Massachusetts Association of School Business Officials, Inc.

50th Annual MASBO Institute

Fifty Years of Leadership, A Foundation of Service

Wednesday - Friday
May 18-20, 2016
Optional Full Day Pre-Conference
May 17, 2016
Welcome to the 2016 MASBO Annual Institute

Dear MASBO Members, Guests and Vendor Affiliates:

We are pleased to present the program and registration information for MASBO’s Fiftieth Annual Institute which will be held this year at the Ocean Edge Resort in Brewster, Massachusetts from Wednesday, May 18 through Friday, May 20, 2016. All registration documents can be found under the Events Section of the MASBO Website: http://www.masbo.org/

The theme for this year’s Annual Institute and the upcoming year will be “Fifty Years of Leadership, A Foundation of Service”. Let us celebrate together the fifty years MASBO has led the way with educational leadership and quality professional development! Our service to education and community has helped build the organization’s foundation.

How about coming down a day early? This year’s optional pre-conference, Tuesday, May 17th, will be a full-day with two separate tracks to choose from. The first track is entitled “Allocating Resources to Support Student Achievement: How to Evaluate Spending and Turn Data into Insight”. Are your dollars being allocated in a way that allows you to accomplish your goals? Are your resources allocated to support your outcomes? The team of presenters will help you evaluate your spending and data. The second track is being brought to us by the Mass. Office of the Inspector General and is entitled “Spotlight on Schools: Procurement Issues, Challenges and Trends”. This session will be the full-day procurement course regarding school issues without the drive into Boston! Come learn more about school related procurement. The two tracks promise something for everyone! There is more information on the optional pre-conference tracks on the next page and a separate registration form is available on the MASBO website under the events tab: http://www.masbo.org/

We are excited to have three great keynote speakers. On Thursday, Dr. Pasi Sahlberg, Finnish educator, scholar and author will talk about “Finnish Lessons: What Can the World Learn from Educational Change in Finland?”. Later in the morning, Dr. Julie Hackett, Supt. of Taunton Public Schools and author, will share practical strategies school business leaders can use to build productive teams and get results. On Friday, DESE Commissioner Mitchell Chester will join us to discuss the state of public education and field questions from the membership.

The Annual Institute committee has provided you with a wide variety of educational sessions from which to choose. As in the past, we have up to four sessions to pick from during each of the concurrent breakouts on Wednesday and Thursday afternoons. The sessions include middle school/high school scheduling, transportation RFP’s, providing well maintained schools, MASBO review findings, school bus GPS monitoring, transgender policies as well as legal and Dept. of Revenue updates. We are also bringing back the popular session for regional school districts and bringing you an ELL offering and special education sessions to help you with your re-licensure. All told, the Annual Institute provides you with the opportunity to hone your skills, participate in timely educational workshops, learn how data can be integrated into your decision making and trade ideas with colleagues.

The Vendor Social will return for the sixth consecutive year on Wednesday evening. We expect over twenty-five exhibitors once again and we encourage you to take advantage of this opportunity to connect and network with our vendors. This year’s Social also includes a fun casino event, some tasty appetizers and refreshing beverages. The night will culminate with some musical entertainment by the wacky and interactive Bruce Jacques. Don’t leave the Ocean Edge campus! We hope you stick around and join us for a night’s worth of activities.

The Annual Institute registration form is available on the MASBO Website and you should register electronically as soon as possible. If you haven’t already done so, you should make your room reservations now at the Ocean Edge using the Hotel Registration Form found under the events tab at http://www.masbo.org/.

On behalf of the 2016 Fiftieth Annual Institute Planning Committee, we invite you to take part in some great professional development, networking, and fun-filled activities and we look forward to seeing you this May!

Richard Bedard, MASBO President-Elect and Conference Chairperson
MASBO is again offering a full day Pre-Conference. This year’s pre-conference will have two different tracks to choose from. The following is the schedule and description of each full-day track. The Registration form can be found at www.masbo.org.

All sessions will be held in the Ocean Edge Mansion Ballroom, Section A/B or C/D

Participants will have one of two options:

**TRACK #1 (8:00 a.m. to 4:30 p.m.)**

**Allocating Resources to Support Student Achievement:**

How to Evaluate Spending and Turn Data into Insight

The first track is entitled “Allocating Resources to Support Student Achievement: How to Evaluate Spending and Turn Data into Insight”. This session will be moderated by Mary DeLai and Susan Bottan and consist of very pertinent topics by Nate Levenson, from the District Management Council, Karla Baehr, former Deputy Commissioner Massachusetts Department of Elementary and Secondary Education, Mary DeLai, Superintendent of Wilmington Public Schools and Melissa King, from the Department of Elementary and Secondary Education. Are your dollars being allocated in a way that allows you to accomplish your goals? Why is it important to look at your expenditures as investments? Is your budget adequate to support your work? Are your resources allocated to support your desired outcomes? The day promises to help you answer these questions and introduce school business officials to the type of data, tools and analysis that can support your work. Participants will be asked to bring their laptops and will be divided into similar school districts to evaluate real-life budgetary scenarios that you can bring back to your school district. Participants should also make sure they have access to EDWINS.

**TRACK #2 (8:00 a.m. to 3:30 p.m.)**

**Commonwealth of Massachusetts Office of the Inspector General’s**

**Spotlight on Schools:**

Procurement Issues, Challenges and Trends

The second track is being brought to us by the Massachusetts Office of the Inspector General and is entitled “Spotlight on Schools: Procurement Issues, Challenges and Trends”. This session will be the full-day procurement course regarding school issues and procurement without having to travel to Boston or one of their satellite classrooms. The training offers participants with the basic and practical knowledge of school related procurement and contracting issues. Attend this session and you will learn more about the specialized issues and challenges confronting school business officials and staff members. Participants will apply the principles of public procurement, under M.G.L. c. 30B, to traditional and emerging areas of school buying. Topics includes revenue producing arrangements such as vending machine agreements, technology purchases, sole source and proprietary issues, fostering competition for school transportation services and other procurement problems. Participants will also have the opportunity to ask questions, exchange ideas, network, and explore strategies for obtaining the best value for their school systems. This session will have an assessment component and is worth six PDP’s.

The pre-conference fee includes continental breakfast and lunch.

Track #1 will also include Nathan Levenson’s most recent book entitled “A Better Way to Budget”.

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Please REGISTER for either offering at the MASBO website.

Pre-Conference Cost is $135.00 or $125.00 if registered by April 18, 2016.
Wednesday’s Events
Morning & Afternoon

8:00 a.m.
Fourth Annual Charity Bike Ride
Cape Cod Rail Trail

8:00 a.m. Ninth Annual Donald J. Charest Golf Tournament
Ocean Edge Golf Club
(832 Villages Drive, Brewster, MA)

12 noon - 4:00 p.m.
Conference Registration
Mansion Ballroom Upper Lobby

12:00 - 1:15 p.m.
Computer Lab is Open
Samuel Nickerson Room, 2nd Floor, Carriage House.
Open Session

1:15 - 4:30 p.m.
Concurrent Sessions
See offerings next several pages

4:00 p.m.
Hotel Check In
Ocean Edge Building

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Wednesday, May 18, 2016

Concurrent Sessions 1:15 - 2:15 p.m.

*These “early bird” sessions are intended to cover the fundamentals of some important topics of interest to School Business Officials.*

I. Potpourri of Special Education Topics
Presenter: Heidi Zimmerman, Lexington Public Schools
Location: Mansion Ballroom A
Subject Matter: This session will provide an overview of how to prepare for a Coordinated Program Review (CPR) and anticipate common CPR findings, various methods of allocating on Schedule 4 on the DESE End of Year report, updates on the ABA claiming for Medicaid, why special education program reviews matter, and other useful tidbits.
Moderator: Diane Johnson, Arlington Public Schools

II. Common Findings and Best Practices in School District Financial Operations
Presenter: John Crafton, MASBO Professional Development
Location: Mansion Ballroom C/D
Subject Matter: After conducting approximately seventy Financial Operations Reviews in the past eight years, a description of the most common operational procedure issues that adversely impact the efficiency and effectiveness of financial operations. In addition, the presenter will reference MASBO’s Best Practices document, which is currently used by DESE, to discuss corrective measures that can be implemented.
Moderator: Sheri Matthews, Tewksbury Public Schools

III. Medicaid in Schools
Presenters: Jennifer White, New England Medical Billing
Location: Mansion Ballroom B
Subject Matter: The session will provide an overview of the school based Medicaid program. There will be a discussion on ways to project Medicaid revenue and proper claim filing. The session will provide details on why we submit certain documents and how that translates into revenue. The presenter will explain the background for the Medicaid program and allow time for participant’s specific questions.
Moderator: Joanne Blier, Gill-Montague Regional School District

IV. Everything Google
Presenter: Ann Flynn, Agawam Public Schools
Location: Computer Lab, Samuel Nickerson Room, Carriage House - Second Floor
Subject Matter: This session will focus on the key strategies for using Google Apps effectively in the workplace. The session goal is that everyone from the novice to the experienced Google user will learn something new at this presentation. Google Drive, Docs, Slides, Sheets, Forms, Gmail, Scheduling, Apps, Extensions and Classroom will be explored. Please bring a laptop to this session.
Moderator: Rob Clickstein, Agawam Public Schools
Concurrent Sessions  

I. How does a Middle and High School Schedule Drive Staffing Costs?

**Presenter:** Cindy Mahr, Weston Public Schools  
**Location:** Mansion Ballroom A  
**Subject Matter:** With personnel costs the driver of schools budgets, how important is understanding middle and high school scheduling? This session will be a case study of how one district works with their middle and high schools schedules to determine staffing needs at each school. The presenter will look at where to gather the pertinent scheduling information, how to calculate full time equivalency, impact of varying schedules (8-day vs. 5-day), and cost drivers of the schedule.  
**Moderator:** Martha Sybert, Reading Public Schools

II. The Successful Charter School Business Official

**Presenter:** Richard Weeks, RSBA  
**Location:** Mansion Ballroom B  
**Subject Matter:** What happens on a typical day in the life of a Charter public school official? There are approximately 160 charter SBO’s working in Mass. 80 charter public schools, with more on the way. Careers in charters are challenging and rewarding, with lessons to be learned. The presenter will discuss the 3 commonly accepted tenets of successful charter schools, identify the duties and responsibilities and review work product as prepared by SBO’s for their constituents.  
**Moderator:** Dan Deedy, Leominster Public Schools

III. Special Education Legal Update

**Presenter:** Tami L. Fay, Esq., Murphy, Hesse, Toomey & Lehane  
**Location:** Mansion Ballroom C/D  
**Subject Matter:** Every year brings new and often expensive shifts in legal standards for special education. The presenter will explore the new and extraordinary standards for providing students with communications disabilities access to “effective communication” in school under Title II of the ADA. She will also review court decisions regarding district’s obligation to accommodate service animals. These ADA issues could impact building renovations, communications programs and hiring staff. Attorney Fay will discuss IDEA and other Title II topics.  
**Moderator:** Anna Bishop, Lower Pioneer Valley Educational Collaborative

IV. How to Provide Safe, Well Maintained Schools

**Presenter:** Kenneth Wertz, Mass. Facilities Administrators Assn.  
**Location:** Computer Lab, Samuel Nickerson Room, Carriage House - Second Floor  
**Subject Matter:** Facilities management is concerned with providing a safe and well maintained school facilities. The presenter will discuss regular inspections, ongoing corrective action and compliance with state and federal regulations that can help you ensure that school facilities are safe and properly maintained. The presenter will identify what needs to be inspected and the importance of documentation. Mr. Wertz will tap his many facilities experiences working in the construction trade and at Sharon Public Schools. He has been a frequent public speaker on best practices.  
**Moderator:** Candy Walczak, Northampton Public Schools

MASBO is paperless! Get all of the conference presentations by accessing the MASBO website through this QR code.
Wednesday Events
Afternoon & Evening

5:00 - 8:00 p.m.
Vendor Social -
Over 25 exhibits
Meet, Greet and Eat
‘Grab a vendor, grab a bite’
Bay Pines Pavilion - “The Tent”
Appetizer buffet stations: Dine while you meet with vendors & colleagues

4:45 - 5:15 p.m.
Golf and Bike Awards
Bay Pines Pavilion - “The Tent”
at the Vendor Social

6:30 - 8:00 p.m.
Casino Night Entertainment
Bay Pines Pavilion - “The Tent”
Try your luck with games of chance, network with colleagues and meet the vendors! Everyone wins!

8:00 - 10:00 p.m.
Musical and Wacky Entertainment with Bruce Jacques
Bay Pines Pavilion - “The Tent”
Come enjoy the musical and wacky entertainment of Bruce Jacques. Bruce’s unique entertainment style will get you up on your feet and laughing. What a way to celebrate our 50th! During his break, we’ll be celebrating with Cake for everyone!

If you are staying across the street from the Mansion at Ocean Edge, there is a free shuttle service that runs on a continuous loop.
Thursday, May 19, 2016

General Sessions

All General Sessions are located in the Mansion Ballroom

8:30 - 9:00 a.m.  First General Session
Welcome to MASBO Annual Institute 2016
Richard Bedard, MASBO President-Elect, MASBO Conference Chair
David Verdolino, MASBO Executive Director
Association of School Business Officials’ Representative
Bob Sanborn, Superintendent, Cape Cod Reg. Technical High School

9:00 - 10:15 a.m. Second General Session
Dr. Pasi Sahlberg, Finnish Educator and Scholar
Finnish Lessons: What Can the World Learn?
Pasi Sahlberg is a Finnish educator, scholar and a visiting Professor of Practice at Harvard University’s Graduate School of Education. He has a long career in education holding various expert and leadership capacities in Finland, including policies and reforms that are associated to Finland's successful education system. Dr. Sahlberg's book, Finnish Lessons: What can the World Learn from Educational Change in Finland? has received numerous awards. Known as the international "school improvement activist," Dr. Sahlberg directly links to practitioners, their communities and many other education audiences by sharing his experiences in classroom teaching, teacher education, school improvement and global educational change. Dr. Sahlberg will speak about "Finnish Lessons: What Can the World Learn from Educational Change in Finland?” and “What Can School Leaders do to Improve Learning?”

10:15 – 10:45 a.m. Third General Session
MASBO Fiftieth Annual Institute Events
MASBO Slide Show and Trivia Contest
Richard Bedard, David Verdolino, John Crafton
Sheri Matthews, Tewksbury Public Schools
Tammy Crockett, Montachusett Regional Vocational School District
Sherry Kersey, Ashburnham-Westminster Regional School District

10:45 - 11:00 a.m.  Break

11:00 - 12:00  Fourth General Session
Dr. Julie Hackett, Supt. of Taunton Public Schools
Effective Governance: Relationship-Building Strategies
Introduction: John Cabral, School Business Admin., Taunton Public Schools
Dr. Julie Hackett has been a public educator since 1992. Her background includes experience at the elementary, middle, high school, and post-secondary levels. Over her twenty-three year career in education, Julie has demonstrated a consistent commitment to innovation, collaboration, and the belief that all children can and should attain the highest levels of achievement. She recently completed her second book, Building Relationships, Yielding Results: How Superintendents Can Work with School Boards to Create Productive Teams. Dr. Hackett will share practical strategies school business leaders can use to build productive teams and get results. In this highly engaging and interactive session, Julie shares her first-hand leadership experiences. The presentation will include videos, hand-outs, and practical examples to demonstrate the strategies used to create a high-functioning team that gets results.

Thursday’s Events

Morning

7:00 - 8:15 a.m.
Breakfast Buffet
Bay Pines Pavilion

8:00 a.m. – 4:00 p.m.
Conference Registration
Mansion Ballroom, Upper Lobby

12:00 - 1:00 p.m.
Luncheon Buffet
Bay Pines Pavilion

Books by Dr. Sahlberg and Dr. Hackett will be available for purchase.
Thursday, May 19, 2016

Concurrent Sessions

1:15 – 2:15 p.m.

I. Massachusetts Department of Revenue Update
Presenter: Mary Jane Handy, Department of Revenue
Location: Mansion Ballroom C/D
Subject Matter: The presenter will review recent Mass. Department of Revenue guidelines and rulings and how it impacts school districts. The session will also review proper accounting practices and what type of revolving accounts are approved by DOR. Ms. Handy is a former SBO and knows first hand about school finance and how it relates to state regulations.
Moderator: Anne Gulati, Needham Public Schools

II. English Language Learners in Massachusetts: What You Need to Know
Presenter: Rachel Hoffman, SEEM Collaborative
Location: Mansion Ballroom A
Subject Matter: This session will explore relevant state and federal ELL policies and regulations, along with current enrollment trends in Massachusetts. Do you have a district ELL manual? How are ELL students identified and registered? What is the 3 prong approach? There will be a discussion about budget planning, family and community engagement and staffing requirements.
Moderator: Greg Zammuto, SEEM Collaborative

III. Student Activity Accounts - What Happens in the “Off” Years? What are we Finding?
Presenters: Jay Sullivan, Dept. of Elementary/Secondary Education  
Joel Lovering, MASBO Reviewer/Former Supt. & SBO
Location: Mansion Ballroom B
Subject Matter: The presentation will discuss common findings on Student Activity Account reviews that occur when an outside independent audit is not required. The session will review the new SAA guidelines and the challenges districts are facing to comply. In addition, the presenters will talk about some best practices.
Moderator: Steve Mark, Littleton Public Schools

IV. Do You Have Questions About The Federal Grant Procedure Manual or Need Quiet Time to Write?
Presenters: Kristen Behnke, Joanne Blier, Dan Deedy, Sharon Harrison and Cindy Mahr, Fall Institute Panel
Location: Computer Lab, Samuel Nickerson Room, Carriage House - Second Floor
Subject Matter: The Fall Institute’s panel will be available to answer questions and provide guidance to individuals who have questions or need clarification on drafting sections. If you just need quiet time to start or finish your manual, this would be a great opportunity to do so. Bring your Laptop! Bring your Fall Institute Thumbdrive! Come learn from the “Pro’s” how to assemble your very own Federal Grant Procedure Manual. Take this project off your “To-Do” List.
Moderator: Howie Barber, Greenfield Public Schools

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Thursday, May 19, 2016

Concurrent Sessions (Continued)
2:25 - 3:25 p.m.

I. Narcan in the School Setting
Location: Mansion Ballroom C/D
Presenter: Carilyn Rains, Mass. School Nurse Organization
Sandwich Public Schools

Subject Matter: This session will provide an overview of the public health epidemic that has led to the distribution of Narcan in communities and schools. Did you know there were 1,098 overdose related deaths in Mass. in 2014? The presenter will discuss how Narcan fits into the district’s Medical Emergency Response Planning. Ms. Rains will also talk about the guidance provided by the Mass. Dept. of Public Health and the cost-benefit of financing Narcan in schools.
Moderator: Mary DeLai, Wilmington Public Schools

II. Building Special Education Capacity Within the District: In-House vs. Out of District Placements
Presenter: Dorsey Yearley, Educational Consultant
Location: Mansion Ballroom A

Subject Matter: In response to the needs of the students, special education administrators must decide whether to create new programs, revitalize old programs or seek placements. By considering several variables regarding in-house programs, administrators can weigh the merits and implications of program development and make informed decisions that are more likely to have long-term positive outcomes for students. The presenter will explore different scenarios.
Moderator: Anne Mahan, Assabet Valley Collaborative

III. DESE Student Activity Account Recommendations
Presenters: Paul Gargano, CPA, Roselli, Clark and Associates, CPA’s. Michael V. Friscia, Walpole Public Schools
Location: Mansion Ballroom B

Subject Matter: The presenters will discuss the types and frequency of findings that have been occurring during the first year of performing compliance procedures under the recently distributed DESE Student Activity Agreed Upon Procedures and Audit Guidelines, including recommendations to correct and avoid such findings.
Moderator: Barry Nectow, Canton Public Schools

IV. How Brockton Public Schools gave Parents Peace of Mind with a New School Bus Application
Presenters: Michael Hamel and Sienna Svob, Mass IT Margaret Killea and Janel Feroli, Brockton Public Schools
Location: Computer Lab, Samuel Nickerson Room, Carriage House - Second Floor

Subject Matter: The presenters will cover the implementation of a parent facing school bus tracking application by Brockton Public Schools. It is will also highlight the impact of the application on the direct and indirect users, such as parents, guardians and students. Finally, the presentation will describe the challenges and lessons learned throughout the project and the technical, budgetary and staffing considerations.
Moderator: Samuel Rippin, Dedham Public Schools

Thursday’s Events
Afternoon & Evening

5:00 - 6:00 p.m.
President’s Reception
Ocean Terrace
Mansion Ballroom Rooftop
Carriage House is the alternative location in case of rain

6:00 p.m. Banquet
Mansion Ballroom
Ticketed Event

- Awards Ceremony:
- Friend of MASBO Award
- John F. Conway Distinguished Service Award
  Sponsored by Kenmark Office Products
- Donald D. Johnson Operational & Cost Efficiency Award
  Sponsored by Voya Financials
- MASBO President’s Award
  Sponsored by RISO, Inc.

8:00 - 10:00 p.m.
Beach Fire,
Steel Drummer and
MASBO Networking
Location:
Ocean Edge Beachfront

If you are staying across the street from the Mansion at Ocean Edge, there is a free shuttle service that runs on a continuous loop.
Concurrent Sessions (Continued)
3:30 - 4:30 p.m.

I. Transportation Request for Proposals Panel: “Oh the Places You’ll Go”
   Location: Mansion Ballroom C/D
   Presenters: Joe Scanlon, Wachusett Regional School District, Matt Gillis, The Public Schools of Brookline, Russ Kaubris, Franklin County Technical School, Joy Winnie, Northampton Public Schools, Mike Laliberte, Lower Pioneer Valley Educational Collaborative and Colleen Cavanaugh, Mass. Assn. of Pupil Transportation
   Subject Matter: The presentation will cover topics such as transportation laws/regulations, specific challenges, and how to get started with the transportation procurement process. The panel will discuss the different types of transportation RFP’s. How do you bid your bus contract? What transportation is required? Do you include all your needs or separate the special education, homeless and/or athletic transportation? What are the pro’s/con’s of a fuel escalator clause? What type of equipment do you request? What is your basis for awarding the contract? Come learn from some seasoned veterans how to write spec’s, solicit bids and award contracts. The panel will discuss best practices for this very important district procurement.
   Moderator: Jay Sullivan, Department of Elementary and Secondary Education

II. School Budgets-Beyond Spreadsheets and PowerPoints
   Presenter: Brian E. Allen, Worcester Public Schools
   Location: Mansion Ballroom B
   Subject Matter: Budgets are not simply a compilation of numbers. A budget represents the spending priorities of the school district. The session will discuss information that should be included in an annual budget document to help the community understand how resources are allocated. Come learn some tips from one of our very own ASBO Meritorious Budget Award Winners!
   Moderator: Paul Schaefer, King Phillip Regional School District

III. Laws, Policies and Best Practices: What Business Managers Need to Know about Supporting Transgender Students
   Presenter: Jeff Perotti, DESE Director of Safe Schools Program for LGBTQ Students, and Panel
   Location: Mansion Ballroom A
   Subject Matter: This presentation will feature a panel discussion on transgender issues that have been making local and national headlines. In light of Chapter 76, Section 5, the Student Anti-discrimination Law that now includes gender identity, this session will provide information on 1) name changes, student records and confidentiality; 2) bathrooms, locker rooms and changing facilities; 3) MSBA and locally funded renovations and new construction; 4) athletic team assignments; 5) field trip and overnight housing accommodations; and 6) graduation gowns and other gender practices.
   Moderator: Heidi Zimmerman, Lexington Public Schools

IV. Human Resources Best Practices
   Presenters: Pam Gould, Plymouth Public Schools
               Susan Kustka, Weymouth Public Schools
   Location: Computer Lab, Samuel Nickerson Room, Carriage House - Second Floor
   Subject Matter: The session will focus towards districts that don’t have a full-time Human Resource Director and who try to piece together all the necessary tasks throughout their Central Office. These districts would tend to have needs for improvement in processes and could benefit from a session around best practices. The presenters and possibly a panel of other human resource personnel will speak on subjects such as hiring, proper documentation, human resource law and good checklists to help you have a well-functioning human resource operation.
   Moderator: Daniel Gale, Grafton Public Schools
Friday, May 20, 2016

Mansion Ballroom

8:30 - 9:45 a.m.  Fifth General Session
MASBO Annual Business Meeting
Outstanding Service Recognitions

9:45 - 10:30  Sixth General Session
Mitchell Chester, Commissioner, Massachusetts
Department of Elementary and Secondary Education
The Commissioner will speak about Massachusetts public education, including relevant topics and matters of interest to school business officials. He will also answer questions from the membership.

10:30 - 10:45  Break

10:45—11:15 a.m.  Seventh General Session
MASBO Fiftieth Annual Institute Events
MASBO Slide Show and Trivia Contest

11:15—11:45 a.m.  Eight General Session
Jay Sullivan, Department of Elementary and Secondary
Mr. Sullivan will provide membership with an update on all Department of Elementary and Secondary matters including budget information, Circuit Breaker and regional information. He will also answer any questions you might have.

11:45 a.m.  Concluding Remarks
Richard Bedard, Conference Chair

Red Sox Ticket Raffle!
Ocean Edge Weekend stay Raffle!

Must be present to win!

We hope you had an enjoyable conference!

Have a safe trip home!
MASBO PAST PRESIDENTS

Our past presidents are important to us, and we honor their service to MASBO by including their names herein:

1957-58 William F. Clark Winchester
1958-59 James J. McGuinness Lynn
1959-60 Randolph A. Lofgren Quincy
1960-61 Walter T. Tierney Framingham
1961-62 John E. Gilleland Newton
1962-63 Mitchell J. Spiris Lexington
1963-64 Richard J. Lavin Chelmsford
1964-65 Richard D. Fogerty Wellesley
1965-66 John F. Cavanaugh Framingham
1966-67 Robert J. Snow Wakefield
1967-68 Ronald J. Lussier West Springfield
1968-69 James R. MacInnes Lexington
1969-70 Ferdy J. Tagle, Jr. Brookline
1970-71 David J. Hines Weymouth
1971-72 Paul A. Gilrain Worcester
1972-73 John F. Ryan Tewksbury
1973-74 Donald D. Johnson Falmouth
1974-75 Leo J. Crowe, Jr. Westwood
1975-76 Jerry A. Houghton Wilmington
1976-77 Howard R. Goodrow Billerica
1977-78 Richard E. Coburn Randolph
1978-79 Rene H. Bachand Longmeadow
1979-80 Oliver S. Brown Cambridge
1980-81 Robert J. Novelli Hingham
1981-82 John W. Hathaway Littleton
1982-83 Michael J. Reed Billingham
1983-84 Madeline A. Wood Grafton
1984-85 John M. Trebbe Wilbraham
1985-86 Charles J. Fiorino Westford
1986-87 Francis J. Antonelli Greater Lowell
1987-88 Donald A. DiFiore Blue Hills
1988-89 Stephen H. Moynihan Quincy
1989-90 Donald J. Charest Agawam
1990-91 Paul R. Carlson Amherst-Pelham
1991-92 Rose DiOrio Freetown-Lakeville
1992-93 A. Francis Finnell Hingham
1993-94 John A. Crafton Dracut
1994-95 Joseph H. Crowley Seekonk
1995-96 Richard R. Dupuis Greater New Bedford
1996-97 Lincoln Lynch, III Northboro / Southboro
1997-98 Peter DeRoeve Triton
1998-99 Joseph Flahive Longmeadow
1999-00 Joseph J. Delude Seekonk
2000-01 Roger L. Young Haverhill
2001-02 John E. Souza Fall River
2002-03 Joel H. Lovering Attleboro
2003-04 Richard H. Weeks Grafton
2004-05 Candice M. Walczak South Hadley
2005-06 Sally P. W. Douglas Pittsfield
2006-07 Sandra S. Guryan Newton
2007-08 Joseph P Cucinotta Dennis-Yarmouth
2008-09 Gail Zeman Ipswich
2009-10 Paul Schaefer King Philip
2010-11 Patrick C. Collins Assabet Valley
2011-12 Matthew Gillis Milton
2012-13 Stephanie L. Fisk Gateway
2013-14 Brian E. Allen Worcester
2014-15 Mary C. DeLai Wilmington
2015-16 Joanne Blier Gill-Montague
MASBO President's Award

1994  Rose DiOrio, Milford Public Schools;  
       Stephen H. Moynihan, Quincy Public Schools  
1995  John Conway, Stoneham Public Schools  
1996  Frank J. Antonelli, Greater Lower School District  
1997  Robert Watmough, Bourne Public Schools  
1998  John F. Ryan, Tewksbury Town Schools  
1999  John A. Crafton, Methuen Public Schools  
2000  Donald D. Johnson, Dennis-Yarmouth RSD  
2001  Jay Sullivan, Mass. Department of Education  
2002  Joseph Flahive, Longmeadow Public Schools  
2003  Joseph J. Delude, Seekonk Public Schools  
2004  Roger L. Young, Manchester Essex Regional SD  
2005  A. Francis Finnell, Dennis Yarmouth Regional SD  
2006  Joel H. Lovering, Attleboro Public Schools  
2007  Candice M. Walczak, South Hadley Public Schools  
2008  Sally P. W. Douglas, Pittsfield Public Schools  
2009  Susan K. Givens, Masconomet Regional SD  
2010  Donald J. Charest, Agawam Public Schools  
2011  John Manzi, Springfield Public Schools  
2012  Paul O. Schaefer, King Philip Regional School District  
2013  Peter D. DeRoeve, Newsletter Editor, Past President  
2014  David A. Verdolino, Medway Public Schools  
2015  Mary Ellen Dunn, Lexington Public Schools

John F. Conway Distinguished Service Award

2005  Gerald P. Martin, North Middlesex Regional SD  
2006  Amelia C. Tierney, Martha’s Vineyard Public Schools  
2007  Peter D. DeRoeve, Wakefield Public Schools  
2008  Mary C. DeLai, Reading Public Schools  
2009  Judith A. Mulligan, Manchester-Essex Regional SD  
2010  Manuel Cordeiro, Jr., Dartmouth Public Schools  
2011  Anne Gulati, Needham Public Schools  
2012  Kurtis W. Johnson, Blackstone Valley Vocational RSD  
2013  Beth Regulbuto, Hampden-Wilbraham RSD  
2014  William J. Hurley, Director of Finance, Natick Public Schools  
2015  Sandra Guryan, Newton Public Schools

Donald D. Johnson Operational & Cost Efficiency Award

2011  Lexington Public Schools  
2012  Belmont Public Schools  
2013  Taunton Public Schools  
2014  Whitman-Hanson Regional School District  
2015  Plymouth Public Schools

John A. Crafton Lifetime Achievement Award

2013  John A. Crafton, MASBO Executive Director

Friend of MASBO Award

2007  Joseph Delude, Taunton Public Schools  
       David P. Driscoll, Massachusetts Dept. of Education  
       Mary Ellen Dunn, Lexington Public Schools  
       A Francis “Skip” Finnell, Dennis-Yarmouth RSD  
       Susan K. Givens, Masconomet Regional SD  
       Judith Mulligan, Manchester-Essex Yarmouth RSD  
       Jay Sullivan, Massachusetts Dept. of Education  
2008  Paul Carlson, Amherst-Pelham RSD (Retired)  
       Tamara Indianer, Lincoln Investment Planning  
       John Polumbo, Polumbo & Kulas  
       Tom Scott, Mass. Assoc. of School Superintendents  
       William Trifone, Dudley-Chalton Regional SD  
       David Verdolino, Medway Public Schools  
       Candice M. Walczak, South Hadley Public Schools  
2009  Joseph Bartulis, Fletcher, Tilton & Whipple, P.C.  
       Ann L. Gulati, Needham Public Schools  
       Ronald Skinner, ASBO International  
       Terry Wiggin, Georgetown Public Schools  
       Jeffrey Wulfson, Massachusetts DESE  
2010  Jenny Caldwell Curtin, Massachusetts DESE  
       Michelle Loglisci, Mass. Assoc. of Pupil Transp.  
       Colleen Cavanaugh, Mass. Assoc. of Pupil Transp.  
       Susan Sacks, School Nutrition Association  
       Barbara Hansberry, MA Office of the Insp. General  
       Liz Powers, MA Office of the Insp. General  
       John A. Lafleche, Southern Worcester County RSD  
       Joanne McDonough, Hanover Public Schools  
2011  Lorraine A. Leonard, Harvard Public Schools  
       Marilyn Gordon, Easton Public Schools  
2012  Gerald McCue, Chelsea Public Schools  
       Pat Meagher, Carver Public Schools  
       Joanne Blier, Mohawk Trail Regional SD  
       Allen Himmelberger, Oxford Public Schools  
       Tamara Indianer, Lincoln Investment Planning  
       TJ Plante, Springfield Public Schools  
2013  John F. Doherty, Reading Public Schools  
       Joshua Peach, SchoolDude.com  
       Robert Hamel, Custom Computer Specialists  
       Melissa Hope, School Nutrition Association  
       Representative Jason Lewis, 31st Middlesex District  
2014  Claire Johnson Abbott, Massachusetts DESE  
       Susan K. Givens, Masconomet RSD  
       Susan T. Hitchcock, Millbury Public Schools  
       Louise Lasna, MASBO Events & Mbrshp Coord  
       Chris McGrath, MA Assoc of Schl Superintendents  
       Thomas J. Moreau, Massachusetts DESE  
       Joseph F. Scanlon, Wachusett RSD  
       Michael Widmer, Mass Taxpayers Foundation  
       Jane Crafton

(Continued on next page)
MASBO Code of Conduct Policy

Members of the Massachusetts Association of School Business Officials are committed to conducting themselves within the highest standards of professional and personal ethics.

School Business Officials (SBO’s) acknowledge that schools belong to the public they serve for the purpose of providing educational opportunities for all students. SBO’s assume responsibility for providing professional leadership in the schools and within the community. This responsibility requires SBO’s to maintain standards of exemplary professional conduct, recognizing that their conduct is observed by the community, students, and professional associates. SBO’s shall perform their duties with care, honesty, integrity, and without the intent of personal gain.

SBO’s shall:

1. Place the well being of the students at forefront of decision making;
2. Adhere to all laws, regulations, and policies;
3. Be fair and objective in interpreting and implementing policies, procedures, and practices;
4. Be accurate and timely when reporting data;
5. Avoid conflicts of interest, or the appearance of conflicts of interest, in both professional and personal relationships;
6. Participate in professional development activities and professional organizations to remain current in the field of school business administration;
7. Offer assistance and/or guidance to a colleague when such help is requested or the need is obvious;
8. Demonstrate high quality work by citing relevant sources whenever prudent.

Friend of MASBO Award (continued)

2015    Matthew Gillis, Hull Public Schools
        Stephen Hemman, MARS
        Robert Johnson, Massachusetts DESE
        Christine Lynch, Massachusetts DESE
        State Representative Alice Hanlon Peisch
        Patrick Roach, Springfield Public Schools

MASBO

is a non-profit professional organization of school administrators whose responsibilities include the business affairs of public and non-public schools. They may be wholly, or partially, responsible for budgeting, school finance, accounting, purchasing and supply management, transportation, maintenance and operation, school plant planning and construction, school food service management, and any other major areas of school business administration. MASBO, Inc., is a corporation organized under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and has been actively engaged in the promotion of the establishment of the highest standards of school business administrators since 1957.

We are guided by these beliefs...

• School business officials perform their duties consistent with the highest ethical standards.
• Professional development is critical to the effectiveness of school business officials.
• Standards and practices for school business officials are important to their success.
• Communication among school business officials is important.
• Technology is an integral tool in the functions of school business officials.
• Involvement of school business officials in MASBO activities is essential to the success of the organization.
• MASBO’s pro-active involvement in the legislative process will result in more effective delivery of educational services.
MASBO Board of Directors (2015-2016):

President, Joanne M. Blier, Director of Business & Operations, Gill-Montague Regional School District
President-Elect, Richard G. Bedard, Jr, School Business Administrator, Millbury Public Schools
Immediate Past President, Mary C. DeLai, Superintendent of Schools, Wilmington Public Schools
Vice President, Anne L. Gulati, Director of Financial Operations, Needham Public Schools
Secretary/Treasurer, Candice M. Walczak, School Business Administrator, Northampton Public Schools
Samuel Rippin, Assistant Superintendent, Finance & Operations, Billerica Public Schools
Amelia C. Tierney, School Business Administrator, Martha’s Vineyard Public Schools
Cynthia D. Mahr, Assistant Superintendent for Finance & Operations, Weston Public Schools
Barry Nectow, School Business Administrator, Canton Public Schools
Howie Barber, School Business Administrator, Greenfield Public Schools
Daniel Deedy, School Business Administrator, Leominster Public Schools

MASBO Staff:

David A. Verdolino, Executive Director
John A. Crafton, Professional Development Coordinator
Susan J. McLaughlin, Events and Membership Coordinator

Special thanks to the Annual Institute Committee Members

Richard Bedard, Conference Chair, School Business Administrator, Millbury Public Schools, MASBO President-Elect
Brian Allen, Chief Financial & Operations Officer, Worcester Public Schools, MASBO Immediate Past-President
Howie Barber, School Business Administrator, Greenfield Public Schools, MASBO Director
Kristen Behnke, Assistant Superintendent for Business and Finance, Pittsfield Public Schools
Anna Bishop, Director of Finance & Operations, Lower Pioneer Valley Educational Collaborative
Joanne Blier, Director of Business & Operations, Gill-Montague Regional School District, MASBO President
Susan Bottan, School Business Administrator, Wayland Public Schools
Robert Clickstein, School Business Administrator, Agawam Public Schools
John Crafton, MASBO Professional Development Coordinator
Tammy Crockett, School Business Administrator, Montachusett Regional Vocational School
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Candice Walczak, School Business Administrator, Northampton Public Schools, MASBO Secretary/Treasurer
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