

# MASBO NEWSLETTER

MASBO, Inc.

Volume 2, Issue 2

Nov - Dec, 2000

## Lt. Governor Jane Swift to be Keynote Speaker at December Bi-Monthly

Jane Swift, 35, a native of North Adams where she graduated from the North Adams Public Schools, is married to Chuck Hunt and resides at Hunt's family farm in Williamstown. She has one child, Elizabeth, who was born two weeks before Swift was elected Lieutenant Governor of Massachusetts on November 3, 1998.

Swift earned her Bachelor of Arts degree from Trinity College in 1987. She is a incorporator of the Massachusetts College of Liberal Arts and sits on the Board of Directors for the Western Massachusetts Girl Scout Council.

Her career in government began in 1991 when, at age 25 was the youngest woman ever elected to the Massachusetts State Senate. Swift quickly made her mark when she rose to the rank of Assistant Minority Leader, becoming the youngest woman in Senate his-

tory to serve in either party's leadership. While running for Congress in 1996, Glamour magazine listed her as one of "Eleven Women Who Could Change the Country".



As a member of the Senate, Swift advocated effectively for her constituents, paying special attention to the issues of education and the budget. As a member of the Senate Ways & Means Committee, she helped steer much of the Weld-Cellucci economic recovery program into law. Swift helped craft the historic Education Re-

form Act of 1993 as a member of the Education Reform Conference Committee.

In 1997, Swift became Director of the Massachusetts Office of Consumer Af-

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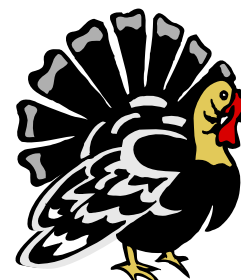
### Special points of interest:

- New Director
- ASBO Membership
- MASBO needs help.
- Martha Downs retires
- ASBO Candid Photos
- Dec Bi-Monthly

## President's Message from Roger Young

Recently I attended a track meet and was watching the long jump event. The girl jumped and she and her teammates were visibly pleased with the distance. As she walked by I asked her how she did expecting to hear that she placed first, second, or third. Her answer was one I did not expect. She said that she got a "PB". I asked what that meant. She said that it was a "personal best". There was no reference to what her place was. What a good attitude, I thought to myself.

Over the past 15 years as a business official and more recently as a member of the MASBO Board of Directors, I have been both impressed and



**Happy Thanksgiving**

## Lt. Governor Jane Swift

fairs and Business Regulation. She had been Director of Regional Airport Development at the Massachusetts Port Authority before assuming the position of Director of the Massachusetts Office of Consumer Affairs and Business Regulation.

Following her swearing in as Lt. Governor, Swift chaired the transition team for the new Cellucci-Swift Administration.

Privacy was raised as a major concern during the transition period and Swift filed an omnibus bill covering both online and offline privacy protections. In January of this year, she was chosen to be a member of the Federal Trade Commission's Advisory Committee on Online Access and Security and is the only elected official to sit on the panel.

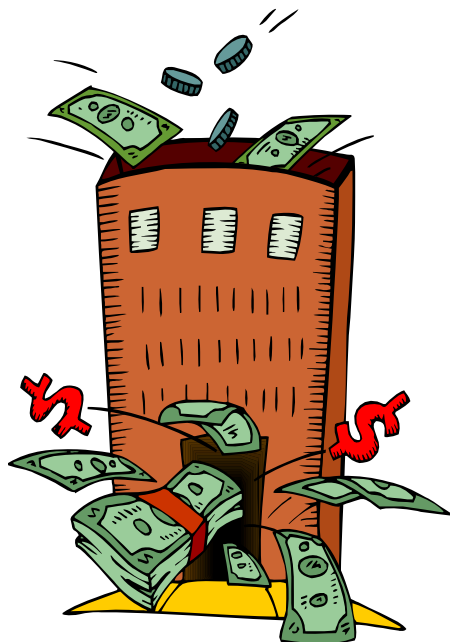
## Nationwide Facilities Task Force Formed

A nationwide task force to develop the process for creating a strategic plan for maintaining school facilities has been established by the National Forum on Educational Statistics in conjunction with ASBO and MASBO. This is an unique opportunity that has the promise of assisting school officials throughout the United States with managing not only complex but aging school facilities.

The National Forum on Educational Statistics works to improve the quality, comparability and utility of education data. The Forum does much of its work through standing committees and task forces that focus on a particular topic. Some of the more recent publications of the Forum include *Technology @ Your Fingertips*, *Safeguarding Your Technology*, and *Protecting the Privacy of Student Records: Guidelines for Education Agencies*. The outcome or product of the task force will be in a similar format as these publications.

The strategic plan will include the planning elements for preparing a mission state-

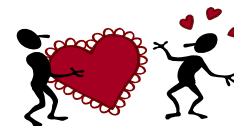
ment, conducting a facilities audit, establishing performance standards, providing professional development, capital planning, and environmental safety. These major elements will be expanded and defined through specific activities.



Some of the key members of the task force include representation from the Massachusetts Department of Education, 21<sup>st</sup> Century School Fund, National Clearinghouse for Education Facilities, and the Boston Society of Architects.

MASBO President Roger Young, Executive Director of Business for the Haverhill Public

Schools is chairing the task force. MASBO members are encouraged to be a part of this effort by (1) sharing best practices and (2) contacting Roger by phone (978-374-3408) and or e-mail ([ryoung@haverhill-ma.com](mailto:ryoung@haverhill-ma.com)). This project has the promise to assist school leaders throughout the United States in managing school facilities.



## MASBO WISHES MARTHA DOWNS GOOD LUCK AND BEST WISHES ON HER RETIREMENT

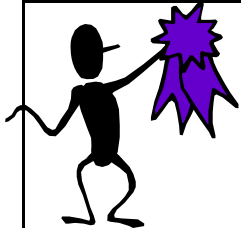
The Board and members of MASBO would like to extend our best wishes and the best of luck to Martha Downs who is retiring after 28 years of service to the Stoneham Public Schools.

The MASBO Board of Directors would also like to recognize and thank Martha for her significant contributions to our Association in her many capacities, most notably as Secretary-Treasurer and Assistant to the Executive Director. We hope to see Martha at MASBO events in the future.

If you would like to personally extend Martha your best wishes her address is: 7 Victoria Lane, Stoneham, MA 02180.



## President's Message Continued



Always strive to  
do your very  
best!

amazed at the number of my colleagues who regularly achieve their **personal bests** in the vast multitude of areas assigned to the business official. Creating complex budgets, managing scarce resources, providing support and service to teachers and staff, organizing bus routes, maintaining school facilities, understanding the needs of the community, obtaining funding, serving on committees and helping others grow through professional development are just a few to mention. The list is endless.

An athlete achieves **personal bests** through rigorous practice, intense training, self-discipline and good coaching.

A business official achieves **personal bests** by:

- 1) taking initiative, accepting responsibility, knowing what is needed and making things happen;
- 2) visualizing goals and establishing mission statements;
- 3) practicing time management and understanding what is urgent and important;
- 4) establishing relationships and defining guidelines
- 5) communicating and listening
- 6) accepting different views and openness to alternatives
- 7) always finding ways to improve both personally and professionally.

Achieving a **personal best** is accomplished with the assistance and support of others; it is recognizing and practicing interdependence. We can practice interdependence by

- 1) being a mentor to others
- 2) sharing best practices with the MASBO membership at the bi-monthly meetings and annual conference
- 3) serving on committees
- 4) serving on the board of directors
- 5) being active in MASBO and ASBO
- 6) writing articles for the MASBO and ASBO newsletters.

. She said that she got a "PB". I asked what that meant. She said that it was a "**personal best**".

MASBO achieved a **personal best** in October with the 1<sup>st</sup> Annual Construction Institute. It was a success for everyone. The efforts of Chairman Richard Weeks, of Grafton, and the many MASBO committee members made the event successful. It is important for us all to recognize and celebrate the **personal bests** of our organization, our colleagues, and our staff members. Have a great fall season and I will see you at the December Bimonthly Meeting. Everyone is urged to bring a colleague to the meeting.



ASBO CANDIDS: Left- Bob Gurek at MASBO breakfast. Center- Mr. & Mrs. Kevin Oliver at ASBO mixer. Right- Rich Dupuis moderating an ASBO panel



## MASBO SPONSORS HIGHLY SUCCESSFUL SCHOOL CONSTRUCTION INSTITUTE



More than 320 school business officials, school building committee members, planners, architects and vendors attended the **1<sup>st</sup> Annual School Construction Institute** at Lantana Conference Center in Randolph on October 19, 2000. The purpose of the event was to give a “crash course” in school construction issues to MASBO and invited attendees. Workshops included project planning, legal affairs, designing for technology, security, design for early childhood education, and renovating old schools.

MASBO member and acting head of the School Building Assistance Programs, Christine Lynch, presented four sessions on new school construction assistance law and regulations. In her presentation, she stressed that “a school building committee must have been established by Town Meeting prior the School Needs Conference, held to receive early review of space needs”. In the future, any such committees will have to justify new construction over renovation options. DOE Business Services Manager, and MASBO member Jay Sullivan, stated “Renovation has always been stressed over new construction and that the prior 50% new construction versus renovation parameter has now been removed from decision criteria”. Lynch also stated that SBAB would now visit community facilities to review space needs. This is a change from past experience where only closed meetings with building committees or their subcommittees were the sole source of community information.

Seventeen vendors, designers, and architectural groups participated in the Architect’s Showcase. Two vendors journeyed from Washington, D.C. The publisher of School Construction News, Danielle Klaussen, flew in from San Rafael, California, to attend and write an article for her newspaper. Robert White, Sales Associate from Virco Inc., held a raffle drawing and presented some school furniture to Roger Boddie, Project Manager at Turner Construction Company.

Plan on attending the **2<sup>nd</sup> Annual School Construction Institute**, to be held at Lantana on Wednesday, October 24, 2001.

## MASBO West holds Roundtable Meeting



Twenty-seven MASBO West school business officials attended a meeting at the Lower Pioneer Valley Educational Collaborative in Chicopee on October 13, 2000. Joseph Flahive, Business Manager for the Longmeadow Public Schools chaired the meeting.

The group heard a presentation on the state of current contracts for energy from Paul W. Schroder, Manager Energy

Services, LPVEC. Discussion centered on supply and costs for this winter. The consensus seemed to be that energy costs will continue to rise and energy fuels may be difficult to secure this winter. The group reviewed its current cooperative contract for fuel oil. The collaborative is working on an Invitation for Proposals to furnish electricity to participating districts.

Massachusetts Teachers' Retirement Board recent changes were reviewed and discussed. Donald D. Johnson, Executive Director of MASBO reported that MASBO would be surveying its membership regarding age, positions, and years of membership in retirement programs in an effort to provide data to the MTRB.

**Richard G. Labrie**- Executive Director, LPVEC reported on

several school transportation issues and advised the group on how they could participate in a cooperative purchasing bid for school busses the collaborative is preparing.

A cooperative professional development program and efforts to assist members in obtaining and maintaining certification were reviewed.

## ASBO LEGISLATURE UPDATE

Kevin Oliver recently attended **ASBO's** International Convention in Minneapolis. In addition to the warm weather, the other major surprise at the convention was the announcement by **ASBO** that they intend to take a more proactive role in Federal Legislation concerning Education.

Led by our own John Crafton, Chair of the new Legislative Advisory Committee, a teleconference took place between Congressman Michael Castle of Delaware, Chair of the House Education Sub-Committee, concerning the major issues facing Congress and the Nation.

John Crafton also briefed the many school officials attending the Legislative Forum on the new strategy for dealing with Congress. This strategy included



MASBO'S John Crafton at ASBO

professional lobbying, direct communication with House and Senate leaders, interaction with the various committee staffs who formulate much of the Legislation, a day of interaction by members of **ASBO** at Capitol Hill, membership participation, gathering positions on various legislative proposals, etc.

School Business Officials were asked for their opinions regarding these and other issues concerning **ASBO's** new strategy.

It was heartening to find **ASBO** finally making inroads into the Legislative Arena. I wonder as Chair of our Local Legislative Committee whether we should follow a similar procedure when dealing with our State Legislature.

## ASBO Information System Committee

The ASBO Information System Committee was very pleased with the lineup of workshops, discussion groups, and microcomputer laboratory at the Annual Meeting in Minneapolis. Some of the sessions included: investing in technology, multi-media presentations, planning and managing technology, PowerPoint, Internet resource sites, E-rate, wireless technology, digital mapping, web design, and thinking technology financing.

MASBO President Roger Young chairs the ASBO Information System Committee and encourages MASBO members to be in-

involved with the committee. Involvement includes making presentations, serving on the committee, and making suggestions for topics to be included at the Annual Meeting.

The 2001 Call For Presentations has been recently distributed to ASBO members throughout the country. Each MASBO member is encouraged to submit a proposal to present at the upcoming Annual Meeting to be hosted in Baltimore next October. This is a



great way to share best practices and become involved with experts throughout the country and Canada.

The Information System Committee is seeking business officials to serve on the committee as members and leaders. Each MASBO member is encouraged to contact ASBO and request the application format for gaining committee membership.

Technology is rapidly changing each day and it becomes increasingly difficult to stay up with the trends. Everyone is encouraged to suggest

topics for the next Annual Meeting.

In conclusion, each MASBO member is encouraged to become more involved with sharing their expertise with colleagues throughout the nation and Canada by contributing to the Information System Committee. Making presentations, serving on the Information System Committee, and making suggestions for topics to include are among the most practical ways to do so. Articles for ASBO Accents and School Business Affairs are always welcome and sought.

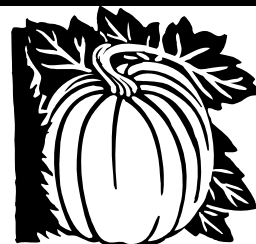
## Running a school district's business operations is always easier with an experienced partner.

The Association of School Business Officials (ASBO) International has been working for over 75 years to enhance the professionalism of school business management executives, to improve the performance of the public and private school districts they work for, and, to assist these administrators and their school districts to deal effectively with the changing environment in which schools operate.

Some of the benefits through which we assist our members face and master the school business problems of today and tomorrow are:

Annual Meeting & Exhibits \* School Business Affairs, a monthly professional journal \* ASBO Accents, a monthly newspaper \* Certificate of Excellence in Financial Reporting \* Meritorious Budget Awards \* Eagle Awards \* Pinnacle Awards \* Group Insurance Programs \* Member-Operated Research Programs & Committees \* Professional Registration Program \* Exhibitors' Scholarships \* Annual Membership Directory \* Continuing Education Programs \* Collective Representation before legislative bodies and governmental agencies \* Publications

For membership information, contact: Membership Department, ASBO International, 11401 North Shore Drive, Reston, VA 20190-4200 Telephone/478-0405; FAX: 703/478-0205



*The MASBO Board would like to extend to its members the very best of this holiday time of the year.*

*May you have the time to enjoy the holiday season with your family and friends.*

*We wish you health, happiness and a prosperous new year.*

### December 12, Bi-Monthly Agenda Radisson Hotel, Milford

#### GASB 34: The Little Picture

This non-technical overview will provide all financial personnel with a view of steps being taken by the town of Bellingham and its experiences in implementing GASB 34.

**Speakers:**

Marilyn Mathieu - Finance Dir.  
Robert Brown - R.E. Brown  
Lavern Thomas-Standard & Poors Rating Agency

#### 401 (a) Match Plans

Many public employers (in both education and general government) are beginning to investigate this type of employer match plan to offer a portable benefit plan to enhance recruiting, reward longevity and increase participation in deferred compensation.

**Speaker:**

Scott Baker - Aetna

#### New DOE Chart of Accounts

Discussion of the new chart of account as presented at the annual institute in May.

The Moderator of this part of the program will be Gail Zeman Director of Finance & Operations, Medford Public Schools.

The Presenter will be Jay Sullivan Director, School Business Services, Mass DOE.

### We Need Your Cooperation!



Prior to every MASBO sponsored event, registration forms are mailed out, via brochures. If you intend to attend the event, we need your cooperation in returning the completed registration forms to the MASBO office in Chelmsford by either fax or mail. Pre-payment for the event in your dues package

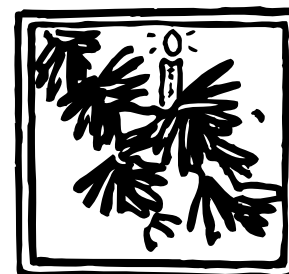
**does not** automatically register you. The facilities where our bi-monthly meetings and institutes are held require us to give them a number of anticipated attendees prior to the actual event and we need this information.

Thank you!



*Do you know this man?*

He's **Robert Raffa** from RISO. Bob presented the President's Award and was incorrectly identified by the Editor as Jack Ford in our last issue. We regret the error.



## MASBO Members Participate in ASBO International Meeting

MASBO members **John A. Crafton**, Methuen Public Schools; **Richard Dupuis**, Greater New Bedford Regional Vocational Technical School; **Steve Fortado**, Ipswich Public Schools; **Richard H Weeks** Grafton Public Schools; **Roger L Young**, Haverhill Public Schools each moderated and or made presentations at the 86<sup>th</sup> Association of School Business Officials International meeting held in Minneapolis, Minnesota, September 30 through October 4, 2000.

John Crafton moderated a Legislative Committee, Teleconference with Congressman Michael Castel, Chairman of the House Education Subcommittee.

Richard Dupuis moderated a Human Resources and Labor Relations Committee presentation on "The Family and Medical Leave Law-Compliance with a Smile" by Milwaukee Attorney Robert J. Simandl.

Steve Fortado made a presentation for the School Facilities Committee, "Designing Schools for the 21<sup>st</sup> Century Learning"

Richard Weeks made a presentation for the Professional Development Committee, "The first 100 Days - A Successful Beginning as an SBO".

Roger Young made a presentation for the Information Systems Committee, "Preparing PowerPoint Presentations". In addition he moderated a session in the Microlab, "Pivot Tables" presented by Richard P. Hickey, Assistant Superintendent Operations and Business Management, Kenai Peninsula Borough School District, Soldotna, AK.

MASBO Executive Director, Donald D. Johnson and President Roger L. Young represented MASBO at Executive Directors and Presidents meetings and reported to the other states on MASBO goals and programs for 2000.

A total of 24 MASBO members attended the conference that included Pre-Annual Meeting Workshops, three General Sessions, Opening Mixer, Trade Show over 100 different workshops and round tables covering all the topics of school business management. General Session speakers Deborah Norville, Les Brown, and Jonathan Kozol provided motivational ideas and a reminder of what school business administrators support while stressing the conference theme "Imagine the Possibilities".

**MASBO'S newest board member is Joseph Cucinotta Director of Finance and Operations, Medfield Public Schools.**

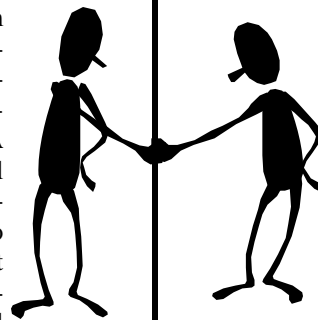
*We wish Joe a very successful year.*



## MASBO'S ANNUAL MENTORSHIP SEMINAR

The MASBO annual Mentorship Seminar was conducted on November 1, 2000 at Tri-County Vocational Regional High School. We had an excellent turnout and many new School Business Managers were in attendance. The program included very effective presentations on budgeting, transportation, purchasing and supply management, and school finance. A new MASBO Reference Manual was distributed to all in attendance to serve as a useful tool to all business managers throughout the year. A "Cracker Barrel" session will be held at the Annual Institute in May as a follow up for all mentors and mentees.

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 an extravagant luncheon. Many thanks also go to the presenters, John Antonucci, Business Manager for Bedford Public Schools; Rich LaBrie, Executive Director and William Hearn, Transportation Manager, Lower Pioneer Valley Ed. Collaborative; Lisa Price, Esq., MA Inspector General's Office; Jay Sullivan, Director of School Business Services and Christine Lynch, Administrator of School Building Assistance, Department of Education; Joel Lovering, Assistant Superintendent for Business, Attleboro Public Schools; and Don Johnson, MASBO Executive Director.

If you have any questions or suggestions regarding next year's program, please contact Sally Douglas, Chairperson. She can be reached at (413) 499-9502 or at [sdouglas@pittsfield.net](mailto:sdouglas@pittsfield.net)



**MASBO, Inc.**

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**We're on the Web!**  
Come visit us at  
**MASBO.ORG**

**DATES TO REMEMBER**

DECEMBER BI-MONTHLY	DECEMBER 12
FEBRUARY BI-MONTHLY	FEBRUARY 7
ANNUAL TRADE SHOW	MARCH 20
ANNUAL LAW INSTITUTE	APRIL 24 & 25
ANNUAL INSTITUTE	MAY 16 -18

**The deadline for articles for the January/February, 2001 issue of the MASBO Newsletter is December 31, 2000.**

**Current MASBO Board Members**

Exec. Director	Don Johnson
President	Roger Young
President-Elect	John Souza
Vice President	Joel Lovering
Immd. Past President	Joseph Delude
Directors 1998-2001	Kevin Oliver Richard Weeks
Directors 1999-2002	Jeanne Murray Joseph Cucinotta
Directors 2000-2003	John Antonucci Sally Douglas
Sec./Treasurer	Rose Di Orio
Newsletter Editor	Peter De Roeve