



MASBO NEWSLETTER

Volume 4, Issue 4

MARCH- APRIL, 2003

President Lovering's Message

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As we make our way into what I hope is the end of the snow and cold weather we are faced with the reality of the new Governor's budget and it's impact on education. I share with all of you the frustration of this fiscal crisis and realize the surgical budget cuts which you will have to make in the not so distant future are ones that will affect programs and staff members which took years to build into a school district profile.

MASBO is working on all fronts to provide a presence and a voice in matters, which will impact school districts adversely. Again I raise the issue of members being actively

involved with MASBO. It is through membership and member participation that we gain the strength as an organization to have a respected voice at the table when issues of importance are being discussed and decisions are being made. You know who your State representatives are in the House and in the Senate. You can reach out to them as an active member of the legislative committee. You may be interested in another committee or you may be ready to get involved at the Board level. I encourage you to consider running for a Director's seat. Please look at the options and take advantage of this unique opportunity.

I also want to remind you of all of the upcoming MASBO events. You will need a break from the office with all that is going on and there is no better place for professional development than the Trade Show, Construction Institute, Law Institute or the Annual Institute. I wish you all the best with your budgeting process and remember this is usually cyclic. There will be better times and MASBO will be there for the long haul.



How's your snow budget??!!!

FROM THE DESK OF YOUR EXECUTIVE DIRECTOR-DONALD D. JOHNSON

MASBO Opportunity and Obligation

"These moments will require strong, calm and clear leadership and accurate information" Shelley Berman, President, *Massachusetts Association of School Superintendents, January 2003 News*. School business administrators are the source of accurate information on many areas of our educational institutions. MASBO is dedicated to helping to provide the tools to collect, analyze and report information on school business operations. It is the school business administrator's opportunity and obligation to be able to use all the tools of our trade to advise school superintendents, administrators, school committees, legislators and the public concerning the implications of financial decisions that have been, and will be made about educational spending. All of our programs provide some resource to aid in this important task. The sharing of ideas, documents and information at meetings is a critical part of addressing the needs of our com-

Regulatory Relief During the Budget Crisis

State Representatives and State Senators can do something constructive to assist their cities and towns and it does not involve additional funds. The Superintendents of Schools in the south coast region have arranged a February 7, 2003, legislative breakfast at UMass Dartmouth in order to present the following list of legislative relief. Now is the time and this is the opportunity for our legislators to eliminate costly, redundant and unfunded regulations that are swamping school districts.

Please review the list and call your local legislators urging them to introduce bills to support this relief. If you would like more information call MASBO member Jim Collins in Wareham at 508-291-3500.

Suspend spending requirements in:

1. Maintenance - (Chap 194 of the Acts of 1998, section 241: 50% of the sum of foundation budget allotments for ordinary maintenance). While the formula may be reasonable in these budgetary times the flexibility should be accorded to the local district as to where the money is most appropriately spent. Failure to meet this requirement can jeopardize funding under SBA grant.
2. Professional Development – (required of \$125 per student). While there is no penalty for failure to meet this requirement, its removal may aid superintendents in negotiation process.
3. Technology – Technology plans mandate a type A or B computer for every 5 students. These requirements should be suspended during the time of fiscal crisis.

Many difficult decisions will have to be made that will adversely affect the instructional program in schools. We ask the following requirements be temporarily suspended during this time of troubles. Each superintendent and local school committee should be empowered to make these decisions at the local level. We cannot handle this economic crisis well if our hands are tied

1. Eliminate time on learning requirement which mandates 180 days and 990 hours secondary schools and 900 hours elementary. While most districts will continue to adhere to this standard, its suspension may open possible avenues toward budget reduction in negotiations with bargaining units.
2. Suspend state regulations which mandate

set pre-school class size (over 7 students and another teacher must be hired) and the number of instructional assistants in special education classes (8 students and an assistant must be hired, 12 students and a second assistant must be hired.). Superintendents should be allowed to determine the areas of greatest need. Certainly some special education classes would require these staffing ratios. In other circumstances, funds might be more appropriately spent elsewhere. Additionally, the grade level span in a special education class should not be controlled by the state but rather left at the discretion of local teachers and administrators. Regular education will have to be further ravaged to maintain special education classes at these levels.



Insure that educational funds which provide direct services to children are the top priority. Divert funding from other "educational" initiatives.

1. Divert all money that expands MCAS testing beyond NCLB requirements (Math and ELA) to support direct instruction in schools.
2. Suspend funding to the Office of Educational Quality and Accountability (EQA) until the state is able to adequately fund services. DOE has established a model system of accountability. This additional office is redundant. These funds should be redirected to districts to support instructional services.
3. Extend recertification time line for certified teachers. Currently it is set at five years. Local districts are to provide no cost opportunities to garner professional development. This is a bureaucratic and financial burden that is difficult to sustain while dismantling our school systems. DOE does not have sufficient staffing to handle certification of new teachers in a prompt and efficient manner. Existing funds should be concentrated toward certifying new teachers.

Require that appropriate state departments exercise discretionary power so as to not increase the economic burden on public school districts at this time.

1. Maintain current state obligation to reimburse out of district special education tuitions. There is no flexibility in local budgets to absorb this effort to cost shift. These are mandated services beyond the control of local discretion. Additionally, there are other reimbursements which should be respected such as transportation reimbursement which should be respected.
2. Maintain current regulations allowing local superintendents to direct vocational students to the regional vocational for their exploratory ninth grade year, or have the state assume the cost of transportation and tuition to the distant vocational schools.
3. The DOE regulates increases in out-of-district placements. Limit increased payments to that which equals the COA adjustment in Chapter 70 funds. Private schools are attempting to exceed 2.6% adjustment by "reconstructing" programs. Some requested increases exceed 50%.
4. Require the Department of Transitional Assistance to work with school districts in the implementation of the McKinney-Vento Act. Homeless families are placed in manners that incur unnecessary costs. Interpretation and implementation of rules should be discussed with a board of superintendents.
5. Provide for regulatory relief from local or state codes that mandate expenditures such as the lighting of parking lots and school building throughout the night.
6. Eliminate the new audit requirement for the EOY Pupil Financial Report. Audits are already conducted. This is redundant and unnecessary expense.

Provide completed budget as early as possible. This will help avoid unnecessary payment of unemployment benefits to teachers during the summer.

VISIT MASBO.ORG

SURPLUS MODULAR CLASSROOMS FOR SALE

The City of Boston Public Schools has thirteen (13) modular classrooms, which will be surplus to the City's needs and available for sale on and after June 30, 2003. The modular units are 3-4 years old, and in very good to excellent condition.

If any district is interested in obtaining more information and in viewing the classrooms, please contact Robert R. Roy, Director, Facilities Management, at 617-635-9129 or rroy@boston.k12.ma.us.

MMA Website

Massachusetts Municipal Association (MMA) Web site (www.mma.org) has a brief summary of proposed bid law changes. Members may want to give their views on this subject to local legislatures.

Article URL is http://www.mma.org/news/news_files/pubworks_transportation/bid_thresholds_2-3-03.html

MASBO ANNUAL MENTORSHIP SEMINAR

The MASBO annual Mentorship Seminar was conducted on November 19, 2002 at Tri-County Vocational Regional High School. It was an excellent turnout including twenty-five new School Business Managers who registered for this year's seminar. The program included very effective presentations on budgeting, licensure for school business officials, municipal finance and school finance. The updated MASBO Reference Manual was distributed to all in attendance to serve as a useful tool to all business managers throughout the year.

The Mentorship Program allows for the direct interaction of an experienced member to share knowledge and experience with another member.

Special thanks are in order to John Beccia, Business Administrator for Tri-County and the entire culinary staff and students for providing us with such a delicious luncheon. Many thanks also go to the presenters, Mr. Glenn Koocher, Executive Director, MASC; Mr. Ellis Fitzpatrick, Accounting and Auditing Policy Specialist, Mass. Dep't of Revenue; Ms. Jan Davis, Director of Curriculum and Professional Development, LPVEC; Mr. Jay Sullivan, Director of School Business

Services and Mr. Rob O'Donnell, Department of Education; Mr. Don Johnson, MASBO Executive Director; Mr. Joel Lovering, Assistant Superintendent for Business, Attleboro Public Schools and President of MASBO. The success of this year's program was a result of the committee members who worked very hard putting such a great agenda together. Many thanks go to committee members Mary Ellen Dunn, Director of Fiscal & Management Services, Natick Public Schools; Terry Sears Olejarz, Business Manager, East Longmeadow Public Schools; Steve Forrado, Assistant Superintendent For Finance & Operations, Lowell Public Schools; and Rich Scortino, Assistant Superintendent for Business, Hampden-Wilbraham Regional School District.

A training session is being planned as a follow up for all current mentors and future mentors. This will take place in the fall of 2003. Confirmation of date and time will be finalized in the very near future and more information on this important training will soon follow. Stay tuned.....

If you have any questions or suggestions regarding the MASBO Mentorship Program, please contact Sally Douglas, Chairperson. She can be reached at (413) 499-9502 or at sdouglas@pittsfield.net



Dear Superintendents and Payroll Administrators,

We are very happy to provide you with our first issue of the MTRB Employer Bulletin. We are launching this quarterly publication to provide you with a regular, quick-read update on the latest retirement issues, legal developments and MTRB programs

MTRB introduces the Employer Bulletin

and services. In addition to the attached pdf version of the two-page Bulletin, you will receive a hard-copy via regular mail; a link to the Bulletin is also online at <http://www.mass.gov/mtrb/4emp/41ann.htm>.

This first issue contains articles on:

- payroll administrators' feedback on the MTRB's eRetirement project, and
- a court decision that clarifies defi-

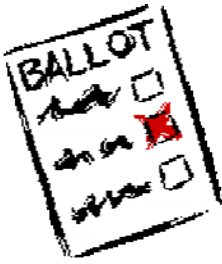
nition of regular compensation with regard to a teacher's additional duties.

If you have any questions or comments on the Bulletin--or on our general processes--please e-mail them to us at empsup@trb.state.ma.us. Thank you for your continued efforts on behalf of our members!

Sincerely,

Thomas R. Lussier
Executive Director

MASBO BOARD OF DIRECTORS ADOPTS NEW ELECTION PROCEDURES



MASBO's Board of Directors voted to adopt new procedures for its annual election of leadership, at its meeting on January 8, 2003. The procedures are

expected to fully implement the election By-Law change that was enacted by the membership at the 2000 Annual Meeting. The new procedures are as follows:

1. Candidates will apply for available positions no later than February 1 of each year. The Immediate Past President will review all completed applications and forward qualified candidates to the Executive Director no later than March 1. Qualified candidates' "Application of Intent" will be posted on MASBO's Web Page, concurrently with publication of same in the April MASBO Newsletter.
2. For 2003 only, applications must be submitted no later than March 15, 2003. The Immediate Past President will submit qualified candidates to the Executive Director no later than April 1, 2003. The Executive Director will send a special "Election Newsletter", including candidates' "Application of Intent" to the membership on April 10, 2002.
3. To be "qualified", candidates must be active members and submit the following three items: (a) Resume; (b) Application of Intent including personal statement of 100 words or less; and (c) Recommendation by the candidate's Superintendent.
4. A "Presentation of Candidates" will take place at 8:30 A.M. on Thursday, May 15, 2003, immediately proceeding the first general session of MASBO's Annual Institute. Each candidate will be introduced by the

Immediate Past President and asked to talk for a few minutes about his or her qualifications for the vacant position the candidate is seeking to fill. Candidates could hand out any relevant materials to Association members present at the forum.

5. Candidates for vacant positions will be encouraged to solicit support from colleagues at the Annual Institute. They should encourage an active member of the Association to be present at the Annual Meeting on Friday, May 16, 2003 and place the candidate's name in motion for the vacant position.
6. A Nominating Committee consisting of Past Presidents with the Immediate Past President as Chairman will meet to choose nominees for the various positions, at an appropriate time on Thursday, May 15, 2003.
7. At the Annual Meeting on Friday, May 16, 2003, and in subsequent years, the election process will continue to be moderated by the Immediate Past President. He or she will ensure that interested and qualified candidates be nominated and that there is sufficient dialogue from the membership regarding the candidates. As moderator, he or she must manage the election process per Article VII and these Board approved procedures. He or she cannot add, delete or amend Article VII or the procedures.
8. Regarding nominations made from the floor at the Annual Meeting, it is the Board's opinion, per Article VII, that candidates are "qualified" having submitted a resume, application of intent including personal statement, and recommendation from a superintendent by the required date of February 1 of each year.
9. If there is a contested election at the

Annual Meeting, the Executive Director and Administrative Assistant would manage the election through a secret ballot process. They would check-off each ballot to ensure that they are from active MASBO members, and count the ballots to decide an election winner.

10. In subsequent years, the above procedures will be followed, adjusting the dates accordingly to the Annual Institute schedule. The Board of Directors may add, delete or amend these procedures in future years as deemed necessary.

The By-Law Committee was convened by President Joel H. Lovering after the 2002 Annual Meeting. This action was directed by a vote of the membership at the Annual Meeting upon a motion by MASBO member Jerry Missal, Belmont Public Schools. Members of the By-Law Committee included Richard H. Weeks, Chairman, Frank Antonelli, John Antonucci, Rose DiOrio, Steve Fortado, and Donald D. Johnson.

Please contact MASBO at (978) 452-7044 for further information and for an "Application Form for the 2003 Election of Leadership to the Board of Directors or Officer".



MASBO 15TH ANNUAL TRADE SHOW

MARCH 18, 2003
LANTANA CONFERENCE
CENTER
RANDOLPH, MA

LUNCHEON SPEAKER

PETER NESSEN

MASSACHUSETTS SECRETARY OF EDUCATION DESIGNEE

We have asked Mr. Nessen to update you on the current status and future plans of the Romney Administration regarding public school finance, Chapter 70 formula, School Building Assistance and other categorical aid.

Mini Courses

Add to your PDP credits by attending one or both of the “mini sessions”

Exhibits

Enjoy visiting the nearly 100 vendor exhibits.

MASBO Supported Legislation

At its January 8, 2003 board meeting, the Massachusetts Association of School Business Officials voted to support several bills that have been filed with the Massachusetts legislature. They are as follows:

1. An Act Relative To Credible Service For School Business Administrators

This bill, if passed, would provide business administrators who are members of the teachers' retirement system with the opportunity to receive up to three years credit for 'work experience' in the occupational field in which the member works.

2. One Percent Meals Tax Legislation

This bill, if passed, would allow cities or towns who accept the provisions of this section of Chapter 64 H to impose a 1% meals tax, as defined in this Chapter. This would allow cities/towns the opportunity to increase local revenues by 1% on the sale of meals.

3. An Act Relative To The Uniform Procurement Act

This bill, if passed, would amend section 2 of Chapter 30 B and would allow for a broader definition of 'Chief Procurement Officer. MASBO has submitted this bill in previous sessions and has asked that it be included again in this sessions deliberations.

4. An Act To Facilitate The Solicitation of Competitive Price Quotations

For Public Works and Public Building Projects

This bill, if passed, would amend sections of Chapter 30 specifically section 39 M and would increase the bidding thresholds from 10,000 to 25,000. The Massachusetts Association of Public Purchasing Officials (MAPPO) has designated this bill as its' legislative priority for this year.

STAR 2003: Bringing Departments Together

This year an important event will bring together vendors and their Commonwealth customers at **STAR 2003**. At a time when savings, education and knowledge are most important another exciting STAR (Statewide Training And Resources) Exposition will occur April 8 & 9, 2003. Be part of this exciting two-day Commonwealth event from 8:30 a.m. to 2:30 p.m. at Worcester's Centrum Centre centrally located off Route 290 in "The Heart of New England."

Register now online at www.mass.gov/star to be part of the **STAR 2003 Exposition**. Attend sessions on Writing Effective Specifications, Uniform Procurement Act (MGL 30B), Customer Service, Microsoft Office Applications (PowerPoint, Word 2000, Outlook, Office XP), Greening Your School Environment plus others. Visit the STAR Website and discover which sessions are right for you.

IS YOUR CONTRACT BEING RENEWED?

We certainly expect it to be. You are cordially invited to attend MASBO's **34th Annual Law Institute**, Wednesday, April 23, 2003, at the Radisson Conference Center, Milford, MA. MASBO's long-time General Counsel Diana Gondek will offer you advice on your renewal, recent case studies, and sample materials regarding school administrator employment contracts. She will be assisted by MASS General Counsel Michael Long.

Also, there will be a presentation by MTRB Associate General Counsel James Salvie: "Issues Affecting School Administrators". Attorney Salvie will discuss retirement board matters pertaining to you and other members of MTRB. Others from your central office team, including human resources and personnel assistants, would benefit considerably from this discussion.

Please join MASBO for these and other informative presentations regarding new Massachusetts statutes and recent case studies. Registration materials will be mailed to you soon. Reserve April 23 for the **34th Annual Law Institute** with Attorney Diana Gondek.

EXECUTIVE DIRECTOR CON'TD.



munities.

ASBO International 2003 Leadership Conference

The purpose of the Annual Leadership Conference is to provide professional development to all attendees, provide time for committees to develop and confirm Annual Meeting programming and to create excitement for the 2003 Annual Meeting scheduled for October 31 - November 4, 2003 in Charlotte, NC.

Ten MASBO members participated in the conference. They were John A. Crafton, Methuen Public Schools, and Joseph J. Delude, Seekonk Public Schools, Richard R. Dupuis, Greater New Bedford Reg. Voc. School District, Stephen M. Fortado, Lowell Public Schools, Donald D. Johnson, Executive Director MASBO, Joel H. Lovering, Attleboro Public Schools, Lincoln D. Lynch, III, Mansfield Public Schools, John J. Sullivan, Massachusetts Department of Education, Richard H. Weeks, Grafton Public Schools and Roger L. Young, Haverhill Public Schools. Approximately 160 school business administrators from United States and Canada participated in the two and one half day intensive conference.

The program consisted of Affiliate Mentoring for Executive Directors that included sharing of other state professional development and operational programs. A briefing on ASBO Legislative Action Center. This is a quick and efficient way to write your congressman. Go to www.asbointl.org and try this service. They have built and will expand letter templates that can be modified and sent very quickly on educational issues. I urge you to try the site. Opening General Session was "Loving What You Do - Doing What You Love" presented by Jim Bergquist, from BizFutures. This was a presentation on creating a culture for employees and empowering people. ASBO Research Committees worked on presentations for the Annual Meeting in October. Affiliate Executives and ASBO Board of Directors met and reviewed best practices from several states and provinces. Concurrent afternoon sessions included "Life in the Sandbox: How to Work and Play Effectively with Your Governing Board", "ASBO's Newest Member Service: The Legislative Action Center", and "Team Building: From Managing to Coaching". The local host committee provided an opportunity to have some southern hospitality at Oehler's Mallard Greek Barbeque. Affiliate Executives and Affiliate Leaders participated in "A Call to Leadership" presented by Ralph Mitchell. The presentation included myths of leadership and a self-evaluation of our style of leadership. Hotel representatives presented various rooming and reception options that would be available in October. Affiliate Executives conducted a business meeting while Affiliate Leaders considered "Mastering Meeting and Presentations for Success" presented by Dr. Gary F. Kohut of University of North Carolina at Charlotte. The conference ended with a presentation by Anne Hancock, Regional Representative for Region IV of the US Department of Education, "Implementation of No Child Left Behind".

Mark your calendars, ASBO International Meeting, October 31 - November 4, 2003, Charlotte, NC.

Annual Trade Show March 18, 2003

Lantana, Randolph, MA

In this time of tight budgets, use this event to learn about new products, find the best products and learn about cost saving and grant programs. Two special PDP qualifying programs are planned in addition to the traditional vendor displays. NSTAR will be presenting a program on energy grant programs and Internal Revenue Service will be describing new 403b regulations that could save employee taxes and defer certain types of sick leave buy back payments. Program information and registration forms have been mailed.

Annual Law Institute April 23, 2003

Radisson Hotel Milford

Attorney Diana Gondek, MASBO Legal Counsel will host this year's 34th Annual Law Institute. Presenters this year in addition to Attorney Gondek will include Attorney Michael Long, MASS Counsel and Attorney James Salvie, Associate General Counsel - MTRB. The institute will focus on Liability for Negligence, Misconduct in Office or Employment, Employment Contracts for School Administrators and Massachusetts Teachers' Retirement Board Issues Affecting School Administrators.

Annual Institute May 14-16, 2003

Planning for the Annual Institute is moving along well under the leadership of Richard Weeks and the Institute Committee. Mark your calendars **Wednesday morning, May 14, 2003**, the Micro Computer Lab will open at 10:00 a.m. with a special two-hour presentation "**How to search effectively and find what you need on the Internet**". The presentation will feature a well-known educational Internet authority and address some specific school business management issues. Additional discussion group presentations have been added with some offered twice to allow members to attend several presentations. A new "Presentation of the Candidates Session" is scheduled for Thursday morning immediately after breakfast. The plans call for four "General Session" presentations. Room reservation forms and preliminary program information is scheduled for mailing. Be sure and sign up early. Fiscal 2003 dues must be paid in order to participate.

Executive Director's Vendor Affiliate Appreciation Plaque

MASBO is establishing an Annual Executive Director's Vendor Affiliate Appreciation award. The recognition will be presented at the MASBO Annual Institute Banquet to a vendor affiliate for service to MASBO. The Executive Director will accept nominations from MASBO members until April 1, each year and make a selection based upon the information presented.

Looking Back

Looking back, it's hard to believe that we have lived as long as we have.

As children, we would ride in cars with no seat belts or air bags.

Riding in the back of a pickup truck on a warm day was always a special treat.

Our baby cribs were covered with bright colored lead-based paint.

We had no child-proof lids on medicine bottles, doors, or cabinets, and when we rode our bikes, we had no helmets. (Not to mention hitchhiking to town as a young kid!)

We drank water from the garden hose and not from a bottle.

We would spend hours building our go-carts out of scraps and then rode down the hill, only to find out we forgot the brakes. After running into the bushes a few times we learned to solve the problem.

We would leave home in the morning and play all day, as long as we were back when the streetlights came on. No one was able to reach us all day.

We played dodge ball and sometimes the ball would really hurt.

We got cut and broke bones and broke teeth and there were no lawsuits from these accidents. They were accidents. No one was to blame but us. Remember accidents?

We had fights and punched each other and got black and blue and learned to get over it.

We ate cupcakes, bread and butter, and drank sugar soda but we were never overweight....we were always outside playing.

We shared one grape soda with four friends, from one bottle and no one died from this.

We did not have Playstations, Nintendo 64, X Boxes, video games at all, 99 channels on cable, videotape movies, surround sound, personal cellular phones, Personal Computers, Internet chat rooms, we had friends.

We went outside and found them. We rode bikes or walked to a friend's home and knocked on the door, or rung the bell or just walked in and talked to them. Imagine such a thing. Without asking a parent! By ourselves!

Out there in the cold cruel world without a guardian. How did we do it?

We made up games with sticks and tennis balls and ate worms and although we were told it would happen, we did not put out very many eyes, nor did the worms live inside us forever.

Little League had tryouts and not everyone made the team. Those who didn't had to learn to deal with disappointment.....

Some students weren't as smart as others, so they failed a grade and were held back to repeat the same grade. Tests were not adjusted for any reason.

Our actions were our own. Consequences were expected. No one to hide behind. The idea of a parent bailing us out if we broke a law was unheard of. They actually sided with the law, imagine that!

This generation has produced some of the best risk-takers and problem solvers and inventors, ever. The past 50 years has been an explosion of innovation and new ideas. We had freedom, failure, success and responsibility, and we learned how to deal with it all.

Did we have the luck to grow up as kids, before lawyers and government regulated our lives, for our own good?

Maybe it just seems that way now!



Superintendent of Schools Freetown-Lakeville Regional School Dis- trict

The Freetown-Lakeville Regional School District, located in Bristol & Plymouth Counties, is seeking a highly qualified and exceptional leader for its 3100 student K—12 school system. The qualified candidate will possess strong administrative, communication and visionary skills. The candidate must be committed to educational excellence and the goals of Massachusetts Education Reform. Applicants must hold a Massachusetts certificate or be certifiable as a Superintendent. A 3-year contract with a competitive salary of not less than \$115,000, plus a fringe benefit package will be offered. Deadline for applications is March 21, 2003. Approximate start date of June 23, 2003. Requests for application materials should be directed to:

Patricia A. Thorpe
Freetown-Lakeville Superintendent
Search

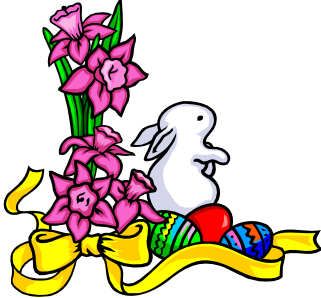
Merrimack Education Center
101 Mill Road, Chelmsford, MA
01824-9916

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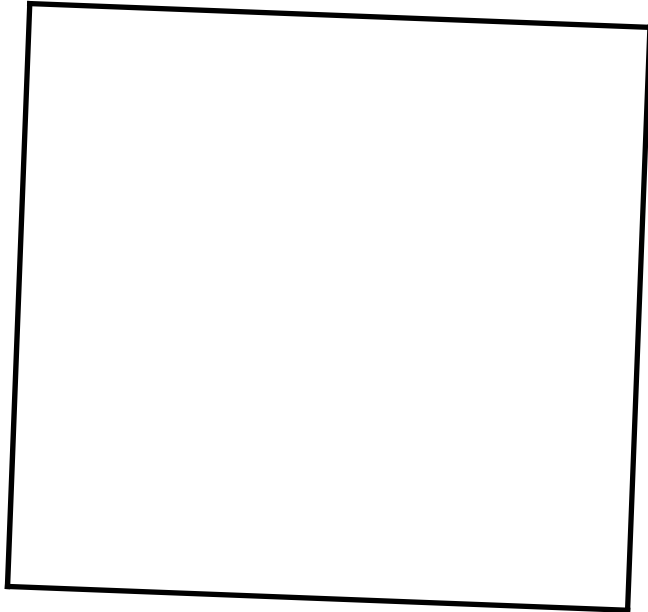
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