

MASBO NEWSLETTER

President Joel Lovering's Message

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It certainly is an honor and a privilege for me to represent MASBO as it's 44th President for the year 2002-2003. I want to thank John Souza for his leadership during his tenure as President and Jeanne Murray for all her work as she leaves the Board of Directors to begin her retirement. I also want to thank all the individuals that helped to make the 36th Annual Institute such a great success. All the hard work is truly appreciated and does not go unnoticed.

I hope by now your budgets are finalized, you have teachers back in your classrooms and the start of

your school year has been a success. I know many of us have experienced a roller coaster ride during this last budget cycle.



The theme for my Presidency this year is "Better Business through Professional Development." I have selected this theme because I believe one of the most important missions of MASBO is to offer the membership professional development programs which focus on the knowledge and skills needed to become better School Business Officials. I think the quality of MASBO programs have become stronger through the years and have been tailored more than ever to meet the raising challenges that are presented to our membership

each day. MASBO will remain committed to offering quality professional development programs as an organization. If you have not attended a MASBO Bi Monthly meeting lately you should take the time to sample some of the educational offerings that are available to you.

One of my goals for MASBO as President this year will be to put into place a Strategic Plan which will guide the organization through the next five years. The Strategic Plan will become the template for reaching MASBO's goals and objectives as a professional organization. The Guiding Beliefs, the Mission Statement, goals and objectives, developed through the Strategic Plan process will be revisited

Special points of interest:

- President Lovering's Vision For The Year
- ADA-Compliant Entrance Signs
- Public Contracting Overview Seminar to be given in Western Mass Area.
- Top 10 Reasons to Attend an ASBO Pre-Conference Workshop

Former MASBO President Steve Moynihan Still Making Deals!

Steve, as President of the QRA (Quincy Retiree Association), working with Quincy's past mayor James Sheets has improved the basic life insurance coverage for active and retired employees of the city. This new coverage increases life insurance from \$5,000 to \$7,500 as of January 1, 2002. Effective July 1, 2002 the amount increases from \$7,500 to \$10,000.

Steve helped to establish the Quincy Retiree Association after leaving Quincy Public Schools. As we all know Steve retired as the Business Manager for Quincy Public Schools.

Many of you know and/or met Steve at various MASBO functions, especially the Annual Institute. Next time you see Steve, you may want to pick up some pointers on improving your life insurance. Good Job Steve!



President's Message Cont'd.

annually by the Board of Directors to address the ever-changing needs of the organization. This is a vision, which cannot be reached by the Board of Directors alone and will require your input as a member to be truly reflective of the MASBO organization. I will be asking you to participate in this process in some fashion. Whether your participation is as simple as filling out a survey or actively becoming a member of

an Action Planning Group; it will take your input to map out the MASBO's future. You will be hearing more about the Strategic Plan at the first Bi Monthly meeting.

Don Johnson and I have met over the summer on several issues, which will be discussed in the Executive Director's column. Please pay special attention to the certification/

recertification discussion since it affects us all. Also in your planning I hope you are considering the 88th ASBO Annual Meeting and Exhibits being held in Phoenix, Arizona October 25-29, 2002. If this is out of your budget then please make plans to attend the first MASBO Bi Monthly, September 26, 2002 at the Radisson in Milford, MA.

ASBO Names Miller Executive Director

The Association of School Business Officials International, Reston, Virginia, has announced that Dr. Anne Miller has been selected to serve as the next Executive Director of the association. She will start August 26, 2002.

"I'm very excited to be joining ASBO at such a critical time for American education," Dr. Miller said. "People are recognizing how important school business officials have become to the success of our educational systems, and they will figure even more prominently in the future as we try to improve all schools. Expenditures for elementary and secondary education in the U.S. alone totaled more than \$422 billion last year, or 4.3% of gross domestic product. School business officials are responsible for ensuring that these resources are used effectively to guarantee the best education for our children. ASBO has tremendous opportunities in the coming months and years, and I am thrilled to be a part of them."

ASBO International is a professional association of more than 6,200 school business management professionals. The association provides a wide range of services and benefits to its members, including an Annual Meeting attended by nearly 2000 school business officials every year; a monthly magazine and newsletter as well as the scholarly publication *Journal of Education Finance*; recognition through the nationally acknowledged Meritorious Budget Awards and Certificate of Excellence; and a wide range of books and publications that have become basic education tools for members. ASBO has just released the Professional Standards for school business officials, which for the first time allow decision-makers such as school board members to better understand the role of school business officials and the skills they should possess in order to do their jobs effectively. ASBO will be using these Professional Standards as a benchmark to design a range of benefits to help members.

ASBO's President, Dr. Clark Godshall, said, "We are pleased to welcome Dr. Miller. I think members of ASBO will be impressed with her background in both business and education and will look forward to meeting her at our Annual Meeting." The 88th Annual Meeting, scheduled for October 25-29, 2002 in Phoenix, Arizona, is predicted to have the highest attendance in more than twelve years.

Dr. Miller comes to ASBO from the National Association of Secondary School Principals (NASSP), where she served as Executive Director of their foundation as well as Director of Development and Strategic Alliances. She is also the co-founder of the National Alliance on the American High School and served as their first chairperson.

Before joining the NASSP, Miller was at the Eastman Kodak Company for twelve years. She served as their Director of Corporate Education Initiatives for worldwide employee training, and as the CEO's advisor on K-12 education policy issues and programs. She also was Director of Education Solutions & Services, a group that developed and marketed image-based technology solutions to improve teaching and learning. Prior to joining Kodak, Miller was a teacher in K-12 schools and at the University of Kansas and the University of Missouri.

Dr. Miller holds Bachelors and Masters degrees from the University of Michigan and a Ph.D. in Education from the University of Illinois.

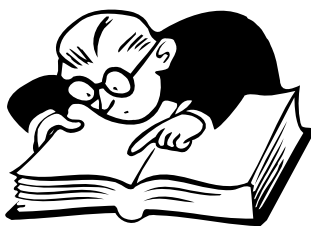
Visit ASBO's website at www.asbointl.org for more information.

National Forum on Education Statistics Update

The Forum continues to work on other issues that affect the education data community, including school finance and accounting systems, school technology data collections, and school Web site development guidance.

Education Finance:

On the finance and accounting front, the Forum's Education Finance Task Force has been advising NCES on a revision of the 1990 publication *Financial Accounting for State and Local School Systems*, which represents a national set of standards and guidance for school system accounting. The revision will be released in the fall of 2002. The purpose of the document is to improve the uniformity, comparability, and comprehensiveness of fiscal education data. The revised and restructured guidance defines account classifications that provide meaningful financial management information for its users, complies with generally accepted accounting principles (GAAP) established by the Government Accounting Standards Board (GASB), operationalizes the most recent GASB position papers for accounting and reporting by governmental entities, and recognizes the changes that have taken place in school technology, safety and security. The document also provides guidance on the uses of fiscal data, budgeting methods, account code structures, program cost account-



ing, student activity funds, and other emerging issues. In the near future, the task force will also develop a document to describe financial, student, and teacher related financial data elements. Finally, it will develop a "formulas and calculations" document to describe equity measures, cost adjustment calculations, student and teacher count measures, and revenue and expenditure calculations. The task force expects that these documents will be used by schools, school districts, and other education entities to clarify data definitions, as well as for considering decision and policy issues. For information about project progress, please visit <http://nces.ed.gov/forum/finance.asp>.

Technology in Schools:

Assessing the use of technology in our schools can be a difficult process. Few education agencies are likely able to generate accurate answers to question such as: *Have we reached our technology goals? What are our technology needs?* and *Are we doing as well as others?* Thus, the Forum's Technology in Schools Task Force is developing a tool to improve the systematic assessment of computer-based technology used in schools. The document is designed to help decision makers and technology users prepare, collect, and assess information about the scope, pervasiveness, effectiveness, and efficiency of computer technology being used in their

school systems. The principal purposes include providing guidelines for gathering information on the presence and use of technology in schools, suggesting useful ways of analyzing the information collected, reducing data burden by eliminating redundancy in information collections, facilitating the development and maintenance of data on technology in schools, and increasing awareness of the breadth of issues related to technology in schools. *Technology in Schools* will be released in both paper and electronic form in January 2003. For information about project progress, please visit <http://nces.ed.gov/forum/technology.asp>.

Internet Use:

The Forum's latest working group focuses its efforts on developing a guide to assist schools, local education agencies, and state education agencies in identifying essential policies, content issues, and best practices with respect to Internet usage in schools and school districts. The Web Development Working Group held its initial meeting to develop a plan for completing the project in the fall of 2001 and will be seeking Forum approval for its work at the Summer 2002 Forum meeting. If approved, it is anticipated that the task will be completed by July 2003. Look for more information about the work of this group on the Forum Web site at http://nces.ed.gov/forum/current_activities.asp.



TEN ESSENTIAL WEB SITE ELEMENTS

After reviewing thousands of school sites, here are 10 essential elements that all sites should share

1. School Locations are described clearly and prominently, with directions, telephone numbers, main and e-mail addresses.
2. Opening pages have clean uncluttered designs with limited text and multimedia features so they load quickly even with dial-up connections.
3. Site content is organized into logical "groups," such as users—students, teachers, parents, and administrators—schools, grade levels or curriculum content areas.
4. Navigation menu selections should be consistent from page to page, so it is always easy to return to opening screens and jump to different sections.
5. Check and recheck every selection on the entire site regularly, to remove dead links and update URLs.
6. Use multimedia elements such as graphics, animations, music and sound effects sparingly and with purpose, especially when grouped on any given page.
7. It is helpful to offer a selection of low-bandwidth, high-bandwidth, and "text-only" display options to make the site accessible to more users.
8. Provide opportunities for users to contribute content to the site, such as stories, graphics and artwork. But also be certain to protect the identity of students, including photographs, telephone numbers, and e-mail addresses.
9. While it is useful to indicate the dates when site pages are updated, old dates make pages seem obsolete.
10. Give users reasons to return to the site frequently, by offering features such as news headlines, weather reports, sports scores, school announcements, live camera shots and class assignments.

The above information was part of an article in the July 2002 issue of District Administration Volume 38 Number 7, "Building A Better Web Site" by Odvard Egil Dyrli.



**WATCH OUT FOR
THE LITTLE
GOBLINS IN YOUR
NEIGHBORHOOD
THIS HALLOWEEN!**

ADA-Compliant Entrance Signs Available From AASA

Do any of your school buildings have at least one employee or public entrance that is not wheelchair accessible?

If you answer, "Yes," current Americans with Disabilities Act (ADA) regulations (35.163) require that you mount ADA signs at every employee and public entrance, whether accessible or not. **In response to these requirements, the American Association of School Administrators (AASA) now offers an Entrance Sign Kit to help school administrators cost-effectively comply with current ADA entrance sign rules.** Each Entrance Sign Kit includes the number of 10"x12" blue and white reflective aluminum signs that you need to mark your facility entrances, as well as specific mounting materials, instructions and sign guidelines. All Kit text materials have been reviewed by the federally mandated ADA Technical Assistance Center - Region V.

To obtain the Entrance Sign Kit from AASA, **count the number of accessible and inaccessible entrances** to your school facilities (which are not currently marked with ADA signs) so that AASA will know how many of each type of sign to include with your Kit. Then, call the AASA ADA sign staff, toll free, at **877-ADA-KITS** (877-232-5487), or fax/send a purchase order to **ADA Notice-AASA Entrance Project**, 56 Salem Lane, Evanston, IL 60203, fax (847) 568-9485. Your Kit cost is \$20 per sign ordered plus \$9.50 S&H (for every 10 signs). **Please Note:** Accessible Entrance Signs – read "ACCESSIBLE ENTRANCE" with no arrows. For signs marking inaccessible entrances, please indicate whether the sign should include a right or left arrow to direct people to the nearest accessible entrance. All signs have the international symbol of accessibility, as required by law.



Lower Pioneer Valley Educational Collaborative

What: Public Contracting Overview Seminar, Office of the Inspector General

When: October 4, 8, and 18, 2002, 8:30 – 4:30

Where: Career and Technical Education Center, 20 Johnson Road, Chicopee

Cost: \$300 for government and non-profit employees; \$500 all others

Coffee and muffins will be provided in the morning.

Lunch and afternoon snack will be provided at a separate cost of \$5 each day payable at the door

The Lower Pioneer Valley Educational Collaborative has received preliminary approval for a district-based licensure program for School Business Administrators through the Department of Education. As part of this program we have had on-going discussions with the Inspector General's office requesting that they offer their **Public Contracting Overview Seminar here in the western part of the state.**

The Inspector General's Office has agreed to provide this seminar and furthermore, has agreed to a trial **schedule of three days spread out over three weeks** rather than the normal three consecutive days. In the past it has been difficult for individuals to remain away from their offices for three consecutive days, so the IG's office has agreed to try delivering this seminar over three weeks instead.

The **Public Contracting Overview Seminar** is appropriate for school business administrators, public purchasing officials and anyone with responsibility for public procurement and contracting for public works and building projects. This course is part of the Public Purchasing Official certification program and is a prerequisite for the other seminars offered by the IG's office.

For more information contact the IG's office. Payment and registration forms must be returned to the Inspector General's Office with a copy to Jan Davis, Director (Business Administrator Initial Licensure Program).

The Massachusetts Overweight Prevention and Control Initiative (MOPCI).

MASBO Executive Director Donald Johnson attended an August meeting of the School Policy and Environment Task Force of The Massachusetts Overweight Prevention and Control Initiative (MOPCI). Funded by the CDC through the Massachusetts Department of Public Health, MOPCI is collaborating with statewide organizations to write a plan to prevent and control the alarming epidemic of overweight in Massachusetts children. At this task force meeting, the participants reviewed existing policies which affect nutrition and physical activity in public schools, discussed the strengths and weaknesses of policies, and then prioritized the top five areas which they recommend be included in the state plan.

Those five were: 1) strengthen

and enforce state policies requiring that foods and beverages available in schools outside of the school meal programs reinforce the principles of the Dietary Guidelines for Americans; 2) increase the percentage of schools that provide health education instruction that includes nutrition, and create guidelines to standardize the topics covered, time spent on the topic, and quality of instruction; 3) establish policies to encourage schools to promote physical activity (separate from physical education), including more time for recess and creating "walk to school" type programs.; 4) establish state policies requiring food service managers to have a nutrition-related bachelor or graduate degree and certification or credentialing in food service from either the state or the American School Food Service Association; and 5) establish state policies which will improve the quality,

taste, ethnic variety, and freshness of food served in the school meals programs, so that students do not bypass these meals in favor of available junk foods.

The Task Force's next step is to write objectives and activities for each of these priority areas, as well as solicit feedback on the selection from relevant groups who have not been working with MOPCI thus far. If you would like more information, are interested in participating, or have feedback about the priorities selection, please call Roberta Friedman (co-chair of the task force) at the Massachusetts Public Health Association, (617) 524-6696 x 103.

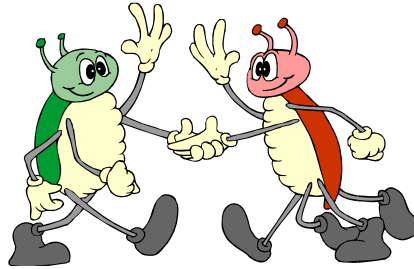
THE MASBO MENTORSHIP PROGRAM IS JUST AROUND THE CORNER

MARK YOUR CALENDARS EVERYONE

Sally P.W. Douglas, MASBO Director and Chairperson of the MASBO Mentorship Program is heading up a great agenda for the event again this year. It is being held on Tuesday, November 19th at Tri County Regional Vocational School in Franklin, MA.

MASBO has welcomed many new School Business Officials over the past year and continues to do so again this year. The response from this past year's Mentorship Program has been very positive. Many valuable suggestions for this year's agenda included requests for a longer agenda on that day in November and also recommendations to add a 2nd day sometime in the spring of 2003. We are working on these

suggested changes and will keep everyone updated as the plans are finalized. The Mentorship Reference Manual will be provided again this year to all new business managers who attend the Mentorship Program on November 19th because it provides new business managers with a whole host of informational tools and guidance to have at their fingertips.



If you are a new school business manager and wish to participate in this year's program, or if you desire more information about this great program, please contact Sally Douglas @ 413-499-9502 or by e-mail to sdouglas@pittsfield.net. You can also contact the MASBO Office @ 978-452-7044.

We need business managers to become more involved and to be mentors. Please submit your names early to allow us ample time to match all mentors with new mentees in preparation for

November 19th. It is very important that you and your mentee attend this program together. Some mentees and mentors will already know each other but many will not so it is critical for those being matched up to get to meet one another on November 19th.

Registration forms will be made available to you at the September 26th MASBO Bimonthly meeting in Milford and on the MASBO Web site www.masbo.org but please mark your calendars now for this great program.

Clearing the Air: Mold Remediation and Mildew Control

On Wednesday October 2, 2002, the Building Operator Certification Program of Northeast Energy Efficiency Partnerships will sponsor a workshop titled *Clearing the Air: Mold Remediation and Mildew Control*. This all-day program will bring to the audience expert information on indoor air quality (IAQ) problems and solutions in schools, with emphasis on mold remediation and mildew control.

Program:

- o Bill Turner, Turner Building Science: *Mold in Buildings: Finding and Fixing It*
- o Terry Brennan, Camroden Associates: *The Root of the Problem: Moisture Dynamics*
- o Panel discussion featuring three BOC graduates: *Real World Experience*
 - *Source Control of IAQ Problems*
 - *Odor Control*
 - *Using HVAC Systems to Control IAQ Problems.*

Cost of this workshop is \$95 per person. You can register at <http://www.neep.org/Oct02/index.htm>, or call Marilyn Toomey at 781-860-9177, ext. 16.

The Association of School Business Officials International®

88th Annual Meeting & Exhibits

October 25-29 at the Phoenix Civic Plaza in Phoenix, Arizona

Top 10 Reasons to Attend A Pre-Conference Workshop

10. October is the nicest time of the year to visit Phoenix! So, come early and enjoy the weather.
 9. With 25 workshops to choose from, there are sure to be many educational programs that interest you.
 8. Earn valuable Continuing Education Units by attending these informative sessions.
 7. Treat your taste buds to an extra day of Southwestern food.
 6. Workshops are the perfect opportunity to meet and network with colleagues, as well as gain invaluable information related to school business management.
 5. Give your mind and body a break, escape early to Phoenix!
 4. Learn how to deal effectively with the changing environment in which schools operate.
 3. Your family and guests will thank you for bringing them to Phoenix early!
 2. Share ideas on how to improve the performance of your school district.
- And the NUMBER ONE REASON to attend a pre-conference workshop is....*
1. Your peers selected workshop topics, so you can be assured they are high quality and up-to-date.

***To register for any of the workshops,
go to our registration area at www.asbointl.org***

Accounting and Budgeting Workshops

- ✓ Understanding the GASB Statement 34 Requirements through a CAFR Review
- ✓ Fixed Assets Before and After GASB 34
- ✓ How to Develop an Award Winning Budget
- ✓ GASB34: Hands on Advice from Early Implementers

Business Operations Workshops

- ✓ The Business of School Food Service -- A Comprehensive Overview
- ✓ Developing and Using an E-Based Commerce Solution

Legal Aspects and Legislative Workshops

- ✓ The Relationship Of Workers' Compensation, Family Medical Leave Act & The Americans Disabilities Act
- ✓ Arbitrage: Getting Around the IRS (Legally)

Management and Human Resources Workshops

- ✓ Evaluation -- Precursor to Discipline
- ✓ Interest Based Strategy: It Does Work With Compensation and Benefits
- ✓ A Matter of Ethics: Facing the Fear of Doing the Right Thing
- ✓ Working with Difficult and Resistant School Employees
- ✓ Take Charge of Change: Accelerating Personal Change-ability and Mastering Resistance
- ✓ "Don't Let The Idiots Win" Ten Easy Steps to Building Positive Relationships and Finishing Strong in Life
- ✓ Strategic Planning in an Environment of Constant Change- An Engaging & Participative Workshop

School Operations Workshops

- ✓ How Energy Performance Contracting Can Help Schools Provide Comfortable, Healthy, and Productive Learning Environments
- ✓ Toxic Mold and Sick Schools: Faculty Perceptions and Student Performance
- ✓ Strategic Planning Guide for Maintaining School Facilities
- ✓ Challenges of Improving School Facility Operation and Maintenance Management
- ✓ The Building and Beyond -- Creating Connections in Educational Planning
- ✓ Energy Star Group - Working Session
- ✓ School Facilities Tour

Technology Workshops

- ✓ Engineering Education Recruitment
- ✓ Procurement on the Net
- ✓ Maintenance Success Without SW Maintenance: Online ASP Solutions That Streamline the Work Order

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Check out
MASBO.ORG

Send your articles to:

Peter D. De Roeve
Newsletter Editor
Wakefield Public Schools
60 Farm street
Wakefield, MA 01880

BACK TO SCHOOL IQ TEST

Do they have a 4th of July in England?

Don't Know Yes No

How many birthdays does the average man have?

Don't Know 1, 2,
3+, 5+, 10++

How many outs are there in an inning?

Don't Know 3, 6,
9, 12

Is it legal for a man in California to marry his widow's sister?

Don't Know Yes No

Divide 30 by $\frac{1}{2}$ and add 10. What is the number?

Don't Know 10, 25, 50, 70,
90

If there are three apples and you take away two, how many do you have?

Don't Know 1, 2, 3

A doctor gives you three pills telling you to take one every half hour. How many minutes would the pills last?

Don't Know 20, 40, 60, 90,
120

A farmer has 17 sheep and all but 9 die. How many are left?

Don't Know 3, 8, 9, 17,
26

How many animals of each sex did Moses take on the Ark?

Don't Know 4, 2, 1, 0

How many three cents stamps in a dozen?

Don't Know 4, 6, 9, 12



Job Posting

MASBO Executive Director

Donald D. Johnson, Executive Director of MASBO has announced his intention to leave the position as of June 30, 2003. The Board of Directors will consider the process and schedule for an orderly transition at their September Board of Directors Meeting.

Applicants for the position should apply by sending a resume and cover letter to MASBO President Joel H. Lovering, Assistant Superintendent for Business, Attleboro Public Schools, 100 Rathbun Willard Drive, Attleboro, MA 02703.

Copies of the current job description are available by contacting the MASBO office.

The Board of Directors plan to announce at the September 26, 2002, Bimonthly meeting further details on the process and time line for the selection of a new Executive Director.
08/29/02