and to develop new, innovative systems are characteristics of school business officials.

How shall we improve student performance with shrinking resources? How can new technologies be implemented with maximum benefits to students, faculty, and administrative staff? How can we recruit and retain the most qualified teachers? What tools are available to help us meet these challenges?

I hope that you count ASBO-MD&DC high on your list of tools, because this association is designed to be used as a resource. Use your membership directory, either hard copy or web-based, to contact your colleagues across the state and the District of Columbia. ASBO members are always willing to share best practices or to collaborate on finding solutions.

The web-site contains other useful information, including the calendar of Association events, minutes of Board meetings, and copies of newsletters. Detailed information related to the professional certification process and the associated application forms can be downloaded from the web. I encourage you to examine the professional certification process and to seek the Registered School Business Administrator (RSBA), Registered School Business Official (RSBO), or Registered School Business Specialist (RSBS) designation.

Enhance your professional development by attending ASBO sponsored workshops and seminars. Attend the 50th Annual Fall Conference, which includes many professional development programs that you will find interesting and rewarding. These sessions, designed by section directors and assistant section directors, are highlighted in this issue of *ASBO Matters*.

Strengthen your leadership ability by volunteering to serve as a section director, committee chair, or Board member. If you prefer not taking a leadership role, simply get involved on the committee of your choice. Committee work is a great way to develop relationships with colleagues in other counties. Those networking opportunities have a way of proving to be so very useful.

Get connected with ASBO-MD&DC. Accept the challenge to use this association to help you maximize your strengths and explore your potential.

Visit
ASBO-MD&DC
on the
Web

<http://asbo.org>

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CONFERENCE SCHEDULE

50th Annual Fall Conference

December 14, 2001

Turf Valley Resort & Conference Center

8:00 a.m.

REGISTRATION & COFFEE

9:00 a.m.

GENERAL SESSION

- Call to Order
- Pledge of Allegiance/Invocation
- Introductions
- Greetings
- Honoring 2001 Retirees
- Reports/Announcements
 - Secretary
 - Treasurer & Auditor
 - Membership
 - Fall Conference
 - International Conference Report
 - Presidential Awards
 - Closing Remarks

10:00 a.m.

INSERVICE MEETINGS +Nominations for Assistant Section Director

11:20 a.m.

REFRESHMENT BREAK

11:40 a.m.

INSERVICE MEETINGS

1:15 p.m.

LUNCHEON & KEYNOTE SPEAKER

**Sandy Queen, "Lighten up –
This is the only life you have"**

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 **\$85**. There is a **\$15** charge for each additional person. Price subject to availability.

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

2001 Fall Conference

ADMINISTRATIVE & FISCAL PROGRAMS

DIRECTOR

Sharon Slivecky
Baltimore County Public Schools

ASSISTANT DIRECTOR

John Pfister
Dorchester County Public Schools



SLIVECKY

SCHOOL FACILITIES

DIRECTOR

Christopher Morton
Harford County Public Schools

ASSISTANT DIRECTOR

Jeff Alban
Gipe Associates



MORTON

SESSION 1 – 10:00 am

New Tax Laws and Pension Reform

Presenter: Joseph J. Opalski, ING Aetna Financial Services

With the recent passage in Congress of the Economic Growth and Tax Relief Act of 2001 (EGTRRA), also comes a number of important provisions that could affect retirement planning and plan administration. These provisions include increased contribution limits, changes to the "catch-up" contribution rules, and many other important changes.

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 established retirement plans for several area hospitals.

SESSION 2 – 11:40 am

Update on the Activities of the Commission on Education Finance, Equity, and Excellence

Presenter: Tina Bjarekull, Deputy State Superintendent of Schools, Maryland State Department of Education

Ms. Bjarekull will provide an update on the recent activities of the Commission on Education Finance, Equity, and Excellence (the Thornton Commission). The Commission is charged with conducting a comprehensive review of the State's current finance system and making recommendations to ensure statewide adequacy and equity in education finance, excellence in school systems and student performance, and a smooth transition following the abrogation of several targeted funding initiatives. The Commission must present a report and recommendations to the Governor and the General Assembly prior to the 2002 Legislative Session. Ms. Bjarekull will discuss the status of the Commission's report and recommendations.

SESSION 1 – 10:00 am

Getting Connected Through the Use of the Internet for K-12 Facility Planners and Directors of Maintenance

Presenter: Scott Carpenter, SchoolDude.com

Want a place to go to solve problems, share best practices, find out about vendors, download RFP's, survey customers on their performance, talk about how to avoid privatization and much more? Well, this discussion is for you. Come and listen to how getting connected through the use of the internet and web sites can help you in providing excellent learning facilities for our children.

SESSION 2 – 11:40 am

Understanding the Types of Hazardous Materials that May Be Contained in Our Schools and How to Deal with the Different Types of Hazardous Materials When Involved in a Systemic, Renovation, or Demolition Project

Presenters: Mardel Knight, Maryland Department of the Environment, and Jack Soyak, Certified I.H.

This presentation will focus on the different types of hazardous materials that may be contained in a school facility about to undergo a systemic, renovation, or demolition project. Discussion will be centered on identifying the different types of hazardous materials that may be contained in your facility and the options for dealing with them.

LOVE TO SING?

Anyone interested in joining an ASBO choral group to perform at a breakfast meeting at Spring Conference, please contact Judi Dombek at judi_dombek@fc.mcps.k12.md.us or 301-517-5017.

PUPIL TRANSPORTATION

DIRECTOR

Eileen Danahy

Montgomery County Public Schools

ASSISTANT DIRECTOR

Ron Rosser

Montgomery County Public Schools



DANAHY

SESSION 1 – 10:00 am

NTSB (National Transportation Safety Board)— What are their responsibilities?

Presenter: Pete Kotowski, NTSB

Your jurisdiction has unfortunately had a fatal school bus collision. The NTSB shows up at the scene and needs your cooperation. Pete Kotowski will join us and explain what the Board actually does at a collision scene and the follow-up information for investigative purposes.

Mr. Kotowski is an exciting speaker with extensive commercial vehicle experience. After a career as a police officer, he has taught commercial vehicle, bus collision and accident investigation courses for University of North Florida before joining the NTSB. Don't miss this opportunity to experience this dynamic speaker.

SESSION 2 – 11:40 am

Topic Not Available at Press time.

SCHOOL FOOD & NUTRITION SERVICES

DIRECTOR

Ilene Murphy

Anne Arundel County Public Schools

ASSISTANT DIRECTOR

Scott Germain

Garrett County Public Schools



MURPHY

SESSION 1 – 10:00 am

Pocket PC'S—Getting Connected Inside School Food Service

Presenter: Day Dots

This session will explore the future of technology as it relates to school foodservice. The use of a PDA device will be discussed and how it relates to our business. Find out if PDAs will be working for you.

SESSION 2 – 11:40 am

Joint session with Emeritus

Riding the Financial Roller Coaster Towards Retirement

Presenter: Joseph A. Giordano, President, Harbor Discount Investment Corporation (HDIC)

Joe Giordano, Founder and President of Harbor Discount Investment Corporation, brings seventeen years of experience in financial planning and investment. Joe has logged extensive experience in both the discount brokerage and full-service investment firms. This session will address the portfolio and investment decision options available to attendees as they move towards retirement. The investment strategies of employees of all ages and the changes needed as retirement draws near will be covered.

EMERITUS

DIRECTOR

Beverly Knee

Anne Arundel County Public Schools

ASSISTANT DIRECTOR

Vacant



KNEE

SESSION 1 – 10:00 am

What You Need to Know About Retirement

Presenter: Daniel Freeman, Maryland State Retirement and Pension System

This presentation is a pre-retirement seminar to prepare upcoming retirees concerning the decisions and options available. Mr. Freeman will cover eligibility, benefit plans, personalized options and the impact of each option on future income during retirement years. Mr. Freeman will also address options for beneficiaries and coverage under several options. There will also be a question and answer session for attendees.

SESSION 2 – 11:40 am

Joint session with Food Service

Riding the Financial Roller Coaster Towards Retirement

Presenter: Joseph A. Giordano, President, Harbor Discount Investment Corporation (HDIC)

Joe Giordano, Founder and President of Harbor Discount Investment Corporation, brings seventeen years of experience in financial planning and investment. Joe has logged extensive experience in both the discount brokerage and full-service investment firms. This session will address the portfolio and investment decision options available to attendees as they move towards retirement. The investment strategies of employees of all ages and the changes needed as retirement draws near will be covered.

PURCHASING

DIRECTOR

Kim Miskell

Frederick County Public Schools

ASSISTANT DIRECTOR

Michele Adams

Harford County Public Schools



MISKELL

INFORMATION & TECHNOLOGY

DIRECTOR

Michael Maszczenski, Jr.

Anne Arundel County Public Schools

ASSISTANT DIRECTOR

Joan Donovan

Anne Arundel County Public Schools



MASZCZENSKI

SESSION 1 – 10:00 am

Minority Business Enterprise Bill

Presenter: Tina Jolivet, Esq., Executive Director, Governor's Office of Minority Affairs

Ms. Jolivet will review the new provisions to the State of Maryland Minority Business Enterprise Bill which was effective July 1, 2001.

Items of discussion will include increased minority participation goals, sub goals or split goals, social and economic disadvantaged category, and personal net worth.

SESSION 2 – 11:40 am

Blueprint Reading 101 for the Purchasing Professional

Presenter: Mark Herr, Senior Project Manager, Facilities Services Division, Frederick County Public Schools

This presentation will give the purchasing professional a basic understanding of construction documents with emphasis on interpretation of the requirements of contract drawings. This discussion will include: the terminology, symbols, lines, and abbreviations used in commercial drawings; the methods and procedures for reading and interpreting basic architectural and structural drawings, such as built-in requirements vs. non-built in requirements; electrical requirements; why some architects include furniture layout drawings and others do not.

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

from

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

THESE REGISTRATIONS SHOULD BE SENT TO:

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

SESSION 1 – 10:00 am

PDA Wizardry

Group Participation presentation

See and share. What do you do with a PDA (Personal Digital Assistant). At last year's Fall Conference we saw the School Palm and what it can do for school based personnel, but what do you do with your PDA? Bring your PDA and share something you do. We will have a projector set up to display your PDA. All ideas and uses are of interest. Sharing of freeware and ideas encouraged.

SESSION 2 – 11:40 am

IT Forum

Group participation

Come to the Forum and update the group on happenings in the IT area of your LEA. Other discussion topics Virus protection, MEEC Agreement, Windows 2000 issues, and as to be determined by the group.

SAFETY, SECURITY & RISK MANAGEMENT

DIRECTOR

Jim Fite

Cecil County Public Schools

ASSISTANT DIRECTOR

Lawrence Faries

Carroll County Public Schools



FITE

SESSION 1 – 10:00 am

Indoor Air Quality and Its Effect on Student Learning

Presenter: Jim Fite

Mold is the New Asbestos. Mr. Fite will make a brief presentation on the increased public awareness of the dangers of toxic mold. This means building managers have to re-evaluate mold under changed public perception. Since mold requires heat, wood fiber, and water, it can be eliminated by controlling water inside buildings. He will utilize the "CCPS Training Model" Heating, Ventilation, and Air Conditioning Unit to show what can go wrong and how to solve the problem before it becomes expensive.

...Safety, Security...

...continued from page 6

SESSION 2 — 11:40 am

PRESENTATION 1: Cecil County Public Schools' Mock Disaster Training

Presenter: Jim Fite

This Power Point presentation reveals how the school district, the county sheriff's office, the county EMS services, the Local Emergency Planning Committee, the Perryville Police, the Maryland State Police and over three hundred volunteers successfully undertook a mock disaster. The disaster involved an armed intruder who seized the school, students, and staff. The presentation shows how the exercise was successfully undertaken and explains the preparation, goals/objectives, and outcomes. Samples of ongoing training, Crisis Emergency Response Team plans, and other working documents will accompany the presentation.

PRESENTATION 2: Cost Effective Ways to Improve Student and Staff Security

Presenter: Larry Faries, former Commander, Westminster State Police Barracks; current Security Director, Carroll County Public Schools

HUMAN RESOURCES

DIRECTOR

Cheryl Curtis

Baltimore City Public Schools

ASSISTANT DIRECTOR

Brenda Hinton

Harford County Public Schools

CURTIS

Picture
not available
at
press
time.

No information available at press time.

**ASBO-MD&DC
ANNUAL SPRING
CONFERENCE
May 19-22, 2002
Ocean City, Maryland**

Maryland Education at Work

NATION'S HIGHEST STANDARD FOR ELEMENTARY TEACHER CANDIDATES

— The state established the nation's most challenging passing scores for the elementary education teacher certification test.

— Maryland State Department of Education

ACCIDENTS DO HAPPEN

MOST ARE HURT ON GROUND OR FLOORS
BEFORE THEIR SHIFTS ARE THROUGH
I ALWAYS WAS REAL CAREFUL
WHEN A JOB I HAD TO DO.

I ALWAYS WORE THE RIGHT FOOT WEAR
KEPT MY AREAS CLEAR
THERE WASN'T ANYTHING IN MY HALLS
THERE WAS NOTHING I SHOULD FEAR.

THE LIGHTS WERE BURNING BRIGHT
THE NEW MATS WERE IN THE HALL
THERE WERE NO BROKEN FLOOR TILES
THERE WAS NO REASON I SHOULD FALL.

I ALWAYS WAS REAL CAUTIOUS
WHEN A CHEMICAL I HAD TO MIX
I ALWAYS USED A LADDER,
WHEN A LIGHT I HAD TO FIX.

BUT THEN I CLIMBED UPON A DESK
JUST AN OLD ONE I HAD FOUND,
THEY WERE RIGHT, I WASN'T HURT
UNTIL I HIT THE GROUND.

— Jean Reams, Northern Middle School
Garrett County Public Schools

...Air quality

...continued from page 12

1. Warm environment of 70 degrees or better.
2. Food, primarily wood or cellulose products.
3. Water.

We also want a warm environment and wood. We have to have these to have an educational institution.

Water is the only substance of this mold life triad that we can control or eliminate. No water – no mold.

Therefore, our program is to control water inside the buildings. The four basic instances where water is not controlled are:

1. Roof leaks
2. Device failure, such as pipe, water heater, pump leak
3. Heat exchange and resulting condensation
4. Wash water, humid air

These instances of uncontrolled water, if left unattended, will wet paper or other wood-based products and provide a fertile environment for mold growth.

Our program to eliminate this water is as follows:

1. Construction management
2. Preventative Maintenance (move away from concept "it ain't broke, don't fix it")
3. Communication

Communication is the only one we can afford. What kind of communication do we have? We have work orders, e-mail, verbal, signs, procedures, memos, meetings, training, etc.

— Jim Fite
Assistant in Facilities & Safety
Cecil County Public Schools

Gasping over GASB 34?

Help – from Industrial – is a breath of fresh air away, and it's breathtakingly efficient.

Industrial's professionals help you comply with GASB 34's stricter, broader, unfamiliar requirements for fixed asset accounting. By defining the locations and types of inventoried assets, acquisition costs, and insurable values. And by offering optional barcode tagging and Visual FACS, Industrial's

Fixed Asset Control Software that's easiest-to-use, easier-to-update.

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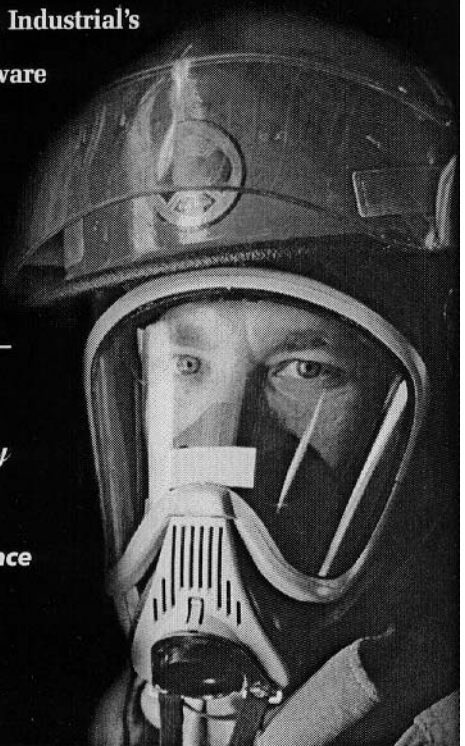
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HELP STOP Telephone Tag!

ASBO-MD&DC is now using electronic communication as its foremost contact tool with members and others. Be sure to check e-mail frequently and visit our web site often. Don't overlook the up-to-date information in our web-based directory.

LEADERSHIP ACADEMY

ASBO-MD&DC President Kathy Jackson and Towson University Professor Michael Hickey have announced that this year's Leadership Academy has been cancelled due to insufficient enrollment.

...International ASBO

...continued from page 1

sessions starting at the crack of dawn for the early birds and social events for the night owls. And for many of us, we did it all. In many ways ASBO-MD&DC Spring Conference runs similarly to ASBOI. I attended discussion groups and general sessions, visited the exhibit hall, and spoke to vendors. I noted what worked well, entertaining the possibility of bringing new ideas back to our Spring Conference.

Each day began with a general session, which included a business meeting and guest speaker. The September 11 tragedy permeated the general sessions with poignant choral selections, presenter's comments, relief fundraising, and flag pins. Dr. Don Tharpe, Executive Director of ASBO International, opened the first general session with a video presentation that touched our hearts. It included familiar photos of the shocking and haunting scenes in New York, Washington DC, and Pennsylvania. We relived the day, and in an unusual way, we connected.

Dan Clarke, the first general session keynote speaker, ex-football player, author, songwriter and motivational speaker is an authority on human

potential. He challenged us to experience something different at the conference and keep that difference alive back at our jobs. His closing words left us in deep thought—crisis reveals character.

One of the highlights of the second and third general sessions was the presentation of the Eagle and Pinnacle awards, coveted recognition of the accomplishments of members who have achieved excellence in school business affairs. The Eagle awards were given to four individuals who have provided outstanding service to the communities, schools, and professions. The four Pinnacle awards were presented to members for outstanding practices and new ideas that contributed to the school business management professions. How exciting to see how imagination and challenge can move an idea to a state of reality and success. As I listened to the winners' accomplishments, I realized how many talented people we have in our own ASBO community, and I challenge each of you to share your successes and be recog-

nized by ASBO-MD&DC Pinnacle awards.

At the second general session, Phillip Steffen spoke about thriving in a changing world. An international speaker, he presented his unique approaches to improving performance and productivity. He differentiated between training and education—education is gaining the knowledge whereas training is the constant application of knowledge. Through humor and insight, Mr. Steffen gave us tips in motivating, winning, and change.

Last year when President-elect Jackson returned from ASBO International and told me about the "pin" game, I thought "how hokey." But it didn't take me too long to discover the fun of trading state pins with colleagues. By Monday evening, I was caught up in the search for pins. I was challenged, hustled (only once), and

continued on page 10



The Chesapeake Senior High Vocal Ensemble, (Anne Arundel County) is shown performing at a General Session at the ASBO International Conference. Centennial High School Jazz Band (Howard County) and the Arundel Senior High Jazz Band (Anne Arundel County) performed at other sessions..



ASBO-MD&DC members like Julie Kirby and Chuck Wineland served as guides, as did many others, during the recent ASBO International Conference in Baltimore.

...International

...continued from page 9

on a mission to obtain all fifty pins. But the best part of pin trading was the people I met. It truly is a comfortable "opening" line to make new friends when you say, "wanna get pinned?"

Soledad O'Brien, news reporter, was the third general session presenter. While the other speakers focused on motivation, Ms. O'Brien captured the challenges and importance of our jobs, especially in light of the after effects of America's terrorist attacks. She implored us to realize how we make an enormous difference in the education of children.

The exhibit hall was well occupied

with 200 vendors who were anxious to provide information, offer support for our organizations, and just talk with us. They were gracious and many hosted and sponsored numerous events throughout the conference.

Because we were the host city, many of our members volunteered their time as needed. Organized by Alicia Hardisky, ASBO-MD&DC members ushered, provided information and distributed material. We were there with not only sharp shirts but also broad smiles. And everyone noticed! Alicia and her team did a wonderful job ensuring that our visitors felt welcome

and that the behind-the-scenes tasks were performed smoothly. Many thanks to each and every one of you for contributing to the success of the conference.

And what a success it was! From the many opportunities to attend numerous quality sessions, discussion groups, clinic tables gold mine sessions and technology lab to the harbor lights, warm weather, dancing, eating, pinning, and networking. I hope that many of you join ASBOI and attend next year's conference in Arizona. To use an old cliché, you don't know what you're missing and if you don't believe me—get connected and ask everyone else.

— Judi Dombek
President Elect,
ASBO-MD&DC



Carol Belsher, ASBO International Executive Director Don Tharpe, ASBO International President Linda White, ASBO-MD&DC President Kathy Jackson, Host Committee Chair Alicia Hardisky, and Past ASBO International President Claire Belsher congratulate one another after a successful Conference.



Thad Kalmanovicz, Tony Cucina, and Cardell Foggie pass out materials to ASBO International Conference participants as they prepare to enter one of the three General Sessions.

School Business Office Job Description Handbook

This book compiles the job descriptions from over 80 school districts in the United States and Canada. Over 400 job descriptions and organizational charts for professional positions in the business operations are presented—just as they are used in the school districts.

The job descriptions are grouped by area of responsibility including:

- Chief Business Administrator
- Business Office
- Accounting, Budgeting & Finance
- Buildings and Grounds
- Data Processing
- Food Service
- Maintenance and Operations
- Purchasing & Warehouse
- Transportation
- Miscellaneous

Use this book as a guide to develop new job descriptions, update current descriptions or reorganize your school district's business operations.

\$44.25 member
\$59 nonmember
+ \$6 shipping and handling
Item #37; 1996; 300 pages

Available from:
ASBO International
11401 North Shore Drive,
Reston, VA 20190-4200;
703/478-0405

FALL CONFERENCE REGISTRATION FORM

December 14, 2001 – 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 14, 2001.

The question of Indoor Air Quality

Indoor air quality is an important issue for all of us because it has the potential for disruption of the educational process. Bad air makes people sick, prevents them from learning, and causes other disruptions such as loss of trust, litigation, and regulatory intervention. Good air improves productivity of the staff and students and generally decreases disruptions to education.

Our current problem is mold. Mold is the "new asbestos." Asbestos and lead have caused major problems for educators. They were accepted by society for use in construction. Then society changed its perceptions and we were left with these substances in our educational institutions.

Mold (fungi) is a biological life form that accounts for one-quarter of the living matter on earth. The role it plays is to recycle wood and other materials. Breathing many molds causes a variety of physical disorders, including those that affect breathing and learning. Mold is a problem today for three basic reasons:

1. The building materials our society has accepted in the last twenty years facilitate the growth of mold. Mold growth is facilitated by changes in air circulation, heating, and cooling of buildings.
2. Detection instruments for air quality and mold identification are much cheaper and more widely used than

at any time in history.

3. Public perception and the use of information systems such as e-mail and internet access have made the problem more understandable to those who inhabit buildings.

What conditions are required for sustained mold growth?

continued on page 8

IN MEMORIAM

Franklin C. Haering, 70, a former principal and elementary school teacher who served as Supervisor of Safety for Montgomery County Public Schools from 1967 until his retirement in 1991, died October 26. Mr. Haering gave the keynote address at an ASBO-MD&DC Fall Conference several years ago and was currently serving as Assistant Section Director of the Emeritus Section.

ASBO-MD&DC

FALL CONFERENCE

December 14, 2001

Turf Valley Resort & Conference Center

Ellicott City, Maryland



ASSOCIATION OF SCHOOL BUSINESS OFFICIALS MARYLAND AND THE DISTRICT OF COLUMBIA

PO Box 451
Jarrettsville MD 21084-0451



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