



MASBO NEWSLETTER

Volume 4, Issue 2

Nov–Dec, 2002

President Lovering's Message



Since the last edition of the MASBO Newsletter several things have happened. The Board of Directors has met several times to address MASBO business, the first Bi Monthly meeting has come and gone, the third Annual Construction Institute has had another successful day and thirty-six MASBO members are off to Phoenix, AZ to represent this organization at the 88th ASBO Annual Meeting and Exhibits. These events

and activities all reflect a very active organization. In the near future we will see the Mentorship Program, more Bi Monthly meetings, the Law Institute, the Annual Institute and the Strategic Plan. All of this leads me to encouraging you to become an active participant in this organization. There is a niche for everyone. The standing committees are always looking for help and your participation will make MASBO a stronger organization.

One of the most important issues the Board of Directors will deal with this year is the selection of a new Executive Director. The Executive Director helps orchestrate all of the aforementioned programs and is a crucial player in the success of

MASBO. We have been extremely fortunate to have had Executive Directors who have given their all to make sure we are a well respected professional organization that is on the move and current with today's issues. If you are considering this position as future employment and need more information, please contact Louise at the MASBO office.

I hope this message finds you well and that your year has progressed as you planned. If you are like me, I am sure that you are finding the days are a blur and that no two days are the same.



Mentorship Program Set for November 19th

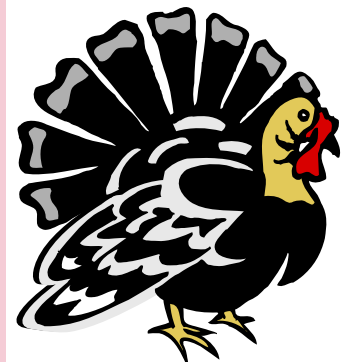
Continuing President Joel Lovering's theme of "Better Business through Professional Development" MASBO reminds its members the annual Mentorship program is all set for Tuesday, November 19th at Tri County Regional Vocational School in Franklin, MA.

If you wish to participate in this program, please contact Sally Douglas @ 413-499-9502 or by e-mail to sdouglas@pittsfield.net. You may also contact the MASBO office at 978-452-7044.



Special points of interest:

- *MASBO Seeks Change in Retirement Plus*
- *MASBO at ASBO Photos*
- *December Bi-Monthly Agenda*
- *2003 MASBO President's Award Notice*
- *Portable Classrooms For Sale*
- *Lost Raincoat Notice*
- *Green Schools Initiative*
- *MASBO Serving ASBO*
- *BAIL Program Announcement*
- *NSTAR New School Construction Program*
- *Vendor Sponsors*



HAPPY THANKSGIVING



Green Schools Initiative

The Massachusetts Technology Collaborative (MTC) is pleased to announce the release of solicitation # 2003-GS-01 for design and construction funding from its Green Schools Initiative, a partnership between MTC and the Massachusetts Department of Education, for new school construction or major renovation projects. For applicants that are selected through a competitive process, the Green Schools Initiative is offering up to \$130,000 in design funding and up to \$500,000 in construction funding to support the incremental costs of the integration of renewable energy technologies, energy efficiency measures and other high performance green design features into Massachusetts Schools.

Additionally, as a result of the partnership between MTC and the Massachusetts Department of Education (DOE), projects selected

for participation in the Green Schools Initiative may be eligible for additional assistance from DOE's School Building Assistance (SBA) Program, including an additional two percentage points on the project's total facilities grant. DOE will also consider waivers of applicable funding caps.

The guidelines for this assistance, including eligibility requirements, the application and all other relevant materials, can be found on MTC's website at <http://www.masstech.org/massrenew/fundingopps.htm#gbi> Please note that eligibility is limited to projects that are located in the service territory of investor-owned (non municipal) electric distribution utilities. For additional information about the Massachusetts Technology Collaborative and its Green Schools Initiative, please visit the MTC web site at www.masstech.org.



THE MASBO BOARD OF DIRECTORS AND OFFICERS WISH YOU AND YOUR FAMILY A HAPPY HOLIDAY SEASON. MAY THE JOYS OF THIS SEASON BE WITH YOU ALL YEAR LONG.

MAY THE NEW YEAR BRING YOU HEALTH, HAPPINESS AND GOOD FORTUNE.

MASBO To Seek Changes to Retirement Plus

The MASBO Board met on Oct 23 to vote on a legislative proposal, which would broaden the scope of Retirement Plus to include some School Business Officials who entered the profession later in their careers and who are effectively precluded from the plan. The proposed legislation is aimed at reducing the eligibility threshold from 30 years of creditable service to 25 years as well as a reduction of the 20-year MTRA membership requirement to 15 years. The thinking is that many SBO's received their prerequisite experience in the private sector in a variety of occupations and who were in their late 30's and 40's when hired by a school district. Those SBO's who have, or will have, sufficient creditable years to participate in the plan were formerly in the classroom or who entered the profession at an early age appears to be in the minority.

The legislation reads:

"A certified School Business Official who has reached the age of 55 and who has completed at least (25) years of creditable service shall be eligible for Retirement Plus benefit provided that:

At least (15) of the above creditable service years were in the Commonwealth with up to an additional 10 creditable years paid into the MTRA as a teacher of School Business Official from another state."



We expect that Representative Dan Keenan will sponsor the legislation in coordination with Bill Horrigan, our Legislative Liaison. You can reach Rich Scortino as a primary contact at 413-596-3884 or email him at rscortino@hwsd.org if you'd like additional information



MASBO Members Participate in ASBO International 88th Annual Meeting

Thirty Massachusetts Association of School Business Officials participated in the Association of School Business Officials International 88th Annual Meeting and Exhibit October 25-29, 2002, in Phoenix Arizona.

The ASBO Annual Meeting includes pre-meeting workshops designed to provide in-depth ½ and full day workshops on a variety of school business and operational subjects. This year 23 different workshops were provided each allowing a participant to gain up to four professional development credits. In addition to the pre-meeting workshops the program includes three general sessions with national speakers, annual election of officers and association business as well as three days of discussion groups, gold mine table ideas, a microcomputer laboratory and vendor exhibit displays.

ASBO committees develop and present one-hour discussion group sessions on seven school business tracks including such subjects as accounting and budgeting, business operations, legal aspects, management and human resources, school finance, school operations, and technology.

The conference also includes social opportunities to meet and talk with school business officials from the United States and Canada as well as several international countries.

The following table lists the subject and activity of Massachusetts ASBO members that prepared, moderated and presented during this year's annual conference October 25 – 29, 2002.

Subject	Name	District	Presenter/ Moderator
Strategic Planning Guide for Maintaining School Facilities	Roger L. Young	Haverhill Public Schools	Presenter
Interest Based Strategy: It Does Work With Compensation and Benefits	Richard Dupuis	New Bedford RVSD	Moderator
Working with Difficult and Resistant School Employees	Richard Dupuis	New Bedford RVSD	Moderator
A Matter of Ethics: Facing the Fear of Doing the Right Thing	Jay Sullivan	Dept. of Education	Moderator
Social Security Employer Services for Your Schools and Best Practices for W-2 Filing	Richard Dupuis	New Bedford RVSD	Moderator
The Latest & Greatest in ADA Compliance	Lincoln Lynch	Mansfield Public Schools	Moderator
Procurement on the Net	Joseph Delude	Seekonk Public Schools	Moderator
Conduct a Business Process Re-engineering Study Prior to Replacing Legacy Management Information Systems	Joseph Delude	Seekonk Public Schools	Moderator
School Construction Institute: Build One for Your Affiliate	Richard H. Weeks, Joel H. Lovering, Donald D. Johnson	Grafton Public Schools, Attleboro Public Schools, Mass. ASBO, Exec. Dir.	Presenters
Family & Medical Leave Act - Seeing the Trees and the Forest, Integrating Family & Medical Leave Responsibility with Workers Compensation	Lincoln Lynch	Mansfield Public Schools	Moderator
Powering School Meal Payments with Convenience & Security	Steven Fortado	Lowell Public Schools	Moderator
State/Provincial Mentoring Programs for School Business Officials	Sally Douglas, Richard H. Weeks,	Pittsfield Public Schools Grafton Public Schools,	Presenter Moderator
Employee Incentives for Excellence	Joel H. Lovering	Attleboro Public Schools	Moderator
Employment Law Update	Richard Dupuis	New Bedford RVSD	Moderator



2003 MASBO President's Award

Nominations for the 2003 MASBO President's Award are being accepted. Nomination letters should be mailed to Donald D. Johnson, Executive Director, MASBO, Inc., 84 Brick Kiln Road, Chelmsford, MA 01824. Nominations will close on April 1, 2003.

MASBO members have always contributed to the growth and improvement of their profession and their investment of time and skills have greatly improved the efficiency of our schools. MASBO, in partnership with RISO Products, have worked together to encourage and recognize these contributions. The President's Award is given in recognition of an indi-

vidual's outstanding contribution to his or her school system, community, and/or to MASBO.

To be considered for the President's Award, one must be a member of MASBO and be employed on a full-time basis for 24 consecutive months immediately prior to January 1 of the year in which the nomination is made. The award selection committee is comprised of the President, President-Elect, Vice-President, Immediate Past President, and Secretary/Treasurer of MASBO. Members of the selection committee are not eligible for the award.

Anyone may nominate an individual for

this award. The letter of nomination should clearly and concisely state the manner in which the individual has made an outstanding contribution to a school system, community, and/or MASBO.

The recipient receives a plaque to commemorate the award, and his or her school district receives a \$500 award in the name of the recipient. There is appropriate recognition in local papers as well as in MASBO's Newsletter. The President's Award is presented in May at the MASBO Annual Institute with a follow-up presentation at a meeting of the recipient's School Committee.



Bi-Monthly Participants



Our hat's off to those 36 MASBO members who braved the weather conditions to attend the 88th ASBO convention in Phoenix, AZ.

Massachusetts Association of School Business Officials, Inc. and the Massachusetts Government Finance Officer's Association

**INVITE YOU TO ATTEND
BI-MONTHLY MEETING**

*Controlling Health Insurance
and
Chapter 32(B) Fringe Benefits*

**December 3, 2002
Radisson Hotel, Milford**

Complete the registration forms mailed to you or download and complete the form on the MASBO web site. Registration forms must be returned by November 22, 2002. Registration is guaranteed upon receipt of a completed registration form. Cancellation requests must be in writing, mailed or faxed to the office and received by November 27, 2002, otherwise payment will be required.



Lower Pioneer Valley Educational Collaborative Business Administrator Initial Licensure Program

In response to a general request from the Massachusetts Department of Education (DOE) the Lower Pioneer Valley Educational Collaborative (LPVEC) has submitted a district-based licensure program to DOE for approval. This program, known as BAIL (Business Administrator Initial Licensure) is for the initial licensure of School Business Administrators (formerly school business officers).

Under the proposed revised DOE regulations for licensure (5/13/02) there are two options for licensure. Candidates may have either educational or business experience. All candidates for licensure must have a master's degree. Through our BAIL program candidates may earn their master's degree. We offer a full menu of graduate courses in a prescribed schedule. We offer a portfolio review process by which we develop a program of studies individually for each candidate taking into account their previous educational background and work experience.

Candidates who already possess a master's degree may participate in a series of seminar modules that will provide them with the necessary subject matter knowledge for licensure.

Although, we have entertained the idea of moving our in-class full semester courses to other sites in order to be accessible to more and different individuals, the distance to which instructors are willing to travel in order to serve our needs constricts us. Chicopee, with a site within a few miles of both the Mass Pike and I-91 seems to be the best match for both instructors and participants.

In order to make coursework more accessible for candidates for li-

censure we have held discussions around offering these courses/seminars through distance learning. Westfield State has launched its own distance learning facility using WebCT. WebCT is a server based software program for online course delivery (also used by U Mass-Amherst, BC, MIT, GCC, and STCC among others). Westfield State has invited the instructors for our courses to participate in online course development. Two of our instructors attended the introductory sessions and one instructor has agreed to develop an online course for delivery in the spring. Westfield State will offer training in July and August. In addition, the Program Director of the BAIL program has two years experience as Site Coordinator for five local high schools for Virtual High School, an entirely online system of delivering high school courses, and she is highly familiar with the online learning environment.

Distance (online) learning has advantages for many of our SBA candidates who live at a substantial distance from our local site (Chicopee) and/or who have conflicts with our regular meeting night (Thursday) due to school committee meetings, budget hearings, etc. The disadvantage of distance learning is the potential loss of networking possibilities for candidates and less spontaneous sharing of ideas, solutions, experiences, etc. The cost of distance learning is essentially the same as 'live' courses. Westfield State courses currently cost \$450 per participant, which covers tuition and fees for a three-credit course.

As mentioned above, LPVEC is also developing a seminar series to meet the unique needs of SBA candidates who already hold a master's degree. This proposed seminar series

would be composed of a series of weekend seminars, onsite workshops (e.g., to examine different computerized financial accounting management systems), and distance learning modules. We will also take advantage of workshops provided by the I.G.'s office. This series of modules will meet our candidate's needs for flexibility since each candidate presents his/her own unique sets of experiences and education.

It is unlikely that we will be able to offer our full menu of graduate courses online immediately since that depends on the ability and willingness of instructors to develop their courses in the online environment, which logically depends on an instructor's familiarity with technology and the ability of a course's content to lend itself to that format.

In addition to instructor constraints, we are aware of the cost issues involved, which are determined by the number of enrolled participants in any one class. The best strategy is to offer courses in a prescribed predictable series that allows participants to plan ahead. Prior to using a predetermined schedule, we had to cancel some classes due to under-enrollment; however, in the last 3 years we have been able to run each class that was scheduled. We have completed delivery of one complete round of master's degree courses and are beginning our second series this fall.

For more information on this program and school business administrator's certification contact: Janice M Davis
Program Director, BAIL Lower Pioneer Valley Educational Collaborative
E-Mail: davis_lpvec@hotmail.com
Tel: 413-525-0003
Fax 413-525-7034



New School Construction Program

High-efficiency Measures for New Construction or Existing Facilities

NSTAR wants to help you save energy and money. That's why we offer the New Construction Program tailored to your unique needs as a business customer.

Through this program, NSTAR can offer you cost reduction strategies whether you're building a new facility or renovating an existing one. Contact us at **781-441-8592** and we will work with you to develop a customized package of energy efficiency options to meet your business needs.

Program Benefits

- **Financial incentives** to help defray new energy efficient equipment and systems – up to 100% of incremental costs.
- **Design incentives** to allow architects and engineers the time to evaluate energy efficient options.
- **Technical assistance** to achieve higher levels of efficiency in designs.
- **Commissioning** to ensure that equipment is properly installed and building operators are properly trained.

Types of Efficiency Measures Covered

Electrical Measures

- High-efficiency fluorescent fixtures
- Occupancy sensors and photo cell controls
- Daylight dimming systems

Mechanical Measures

- Air- and water-cooled chillers and packaged HVAC equipment
- Premium-efficiency motors
- Variable-speed drives

Building Shell Measures

- High-performance glazing
- Improved thermal control and natural ventilation



Flexibility in approaches

- The **prescriptive approach**, which provides you, a menu of efficiency measures that you can select to be installed in your new or renovated facility.
- The **custom approach** which works well for more involved engineering applications that require site-specific analysis.
- Our **comprehensive design approach** is for new buildings where the integrated design for all the energy systems is warranted.

Designing energy-efficiency into new buildings can reduce energy use by 25-40%

For more information, please contact NSTAR's Energy Efficiency Services at 781-441-8592 or visit us at www.nstaronline.com



**ATTENTION
MASBO
3RD ANNUAL
CONSTRUCTION
INSTITUTE
ATTENDEES!!!!!!**



Someone inadvertently left the Lantana Conference Center on October 23, 2002 with the wrong raincoat. Please check to be sure you have the right raincoat. If you realize that you took to wrong coat, please contact the MASBO office at 978 452-7044, e-mail: masbo@mec.edu or contact the Lantana Conference Center at 781 961-4660. Lantana has your coat and the number of the person who is missing his. Thanks.

*Thank you to our Sponsors
for their continued support.*

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Government Banking Division

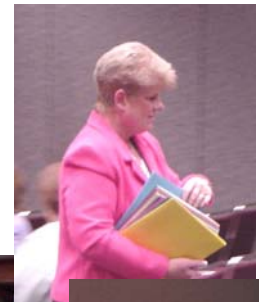
1-800-696-0179

RISO

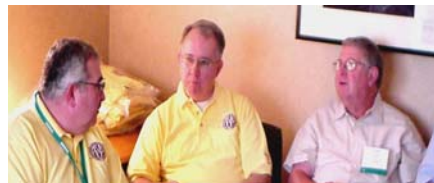
Products of Boston

In an effort to expand the exposure of our vendor affiliates and increase MASBO funding to support new professional development opportunities and services, the MASBO Board of Directors has voted to expand the MASBO Newsletter to include a page of advertising space for vendor affiliates. You may obtain more information by contacting the MASBO office at 978 452-7044 or by e-mail at masbo@mec.edu.

To secure a space on this page please e-mail the MASBO office at masbo@mec.edu with your request to participate and attach the file you wish to submit.



MASBO MEMBERS AT ASBO



**I am always willing to assist
a vendor affiliate.**

PORTABLE CLASSROOMS AVAILABLE

The Westborough School Department is considering selling six portable classrooms that were installed in 1999. If any district is interested in viewing these facilities, please contact Dr. Les Olson, Asst. Supt., at 508-836-7702 or olson@massed.net.

Wakefield Public Schools
60 Farm Street
Wakefield, MA 01880

Phone: 781-246-6400
Fax: 781-245-9164
Email: pderove@wakefield.ma.us



**Better Business Through Professional
Development!**



HAS YOUR OFFICE MOVED???????
DO YOU HAVE A NEW E-MAIL ADDRESS?????
HAS YOUR TITLE CHANGED???????

The MASBO Office has noticed that changes in mailing addresses, e-mail addresses, titles, etc. are being made on program registration forms. Unfortunately, not all of the changes are seen and therefore, these important corrections are not made to the MASBO database, from which all our member information is generated. Please be sure to complete the “Directory Correction Form” found on page 92 of your MASBO directory binder, if there is any new information that should be included in the database. The fax the form to the MASBO Office at 978 452 7114, or e-mail the office with the information at masbo@mec.edu.