

PASBO REPORT

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FEBRUARY 2016

Pennsylvania Association of School Business Officials

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The Graying of PA:

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ADMINISTRATIVE ASSISTANT

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PASBO's mission: Creating great schools by developing outstanding school leaders and providing responsive school business solutions

PASBO Report is the official publication of the Pennsylvania Association of School Business Officials. The publication is intended to inform and educate its readers about policy and technical issues related to school business management. Submit articles for publication to PASBO c/o Communications Manager, (syorty@pasbo.org). Articles will not be returned and are subject to review, approval and editing prior to publication. Unless otherwise stated in the article, the views and opinions of the authors are their own and do not necessarily reflect the positions of PASBO. Articles appearing in PASBO Report may be reprinted with permission of PASBO.

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The Graying of PA:

BY JAY HIMES, CAE



Ahhh. Retirement. Many of us baby boomers are getting there quickly. I find myself thinking about it more and more as I get closer and closer. Now for the record, I have no plans to join some of the boomer generation that are already there. I am not looking at next week, next month or even next year.

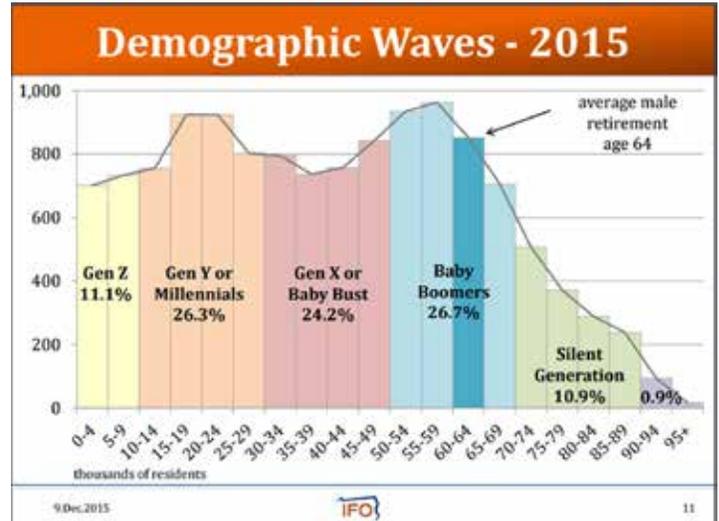
Yes, there are days I lust for no schedule, no meetings that I don't self-impose, no early morning and late evening days in the

office and as many days on the golf course as I can stand. I have started a silly list of things I want to do in post full-time work life: get all my passwords in one place where I can actually find them, purge and clean the goofy stuff I hold onto in the garage, shoot my age on the golf course (at this point I would have to live another 50 years!), inventory the wine cellar and read something other than business books. For the short term however I am very happy with preparation mode including trying to rebalance my retirement investments, creating a succession plan, trying to understand Social Security and counting the number of times I will have the luxury of contributing to recurring events like the PASBO Annual Conference.

At the PASBO office, I am not the only retirement getting ready to happen. In fact, others are ahead of me. This June, Corrine Shearer will head to the wonderful world of retirement. Corrine came to PASBO a dozen years ago when I was searching for a professional development director. I knew Corrine, from among other things, the statewide association of associations where we both served as presidents. I contacted her to get recommendations for good hires. It ended up to be Corrine and I am glad she decided to move to PASBO. She advanced from Chief Learning Officer to Assistant Executive Director during her tenure and you can count the evolution of our professional development programs, particularly webcasts, and the development of the School Business Leadership Master's Program at Wilkes University among her accomplishments.

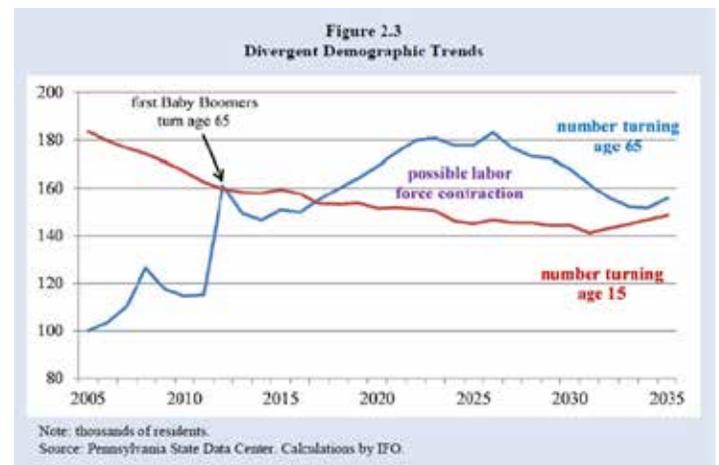
Corrine leaves in June followed three months later by the departure of Jane Hack. I have never worked a day in my 20 year PASBO career without having Jane on the PASBO staff. Jane has grown from working on membership to becoming our director of administration, while also managing the thousands of details for the logistics of our annual conference. In 27 years she helped in moves of three office buildings trained two executive directors and helped to grow the organization from its early roots in Harrisburg. It will be strange to walk into the office in October and not have her present.

All of this retirement discussion is a predictor of where many of us will be in increasingly growing numbers. The chart at the top of the next column, taken from the Independent Fiscal Office's (IFO) annual look at the state's fiscal and demographic trends,



clearly illustrates the graying of Pennsylvania's population. (The IFO was established in 2010 as state equivalent of the Congressional Budget Office but provides quality data well beyond just the state budget.)

There will be significant implications from this baby boomer transition to retirement. As the next chart shows, we will soon begin developing a work force deficit as the number of retirees leaving the work force outnumbers the entrants who reach working age. We will have more retirees and less workers in Pennsylvania, which will not only create a labor force shortage but also contribute to further weakening of the tax base for personal income and sales taxes that fuel almost three-quarters of all revenues in the state budget.



As boomers head into retirement, naturally our spending will fall. The IFO data in the next chart on page 3 provides a granular look at just how our spending decreases. As oldsters, the eventual decline in disposable income suggests we won't dine out as much and won't spend as much on technology such as cell phones. Now granted, many who already retired lived their entire life without a cell phone. Whether boomers will get unplugged

What Do You Want to Do When You Retire?

Continued from previous page

Consumer Spending by Age Cohort

	Allocation of Spending by Age Group					
	25-34	35-44	45-54	55-64	65-74	75+
Generally Taxable	25.1%	23.6%	23.7%	22.4%	21.7%	15.2%
Dining Out	6.4	6.3	6.0	5.3	5.5	3.9
Alcohol and Tobacco	1.9	1.5	1.8	1.8	1.6	0.9
Cell Phones	2.4	2.3	2.2	1.9	1.5	0.9
Home Furnishings	3.3	3.2	3.3	3.7	3.7	2.5
Car Purchase / Repairs	11.2	10.3	10.4	9.7	9.4	7.0
Generally Non-Taxable	62.0%	63.4%	61.4%	64.6%	66.2%	73.1%
Housing	39.9	39.3	36.1	36.7	35.3	37.3
Food At Home	8.4	8.7	8.5	8.5	8.4	8.4
Healthcare	5.5	6.7	7.5	9.5	12.5	15.4
Gasoline	5.9	5.8	5.6	5.5	4.9	3.6
Cash Contributions	2.3	2.8	3.7	4.4	5.1	8.4
All Other	12.9%	13.0%	15.0%	13.0%	12.1%	11.7%

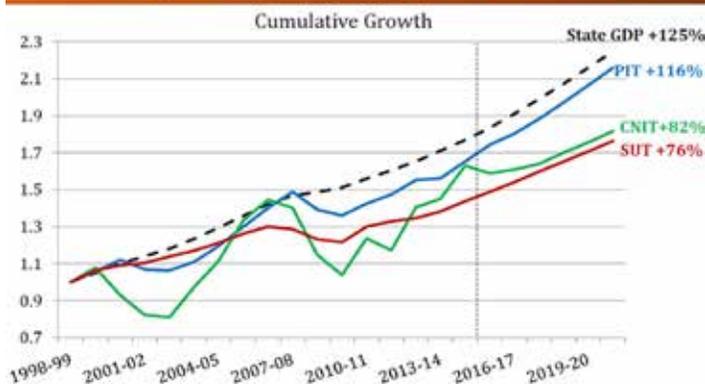
may be interesting to observe. Maybe a smart phone will not be a requirement in retirement or maybe we won't be smart enough to figure them out!

The IFO demographic data in the chart above indicates that as we age we won't need to spend as much or don't want to spend as much on our vehicles. We also won't spend as much as the vices of tobacco and alcohol especially as move into the 75 and older age group. (Maybe because abstainers heeded sage advice and outlived those of us who indulge in one or the other or both!).

This chart shows that where spending by retirees is higher is in healthcare (no surprise) and our charitable giving. So this spending trend, if sustained, will continue to erode the taxable activity of the state's largest population category. Consequently, we potentially will experience a decline the economic activities that are covered by the state's two major tax bases—income and sales.

As we head for the ninth month without a state budget, the future implications of the graying of our residents does not bode well for the state's fiscal condition. We are already caught in an escalating structural deficit according the IFO that will reach more than \$2.5 billion in the next few years. Our current taxes may generate less revenues in the future, as indicated in the chart below. So attempting to cut our way to fiscal stability as the remedy would seem to defy the data. Yes, we do have a revenue problem. But the real question is will the General Assembly and

Long-Term Tax Base Erosion



Governor work out a revenue solution?

WHAT STATE BUDGET?

After nine months is it possible that a resolution towards finally resolving the state's FY 2015-16 budget deadlock has not only failed to make progress but may have actually gone in reverse? Well, the tone of the Governor's budget message to a joint session of the General Assembly on February 9 suggests he is not backing down. The Governor said, "If the General Assembly does not approve a responsible plan to solve this crisis, every Pennsylvanian will suffer the consequences. Those consequences will be real. They will be immediate. They will be severe." He continued, "So let's be honest about where we are and how we got here. After all, this fiscal crisis didn't appear from out of nowhere. This was no act of God. We are in a hole we dug ourselves, right here in Harrisburg. And if the consequences I'm describing sound familiar, it's because Pennsylvania has been building up to this moment for years."

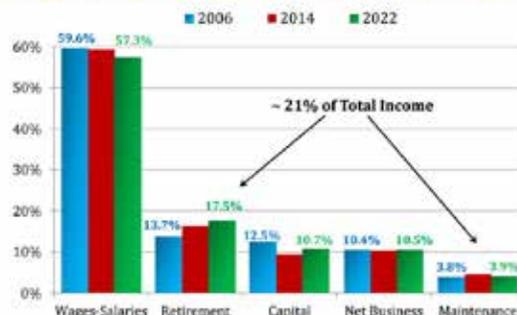
The response was just as pointed. Senate Majority Leader Jake Corman (R-Centre) told pennlive.com that the Governor's budget speech was "the most politically motivated remarks" from a Governor he has heard. Where does that leave the state of negotiations between the Governor and Republicans in the General Assembly? "My guess is today we are further away than we were in June of last year" Corman said.

Even those who generally stay out of the spotlight of partisan political bickering weighed in. Retiring state Senator Pat Vance (R-Cumberland) said the Governor did nothing to bring people together. "One does not gain anything by lecturing like a teacher to kids" Vance also told pennlive.com.

House Majority Leader Dave Reed responded similarly, pushing back on the governor's proposed tax increases to accompany the \$33 billion 16-17 budget, stating, "There is not chance that budget is based in reality. There is no chance there are the votes in the House and Senate to raise the taxes necessary to balance that budget." He continued, "Before anyone asks for more taxes and more spending, shouldn't we close out this year? Shouldn't we finalize this year's budget, then we can work together on the priorities for next year?"

At the end of the day, Pennsylvania's economic and political situation is very rocky and we remain far from resolution of the 15-16 state budget. It is unclear what has to happen to bring all sides together towards a compromise that will move the state forward, but until something does, expect more of the same.

Sources of Pennsylvania Income



McCullough Joining PASBO Team as Director of Leadership and Development

Dr. Wayne K. McCullough, PRSBA, currently chief financial and operations officer at Southern York County School District, has been named director of leadership and development for PASBO. He will begin his new position on July 1.

McCullough served as President of the association in the 2010-11 fiscal year. In 2013, he received the Gary Reeser Memorial Award, PASBO's most prestigious award.

The newly created position will capitalize on McCullough's expertise from 28 years in school business management. After leading more than 40 consulting projects for school districts across the state in the last ten years, he will continue his prominent role in providing consulting reviews in all aspects of school operations.

McCullough will also continue his work with the School Business Leadership Program at Wilkes University where he currently serves as an adjunct instructor. He will also be responsible for new program development to meet the needs of newly appointed school business officials and for expanding PASBO's current professional development and training programs.

"Dr. McCullough will be a great addition to our team in Harrisburg," stated Jay Himes, CAE, PASBO executive director. "We are very excited about the opportunity to have Wayne's expertise and expansive knowledge in all areas of school operations."

During his tenure at Southern York, the district has been recognized for numerous awards from several statewide education organizations including two PASBO Gold Awards of Excellence in School Facilities and two PASBO Awards for Achievement.

He has also authored or coauthored technical manuals for school business officials including "The Elements of Facilities" and "The Elements of Transportation." Additionally, he is a frequent presenter for PASBO programs.

McCullough holds a Bachelor of Science degree from Elizabethtown College and a master's degree in business administration as well as a doctor of business administration from University of Phoenix. He has spent his entire school business management career at Southern York County School District.



Streamlining Email Communications

BY DEBBIE MOSLOSKIE, PRSBO
CHAIR, COMMUNICATIONS COMMITTEE

We spend so much time managing our email. Here are a few tips to help streamline email communications.

- Try to touch it once... if it is important, act on it and if not, DELETE IT!
- Unsubscribe to the unwanted emails. This will keep your inbox from filling up with junk.
- A great way to organize your email account is to create folders within your inbox. Additionally, you can use the Manage Rules option to do tasks such as: automatically move emails from your inbox to a folder based on a name or subject matter.
- When sending an email keep it short and on topic. If a follow up call or meeting is necessary, give times and dates that works for you in your email to eliminate additional emails.
- Do not respond to an email when you are upset. Save it as a draft and come back to it at a later time.
- Make sure that it is appropriate and/or makes sense to use the "Reply to All" option.



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A Great Showing at Mid State's Legislative Forum

BY EDDIE L. DENNER, PRSBA

The Mid State PASBO Regional Chapter held its annual legislative forum on January 7, 2016 with more than 20 members and guests present. Senator John Eichelberger, Jr and Senator John Wozniak joined us from the Pennsylvania State Senate for the morning session. The Pennsylvania House of Representatives in attendance included Representative Judy Ward, Representative John McGinnis, and Representative Rich Irvin. In addition, Representative's Carl Walker Metzgar and Jesse Topper were represented by their District Constituent Outreach Specialists.

The Mid State Chapter's goal in sponsoring this annual forum is to continue the open dialogue with our legislative leaders, gain insight, share concerns and strengthen our relationship between the educational community and those who represent us in Harrisburg. After a brief formal introduction of each Senator and Representative, each member provided their insight into five questions.

The discussion began with a focus on the PlanCon process and the current 2015-16 budget line item for PlanCon being set a zero with the agreement of \$2.5 billion dollars being borrowed to fund projects currently receiving reimbursements, those projects currently in the PlanCon pipeline and to provide for new projects going forward. There was not a great amount of information to discuss on this specific matter. The general consensus of the legislative panel was a confidence and a commitment to providing funds for building and renovation projects.

On the subject of the Charter and the Cyber Charter School Reform, the current spending plan partially restored the eliminated charter school reimbursement line item. Is this part of a broader plan to reform the charter school funding formula and if so, will it occur with the 2015-16 budget or is it being incorporated with the 2016-17 budget proposal? The responses from the Senators centered on some type of fair funding formula that protects public schools as well as charter and cyber charter schools with the understanding that both must co-exist because charter schools will continue to exist. The House side of the discussion echoed the need for public and charter schools to work together. The other takeaways were to work on what is the best for the students and for charter schools to be more accountable.

The mid-point of the discussion moved to the topic of pension reform. Pension reform continues to be on the table to be addressed for legislators, state employees and the school employees. Will pension reform be part of the 2015-16 budget and what would you propose as a plan to handle the pension situation? From both sides of the political aisle the members expressed the need to address the pension situation through bi-partisan support, the necessity for the plan to be sustainable and an essential element for the plan to be supported by all of the members in the various retirement plans. They all shared that this topic is one they hear about from people across Pennsylvania; however at the end of the conversation there was not a concrete plan for pension reform.

To add to the anticipation of the meeting, the question that was being held for discussion was that of the basic education

funding. The distribution of Basic Education Funding is being distributed based on not less than 45% of the 2014-15 funding and \$45 million dollars is being distributed through what is termed as a "restoration" formula. How do you see the funding formula being determined for 2015-16 and future years? Will the formula recommended by the Basic Education Funding Commission

be put to use? Needless to say, this question drew a myriad of comments on the basic education funding issues as well as basic education in general. The members present would like to see the funding formula implemented in some manner whether to drive out existing dollars or at least new monies to schools in a fair and consistent manner. They agreed the funding commission had worked hard on the formula. There was support for new taxes, sales and personal income, to provide additional funds and opposition to the raising of taxes. Reducing property taxes was discussed as well as the ongoing discussion of school consolidation to reduce costs. All in all, they want to see Harrisburg being operated in a thorough and efficient manner.

To close the session, members responded to the following question. Many of us have adopted a preliminary budget and/or are beginning to develop our 2016 17 budget. The basic education funding proposals have vacillated between \$410 million, \$350 million and \$100 million dollars with varying distributions. Regardless if we are new to our positions or have many years in the seat, would you offer one piece of advice as we plan for the 2016-17 year with such varied direction? The answers were direct and concise. They are as follows: Be flexible, remain efficient, be cautious, keep lines of credit open, sharpen your pencil and be conservative.

It was a successful legislative forum and is a tribute to the rapport we have fostered with the local legislators at the regional level as well as the state level of the PASBO organization. It was my honor to have been the moderator for this legislative session. There is certainly nervous tension, on my part, waiting for the reactions to the questions. However, at the end of the meeting there was a room filled with decorum and positive discussions. I applaud each and every member of the Mid-State Regional Chapter and PASBO members across Pennsylvania for taking the time, energy and effort to talk with their local Senate and House members. In closing, the legislative committee encourages all of the regional chapters to reach out to their legislators and engage them in conversations about the issues faced in our educational systems.



Welcome to the 61st Annual Conference and Exhibits

BY EDWARD G. POPRIK, PRSBO



The PASBO Universe revolves around the annual conference. Our 61st rendition of this auspicious affair will be held March 8-11 at the Hershey Lodge and Convention Center. As Conference Chair, I want to personally invite you to join us at what

could be the greatest conference ever! (Of course, I am a little biased.) I will also take this opportunity to remind you about the educational, inspirational, and networking opportunities that await you at the "Sweetest Place on Earth."

A few highlights of this year's conference:

1. CHANGES: No major changes this year, but based on feedback provided after last year's conference we did decide to tinker with the mini-seminars again. You probably remember that last year, in an effort to reduce the crowds and noise in the mini-seminar area, we introduced the "Triple Plays." These were tracts of 3 mini-seminars of similar interest, grouped together in a separate room and running concurrent with the time changes in the main room. While this seemed to alleviate the problems in the main room, we heard that some of the Triple Play sessions were "too rushed." So in an effort to improve on this arrangement, while still maintaining a sports analogy, we are unveiling the new "Double Plays!" The Double Plays will consist of 2 grouped mini-seminars timed at 25 minutes each. In order to preserve the flexibility to move between the main room and the Double Play rooms, the timed rotation in the main room will also change to 25-minute sessions. As with everything about the conference, please complete your on-line evaluation to let us know if this arrangement hits the sweet spot.

2. TUESDAY NIGHT: Hang out with the all the cool kids. Come to the Trinidad Room for plenty of networking opportunities with music by Soul House.

3. FIRST GENERAL SESSION: There are plenty of reasons to get up early on Wednesday and attend the First General Session at 9:30 AM. The presentation of our most prestigious award, The Gary Reeser Award, will again be announced during the session. Please help us recognize the recipient of this honor. Our keynote speaker will be Sam Glenn. Sam has a simple philosophy: Organizations get better when the People get better; Life gets better when We get better; AND IT ALL STARTS WITH ATTITUDE!

4. DISCUSSION GROUPS: The reincarnation of the old "Cracker Barrel Sessions" will again meet this year on Thursday from 12:00 p.m. to 12:45 p.m. Lunch will be served from 12:00 PM to 1:45 PM, so you can attend a discussion group and still have an hour for lunch.

5. VOTING: Don't forget to place your vote for our next vice-president and incoming Board members. These dedicated members have all volunteered their time and talent to help lead our organization forward.

6. FORECAST5: There will be several opportunities to check out this new benchmarking and analytical tool.

7. THURSDAY NIGHT: We are replicating the new Thursday night format instituted last year. While more than a few members were confused prior to last year's conference, the evening itself appeared to be a great success. With a year of practice under our belts, I am hoping that this year is even better! In case you are like me and have some issues with memory loss, here is a refresher of the Thursday night schedule: A beverage and hors d'oeuvres reception from 5:45 p.m. – 7:15 p.m. (don't miss this opportunity to network in a relaxed atmosphere, hear the results of our Board election, and thank Wanda for her outstanding year of service as PASBO President). Then go grab dinner. Reservations at area restaurants are strongly encouraged, so please plan ahead to avoid delays in seating; a special \$25 Dine Around voucher will be provided to defer the cost. After dinner, come on back to the Hershey Lodge for a Post Celebration from 9:00 p.m. – 11:00 p.m. with desserts and another networking opportunity.

8. GO ELECTRONIC: Download the Mobile App so you don't need to carry around the clunky spiral-bound schedule. Follow @PASBO_ORG on Twitter for the latest updates. @Popriked will be Tweeting with the #PASBOconf2016. AND remember that all of the handouts will be available for download at <http://pasboerc.org> (I just recycled my paper handouts from 1996.)

9. FRIDAY: Please stay until the end: congratulate various award winners, fill your belly for the drive home, say goodbye to your colleagues, and maybe even win a door prize!

After reading this, I am sure that you are all jazzed up and ready for the conference. But alas, if your schedule will just not allow you to attend, you can join us virtually through the Webcast option. Check out the website for details, but be warned that the "virtual snacks" are nowhere near as good as the real ones in the exhibit hall.

My heartfelt thanks and appreciation to the entire Conference Committee and the PASBO staff for all of their hard work on this fantastic conference. On behalf of the Board, I invite you to join us at the 61st Annual Conference and Exhibits. See you there!



Thank you to our Annual Conference Sponsors!

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In addition to our in-kind sponsors for each Annual Conference and Exhibits, PASBO is pleased and appreciative of all the contributions that make each conference a triumph. This year is no exception. The following businesses contributed in support of specific areas of the conference. Thank you all for your generosity!

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The success of each PASBO Annual Conference and Exhibits is dependent upon the support of all our members including our business members. It is these contributors who have helped to once again make this year's event a tremendous success. Our special thanks and appreciation goes out to each of these sponsors for their in-kind support to PASBO and this year's conference. Thank you!

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VALIC

WGL Energy

Are You Professionally Registered?

BY MICHELLE KENDIG, PRSBO

Stand out among your peers by obtaining your credentials - PRSBA, PRSBO or PRSBS! Professional registration helps you communicate to others your commitment to professional development and establishes your credibility in the area of school business administration and management. With the increasing mandates and requirements being placed on schools today, what better way to show your current or future employer that you are committed to staying abreast of the ever changing landscape that is school business.

Want to find out more? Not sure how do go about becoming professionally registered? There are several ways we can help! Coming to the Annual Conference and Exhibits in Hershey next month? Stop by the PASBO booth, located between the general registration and exhibitor registration desks, and someone there will be able to help you. You can also find someone wearing the "I'm registered/Are you?" yellow buttons and ask them. Or, stop by the educational help desk on Thursday from 3:45-4:45pm for information. Not coming to the conference, check out the PASBO website for more information or contact one of the members on the professional registration committee. (<http://www.pasbo.org/profreg>)

Already registered? Stop by the member service area and get your button and help us spread the word about the advantages of being professionally registered.

We can't wait to add you to the distinguished ranks of the PASBO professionally registered!

Ms. Kendig is the Director of Business Services at Donegal School District and is a member of the PASBO Professional Registration Committee.

Professional Development for the PASBO Member

BY PAUL MINOTTI, PRSBO
MEMBER EDUCATION COMMITTEE

Each year the Education Committee spends countless hours planning programs, seminars, webcasts and conference presenters for you the membership. Well it is that time of the year to again plan for next year's educational opportunities.

So if you have a topic or a great presenter you have heard about or seen, please let a member of the Education Committee or the PASBO office know, so we can evaluate this topic and hopefully get it on the schedule for the upcoming school year. This program year PASBO has scheduled 64 opportunities for professional development and so far more than 3500 people have taken advantage - why not you!

Professional Registration Schedule

PASBO Board of Directors Meeting

January 29, 2016 - Revised

PENNSYLVANIA REGISTERED SCHOOL BUSINESS
ADMINISTRATOR

Initial Registration

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Renewal

Kimberly A. Ansell, PRSBA, Assistant Business Manager,
Central York SD

Jeffrey S. Bader, PRSBA, Chief Financial Officer, East Stroudsburg
Area SD

Christopher M. Berdnik, PRSBA, Director of Business Operations,
Bensalem Township SD

Jared Cronauer, PRSBO, Business Manager, Indiana Area SD

Wanda M. Erb, PRSBA, Business Manager, Northern Tioga SD

David A. Franklin, PRSBA, Assistant to the Superintendent for
Finance & Operations, Middletown Area SD

Leslie P. Frisbie, PRSBA, Business Administrator, Northwestern
Lehigh SD

Stacy M. Gober, PRSBA, CFO/Board Secretary, Bethlehem Area SD

Joyce Humphrey, PRSBO, Assistant Director of Finance, Chester
County IU #24

Thomas D. Longenecker, PRSBA, Chief Operations Officer,
Commonwealth Connections

Jeffrey A. Mummert, PRSBA, Business Administrator/ Board
Secretary, South Western SD

Robert A. Reichert, PRSBA, Director of Business Affairs,
Hatboro-Horsham SD

Diane J. Richards, PRSBA, Director of Finance, Wilson SD

David M. Sinopoli, PRSBA, Business Manager, Shikellamy SD

Randall S. Skrinjorich, PRSBA, Director of Operations and Financial
Services, Ringgold SD

Michael H. Stabile, PRSBA, Business Manager, Mercer Area SD

Sherri L. Stull, PRSBA, Business Manager, Cocalico SD

PENNSYLVANIA REGISTERED SCHOOL BUSINESS OFFICIAL

Initial Registration

Kimberly J. Eaton, Business Manager/Board Secretary,
Mohawk Area SD

Renewal

Gary Ceccarelli, PRSBO, Business Manager, Big Beaver Falls Area SD

Jennifer L. Grove, PRSBO, Transportation Director, Warwick SD

Todd J. Hoover, PRSBO, Director of Plants and Facilities,
Eastern York SD

Wesley J. Matthews, PRSBS, MIS Specialist, Indiana Area SD

Walter M. Schlegel, Jr., PRSBO, Business Administrator, Pen Argyl
Area SD

Timothy E. Senft, PRSBO, Asst. Business Manager, Eastern York SD

Randy L. Wolfgang, PRSBO, Director of Human Resources &
Support Services, Penn Manor SD

PENNSYLVANIA REGISTERED SCHOOL BUSINESS SPECIALIST

Initial Registration

John M. Zahorchak, Business Manager, Greater Johnstown SD

Renewal

Frederic H. Gordon, Jr., PRSBS, Purchasing Manager,
Tredyffrin-Easttown SD

Kimberly Pawlishak, PRSBS, HR & Employee Benefits Administrator,
Pine-Richland SD



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Smarter Lunchroom Movement

BY JOHN P. KOSEK



The Smarter Lunchrooms Movement, a program created by The Cornell Center for Behavioral Economics in Child Nutrition Programs (B.E.N. Center), applies experimental research from the Cornell Food & Brand Lab to school lunchrooms. The research supports the theories of behavioral economics and the premise that choices are influenced, mostly inadvertently, by environment. Within these applications you will find ideas, best practices and research-based principles aimed at making small changes in our lunchrooms which encourage healthy food selections.

If learning more methods and best practices sounds too involved for our already saturated workday, you'll be happy to hear that The Pennsylvania Department of Education, Division of Food and Nutrition and Project PA have partnered to help your schools along. In their partnership they have created a "Smarter Lunchrooms" cadre. The Cadre consists of school nutrition experts who have been recruited and trained to conduct free on-site assessments of lunchrooms in Pennsylvania schools. After a short

application process, you will be notified by the cadre member who will come to your school to do an on-site assessment. The assessments are areas where there are opportunities to make small, free to low-cost changes which hope to prompt healthy selections and boost participation. For those who may need slightly more detailed changes Project PA has offered a new mini grant of up to \$1200.00. To apply for the Smarter Lunchrooms mini-grant available through Project PA, an onsite review or to just simply learn more visit, www.projectpa.org.

To learn more about the Smarter Lunchrooms Movement and earn free CEU's visit, www.smarterlunchrooms.org. I have already visited 4 school districts over the past year.

Mr. Koser is an Emeritus member of PASBO and is a member of the PASBO Food Service Committee.

REGIONAL CHAPTER RECAP

The Lehigh Valley School Business Officials Regional Chapter was pleased to welcome JR Renna from the Western Montgomery Career and Technical Center to a chapter meeting. JR gave an excellent presentation on the benefits of using social media in the school district environment.



membership CORNER

why i am a member of pasbo

"I'm a member of PASBO because it would be difficult at best to do my job without the help of my peers and the information I receive from PASBO seminars, webcasts and conferences."

-Anonymous

"I'm a member because I love everything the organization stands for and does for the people in our profession."

-Patrick M. Sable, PRSBA, PASBO Past President

"I am a member of PASBO because it's a great organization that has the pulse of the issues school districts encounter daily!"

-Anonymous

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The architectural concept of Middleburg Elementary School focused on the school's academic communities and creating learning environments that inspire creativity and collaboration. Exceeding LEED Gold requirements, the school provides sustainable, high performing learning spaces for their Students. The design of Middleburg Elementary met the established educational goals under the established budget. To learn more about this project and how the results were achieved, visit www.cra-architects.com • 1 866 458 0272

Crabtree, Rohrbaugh & Associates
Architects
www.cra-architects.com



Procurement Strategies for the Busy Purchasing Office

BY LYNN KRAUS

It is almost time for the PASBO Annual Conference and Exhibits in Hershey. This year the conference schedule is full of sessions that touch on wide topics to suit most district and IU staff.

The procurement seminar, Are You Sure You Understand Purchasing Basics and the Use of Consortiums, is a "must" to get an overview of purchasing laws and regulations as well as consortium usage tips. Look for this hot session on Wednesday afternoon.

Another session under the intermediate units is Purchasing Consortium and Shared Services. This session is scheduled on Thursday morning.

Both of these sessions will have a powerful amount of information from the procurement office's perspective and also the IU's perspective regarding consortiums.

There is a wealth of information offered from these two sessions and while on the surface they may look to overlap, don't judge too quickly! The perspective of the presenter and presentation will be diverse enough to give us the attendee, a well-rounded point of view of procurement and the myriad of choices available to the procurement office.

See you there!

Ms. Kraus is the Director of Management Services at Lincoln IU #12 and is a member of the PASBO Procurement Committee.

PROCUREMENT



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Unclaimed Property Report

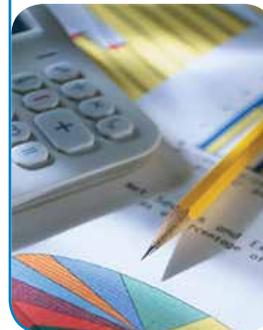
BY ADRIENNE F. CRAIG, PRSBA
MEMBER, PASBO ACCOUNTING COMMITTEE

April 15th is the deadline for filing your Unclaimed Property Report with the Pennsylvania Department of Revenue. You are required each year to report all abandoned and unclaimed property. Think you don't have any? Well, look at those lists of outstanding checks attached to the bank reconciliations.

The dormancy period for different types of unclaimed property have changed. For outstanding accounts payable checks that period is now three years. For payroll checks the period is two years. It is considered abandoned if the payee has shown no sign of interest and has not contacted you. You should try to contact the payee and send them a form to certify that they did or did not cash the check. They can certify to you that they cashed the check. If they certify they did not cash it, you should reissue the check to them. You do not have to wait until the dormancy period is over to take action. It is easier to keep track of on an annual basis.

For all outstanding checks that cannot be resolved, you must report them to the Department of Revenue and remit to them the amount of the unresolved outstanding checks along with the payee information. The Department of Revenue publishes lists of all unclaimed property in an effort to find the owners. Hey! Maybe that could be a TV show!

For complete regulations, information and forms go to www.patreasury.gov. There is a tab for Unclaimed Property.



HOW DO YOU STAND OUT?

Valued business members - Get noticed by the PASBO membership - in full color! *PASBO Report* is one of our top membership benefits so why not be a part of it with an advertisement? Discounts are available when you purchase multiple advertisement placements!

For detailed information on advertising and our editorial calendar in *PASBO Report*, please take a look at our Media Kit, <http://files.pasbo.org/2015-16PASBOMediaKit.pdf>. You may also contact Jen Smith at jen@thinkgraphtech.com or (717) 238-5751, ext. 124.

Recap of PASBO's Recent Webcasts

TEN THOUSAND FOOT VIEW OF MEDICAL ACCESS

The School Based ACCESS program provides schools with funding for health-related services for special education students. The process of managing allowable costs and submitting accurate reporting forms involved many intricacies that were discussed in a recent webcast. One important driver of reimbursement is the Random Moment Time Study (RMTS.)

The Random Moment Time Study (RMTS) methodology is used to select, capture and code moments in time for determining on a statewide basis how frequently participants are involved in a Medicaid billable activity. RMTS results are used to:

- Develop the *Direct Medical Percentage* used in the Cost Settlement Process
- Develop each participating LEA's quarterly *Medical Administrative Claiming (MAC) reimbursement*

A RMTS "moment" represents one minute of time that is randomly selected from all available moments within the time study quarter. RMTS significantly reduces staff time needed to record participant activities. All staff receiving a "moment" must respond (within 5 working days) and provide sufficient detail so the moment can be coded. Failure to respond will disqualify the moment, impacting the state response rate. If the statewide response rate falls below 85%, funding for the entire state drops to zero which would have a significant impact to the program for all LEAs. The state has been close to the 85% and each LEA is asked to strive for 100% response rate to ensure statewide compliance.

To learn more about Medical ACCESS requirements, you can purchase the webcast recording and handout packet through the PASBO Store at http://www.pasbo.org/store_home.asp.

RECRUITING AND RETAINING SUBSTITUTES: INSOURCING VS. OUTSOURCING

The struggle of filling substitute vacancies is very much a reality in schools across the state. With fewer teaching certificates being issued in Pennsylvania than in previous years, it may be time to reassess your current system for getting quality substitutes in your district. A recent webcast provided an overview of recruiting and retaining substitutes, and if insourcing or outsourcing might be best for your district.

What can you do to get and keep quality substitutes?

- Principal and office staff greet substitute at beginning of school day
- Visit the substitute in the classroom
- Exit interview and/or survey substitutes about their experience
- Ensure classroom teachers prepare students for the substitute and have materials ready
- Provide skills training and positive feedback to the substitute
- Include substitute in social groups in staff lounges or lunchrooms
- Recognize long-term or frequent substitutes at a school board meeting
- Grant substitutes free access to district and school events
- Provide preferential parking for substitutes
- Assign Student Ambassadors to welcome and assist substitutes
- Invite substitutes to staff socials and celebrations
- Include substitutes in beginning and end of school year functions
- Reward your certified subs by hiring them as long-term subs or TPE's

To learn more about insourcing or outsourcing for substitutes, you can purchase the webcast recording and handout packet through the PASBO Store at http://www.pasbo.org/store_home.asp.

CONTRACTING FOOD SERVICE

A common misconception when contracting food service is that the School Food Authority (SFA) can turn the entire management of the school food service program over to the Food Service Management Company (FSMC). Federal regulatory requirements address contracting with a FSMC both in terms of general procurement requirements as well as specific responsibilities that must remain with the School Food Authority. These requirements were discussed during a recent webcast presentation.

Responsibilities of the SFA that cannot be delegated to the FSMC include (Note: this is not a complete list):

- Accessing and utilizing PEARS and COMPASS
- Distributing, processing and maintaining free/reduced eligibility
- Developing a charge policy and collection of delinquent charges policy
- Pursuing the student debt

- Establishing meal and a la carte prices
- Developing the food service budget
- Establishing an advisory committee and conducting meetings
- Developing and implementing a local wellness policy
- Reviewing USDA commodity utilizations
- Validating actual monthly invoice of FSMC
- Conducting on-site reviews in each building
- Monitoring the food service program

For additional details on the responsibilities that must remain with the School Food Authority, as well as information on the contracting process and timeline, you can purchase the webcast recording and handout packet through the PASBO Store at http://www.pasbo.org/store_home.asp.

PASBO Can Help Meet Challenges Head-On

Managing the day-to-day operations of a school, much like any business, can bring some challenges along for the ride. Did you know that PASBO can help with evaluating and identifying areas for improvement and giving recommendations on how to reach your goals through our School Administration Consulting Services? This fee-based service can help by evaluating operations of your school business areas including the school business office, transportation, facilities or purchasing.

An unanticipated business staff vacancy or retirement may present yet another challenge for your school. PASBO offers Interim Business Management Services which can help identify quality candidates for a short-term appointment while the search for a permanent replacement is underway. PASBO can provide experienced professionals to support your school's operations until you have another school business professional in place.

If reporting to your board or to the public is something that you have found to be challenging in the past, then you will want to inquire about an innovative product from our partners at Forecast5. This analytics platform can help you to bring data to life and makes it easy for you to report to your stakeholders. The business intelligence gained through using the analytics program will help you to make smart business decisions and help you find solutions to enhance your business operations.

If you have challenges... and who doesn't? PASBO is here to help. Visit www.pasbo.org to see a full array of products and services that may help you to face and overcome many of your business challenges.



UPCOMING WORKSHOPS

(*Indicates CPE credit available)

APPLICATIONS IN DATA MANAGEMENT*

Online Course (February 1 – March 4, 2016)

Data-driven decision making has become a critical tool in school business to evaluate effective programs and determine funding. This online course will describe concepts to assist a district in building data culture to benefit student achievement and improve business processes.

SCHOOL RECORD RETENTION

March 22, 2016 Webcast (9:30 – 11:00 AM)

Records management, retention, and destruction is an urgent security concern for many school districts. From data breach concerns, to compliance with Right To Know requests, to migrating from paper files to cloud-based databases – records management has been changing dramatically over the past ten years. This webcast will walk participants through the current legal landscape

Social Media Stats January 2016

The number of PASBO members that are connected through our social media channels continues to GROW...



LinkedIn
168



Facebook
337



Twitter
1,396

STAY CONNECTED!

Join these PASBO members on our social media sites to keep up-to-date on the latest legislative happenings, up-coming educational workshops and stay current on all the PASBO news!

It's easy to stay connected to PASBO.

● COLLEAGUE TO COLLEAGUE ●

With the uncertainty of the state budget, will you plan to use Act 1 exceptions to go above the index for 16-17?



BRENT A. KESSLER,
PRSBA
Business Manager
Central York SD

Our district and I support the option of applying for Act 1 Exceptions to enable a district to "have all cards on the table" come budget time because we have no idea what lies ahead in funding from the State Budget. Having the ability to use exceptions if the State were to cut funding is an alternative to proposing additional educational cuts to our budget. We used the funding level from 2014-15 in our current budget and will maintain that same State Funding Level for the 2016-17 Budget as well. In preparing a preliminary and eventually a final budget for next year, we will only use the Base Index plus our Adjusted amount to propose a tax rate increase of 3%. We will not seek to use any Act 1 Exceptions regardless of what happens at the State this year.

WAYNE O. GEHRIS,
CPA
Chief Financial Officer,
Reading SD



Reading School District passed a resolution not to exceed the Adjusted Act 1 Index for 2016-2017. Historically, the district has not sought to use Act 1 Exceptions and did not submit for any referendum exceptions for the 2016-2017 school year.

SHAWN G. SAMPSON, PRSBA
Business Manager
Titusville Area SD

Titusville Area School District has never used the Act 1 exceptions and didn't use them for the 2016-17 budget. However, there are many factors that could change this approach in the future. In particular the latest state budget uncertainty.

JEFFREY FIRMSTONE, PRSBA
Business Manager
Wayne Highlands SD

Following all Act 1 Guidelines; Wayne Highlands School District advertised the display and availability for review of the Preliminary Budget, we then passed a Preliminary Budget, and our Board then voted to seek approval for exceptions to the index related to increased Special Education Costs and increased contributions to PSERS. Wayne Highlands S.D. is one of the few school districts in Pennsylvania that does not assess an Earned Income Tax, this places greater reliance on real estate taxes. Our index is 2.4%, utilization of the maximum that the exceptions drive out results in a maximum tax increase including exceptions of 5.2%.

The Wayne Highlands School Board understands that the mere application and PDE approval of exceptions does not mean that our final tax rate will include the exceptions, in fact the board's expectation is that we will not have a tax increase anywhere near 5.2%, but because of all of the uncertainty provided by our leaders in Harrisburg our board wanted to keep ultimate flexibility in providing for the financial stability of our district.



Deb Michalski | 717.763.7387
dmichalski@gfnet.com
www.gancom.com



New Members

PASBO is pleased to welcome 15 new members: 5 Active, 1 Education; 3 Associate and 6 Business members

ACTIVE: Thomas Carpenter, Director of Transportation, Ringgold SD; Frank Ciccitto, Assistant Technology Director, Owen J. Roberts SD; Patricia DiFiore, Accounting Specialist, Delaware County IU #25; Rosemary Fiumara, Director of Human Resources, Delaware County IU #25; Kimberly Passanante, Tax Collector, Hatboro-Horsham SD

EDUCATION: Rob Pacella, Research Engineer, Penn State University

ASSOCIATE: Gregory DeShong, Network Administrator, Owen J. Roberts SD; Dr. Pansy Lambert-Knowles, Data Specialist, ASPIRA of PA; Carolyn White, Payroll/Personnel Specialist, Lehigh Career & Technical Institute.

BUSINESS: Laura Bowman, Sales Executive, Multiscope Document Solutions; Amy Leslie, Account Manager, Schneider Electric Buildings Americas Inc.; Philip J. Maddox, Program Manager, Johnson, Mirmirah & Thompson; Priscilla Riedel-Cohan, MS, RD, SNS; President, PriDe Performance Consulting, LLC; Valerie Schindewolf, Director of End User Development, PKE by Nordon Inc.; Dianna Wenzlaff, Project Manager, Johnson, Mirmiran & Thompson.

NEED AN INTERIM?

Is your LEA facing an upcoming retirement or vacancy in a business management position? PASBO can help! This service is designed to assist superintendents and school boards identify qualified candidates for a short-term appointment while the process for a permanent replacement is conducted. Contact Jeff Ammerman with questions at jammerman@pasbo.org.

INTERESTED IN BECOMING A PASBO INTERIM BUSINESS MANAGER?

Are you retiring soon? Would you like to keep working during retirement? PASBO is looking for qualified individuals to fill temporary positions at LEAs. Fill out the Interest Form (<http://files.pasbo.org/InterimInterestForm.pdf>) to be contacted.

Employment

The following employment opportunities with detailed information are now being advertised on the PASBO web site at: http://www.pasbo.org/jobs_search.asp

BUSINESS MANAGER/ADMINISTRATOR
East Penn SD - Deadline: 3/4/16

BUSINESS MANAGER
Penns Valley Area SD - Deadline: 4/4/16

DIRECTOR OF TECHNOLOGY
Penns Valley Area SD - Deadline: 4/4/16

SUPERINTENDENT OF SCHOOLS
Manheim Township SD - Deadline: 3/7/16

ACCOUNTANT
Lincoln IU #12 - Deadline: 3/19/16

PAYROLL PRACTITIONER AND ACCOUNTING
Western PA School for the Deaf - Deadline: 2/27/16

WATCH EMPLOYMENT DEVELOPMENT SPECIALIST
Central Susquehanna IU #16 - Deadline: 2/29/16

FOOD SERVICE DIRECTOR
Upper Perkiomen SD - Deadline: 3/2/16

SUPERINTENDENT OF SCHOOLS
Lakeview SD - Deadline: 3/5/16

Have an opening in your district, IU or CTC?
Post it to the PASBO web site for **FREE!**

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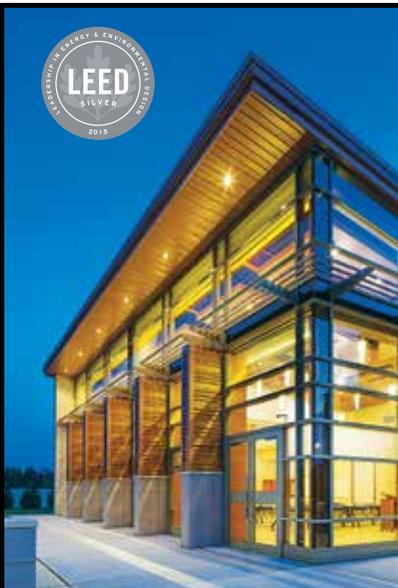


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Please stop by and visit us in Booth 417 at the
61st Annual PASBO Conference, March 9-10, 2016.

West Windsor-Plainsboro School District Village Elementary School Addition
This building, with LEED Silver certification pending, was completed on time and within budget in July 2015.
The 37,500 SF addition provides a combination of community use and academic spaces.

Visit our website for more on this project:
www.FVHDPC.com
610.933.6289



Member News

Cherie Fleischman has been named Food Service Director at Blackhawk SD.

Harry Eimerbrink joins Dallastown Area SD as Facilities Director. Eimerbrink was formerly with Central York SD.

Delaware County IU #25 welcomes **Rosemary Fiumara** as Director of Human Resources.

Stephanie Seifrit is Director of Human Resources at Governor Mifflin SD.

Palmerton Area SD appointed **Ryan Kish** as Business Manager. Kish was formerly the Director of Administration/Treasurer with Hanover Township.

John M. Sheline, Director of Finance and Operations at Quaker Valley SD is retiring. Sheline has been a PASBO member for 32 years.

Thomas P. Haupt is moving to Rose Tree Media SD as Director of Human Resources. Haupt was previously with Southeast Delco SD.

Patrick Grant has been promoted to Chief Financial Officer at Upper Darby SD. Previously he was the Assistant Director of Business Management.

Do you have a new employee or a position open at your school?

Let PASBO know about it!

Advertise your employment opening for **FREE** in *PASBO Report* and on the web site, www.pasbo.org.

Contact **Matt Wingfield** for more details at mwingfield@pasbo.org.

CALENDAR

OF PASBO EVENTS

2016

- | | |
|----------------|--|
| March 8, 2016 | PASBO Board of Directors Meeting
Hershey Lodge, 1:00 pm |
| March 22, 2016 | School Record Retention Webcast
9:30 am - 11:00 am |
| April 1, 2016 | PASBO Accounting Committee Meeting
9:30 am - 12:30 pm; PASBO office |
| April 5, 2016 | Elements of Leadership and Management
Best Western Premier, Harrisburg
9:00 am - 3:15 pm |
| April 6, 2016 | Elements of Food Service Administration
Double Tree Pittsburgh - Cranberry, Mars
9:00 am - 3:15 pm |
| April 7, 2016 | PASBO Facilities Management Committee Meeting
8:00 am - 11:30 am; PASBO office |
| | Technology Security: Is It Necessary or
Hindering Progress Webcast
9:30 am - 11:00 am |
| April 8, 2016 | Elements of Food Service Administration
Holiday Inn Lansdale, Kulpsville
9:00 am - 3:15 pm |
| | PASBO Education Committee Meeting
9:30 am - 12:30 pm; PASBO office |
| | PASBO Benchmarking Committee Meeting
9:30 am - 11:30 am; PASBO office |
| April 12, 2016 | PASBO Transportation Committee Meeting
9:30 am - 12:30 pm; PASBO office |
| | PASBO School Safety Committee Meeting
12:30 pm - 2:30 pm; PASBO office |
| April 13, 2016 | Elements of Facilities Management
Holiday Inn Lansdale, Kulpsville
9:00 am - 3:15 pm |

For the entire PASBO calendar, including Regional Chapter meetings, go to: http://www.pasbo.org/calendar_list.asp

Governor Wolf Addresses Associations' Leadership



Governor Wolf joined the joint boards of PASBO, PA Association of School Administrators (PASA), PA School Boards Association (PSBA) and the PA Principals Association. Pictured above are (L-R) John Friend, PASA President, William Ziegler, Ed.D, PPA President, Dr. Paul Healy, PPA Executive Director, Jay Himes, CAE, PASBO Executive Director, Kathy Swope, PSBA President, Governor Tom Wolf, Wanda Erb, PRSBA, PASBO President, Nathan Mains, PSBA President and Jim Buckheit, PASA Executive Director.



Commonwealth Budget Seminars Well Attended Across the State



LEFT: Steven B. Skrocki, PRSBA, Director of Business Administration at North Penn SD and Kurt A. Phillips, PRSBA, Director of Business Affairs at Cornwall-Lebanon SD catch up before the Commonwealth Budget Seminar.