Looking Through the Kaleidoscope of Change

BY LAURA E. COWBURN, PRSBA

Change is inevitable. Its part of life, but it seems that recently more things have changed than have stayed the same. It feels as if there is nothing constant and everything around us is moving at a faster pace than it did a few years ago.

“The dogmas of the quiet past are inadequate to the stormy present. The occasion is piled high with difficulty, and we must rise with the occasion. As our case is new, so we must think anew and act anew.” – Abraham Lincoln

As we move along from the theme “Going Green” to “Looking through the Kaleidoscope of Change,” one thing is certain – business as usual is not the future. From the quote above, however, it appears that it is not the past either.

The transition from one-room school houses to the facilities we enjoy today is the most visible form of change that continues today. Public speaker, Jamie Vollmer, outlines regularly the enormous expanding curriculum burden that continues to evolve, putting pressure on schools to do more with less. The latest significant change for schools involves technology. Integrating this new learning tool is a challenge in balancing whether old tools of learning should be supplemented or just replaced. School bus designs have also changed from horse-drawn buggies to complex technical vehicles that have more safety features than passenger cars. And, it doesn't stop there. GASB was “born” in 1984 changing the style and structure of financial reporting for all of the above activities. See President’s Message, page 3

Delegating Act 32
BY DAVID W. MATYAS, PRSBA

Act 32 of 2008 amended the Local Tax Enabling Act (Act 511) to require the countywide consolidated collection of Earned Income Taxes (EIT) by 2012. Currently, there are 560 EIT collectors in Pennsylvania. Act 32 requires that number be reduced to 69. Philadelphia is not impacted by this legislation, and each remaining county will need to appoint one tax collector (except for Allegheny County, which can have four EIT collectors).

Who will appoint the EIT collector for each county? Who will manage the earned income tax process in each county and adjudicate tax payment disputes? The answer to these questions is the Tax Collection Committee (TCC). Each county is required to form a TCC to administer the earned income tax collection process. Counties can also join together as a consortium so that a single TCC can manage multiple counties.

How do you get selected to be on a TCC? Your school board must appoint a person via a resolution. Townships and boroughs will also be appointing delegates for the TCC. There can be a wide range in the number of delegates on a TCC. The final number will depend on how many school districts, townships and boroughs there are in each county. School districts and municipalities that do not levy an earned income tax may appoint a non-voting delegate to the TCC.

Sometime between September and November 2009, county commissioners will initiate the first meeting of the TCC. It See Act 32, page 16

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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 Publications Coordinator, (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.
Change is uncomfortable because we must muddle through the intricacies of the technical data and the feeling of the unknown until we know where the change will take us. Think back to the old manual typewriter – the one with the buttons and levers that were an aerobic workout for your fingers. I think the change to the electric typewriter was a good change – and that correction tape really improved on that innovation! I must say, I still have a typewriter here on my desk but just for those nonsense forms that are preprinted. I should probably get rid of the typewriter though since even those forms which are impossible to line up in a computer printer are also impossible to type on. So, I generally go really “low-tech” and fill them in with a pen. The evolution to all on-line fill-in forms is still in transition. Not all change is good – which then results in more change to either put us back where we were or move us forward again. But overall, I’ll take the changes in the world today over the life of 50 or 100 years ago.

A kaleidoscope: a complex pattern of constantly changing colors and shapes

We tend to forget the difficult times and reflect back on our successes and accomplishments. Generally, those were changing times where the change was an improvement or a when we have succeeded. These events provide color in our lives, excitement for the future and help us to grow as individuals.

Change is easier if you have the knowledge to move forward and have assistance when times get tough. We all want to participate if the changes are for the better. Sometimes it’s hard to see that the new road will really be better. When I’m buried in changing times, my thoughts go to “black and white” attempting to simplify the transition to the new activity. That’s where PASBO provides the vision looking through the kaleidoscope of change. The association is here to help you turn the cylinder with guidance and knowledge so that the constantly changing colors and shapes are easier for you to see and implement the new vision.

Every PASBO committee is dedicated to provide assistance. Every staff member of PASBO is ready to assist you and connect you with those who can give you further guidance. And knowing the many members of our association, we truly are all here to get the job done, assisting each other, moving forward as a team and improving the vision for the future.

PASBO is not immune to the reality of change. This upcoming year will be full of challenges for the association as well as the membership. Count on PASBO to keep you on track. Participate in the workshops and seminars and especially the annual conference. It is your connection to the knowledge you need to turn that cylinder of change and see the new vision of education.

Getting Through the Tough Times
BY GREGORY T. SANFORD
Member, PASBO Membership Committee

Every year, school board members throughout the Commonwealth are under pressure to approve a budget that is responsible and sensitive to the tax burden placed on the residents of their community. This year was no exception. School districts were faced with the burden of adopting a balanced budget while struggling with decreased revenue, the uncertainty of state subsidy, federal stimulus funding, PA-Pact applications, Act 1, Act 32, referendums and an economy in which many districts’ residents had lost their jobs or had otherwise experienced a reduction in income. In this environment – travel, professional development, and other expenses, including membership dues, were under greater scrutiny by board members and administrators.

With the increased duties and demands that are placed on today’s school business officials, your PASBO membership is more valuable than ever. A PASBO membership provides you with the latest developments in our business, plus timely professional development opportunities. Our organization’s meetings and functions provide members with a unique environment in which there is a free sharing of information between members. As the new fiscal year is upon us, we need to challenge ourselves to commit the necessary time to remain active and become even more involved in our PASBO activities.

As we conclude our 2008-09 membership campaign and begin our 2009-10 endeavor, current members are reminded to promote the benefits of our organization to prospective new members in your school district, neighboring school districts and vendors. Membership in our organization provides a value and benefit to school business officials, support staff and vendors that far exceeds the cost of membership.
BOARD PERSPECTIVE

What’s Good for General Motors…

BY JOHN E. BRENCHLEY, PRSBA

In June 2008, Phillip Longman of the Washington Post reviewed While America Aged, a book written by Roger Lowenstein which discusses—among other things—how post retirement benefits “ruined” General Motors.

The review describes “… a sad history of over-confidence in (its) financial future, combined with a pattern of half-conscious decisions by all involved -- labor and management, politicians and voters— to avoid tough choices at the expense of tomorrow. And, as it happens, that tomorrow is now.” The General Motors example is summarized as follows:

In 1949, management and the United Auto Workers were battling over the terms of their next contract. Times were flush as Americans flocked to buy autos in the postwar boom, so GM management was eager to avoid a strike. Meanwhile, autoworkers lacked pensions and feared correctly that the country was still far away from adopting universal health care. These circumstances created an opportunity for a seemingly perfect bargain that came to be known as the “Treaty of Detroit.”

GM jumped at a UAW proposal that, in lieu of large wage increases, would set up a pension plan and offer half-price health insurance. The short-term costs would be minimal because, as the UAW pointed out, the average GM worker then had only seven years of experience and a mere fifth were over 50. Left unconsidered was the inevitability that these workers would age, and that if GM did not put aside sufficient funds to pay for their future benefits, the next generation of GM managers and workers would be saddled with an impossible encumbrance.

And that’s what happened. Time and again, management and labor struck deals for more generous future benefits without taking into account the resulting liability. As actuaries warned of a long-term buildup of pension debt, GM made the debt disappear on paper by using sunny assumptions about the company’s growth prospects—assumptions that ignored the competition GM would face from foreign automakers that did not have to build huge pension and retiree health care costs into the prices of their cars. By the mid-1990s, GM was compelled to pour so much into its pension fund to make up its deficit that, with the same money, it could have acquired half of Toyota or funded the development of market-dominating, high-efficiency cars to better compete.

Typically when I write these articles for PASBO, I’ll put in “and what does this have to do with school business?” because, admittedly, it’s sometimes a stretch. This is not one of those times. The parallels between what we have going on in our PSERS system and our school districts, compared to what happened to GM is clear. As our PSERS rate increases, we will be “pouring money into our pension fund” – and since the pie is only so big, where will the cuts come from? GM presumably cut research and development which arguably sealed its fate. What will districts need to cut and who will it affect? And most importantly, what will be our fate?

There are no easy answers; if there were, companies like GM wouldn’t have this issue and neither would we. It’s encouraging to see legislators addressing the problem (and acknowledging it). However, it is also important that districts have this conversation with unions, boards and employees and quantify this liability. All parties need to clearly understand that we can’t make “half-conscious decisions.” History has shown what happens if we continue down this path.

For a full copy of the review, see http://www.washingtonpost.com/wp-dyn/content/article/2008/06/12/AR2008061203505.html.

STATS CORNER

Pennsylvania Losing 195 Students per Day

According to Education Week’s Diploma Counts 2009, titled Broader Horizons: The Challenges of College Readiness for All Students, nearly 7,200 students fall through the high school graduation pipeline per day; that amounts to nearly 1.3 million nongraduates in 2009.

In Pennsylvania, just over 35,000 students of the class of 2009 will fail to finish high school; that’s 195 students lost from the graduation pipeline each school day.

The nation’s graduation rates from 1996 to 2006, however, increased by almost 3 percent. Pennsylvania’s graduation rate increased by 2.8 percent.

Cheating and Cell Phones

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<th>Activity</th>
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<tr>
<td>26%</td>
<td>Store info on a cell phone and look during quiz/test</td>
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<tr>
<td>42%</td>
<td>Text friends about answers during quizzes/tests</td>
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<tr>
<td>57%</td>
<td>Take pictures of quiz/test questions with a cell phone to send to friends</td>
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<td>43%</td>
<td>Search the Internet for answers during quizzes/tests using cell phone</td>
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<tr>
<td>20%</td>
<td>19%</td>
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</table>

SOURCE: Common Sense Media (www.commonsensemedia.org)
As I prepared to write this month’s article, I was referred to last year’s July article authored by Janis Venna. It was like déjà vu. Let me share an excerpt from Janet’s article of July 2008: *Once again this year, the House and Senate are working to reach agreement on the state budget before the end of the fiscal year.*

Just in case you missed last year’s article, it appears this year will not be very different. As of this writing, the state budget is being debated again. Senate Bill 850 (Corman), which would have held education funding at the same level as 2008-09, passed in the Senate but failed to pass the House Appropriations Committee. Currently the debate continues on the use of the federal stimulus money to fund the state budget. Also the Governor has proposed increasing the Personal Income Tax from 3.07% to 3.57% for a period of three years and called for an additional cut of $212 million to the Department of Education’s budget. I am hopeful by the time PASBO Report lands on your desk, the state budget will have been adopted.

Meanwhile, there are a number of other legislative issues being considered and drawing our attention. Legislative issues on the “A” list of what to watch include:

- **SB 287 (Browne):** The State Senate unanimously approved, and sent to the House, legislation that would require the PA Department of Education to establish reporting standards for the Annual Financial Report (AFR). Entity-wide statements, management discussions and analyses and notes to the financial statements would be excluded as required components. Please thank your Senator for their affirmative vote; make contact with your Representative and encourage him or her to vote in favor of the legislation.

- **SB 332 (Eichelberger):** This bill would raise the dollar amount requirement to $25,000, and to between $7,000 and $25,000 for telephonic/written quotes. The bill would also implement an annual adjustment of the competitive bidding thresholds basic on the CPI cost of living index.

- **SB 419 (Robbins)/ HB 795 (McIlvaine Smith):** These bills would give municipalities, school districts and local authorities the option to electronically publish legal notices on the Internet in lieu of having them published as paid advertisements in newspapers as is currently required by law.

- **HB 1463 (D. Evans):** The House Finance Committee unanimously approved HB 1463, which clarifies that district may designate some or all of its estimated unreserved fund balance for the purpose of making PSERS payments in advance of a projected increase in the employer contribution rate.

- **HB 1493 (Roebuck):** The legislation represents Governor Rendell’s proposal to increase basic education funding $418 million using federal stimulus dollars. Each district would receive a minimum 2% increase over its 2008-09 basic education funding amount, eliminate the negative impact of the location cost metric and allow districts to request a waiver from the Department of Education for 25% of the increased funding that exceeds inflation.

- **HB 1569 (K. Smith):** This bill is part of the Governor’s education legislative package. The legislation requires school districts that are eligible for these 5% savings, by having a safety committee, to establish a committee by December 31, 2010. School districts that do not do establish the committee will have the equivalent of the 5% savings withheld from their annual state subsidy.” As amended, self-insured school districts would not be required to meet the requirements of the bill.

- **HB 1572 (Gerber):** This legislation would mandate certain nutritional standards for foods and beverages sold outside of reimbursable meals (otherwise known as competitive foods) during the school day (defined as “the period of time between the arrival of the first student…and the end of the last instructional period. The term also includes the time before or after the official school day). The bill limits types of beverages that may be sold and imposes certain caloric, fat, sodium and sugar limitations on foods. Also, the bill requires that a choices of at least two fruits and non-fried vegetables be available for sale where competitive foods are sold. The bill provides no financial incentive.

Two other issues that will have been introduced by the time you are reading this article are statewide healthcare and charter school funding.

Reps. Kessler (D-Berks) and O’Neill (R-Bucks) are sponsoring legislation that will create a school health benefit system. The bill is expected to be similar to HBs 1277 and 1841 in many regards. Representative McIlvaine Smith (D-Chester) is sponsoring legislation to establish statewide regular and special education tuition rates for Cyber Charter Schools based on the most efficient and effective cyber charters, and limits cyber charter excess fund balances in a manner consistent with the limits that apply to school districts.

I am certain the new fiscal year will be filled with many more newsworthy legislative items. Some will find approval, while others will fall to the floor. The Legislative Committee will continue to communicate with the Senate and House Membership, making PASBO a leader in promoting the best for Pennsylvania schools. Please help our association in this regard by subscribing to PASBO’s Legislative Action Network available at [http://capwiz.com/pasbo/home/](http://capwiz.com/pasbo/home/).

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**Make sure you visit the PASBO Legislative Update Box on the web site for a weekly legislative report with actions from the General Assembly, [www.pasbo.org](http://www.pasbo.org).**
Despite a sagging economy, PASBO had a very successful 2008-09 fiscal year. The unanticipated loss of revenues in advertising, sponsorship and conference registrations were clearly the result of our economic circumstances. However those losses were easily absorbed by our banner year in professional development, sold out exhibits in Valley Forge and an increase in major non-dues revenue sources such as the School Business Administration Consulting Service and royalties.

On the expense side, the cost of renovations of our new office facility ($833,850) fueled a total capital outlay of more than one million dollars in 2008-09. Otherwise expenditures were well within budget which created a significant year-end surplus.

The PASBO Board of Directors closely monitored the financial condition of the association during the last fiscal year. At the January Board of Directors Meeting, the board reviewed several “What If” scenarios in order to prepare for a continued economic decline. Fortunately, those scenarios did not materialize but the 2009-10 budget is built on a very cautious approach to revenue projection and spending.

Budgeted revenues are estimated at $2.2 million, down $275,000 from last year. Revenue reductions are expected in dues, conference exhibits, workshops, advertising and investment income. As a result of revenue reductions, several expenses categories will see declines as well. Workshops, research and special projects, ASBO and technology will see corresponding declines in expenses for 2009-10. Our capital outlay will be reduced dramatically to a more traditional level of just over $114,000, most of which is depreciation.

Revenues

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### GENERAL SERVICES

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### TECHNOLOGY

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### CONFERENCE

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### PUBLICATIONS

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### PASBO BUDGET REPORT

#### ACTUAL  ESTIMATED BUDGET

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#### ACTUAL  ESTIMATED BUDGET

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<th>2009-10</th>
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#### 4600 ASBO

| 4690 ASBO Election | $11,450 | $25,785 | $12,000 |         |         |         |
| 4691 ASBO Conference | 34,342 | 21,800 | 14,330 |         |         |         |
| 4692 Leadership Conference | 8,604 | 7,550 | 7,550 |         |         |         |
| 4693 Exec.Director Meetings | 3,222 | 1,590 | 3,525 |         |         |         |
| 4695 ASBO Affiliate Travel | 1,161 | 1,615 | 2,000 |         |         |         |
| **TOTAL ASBO** | $58,779 | $58,340 | $39,405 |         |         |         |

#### 4700 CAPITAL OUTLAY

| 4721 Office Equipment | $2,202 | $50,600 | $2,000 |         |         |         |
| 4722 Other Equipment | 0 | $3,030 | 2,000 |         |         |         |
| 4723 Copier Lease/Purchase | 25,191 | 0 | 0 |         |         |         |
| 4725 Equipment Lease/Purchase | 2,051 | 2,020 |         |         |         |         |
| **TOTAL CAPITAL OUTLAY** | $81,792 | $1,043,767 | $114,020 |         |         |         |

#### 4800 BUDGETARY RESERVE

| 4801 Budgetary Reserve | $6,580 | $2,500 | $10,000 |         |         |         |
| **TOTAL EXPENDITURES** | $2,109,459 | $3,215,715 | $2,324,545 |         |         |         |
PASBO Report

hosted with Colorado ASBO a conference wide event at the ASBO

John W. Frombach, PRSBA, serving as honorary chair. PASBO co-

Delaney, PRSBA, Timothy Shrom, PRSBA and Dr. Richard Bauer with

begins her term as PASBO Director.

is passed to the very competent Michelle M. Krebs, PRSBA as she

informational article in
disclosure reporting from NRMSIR to EMMA. Expect to see an

the deadline to December 31.

legislation to report fund level statements on the AFR and extend

ments of such a trust. The committee advocated to re-introduce

on the establishment of a statewide OPEB Trust. His research


tion to form a work group with PSERS to review and update the

ence. The PASBO Board of Directors accepted the recommenda

be available in conjunction with the 55th Annual PASBO Confer

a review of the Student Activity Fund Guide. This edition may

S. Guidry, CPA and Matthew J. Malinowski, PRSBA are finalizing

Finally, it has been a privilege and honor to serve as the Chair

of the Accounting Committee for the past three years. The torch

passed to the very competent Michelle M. Krebs, PRSBA as she

begins her term as PASBO Director.

2008-09 COMMITTEE REPORTS

ACCOUNTING
Chair: Richard Fantauzzi, PRSBA
Director of Finance and Operations, Elizabeth Forward SD

The Accounting Committee provided meaningful comment to GASB pronouncements, the US Senate and initiated modifications to school business publications. In September 2008, GASB sub-committee members Laura E. Cowburn, PRSBA, Mary Kay Beer and Michael Reiner remarked on Technical Bulletin Project 25-16; Determining ARC adjustment for OPEB. In December 2008, Jennifer Hoover-Vogel wrote the US Senate requesting an LEA exclusion to discussion draft legislation that would provide for greater disclosure of health insurance costs to workers by evidencing those costs on Form W-2.

Adrienne F. Craig, PRSBA, Susan M. Green, CPA, PRSBA, Marie S. Guidry, CPA and Matthew J. Malinowski, PRSBA are finalizing a review of the Student Activity Fund Guide. This edition may be available in conjunction with the 55th Annual PASBO Conference. The PASBO Board of Directors accepted the recommendation to form a work group with PSERS to review and update the Employer’s Manual.

Clarence C. Kegel, Jr., Esq. provided a legal opinion to PASBO on the establishment of a statewide OPEB Trust. His research included discussions with LECS and GASB relative to their requirements of such a trust. The committee advocated to re-introduce legislation to report fund level statements on the AFR and extend the deadline to December 31.

Upcoming events that will affect districts is continuing disclosure reporting from NRMSIR to EMMA. Expect to see an informational article in PASBO Report this fall.

Finally, it has been a privilege and honor to serve as the Chair of the Accounting Committee for the past three years. The torch is passed to the very competent Michelle M. Krebs, PRSBA as she begins her term as PASBO Director.

ASBO ELECTIONS
Co-Chair: Dr. Richard I. Bauer, PRSBA
Executive Director, PSDLAF
Co-Chair: Thomas E. Delaney, CPA, PRSBA
Business Administrator, Garnet Valley SD
Co-Chair: Timothy J. Shrom, PRSBA
Business Manager, Solanco SD

The ASBO Election Committee established a plan of action to assure the election of Charles E. Linderman, PRSBA as ASBO International Vice President later this year. The campaign effort was headed by Thomas Delaney, PRSBA, Timothy Shrom, PRSBA and Dr. Richard Bauer with John W. Frombach, PRSBA, serving as honorary chair. PASBO co-hosted with Colorado ASBO a conference wide event at the ASBO

July 2009

International Annual Meeting last fall in Denver. The Election Committee thanks many contributors for their financial support that made the event a great opportunity to promote Chuck’s candidacy. The good work of the committee and support from many PASBO members will result in Chuck’s election as vice president prior to the ASBO International Annual Meeting in Chicago in October. Chuck will become the 8th ASBO International President from Pennsylvania in 2011 and the fourth PASBO member to lead ASBO. (Other presidents from Pennsylvania served prior to the founding of PASBO) He will be the second ASBO International President from Great Valley School District. Dick Bauer was the first in 1985.

AUDIT REVIEW
Chair: Laura E. Cowburn, PRSBA
Assistant to the Superintendent for Business Services, Columbia Borough SD

The Audit Review Committee was established to more fully inform the board on audit procedures and create a formal communication mechanism with the PASBO auditor. This action was initially intended to keep the association in front of Sarbanes-Oxley requirements. While PASBO is not subject to the law, it is our intent to adhere to best practices, access to financial information and transparency for PASBO. With more recent changes in the IRS 990 annual filing, we have made a commitment to meeting most of the voluntary standards that we consider to be best practices for non-profit organizations. The Audit Review Committee meets twice with the PASBO independent auditor—prior to the audit process and then prior to the audit report to the full Board.

AWARDS
Chair: Robert E. Saul, PRSBA
Business Manager/Board Secretary, Montoursville Area SD

The Awards Committee reviewed five Award of Achievement submissions and selected two that clearly demonstrated successful proposals, practices or publications in school management and operations. Charlie Reisinger, Jr., Director of Technology at Penn Manor School District, and Solanco School District, represented by Timothy J. Shrom, PRSBA, were presented an Award of Achievement for their submissions during the first general session at the 54th Annual Conference and Exhibits at Valley Forge. Solanco SD went on to win the PLGIT scholarship of $2,000 to give to a student in their district.

During the annual conference, the committee conducted fundraising that yielded $666, which will be used for future scholarship awards. This year the Awards Committee awarded scholarships to three members participating in the Wilkes University Certificate of Enhanced Qualifications program. Finally, two members of the Awards Committee will participate in the evaluation of the newly created PASBO Award of Excellence in School Facilities.

PASBO Report
BENCHMARKING

Chair: Thomas C. Brown, PRSBA
Business Administrator, Delaware County IU #25

The Benchmarking Committee found itself focusing on and discussing the slumping economy this past year and its impact on school districts. The negative impact on district revenues during a recession was a major topic of concern in addition to costs cutting and cost containment measures. Committee member Robert Schoch presented a timely webcast “Estimating Revenues in an Uncertain Economy” based on past experiences within an LEA. The program provided valuable information concerning the potential declining revenue trends; an LEA may expect on interest earnings, EIT, real estate tax collection and real estate transfer tax during a recession.

PASBO’s Electronic Resource Center (ERC), a benchmarking initiative, welcomed two new ASBO state affiliation members in 2008, Wisconsin and Southeastern ASBO joining current members Connecticut, Oregon, Arizona and Illinois. In addition, to attract membership to the ERC, PASBO’s Bill McGill and Susan Nouse along with state affiliation members presented an ERC workshop at the ASBO 2008 Denver conference describing the benefits of the websites online database of best practices and resources in school business management.

The Benchmarking Committee welcomed several new members this past year and continues to seek additional members in our continued effort to expand on the committee’s diversified background, expertise and talent.

BUILDING

The PASBO Building Committee successfully led the effort that allowed the association to move to a new headquarters facility in November. The committee’s expertise was utilized to select an architect, review design for renovation of 2608 Market Place, develop building specifications, issue an invitation to bid, select a contractor and monitor on time and on budget completion of the new office.

The committee also examined and ultimately recommended LEED certification for the new building. After completing an intensive consulting session, the committee examined additional front-end costs and looked at potential long-term benefits. The committee was united in establishing “green” as a priority to set a leadership example for PASBO members. LEED silver certification for the PASBO-PASA office is now pending.

The committee has continued to address post move-in concerns and operating efficiencies. There have been follow up discussions with the construction team to reduce energy costs.

BUSINESS ASSOCIATES ADVISORY

Chair: Laura E. Cowburn, PRSBA
Assistant to the Superintendent for Business Services, Columbia Borough SD

The Business Associates Advisory Committee focused on ways to educate and communicate with our business members to make them become more productive members of PASBO. We have increased the participation of business associates on research committees bringing a different view to the table. We are also working on a new module for our business members dedicated to the “culture” of PASBO. It will help new members understand how our organization operates and how to properly market to LEAs. This module will be the third in a series. The first two modules, which are available on the PASBO website, are ‘Making the Most of the PASBO Conference” and “The Business of Education.”

COMMUNICATIONS

Chair: Kathy L. Johnson, PRSBA
Business Manager, Northern York SD

The Communications Committee continued to educate the membership on the Right-To-Know law through a webcast in the fall. Jeffrey Litts, Esquire, of Kegel Kilnin Almy & Grimm, LLP, presented this program as well as following up with a seminar at the annual conference. Our other focus at the conference was “Working Together Towards a Common Goal,” which was well-received by the audience.

The committee will continue to stay on top of the Right-To-Know law and keep the membership updated. In the future, the committee will also look at communicating the impact of budget cuts to the community as well as contingency plans.

PASBO would like to thank Kathy for three years of service as committee chair and now welcomes Keith Kaufman, Director of Communications at Solanco SD, to the position.

EDUCATION

Chair: R. Perry Baer, PRSBA
Coordinator of Business, Support & Cooperative Services, Montgomery County IU #23

This year’s efforts of the Education Committee yielded robust and evident results. 2008-09 was another banner year for the workshop program with a total attendance of 4,858. The new textbook, Pennsylvania School Business: A Guide for Educational Administrators, was published in December 2008 and is now adopted by 12 universities. A very successful first time Facilities Management Conference had 147 participants. Interest continues to grow in the Wilkes (8 graduates this year) and CEQ (11 new CEQs) programs. This year also saw the expan-
EXHIBITORS ADVISORY
Chair: Thomas T. Butts
Keystone Municipal Collections

The focus of the committee is to assist in the planning of the Annual Conference as it relates to the exhibitors. The activities of this group are a vital component of the conference. This mindset changes once the conference arrives to assisting the exhibiting vendors in maximizing their time and making the conference a success for both the vendors and the attending PASBO members.

This past year was another successful conference at the Valley Forge Convention Center, where PASBO was able to accommodate more business associate members with 350 exhibit booths. Food and beverage breaks sponsored by exhibitors in both exhibit halls were both well received and attended. The committee is also responsible for the success of many behind-the-scenes activities including, but not limited to, assisting with prize drawings, distributing exhibitor materials and planning for the Tuesday night event. Looking ahead to the 2010 Annual Conference, the focus of the committee has changed again, and we are already at work on ideas and ways to make this an even more rewarding conference for both PASBO members and exhibitors. The Exhibitors Advisory Committee is looking forward to seeing all of you in Hershey for the 55th Annual Conference & Exhibits scheduled for March 9-12, 2010.

FACILITIES
Chair: Craig H. Boltz, PRSBO
Director of Buildings and Grounds, Lebanon SD

The PASBO Facilities Committee had a big year. Our most significant achievement was launching the first annual Facilities Conference this past year with 147 members registered and 40 vendors exhibiting. Committee member Paul Minotti first shared the vision for a facilities conference several years ago and it finally came to fruition in October of 2008.

Another major accomplishment would be the establishment of the first new regional facilities chapter in a very long time. The Mid Penn Chapter first met on January 20, 2009 and is now meeting monthly with good attendance. We would like to extend a thank you to Ed Poprik and Aaron Barto for organizing our new Mid Penn regional facilities chapter.

When ASBO dropped the Facilities Masters Award, we responded by convening a committee to develop a PASBO facilities recognition program. We anticipate rolling out that awards program in coming months, with applications being accepted through the fall and successful applicants being recognized at the annual conference in spring of 2010. I need to extend special thanks to Ed Poprik, Ed Consalo and Bob Ross, all recipients of the prestigious but now discontinued ASBO Facilities Masters award for their work developing the criteria for the new PASBO Award of Excellence in School Facilities.

We recruited representatives from all ten regional chapters across the state to participate on the PASBO Facilities Committee, adding five new committee members in the process. These new members will provide a better cross section of representation on the committee.

While we have had a very successful year, we anticipate that as the economy impacts school budgets, operations and maintenance, a segment of our membership will face significant challenges. We expect to focus on those challenges and do all we can to assist PASBO facilities managers in dealing with those challenges.

FOOD SERVICE
Chair: Valerie B. Nartowicz
Food Service Director, Upper Perkienman SD

For the Food Service Committee, this was a year of transition. With the economy becoming more dismal and districts cutting back on staff development for support staff administrators, the committee has been looking at ways to consolidate the number of activities by the various professional organizations that require the attention of Food Service Directors. Since attending Food Shows and Conferences with Food Exhibits is vital in decreasing expenses for the Food Service Operation, the committee hopes in the near future to combine the USDA Commodity Food Show and the PASBO Food Service Workshop into one conference. This will help to streamline the time directors will be away from their individual school districts.

In terms of new issues, the Food Service Committee is investigating a state wide bid system for certain food items in order to help improve School Food Service operations financially. We also have started an initiative to promote School Food Service Departments and the duties of the Food Service Director. The committee would like School Board Members, Superintendents and Business Administrators to better understand the day-to-day operations of the Food Service Program.

School Food Service Departments are still being faced with new challenges. Nationalizing the requirements for School Lunch and Breakfast Programs is becoming more of an issue. If passed, the nutritional guidelines would become stricter, making it even more challenging to run financially viable programs. Treating children with allergies is also a new issue facing Food Service Directors. Food Service Operations will have to become more diverse to handle all the medical concerns.
GREEN
Chair: Robert A. Schoch, PRSBA
Director of Business Administration, Council Rock SD

In the 2008-09 year, we established the Green Committee, defined its scope of issues, set directions for some activities, and developed considerable enthusiasm for the potential of the committee to improve the environment and save money.

Since the Green Committee is a brand new committee, we had a host of new issues and initiatives. We proposed mini-case studies highlighting green initiatives in Pennsylvania schools, and this initiative is well underway.

The next major issue is to create sample policies on environmental stewardship in general and specific policies/procedures on topics such as green purchasing. We should develop educational programs including seminars, webinars and conference programs.

It was a formative year, and we have set a direction. I believe progress can accelerate in the next year. We have also developed excellent relationships with state and federal agency representatives.

HUMAN RESOURCES
Chair: John E. Brenchley, PRSBA
Director of Management Services, BLaST IU #17

The Human Resources Committee considers its completion of “Guide to Selecting a School Business Administrator” to be one of its most important achievements in this past 2008-09 year. One of our newest initiatives is the task of updating the PASBO desk reference: “HR Issues for School Business Officials.” This year, we were proud to accomplish our goal of completing the handbook. We envision our future concerns to involve the economic pinch. As budgets get tighter, cuts will need to be made—we plan on presenting material that will help PASBO members with these issues. Don’t forget: we are always looking for new members with an interest in Human Resources!

MANDATE WAIVER TASK FORCE
Chair: Amy J. Swartz, PRSBA
Business Administrator, Donegal SD

The goals of the Mandate Waiver Task Force are: (1) to review section 1714-B of Public School Code; (2) to examine the history of the Mandate Waiver Program’s operation; (3) to consider ways to improve, consolidate or expand the program; and (4) to examine options for educating/informing school business management about the availability of the Mandate Waiver Program.

With these goals in mind, the Task Force presented information at the 54th Annual PASBO Conference through a mini-workshop titled “Mandate Waiver Task Force Report” and a clinic table at which a PDE representative was available to answer questions about applying for a mandate waiver. In addition, the Task Force prepared various mandate waiver templates regarding purchasing, competitive bidding and advertising. One mandate waiver template providing relief of the advertising requirements of section 807.1 was successfully submitted by Upper Moreland Township SD and approved by PDE. This waiver and others are available by contacting Task Force staff liaison Jennifer Hoover-Vogel, Legislative and Research Coordinator, provided the committee and PASBO members valuable legislative updates, making certain we had the latest information. Jay and the staff were always available to help with legislative matters and assist with the details of trips to the Capitol.

The year was filled with members participating in the Legislative Action Network. I encourage each of you to continue corresponding with your legislators through this forum, personal letters, telephone calls and meetings. Members of the House and Senate are open to listen to our thoughts and concerns. This is very evident both from the committee’s “Day on the Hill” and from the time these folks make available for us to meet with them. We were able to talk about the stimulus funding, advertising requirements and use of the internet, the future contributions to PSERS, modification to the bidding requirements and the drive to simplify the Annual Financial Report.

Act 32 is now upon us; PASBO is committed to assisting us through this process. I am confident with everyone’s support we will navigate through this process. Although it may not be new to some members, for those of us that need help, I know we can count on our members who already have consolidation of tax collection under control.

The all-consuming education budget process is always a concern of the committee. This was a focus of our meetings with House and Senate members. Committee members stressed the need to continue the move forward to properly fund education. In our discussion, it was stated: “There is no greater investment during an economic recession than in the preparation for the Commonwealth’s future workforce, and this requires that school district have adequate resources.”

And finally, the PASBO Policy Priorities for 2009, published in the May 2009 PASBO Report, clearly define the initiatives of the committee for the upcoming year. Thank you to all PASBO members for providing a solid foundation to support the financial and legislative matters that affect our schools.

LEGISLATIVE
Chair: Eddie L. Denner, PRSBA
Business Manager, North Star SD

As I think back over the past year, the Legislative Committee played an active role again addressing ongoing matters and providing input on new issues. I would like to express my appreciation to the committee members for providing great articles for the PASBO Report and for their commitment to PASBO and the committee. Jennifer Hoover-Vogel, Legislative and Research Coordinator, provided the committee and PASBO members valuable legislative updates, making certain we had the latest information. Jay and the staff...
2008-09 COMMITTEE REPORTS

Vogel. Applications received and reviewed by PDE are available online at http://www.pde.state.pa.us/; left-click on the “PreK-12” tab and then the bullet “Initiatives.”

On the legislative front, a representative of the Task Force also presented testimony in which he expressed support for allowing school districts the option to post legal notices on the Internet in lieu of newspapers of general circulation. As the Mandate Waiver Program nears its sunshine date of 2010, the Task Force looks forward to similar opportunities at which testimony can be presented in favor of maintaining and/or expanding the Program.

The professional registration marketing initiatives started in January and are anxious to provide even more advanced and creative workshops and other educational opportunities in the coming year.

As with all committees, much time was spent in planning our committee’s (somewhat limited) participation at the annual conference. We believe our efforts were well received. We hope that our fellow members have benefited from our PASBO Report tips and articles as well. Also, we are finishing our Purchasing Manual revision effort at this time.

Finally, as I have said before, this committee works hard to be a good resource for all of the PASBO membership.

MEMBERSHIP
Chair: Stacy M. Gober, PRSBA
Business Administrator, Cheltenham Township SD

This year we are closing out our 3-year membership campaign, which provides really good stuff in addition to the annual membership incentives. Thank you to over 200 members who helped us with this campaign to share the value of what PASBO has to offer!

As we know, the only thing we can count on in this business is change. That is why in 2008-09, we united School Business for the Future with PASBO membership. At the end of May, we had 3,095 members in PASBO. This membership total includes 105 new members who joined us in partnership to build synergy in 2008-09, resulting from the efforts of 86 membership recruiters.

For the overall 3-year campaign, we have 245 members who have recruited 357 new members to our organization. For all of you who have helped in this effort to share the benefits of PASBO membership, we thank you for sharing the wealth of PASBO as we move to unite all of school business to build a brighter future for education in Pennsylvania!

PROFESSIONAL REGISTRATION
Chair: David J. Edkin, PRSBA
Business Administrator/Board Secretary, Muncy SD

I am pleased to report a number of changes and enhancements to your PASBO Professional Registration Program as recommended by the Professional Registration Committee during 2008-2009.

The committee recommended a number of policy changes that will further clarify the definition of “primary area of responsibility.” The committee also recommended the removal of all references to the outdated “Self-Evaluation Manual,” as it has been largely replaced by the Keystone Accountability Standards. The PASBO Board subsequently approved the first reading of these changes in March, with final reading scheduled for the June board meeting. Upon approval, the appropriate changes to both the policy manual and the Professional Registration Guide will be implemented.

The committee also recommended that PASBO grant CEUs for attendance at sub-chapter and I.U. business manager meetings. This action was connected to the Board’s approval of the Central SBO Regional Chapter realignment.

Recognizing the value of regular communications associated with the professional registration process, the committee continues to compile a library of tips and articles that will be rotated into the PASBO report on a bimonthly basis.

The professional registration marketing initiatives started in 2007-2008 appear to be effective, as initial professional registrations continue to trend upward. As job vacancy notices are placed in the PASBO Report, suggested ad language regarding professional registration as a preference is being shared with the
sender. On the front-end side of vacancy ad development, this language is also being suggested to our colleagues on the Human Resource Committee. Going forward, the committee plans to continue its efforts on these and other initiatives that promote the professional registration of our members.

**Property Tax and Referendum Task Force**
Chair: Thomas E. Delaney, CPA, PRSBA
Business Administrator, Garnet Valley SD

The task force continued to monitor Act 1 issues and examined several first year homestead/farmstead implementation exclusion problems. After the homestead/farmstead exclusion calculations were completed and tax bills reconfigured to accommodate the exclusions, many districts faced changes to the “certified” county list of approved homesteads and farmsteads required by May 1 under Act 1. In some cases, additional exclusions were approved after the deadline.

The PASBO Property Tax and Referendum Task Force attempted to reach out to county assessors through the Assessors Association of PA (AAP) to determine if a uniform interpretation of Act 1 could be developed that would prevent problems from reoccurring in future years. The task force held a joint meeting with representatives of AAP to examine whether agreed upon procedures could be developed. The joint meeting did not produce an agreement to proceed with any further work plan.

**SCHOOL SAFETY**
Chair: Michael L. Hurley, PRSBA
Director of Administrative Services, Carlisle Area SD

Throughout the past year, the School Safety Committee has prided itself on his effective collaboration with Pennsylvania Emergency Management Agency’s (PEMA’s) School Safety Sub Committee to develop a School Safety Toolbox for all school districts. The committee continues to review new areas of concerns and provide updates to school districts. New efforts will once again be directed toward evaluation of Pandemic Preparedness Plans.

The committee continues its commitment to school districts developing “All Hazards” school safety plans and was successful in providing directive for the effort in 2008-09. The School Safety Committee anticipates the increased Safety and Security concerns that school districts will face will be: HINI (Swine) Flu, increased gang activity, internet safety, sextexting and child predators.

My personal thanks to all the PASBO members and State Agency Representatives who are committed to school safety, attending committee meetings and providing invaluable support to Pennsylvania Schools safe learning environment.

**TECHNOLOGY**
Chair: Richard B. Hug
Director of Technology and Communications, Unionville-Chadds Ford SD

During the 2008-2009 year, the Technology Committee has proudly accomplished both the creation and the delivery of the “Applications in Data Management” workshop. In addition to their great initiative in this area, one new issue in which the Technology Committee has taken new initiative is the use of an online collaboration tool to manage committee input, documents, and meetings. The committee was able to accomplish its tri-fold action plans by: providing PASBO members with opportunities for collaboration and networking, enhancing educational options, and increasing technology membership. The Technology cites its most difficult challenge and its continual issue to be the ability to maintain technology services and support with less funding and personnel.

Marketing efforts for the successful statewide PETE Conference was led by committee member Les Stoltzfus. The EPAITDM Regional Data Managers Chapter continues to be successful with over 100 members. Committee member Diane Meck takes over as President of EPAITDM.

**TRANSPORTATION**
Chair: Burchard V. Blackburn, III
Transportation Director, Radnor Township SD

The Transportation Committee held it first meeting of 2008-2009 on September 16, 2008. It was on that date that the members of the Committee boarded a traditional school bus and began steering toward a destination of projects and activities for the year that turned out to be anything but traditional. In October, the Committee planned and sponsored the 2008 Annual Transportation Conference held this year in Grantville. Our opening speaker, a nationally recognized educator, consultant and behavior specialist, was MaryAnn Brittingham. The topic was, “Dealing with Difficult Parents,” and well over 100 attendees listened intently as she presented useful information and techniques, both with a twist of humor that could be used in the everyday life of a Transportation Director. The Conference ended with a presentation by Dr. Kristin Poland, Vehicle Performance Division, NTSB discussing, “School Bus Safety & Seat Belts.”

Next, the Committee assisted in the development of the first Special Education Transportation Benchmarking Survey. This Survey was an outgrowth of the regular Transportation Benchmarking Survey conducted the previous year and was designed to provide PASBO and its members with a series of highly relevant and meaningful performance statistics that can be used to better understand the underlying factors that impact the cost and service quality of special education transportation programs.

Continued on next page
“Audit” Doesn’t Have to Be a Four-Letter Word
BY WILLIAM R. STONE, JR., CPA

Many school business officials might shudder when they hear the phrase: “The auditors are coming.” As a former public accountant, I got accustomed to seeing the look of dismay on clients’ faces when they saw me standing at the threshold of their office. Now that I have made the transition over from the “dark side,” I can sympathize. Auditors often ask annoying questions and request documents provided last year (or even last week). Yet these folks provide a vital service to the district, and our relationship does not have to be strained.

With the summer now officially upon us and the AFR looming in the fall, here are a few tips that I have learned in my experiences as both a financial statement auditor and financial statement preparer that can help you survive the audit process:

- Schedule your audit time early. There are 500 school districts in Pennsylvania and many of us are competing for the time of the same audit firms. Let them know when you expect to have your numbers ready and work together to devise a mutually agreeable schedule. Having your numbers ready includes the reconciliation of each balance sheet account for every fund, reconciling to the state revenue confirmation report and preparing and reconciling the Schedule of Federal Awards.

- Review and revise your internal control memos before the auditors arrive. Internal control walkthroughs are painful enough; we can avoid much of the hassle by making sure that job titles, responsibilities, processes and key controls are updated before the walkthrough begins. Highlight the key controls in the processes for easy reference for the auditors.

- Have your auditors deliver a Client Assistance Package (“CAP”) prior to their arrival for fieldwork. This list details the documents that the auditors will need to complete their audit. Assign these requests to individuals in your office and provide a deadline. Use the CAP as a “living and breathing” document that you discuss and update frequently with your auditors.

- Familiarize yourself with the GASB 34 conversion entries. This is one of the most time-consuming activities during the audit, and if you are able to draft these entries for your auditor, you might be able to realize a decrease in your audit hours and fees. Generally speaking, the format of these entries will remain the same from year-to-year, so the same templates and spreadsheets can be rolled forward from the prior year and updated with the current year figures.

- Provide as much detailed documentation of transactions/accounts as possible. This may seem counterintuitive; but trust me: your financial statement auditors are eventually going to ask for it.

- Foster an environment of open communication. When potential issues arise, ask that your auditors bring them to your attention as soon as possible. This will allow you to work together and prevent any last minute headaches while trying to push the button for the AFR.

For easy reference, an audit generally consists of three stages: planning, fieldwork and completion. During the planning stage, auditors will perform the required internal controls walkthroughs and testing and will send third party confirmations. During fieldwork, the auditors will test the transactions and accounts of the district, examining reconciliations and financial statement schedules. During the completion stage, auditors will review the financial statements and perform internal reviews of their own work papers. Often, this stage occurs when the auditors have left the field and call you with their questions. It is to your advantage to get as much of the audit work completed while the auditors are on-site, thus eliminating the “back-and-forth” and ensuring timely completion of the service. Discuss this sentiment early on with your auditors when you are developing the schedule.

It is important to remember that these auditors work for you. You hired them to provide a service, and ultimately the financial statements are the district’s responsibility. Discuss accounting decisions with your auditors and work cooperatively to come up with a mutually agreeable solution. You are allowed to say “no” and propose alternative solutions to your auditors. Be aware, however, that this does not give you a free pass to disagree with the auditors without implication. Auditors are required to communicate any uncorrected misstatements to your Board, so it is to your advantage to work cooperatively to ensure resolution of accounting discrepancies.

Through an environment of early planning and constant, open communication, the financial statement audit process can become a breeze.

Mr. Stone is the Assistant Director of Business Management at Upper Darby School District and is a member of the PASBO Accounting Committee.
Act 32
Continued from page 1

will take some time to develop focus and a collegial atmosphere among the delegates. Remember, there will be a mixture of school district delegates and municipal delegates. Every delegate will have different thoughts on how the organizational process should work. There will be concerns that school districts will dominate the process and voting since they have larger populations and collect more tax dollars, or that municipalities will dominate voting due to their greater numbers. Act 32 includes a provision, however, that protects against voting imbalances by providing each taxing body with a weighted vote that is based on population and taxes collected. Future TCC meetings should be very interesting as roll call votes will need to be entered in a spreadsheet to determine if the agenda item passed or failed.

We can foresee that diplomacy will be an important partner at the TCC meetings. There will be delegates at the meetings who feel strongly that a small local earned income tax collector can do a better job of collecting and ensuring compliance by local companies than a large countywide or multicounty collector. You may also find that some former local earned income tax collectors have been appointed as a delegate to the TCC. Do you think they might have some feelings and opinions on how the new earned income tax collector is managed?

We must remind ourselves of the following points as we work through the first few TCC meetings:
1. Act 32 is a reality, and it must be implemented.
2. Pennsylvania businesses lobbied for Act 32 in order to ease their tax administration burden. Hopefully, implementation of Act 32 will play a small part in making Pennsylvania businesses more efficient and growing the job market and tax base.
3. The Pennsylvania Economy League analyzed the proposed EIT collection structure and believes the new system will enhance revenues by $237 million state-wide due to greater efficiency. I really hope they are correct.

Many business managers will be appointed as the delegates from school districts and municipalities. Even though this will be a thankless job, you should convince your boards that this is the best course of action. Trying to educate a member of the community or even a school board member will take time given the complexity of Act 32 and the tax collection process. Appointed delegates must be ready to adopt TCC bylaws, appoint a solicitor, hire an auditor, establish a budget, and of course hire a tax collector or build a tax collection bureau. In the opinion of Act 32 Special Counsel Clarence Kegel, the delegate position is likely to be an uncompensated position. Clarence feels compensating the TCC delegates will violate the state ethics statutes.

The overall goal for the TCC delegates should be to follow the KISS method (keep it simple stupid). The focus should be on hiring a quality EIT collector and maintaining income tax cash flow during the transition period. The TCC delegates should attend the meetings knowing that there will be many divergent opinions and skill levels at the meetings. It will be up to the delegates to help build consensus and make sure everyone plays nicely in the sandbox.

The PASBO website has a sample resolution to appoint voting and non-voting TCC delegates and a letter to communicate to your county commissioner as to who was selected. Happy delegating.

Mr. Matyas is the Business Administrator for Central Bucks School District and is a member of the PASBO Earned Income Task Force.

If you need to prepare a Request for Proposal for audit or banking or legal services, would you rather start from scratch or work from a proven template someone has already prepared?

You want to overhaul your budget presentation to the Board and the public, but where can you get some ideas of how other folks are doing this?

You need to review job descriptions for some or all of your positions in your department or in your district. Would you like some samples from other districts to compare to your ideas?

You think you have an up-to-date maintenance checklist, but did you miss something? Would you like to look at somebody else’s list for items you may have missed?

Your travel reimbursement expense forms seem outdated. It would be helpful to see what forms are being used elsewhere.

You need to do bid specifications for an item you do not know much about such as band uniforms. Would you like to see a bid specification for band uniforms that has already been used?

You calculate your overtime for someone with three different pay rates. Your calculation process seems laborious and error-prone. Would you like a prepared spreadsheet to help you with the calculation?

If you answered yes to any of these questions, help is available on the ERC. It is important to note that these documents are available on the ERC because one of your colleagues took the time to submit their information through PASBO to be posted to the ERC website.

Please consider submitting any documents you have produced that may be helpful to others.
Application Virtualization – Return to Sanity

BY RON REYER, JR.

Application virtualization is a cool technology that’s been available for about 4 years. Altiris (now owned by Symantec) was my first conceptual introduction to the technology. Although it was really cool, it was not easily justified at a cost of around $30/client workstation; especially since, at that time, it was new and relatively untested technology. Meanwhile, in the background a little known company called Softricity was developing the next killer app to be known as SoftGrid. Quietly and methodically, Microsoft snatched them from oblivion and renamed the product to App-V.

Hopefully by the end of this article, you’ll be excited enough about application virtualization to run out and try it. At the very least you should know that this is one of many technologies that can lighten your load, making your work more predictable and hopefully more fulfilling!

The long and short of it is that virtualized apps run on a virtualization layer, which mimics the OS and provides the actual environment for the virtualized app. According to Microsoft the platform provides the following general capabilities: Application Virtualization, Multiple Delivery Options, Policy Based Management and Standalone Mode.

The challenges that Bethel Park School District was looking to solve with App-V were: managing dozens of individual curricular apps on hundreds of computers with little discernable method to determine which apps needed to be available where, making effective use of low license count and infrequently utilized applications, deploying a new must-have application to 10 or 1000 computers in “zero” hours, deploying non-networked applications over the network irrespective of technical capability and rapidly deploying and testing demo apps.

Nearly twenty virtualized applications and one year later, we confidently confirm that Microsoft App-V has returned application deployment to a sane undertaking requiring virtually no technician time and producing satisfied end users.

PROS:
- No more installing individual apps to individual workstations.
- Apps can be simultaneously licensed in smaller numbers due to App-V’s license management.
- Access to virtualized applications can be controlled based on AD groups.
- Licensing can be strictly and reliably constrained to a specific number of users.
- Non-network apps can be deployed on the network via App-V.
- Multiple versions of the same app can be deployed together without fear of conflict.
- Virtual apps do not permanently occupy HD space if you reset them after use.
- Both test and actual deployments of curricular apps are possible without tying up technicians.
- Teachers are happier (this is an entirely subjective observation).

CONS:
- Each virtualized app must be sequenced first – sequencing can be tricky, time consuming and occasionally difficult.
- Some apps cannot be sequenced at all; i.e. Microsoft Office (MS indicates otherwise), Adobe Acrobat Standard / Pro.
- Some apps should not be sequenced; i.e. CS3 and AutoCAD.
- There is a small amount of management overhead in configuring and maintaining AD access for virtualized apps.
- Each workstation must be running the App-V client – this can be scripted to install at login.
- At present, the App-V client does not support the 64-bit Vista environment – 64-bit is slated for version 4.5 SP1 mid next year.
- App-V is an additional yearly cost.

So... do you think you are ready to take the application virtualization plunge? Some considerations you should explore:
- App-V is presently available as part of the MDOP (Microsoft Desktop Optimization Pack) under Microsoft School Agreement. MS School Agreement, while convenient and justifiable, is a yearly recurring cost. The most recent estimates I have put the cost of MDOP, as a School Agreement add-on, at approximately $3.50 / desktop – quantity pricing may vary. Check with your Microsoft Rep for the most up-to-date scoop on ways to license App-V.
- You will need a server with Microsoft SQL as the engine that runs the App-V application database and manages its operation – beyond that you will need a separate app server. We used an existing application server with spare space and host our apps directly from there.
- Someone will need to set up App-V and learn how to run it and be responsible for sequencing applications. Our logical choice for this role is our district application specialist who is in charge of all network applications.
- Network bandwidth requirements for App-V are not specifically published. Given the nature of what it does, I recommend a healthy amount of bandwidth if you are going to use it in non-cached mode.
- Do your desktops have adequate RAM memory and enough free drive space to temporarily cache and run networked apps? Standard application requirements apply. Unlike Terminal Services, App-V cannot take an old ready for the bone pile PC and turn it into a dumb terminal. The virtualized app runs locally and needs adequate memory and processing capacity – You may be interested to know that App-V will run on Terminal services server – MS has some good articles on their App-V forum.

For more information on App-V, please visit the links below - I developed the PowerPoint in the first link with Microsoft’s permission and resources in order to present App-V at this past year’s Three Rivers Educational Technology Conference. If you have any questions about Application Virtualization, please zip me an email at reyer.ron@bpsd.org. Your dedicated MS rep can also be a great source of assistance.

Mr. Reyer is the Director of Technology Services at Bethel Park School District and wrote this article on behalf of the PASBO Technology Committee.

http://tinyurl.com/6kun5f
http://www.microsoft.com/systemcenter/appv/default.mspx
http://www.microsoft.com/systemcenter/appv/techoverview.mspx
http://blogs.technet.com/softgrid/
http://blogs.technet.com/mdop/

July 2009 17 PASBO Report
What’s Next?
BY MARTHA KEW-GOODALE, PRSBA

The negotiations have ended. Each party has reviewed the agreement. The Board Solicitor and the Union Representative have examined the contract. Both sides have voted to accept the new collective bargaining agreement. So, what’s next?

All the hype goes into the negotiations process. However, no one follows up on how the new agreement should be handled. How do you disseminate the new contract information?

Some districts prepare a joint press release regarding the new collective bargaining agreement. This presents a united front and shows that both sides have come to a mutual conclusion. It also provides the public with one voice presenting the facts of the contract.

Administration, building principals, business office and human resources need to become familiar with all aspects of the new collective bargaining agreement. Each area needs to be evaluated so that everyone is on the same page and ready to proceed with the new terms and conditions. Do not assume that since a section was examined during negotiations that the final version contains the same language. This review should also look for language that will present issues later. If something is vague, perhaps a Memorandum of Understanding will be needed to clarify the language to avoid mistakes in computation of leave, years of service or pay.

One of the early issues is that the agreement needs to be sent out to all members of the collective bargaining unit. This could mean giving copies to the union secretary or it could mean a mass distribution to each member. Check the agreement and with the Administration to see how this is to be handled in your district.

The Human Resource Department needs to become familiar with all the new conditions of the agreement, as well as confirm the continuing items. Were there changes to the medical, dental, vision, life or disability insurances? If yes, then the broker or insurance companies need to be contacted to arrange for the changes in coverage. This may take some time so do not delay. Most companies require a 30 to 60 day lead-time for coverage changes.

Has the employee contribution to medical insurance changed? Then the payroll clerk needs to make the necessary changes so that the correct amount is withdrawn from the members’ pays when the new contract comes into effect. Has an “Opt Out” provision been added or changed? This information needs to be disclosed to Human Resources and payroll particularly if there is a cash payout. The tax implications of the cash payout need to be gone over with everyone so that no one is surprised by the increase in taxes.

Speaking of payroll, the new salary schedules need to be setup for the effective date of the contract. Is there retroactive pay? The “back pay” needs to be computed and setup as well. Does the collective bargaining agreement include the stipends for the various athletic and advisor positions? If yes, then this information needs to be conveyed to payroll as well. Does the contract include additional hourly rates for items like homebound instruction or after school detention? These rates also need to be shared with payroll before the new contract takes effect.

Does the contract have longevity or retirement clauses included in the agreement? If yes, this information needs to be evaluated with administration, human resources and payroll. Make sure that everyone is aware of the requirements of the clause including how everything is to be computed. This includes unused sick leave, years of service, longevity payouts and retirement incentives. Is there a cutoff date for notification that an employee is going to use this clause? Are there cash options or just employer contributions into 403(b) and/or HRA accounts? These items need to be communicated so that everyone knows what is required to meet the obligations of these contract sections.

Does the contract include personal days and did this change from previous years? If there is a change, this change needs to be passed on to human resources and payroll so that the days can be tracked correctly. The same holds true for changes in sick days or other forms of leave.

Has the agreement changed with regard to tuition reimbursement? If yes, this information needs to be communicated to administration, the business office and accounts payable. Were there any changes with regard to authorized deductions such as credit unions, dues, and tax shelters? Were there any changes related to requirements for direct deposit? This would require getting bank and account information from the union membership prior to the contract effective date.

Has the number of teacher days or the length of the school day changed? If yes, this information needs to be communicated to administration and the person(s) responsible for child accounting (PIMS). Plans need to be put in place on how that additional time will be used. If the student day has been lengthened, the Administrative team including the building principals needs to be aware and adjust their student schedules accordingly. Additionally, if the length of the student day changed, this needs to be shared with the students’ parents and student transportation. This is particularly important if student pickup and drop off times are affected.

Next year’s budget will be affected by the terms and conditions of the contract. The business office, administration and the various departments need to be aware of the changes in employment costs and prepare for the budgetary effects.

So, what’s next? A lot of in-depth communication to make sure that everyone is on the same page and ready for the implementation of the new agreement!

Ms. Kew-Goodale is the Business Manager/Board Secretary at Weatherly Area School District and is a member of the PASBO Human Resources Committee.
During the summer months, working in high-temperature and high-humidity environments can lead to a variety of Heat Related Illnesses (HRIs). Limited air movement, physical exertion, and certain medications may also increase the likelihood of HRIs.

Types of HRIs include:

Heat Rash (a.k.a. prickly heat) – red bumps where skin is persistently wet. Loosening clothing, and cooling and drying the skin will typically clear the rash.

Heat Cramps – muscle spasms after physical exertion. Resting in a cool environment, drinking water (with a tsp of salt /quart), and massaging the muscle is advised.

Heat Exhaustion – fainting (mild form from blood pooling in lower legs) to pale, clammy/moist skin, headache, dizziness, irritability, thirst, nausea, and vomiting may occur due to excessive heat, and dehydration from insufficient water intake and sweating.

Heat Stroke – altered mental state, seizures, or convulsions due to overexposure to extreme heat and the body’s inability to cool itself (i.e. hot, dry skin, and no sweating). This is an extreme medical emergency requiring immediate medical attention. Call 911. A heat stroke victim should be placed in a cool area, clothing loosened, misted with water and fanned, or placed in a cool bath until medical help arrives.

Prevention of HRI is the key. When working in high-temperature and high-humidity environment:

- Wear light-colored, lightweight, loose-fitting clothing
- Drink water frequently, about 1 cup every 15 minutes (don’t wait until you are thirsty)
- Avoid alcohol, caffeine and heavy meals
- Plan “hot” jobs in early morning or early evening
- Take adequate breaks in cool areas
- Rotate tasks within a crew to limit exposure time of physical tasks
- If workers exhibit any signs of HRI, ensure they are allowed to stop and be evaluated.
- Know the signs and symptoms of HRIs.
Jack of All Trades, But Master of None?

BY LAURA E. COWBURN, PRSBA

Have we got a deal for you! You can be a master of it all or just one subject or any other number of topics in school business! How? With just a few PASBO seminars and a Wilkes University class, you can earn a CEQ. Or if you have a Bachelor’s Degree, take a few more and earn a Master of Science!

The Certificate of Enhanced Qualification (CEQ) is perfect for school business professionals who have specific responsibilities in one or more areas. This program gives you the recognition you deserve acknowledging the level of training and competency you have in a variety of areas of school business. There are 10 CEQ categories, which directly correspond to the courses offered by Wilkes:

• Budgeting & Management
• Facility Management
• Financial Operations
• Food Service Administration
• Human Resources
• Information Technology
• School Leadership
• Materials Management
• School & Community Relations
• Transportation

Once you achieve a CEQ in one or more areas, a plaque will be provided to you to post your individual categories – and after filling all ten spots, you will have an impressive display of your achievements. For more information on the CEQ program, go to http://www.pasbo.org/ceqprogram.asp.

Participating in seminars and taking classes enhance your abilities to perform your tasks with a global perspective of the variety of areas involved in school business. Imagine community relations responding to a food recall without having any understanding of food service administration. Similarly, it could be very difficult to manage a transportation system without exposure to human resource laws and regulations.

PASBO considers school business a fully-integrated profession of all these subject areas. This is why the partnership with Wilkes University was created. If you have a Bachelor’s Degree or even a different Master’s Degree, it would surprise me if all ten of the above areas were covered in your courses. Some people with a Bachelor’s Degree have continued for a Master’s Degree in Public Administration, but those programs still lack areas that are vital to school business operations. The School Business Leadership Master of Science Degree provides you with well-rounded knowledge of your daily interaction and needs within your local education agency.

It’s simple to look into this opportunity. Go to http://www.pasbo.org/wilkesprogram.asp and click on Wilkes Enrollment link at bottom, or type in this direct link: http://www.wilkes.edu/pages/1277.asp. This page contains all the information you need with instructions about how to apply online and the courses that will be offered in Fall 2009. The fall courses are: SBL501-Public Relations and School Communications; SBL502-School Facility Management; SBL503-Financial Operations of School Districts and SBL510-Leadership for School Business.

Whether you begin with the CEQ or full Master’s Degree Program, you will find that the content actually applies to what you are doing today, and many topics and resources can be put to use immediately, giving you opportunities to improve your day-to-day activities while learning. The networking community in these programs provides a valuable resource for sharing.

Wilkes University’s Fall 2009 semester registration is opening soon. I encourage you to consider either beginning with a CEQ or starting a course toward the Master’s Degree to enhance your professional acuity.

“It has always seemed strange to me that in our endless discussions about education, so little stress is laid on the pleasure of becoming an educated person, the enormous interest it adds to life. To be able to be caught up into the world of thought – that is to be educated.” - Edith Hamilton

Ms. Cowburn is the Assistant to the Superintendent for Business Services at Columbia Borough School District, is a member of the PASBO Education Committee and currently serves as PASBO President. Cowburn is also a recent graduate of the Wilkes Master’s Program.

PASBO Members Earn CEQs

Congratulations to the following individuals who have demonstrated a high level of competency in the profession by earning a Certificate of Enhanced Qualification (CEQ) through the successful completion a series of courses in a specialized area of school business leadership.

DOREEN MCCORD
Accounting Manager, Pocono Mountain SD
Facility Management and Transportation CEQs

DEBRA STOUFFER
Human Resources Director, Mechanicsburg Area SD
Human Resources CEQ

Are you interested in earning a CEQ or your master’s degree through Wilkes University, but need financial assistance?

PASBO can help!

Apply for a CEQ scholarship and receive up to $500 towards your tuition. Applications are available on the PASBO website, www.pasbo.org/CEQScholarshipApplication.pdf or contact Suzy Yorty for more information, syorty@pasbo.org.
troubleshooting skills, hardware and educational software. The applicant must be technically proficient with Windows Operating Systems. The Technical Assistant must be self-motivated and able to work independently as well as a member of a team. Requirements: Microsoft desktop level certifications strongly preferred. Bachelor’s degree or three years experience in technology or related field required. For a complete description of job functions, requirements and skills needed please contact Perkiomen Valley School District, 3 Iron Bridge Drive, Collegeville, PA 19426. Office: (610)489-8506.

ACCOUNTANT/TREASURER - Rose Tree Media SD: Candidate must have bachelor’s degree in business management, accounting, or related area, five years’ experience in business (either private or school related); experience in budgeting and accounting. Send application packet to Human Resources, 308 N. Olive St., Media, PA 19063 EOE

DIRECTOR OF BUSINESS AFFAIRS - South Butler Co. SD: Position available immediately. Enrollment 2,800; $32.5 million budget. Preferred qualifications: Bachelor degree in business and/or finance; five years experience in school district business operations including budget preparation, investments, fund accounting, insurance, payroll and tax collection, knowledge of computerized accounting/payroll software, and excellent organization and management skills. Send letter of interest, resume, three letters of reference, transcripts, and Acts 34, 114, and 151 clearances to: Dr. Frank C. Prazenica, Jr., Superintendent, South Butler County School District, 328 Knoch Road, Saxonburg, PA 16056. Applications accepted until position is filled. EOE

ADMINISTRATIVE ASSISTANT/BORAD SECRETARY - South Butler Co. SD: Position available immediately. Preferred qualifications: Bachelor degree in communications, business, or related field; previous experience in school district operations including communications, public relations, transportation, buildings and grounds, scheduling, record keeping, desktop publishing, website publishing, technology skills. Excellent organization and management skills. Send letter of interest, resume, three letters of reference, transcripts, and Acts 34, 114, and 151 clearances to: Dr. Mary Ann Marchi, Human Resources Consultant, South Butler County School District, 328 Knoch Road, Saxonburg, PA 16056. Applications accepted until position is filled. EOE

FOOD SERVICE DIRECTOR - South Park SD: 200-day position available for the 2009-10 school yr. Enrollment approximately 2,200 students. Qualifications: Nutrition/Food Service mgmt., exp. in supv. and cafeteria mgmt., knowledge of PDE regs., child nutrition guidelines, computer applications for point of sale, inventory and menu analysis; current Acts 34, 114, 151 clearances, and TB test. Send letter of interest, resume, transcripts, current clearances and references to Edward J. Gannis, Business Manager, South Park SD, 2005 Eagle Ridge Rd., South Park, PA 15129.

WORKING MAINTENANCE SUPERVISOR - Tredyffrin-Easttown SD: The successful candidate will possess a thorough working knowledge of the specific building maintenance services necessary to support and maintain public school buildings. Hands on experience in Maintenance as well as experience in a supervisory capacity of a union shop is required. This is a twelve-month position with a competitive salary and excellent benefits. Interested candidates should send a letter of interest, resume, and three letters of recommendation to: Susan L. Tiede, Director of Personnel, Tredyffrin/Easttown School District, 940 West Valley Road, Suite 1700, Wayne, PA 19087. Tredyffrin/Easttown School District is EOE.

FOOD SERVICE DIRECTOR - Tuscarora SD: Full-time, 12-month position available July 13. HS diploma or equivalent and minimum three years experience in supervision and food service management in school or institutional setting required; Bachelor’s in Business, Food Management or related field is preferred. Knowledge of point of sale meal system, HACCP, Serv Safe, and consortium bidding. Maintain current PA Serv Safe Certification and possess strong computer skills. See Tuscarora School District Website at www.tus.k12.pa.us for standard application. Deadline July 17, 2009.


COORDINATOR OF INFORMATION TECHNOLOGY - Hatboro-Horsham SD: Seeking a Coordinator of Information Technology for Data Analysis and Programming. The position will be responsible for maintaining and programming the district’s administrative software database systems. This is a full-time, 12-month/yr. position. Required skills include comprehensive knowledge of relational databases as well as financial and student software applications. Three-five years of experience and knowledge of SQL, ODBC, and Basic Programming is required; knowledge of web design, Universe, and Oracle is also preferred. The salary will be commensurate with experience. Applications may be obtained by printing out the Support Staff application and instructions listed under Application Information in the Human Resources section of the Hatboro-Horsham SD website www.hatboro-horsham.org; submitting a letter requesting an application to the HR Department or by picking up an application at our District Offices. Send completed applications and a resume with job qualifications and salary requirements to: Hatboro-Horsham SD, HR Dept., 229 Meetinghouse Road, Horsham, PA 19044. EOE

Check out the Employment Page on the PASBO web site for the current employment opportunities, www.pasbo.org. Or if you have an opening, please contact Julie Bly at jbj@pasbo.org.
Be sure to look over the updated calendar on the PASBO web site at www.pasbo.org.

7/23/2009 - School Operations Academy
7/24/2009 Penn Stater Conference Center Hotel

8/07/2009 Benchmarking Committee Meeting PASBO Office – 9:30 am – 12:30 pm
8/14/2009 Accounting Committee Meeting PASBO Office – 9:30 am – 12:30 pm

For more detailed information and regional chapter meeting schedules, please go to the PASBO web site at www.pasbo.org.

Welcome New Members

PASBO is pleased to welcome 29 new members: 9 Active, 1 Support, and 19 Business Associates.

ACTIVE: Theresa Chiodi, Human Resource Director, Central York SD; Dale Crans, Head of Maintenance, Northern Tioga SD; Jacob Hagmaier, Coordinator for Financial Services, Northwest Tri-County IU #5; Tammy Kloes, Manager of Benefits, Personnel & Administration, South Butler Co. SD; Lori B. McCoy, R.D., Food Service Director, Colonial SD; Eric R. Miller, Business Manager, Conemaugh Valley SD; Ron Reyer Jr., Director of Technology Services, Bethel Park SD; Priscilla Rodriguez, Technology Coordinator, Dauphin County Technical School; Jody Zuschlag, Supervisor of Transportation and Child Accounting, Reynolds SD

SUPPORT: Laura Coble, Food Service Coordinator, West Branch Area SD

BUSINESS: Geoffrey D. Brandon, Vice President - Government Banking, TD Bank, N.A.; Debbie Burnham, Sales Representative, Wenger Corporation; Doreen N. Deola, Director of Operations, Linton’s Food Management Services, Inc.; Chris Elnicki, Principal. Hord Copland Macht; Bill Gilbert, Client Relationship Manager, The Omni Group; Dennis Gracey, Vice President, Sales, Nayatek; Gary J. Greco, President, Greco and Associates; J. Marc Kurowski, P.E., Principal, K & W Engineers and Consultants; Stephen B. Lance, President, ELES, Inc.; Charles M. McCarthy, Account Manager, Essex Technology Group; Dain McQuarrie, Territory Sales Manager, RFP Depot LLC dba BidSync; E. Joseph Mracna, Architect, WTW Architects; Mark S. Sankey, CEM, Vice President, VS Energy; John M. Silvestre, Regional Sales Manager, Contras Furnishings; Paul D. Spiegel, P.E., LEED, President, Practical Energy Solutions, LLC; Ted Stouch, President/CEO, Stouch Lighting; Rob Thompson, Account Executive, EHD Insurance; Tom Vernachio, Central Atlantic Account Executive, Northeast Lock Corp.; Sequard Westbrook, Account Executive, Skyward, Inc.

Member News

Tina L. Darchicourt was recently promoted to the position of Accounting Specialist for South Middleton SD. Darchicourt was the Financial Assistant in the district.

Christine L. Stafford, PRSBA announced she will be leaving Oley Valley SD and moving to Salisbury Township SD for the position of Business Administrator.

Todd P. O’Shell, PRSBO accepted the School and Student Events Coordinator position with Freeport SD. O’Shell will start with Freeport on August 3. He was formerly the Administrative Assistant/Board Secretary at South Butler County SD.

Armstrong SD chose Eric A. Brandenburg as their Director of Business Affairs. Brandenburg was the Director of Business Affairs for Blackhawk SD.

Bermudian Springs SD selected Judy Sterling as Food Service Director. Sterling will start August 1 and comes from Carlisle Area SD.

Gregory A. Martin, CPC has been named to fill the position of Director of Support Services with Blue Mountain SD. Martin comes from private industry.

James Pritchard is now the Food Service Director at the Butler Area SD. Central York SD appointed Theresa Chiodi to the position of Director of Human Resources. Chiodi already started her position early in June and comes from private industry.

Beginning her new adventure in early June, Christine Majewski has filled the position of Payroll Clerk with Cheltenham Township SD and comes from private industry.

Cheltenham Township SD also announced the newly created position of Supervisor of Information Technology will be filled by Tim McCleary of Bensalem and he started mid June.

Cara Michaels was appointed in March to the position of Assistant Director of Business Affairs at the Cheltenham Township SD.

Lynn David became the Director of Human Resources for Cheltenham Township SD in May. David formerly was employed by South East Delco SD.

See Member News on next page

PASBO Report
ACCOUNTING CLERKS - The Capital Area Intermediate Unit (CAIU): Seeking two Accounting Clerks to join its business team, located in Lemoyne. Duties include procure goods and services, process accounts payable and accounts receivable, and ensure invoices are paid in a timely manner, all in accordance with PA School Law and School Board policies. Clerks will also oversee furniture and office redesigns. Successful candidates will have an Associate's degree in Business or a related field and at least 2 years of experience in accounts payable/receivable, as well as knowledge of purchasing functions, preferably in PA public education. Salary $13.95, 18.50/hr DOE. For more application information, go to www.caiu.org and click on Employment, or submit cover letter and resume to HR Director, CAIU 635 N. 12th Street, Suite 300, Lemoyne, PA 17043-1247.

Member News
Continued from page 22

George M. Safin, CPA will be the Director of Financial Services with Franklin Regional SD. Safin comes from South Fayette SD.

Haverford Township SD appointed Richard T. Henderson as Business Manager/Secretary and he started mid June.

Dan Forry will begin as Director of Enterprise and Operations with Hempfield SD in July and comes from private industry.

North Allegheny SD named Gretchen Cetti as the Accounting and Budget Specialist. Cetti started in May. Cetti was the Fiscal Specialist with Allegheny IU #3.

Penns Valley Area SD welcomes Jeffrey F. Wall starting July 1 in the position of Business Manager. Wall comes from Rochester Area SD as the Business Manager as well.

PASBO is sad to announce the passing of John W. Wolf, PRSBA, RSBA, at the age 74. Wolf served in the US Navy after which he had a 39-year long career in education and a 34 year member of PASBO. He was a teacher and administrator at Hempfield SD and retired in 1996.

Employment Opportunities

The successful candidate will also need to provide additional documentation as per the PA School Code prior to employment. EOE.

ACCOUNTING SUPERVISOR OF PAYROLL - Central Bucks SD: A 12 month, full time position. Bachelor's degree in accounting/finance required with 5 years progressive responsibility in general ledger account maintenance. Successful candidate will have: working knowledge of accounting and time and attendance software (Kronos preferred); knowledge of school or not-for-profit accounting experience; strong analytical, problem-solving and communication skills; supervisory experience; and knowledge with Microsoft office products (Excel, Word, Power Point). This is a management position, responsible to establish and maintain procedures that ensure the payroll function is fully compliant with employee contracts and legislative regulations. Responsibilities include accurate processing of semi-monthly payroll, maintenance of payroll system database, monitoring payroll expense to budget and all required federal, state and local tax filing. Ability to interact with other departments and staff to achieve organization goals is essential. To apply send, FAX or e mail a letter of interest, resume, two letters of reference and copies of FBI, Act 34 and Act 151 clearances (less than one year old to): Mr. Gilbert R. Martini, Jr., Central Bucks School District, 20 Welden Drive, Doylestown, PA 18901. FAX 267-893-5800. Email: rbrown@cbbsd.org.

BUSINESS MANAGER - East Stroudsburg Area SD: This administrative position will be available on or about August 1, 2009. Responsibilities include assisting the Superintendent in the plan and management of the District in compliance with pertinent laws, state regulations and the Board of Education policies. Oversees the maintenance of the financial records for the district, works directly with outside auditing agencies, prepares the annual district budget and ensures all revenues are recorded properly. Responsible for the training and the supervision of the business office personnel. Keeps accurate records and reports to the Board of Education on a regular basis. Bachelors Degree in Business Administration/Accounting or similar discipline preferred with a minimum of five (5) years school district business office experience. MBA or CPA preferred. In lieu of education requirements a minimum of ten (10) years school district business office experience may be considered acceptable. This is a twelve (12) month position, with the salary established consistent with experience and credentials, and approved by the Board of Education. Please express your interest in this position by submitting your Credential packet to: Mrs. Patricia J. Baughman, Assistant Superintendent for Personnel, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301.

DIRECTOR OF TECHNOLOGY (INTERNAL AFFAIRS) - Midwestern IU #4: 12 month position. Five (5) years experience in technology preferred. Bachelor's or Master's Degree in Information Management Systems preferred. Strong experience in previous technology management position desired The Director of Information and Technology works with all divisions to Coordinate technology for the Midwestern Intermediate Unit IV. The IT Director will provide help, direction, and leadership to the IU and its constituent school districts in support of the education community’s technology needs. Supervise, schedule, assign, evaluate and conduct staff meetings for the assigned members of the Information and Technology Department. Coordinate the planning, deployment, management, and integration of an internal IU network that meets staff needs and management directives. Please submit letter stating interest and salary expectations; PA Standard Employment Application; Act 34, Act 151, and Act 114 clearances; and copies of all pertinent information immediately to: Human Resources, Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127.

TECHNICAL ASSISTANT - Perkiomen SD: The Technical Assistant's responsibilities span a broad spectrum of duties, ranging from complex computer maintenance and troubleshooting to answering questions from end users. The Technical Assistant applies flexible communication and interpersonal skills to effectively transmit technology user information to end-users. Position requires strong working knowledge of current operating systems,
Another Year Comes to a Close in Hershey

ABOVE: 2008-09 President Charles E. Peterson, Jr., PRSBA accepts his plaque from PASBO Executive Director Jay Himes, CAE, recognizing his year of service and life membership.

RIGHT: Outgoing Directors Richard Fantauzzi, PRSBA (left), R. Perry Baer, PRSBA (right) and Stacy M. Gober, PRSBA (standing) received plaques for their three years on the board.

RIGHT: The PASBO Board recognized and honored Director of Administration Jane S. Hack, CMP for 20 years of service to PASBO.

BELOW: Director Richard B. Hug was acknowledged for all his hard work as the PA Educational Technology Expo & Conference (PETE&C) President.