



2013 SPRING CONFERENCE EDUCATION SESSIONS

MONDAY, May 20, 2013 8:45 a.m. – 9:45 a.m.

Room #201 CIO MEETING

Room #202 COMPUTER LAB - 10+ FEATURES IN MICROSOFT OFFICE 2010 YOU FORGET ARE THERE TO WORK SMARTER NOT HARDER*

Presenter: Leslie Yambor, Senior User Support Specialist/Trainer, Anne Arundel County Public Schools

Description: How many of you have been using MS Word, Excel, PowerPoint, and Outlook the same way for years, regardless of the version? How many of you hear about new Office enhancements like snapshots, tables, searches, quick access toolbar, recent docs, paste special, categories and zoom but never remember to use them? How many of you use OneNote to organize your documents, notes and email? Wait, you don't know what OneNote is?

Microsoft Office is so feature-packed, most users barely take advantage of the basics. This chock filled session will alert you to these powerful features and introduce you to Microsoft's most underused App, OneNote. Learn how to let MS Office work for you.

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Room #203 LEGISLATIVE AUDITS OF TRANSPORTATION: A STATEWIDE PERSPECTIVE

Presenter: Winship Wheatley, Director of Transportation (Retired), Anne Arundel County Public Schools

Description: The Maryland General Assembly's Office of Legislative Audits provides important performance audit input to Maryland's public schools. This session will summarize student transportation audits from a statewide perspective, with a focus on common themes, critical review, objective criteria evaluation, and key performance indicator assessment.

Room #204 A CHANGING AUDIT WORLD— OMB CIRCULAR A-133

Presenter: Bill Early, Partner, CliftonLarsonAllen

Description: This session will focus on the changes to financial and single audits for the upcoming and future years as a result of new federal rules and the implementation of new audit standards. OMB is currently looking to move forward on the proposed changes to Circular A-133 and Cost Principles that could have an impact on an entity's single audit, while this year's financial statement audits are impacted by the implementation of the clarified auditing standards, including those specific to group audits.

Room #205 LEADERSHIP - THE MENTORING PROCESS

Presenter: Rick Gay, Baltimore County Public Schools

Description: With its roots in antiquity, the focus of mentoring is to develop the whole person through Accompanying, Sowing, Catalyzing, Showing and Harvesting through formal and informal relationships. Sounds intriguing? It is. Learn about these techniques and how to apply them to develop your staff to excel.

**Room #207 LEED GOLD: SUDLERSVILLE MIDDLE SCHOOL–PART 2-
NEARLY A YEAR LATER, HOW ENERGY EFFICIENT IS LEED GOLD AND IS IT TRULY WORTH IT?**

Presenter: Lori Walls – Moderator

Panel: Peter Franchot, Maryland State Comptroller,
David Lever, Executive Director MD PSCP,
Andy Onukwubiri, RA, Construction Manager, QACPS,
Jeff Straub, AIA, AP, Director Crabtree Rohrbaugh Assoc Architects,
Dave Hoffman, PE, Vice President Gipe Associates,

Description: Nearly a year later. Making good on LEED GOLD – a follow-up discussion on the State’s initiative to Go Green. Is taxpayer money being well spent and is the school actually energy efficient?" This remains a hot topic and you won’t want to miss this follow-up to the successful Fall Session. Join Peter Franchot and David Lever as the panel examines the energy efficiency of a LEED Gold School. This session will provide real-time data and feedback on whether LEED Gold provides the anticipated cost savings to LEAs, as well as the State’s next step in sustainability and energy criteria.

Room #208 2013 LEGISLATIVE SESSION WRAP-UP

Presenter: John Woolums, Maryland Association of Boards of Education

Description: This was a very busy year in Annapolis with dozens and dozens of education bills that, if passed, would have major impact on school systems’ curriculum, finances, and operations; and on school business officials as you implement them. Find out what passed that may cause you heartburn in the years to come and catch up on legislation from prior years that have a delayed impact. John practically lives in Annapolis during the legislative session and he will share with you the bills that passed, as well as valuable background information. Don’t miss this one.

Room #201 WHAT DOES THE DIGITAL CLASSROOM LOOK LIKE?

Presenters: Moderator: Jillian Storm, Architect, Maryland State Department of Education, School Facilities

Panel: Nancy Sturm, Principal Consultant, Sextant Group;
James C. Corns, Jr., Director of Information Technology, St. Mary’s County Public Schools;
Catherine Poling, President-Elect of Maryland Society for Educational Technology; and
Principal Emma K. Doub, School for Integrated Arts Technology in Hagerstown, MD.

Description: Join a panel, including district technology leaders and an architect, in a discussion of the construction and facilities standards that guide what collaborative classrooms and the digital schoolhouse need to support teaching and learning in the digital age. The work in progress to revise the State telecommunications standards also will be discussed, providing an opportunity to share ideas and feedback.

**Room #202 COMPUTER LAB - EXCEL 2010 – TAKE THE FEAR FACTOR OUT OF CREATING PIVOT TABLES TO SUMMARIZE
YOUR DATA***

Presenter: Leslie Yambor, Senior User Support Specialist/Trainer, Anne Arundel County Public Schools

Description: Excel is a very powerful program that can manipulate your data to calculate, group, filter, extract, and chart your worksheet. Whether your data is a collection of inventory items, accounting figures, student testing scores or some other data, pivot tables can quickly and easily tell you what you need to know. If you know your data you can set up a pivot table.

This session will demystify setting up a pivot table, creating a chart and introduces participants to the use of “Slicers”. Slicers are a new feature in 2010, which make it very easy for the user to customize the data display in a pivot table/chart.

** Participants are encouraged to bring questions and/or MS Excel files to the scheduled work session for answers and assistance.*

Room #204 HOW TO OPERATE AN EFFECTIVE FRAUD AND ABUSE HOTLINE

Presenter: Andrea Barr, Baltimore County Public Schools

Description: This session will explore the real life administration of a school system's fraud and abuse hotline. Learn how a large school system handles allegations and whether audit or management staff conducts the investigation, how investigations are conducted and reported, and how internal controls are addressed. Examples of allegations of payroll fraud, school activity funds thefts, nepotism, abuse of power and standardized testing irregularities will be shared and discussed. This is a must attend session.

Room #205 PRINCIPLES OF LEADERSHIP

Presenter: Rick Gay, Baltimore County Public Schools

Description: Learn about the components of Leadership. Are leaders born or made? What constitutes leadership? Are you a leader? Leadership is generally defined as the capacity or ability to lead. What does that mean? What principles are common to successful leaders? This session will start to answer those questions, recognizing that leadership is a life-long process, and is a great start to developing your own leadership competencies.

Room #206 THE SECURITY VULNERABILITY ASSESSMENT-INTEGRAL TO SCHOOL ADMINISTRATION

Presenter: John C. Fannin, KCI Protection Technologies

Description: Present day security issues as a component of effective school administration are more complex than ever before and few schools have the resources to implement every possible security measure. SVA can strike a responsible balance between consideration of risk, available resources, and appropriate mitigation measures. This session will examine the perspective of SVA as a component of responsible school management, security standards, liability protection and school and law enforcement collaboration.

Room #208 SETTING GOALS FOR SUSTAINABLE SCHOOLS

Presenters: Amy Upton, LEED, AP, BD+C, Grimm + Parker Architects,
Raj Setty, PE, CxA, LEED, Setty & Associates, Ltd.

Description: Explore the broad definition of sustainability and discuss how school systems can incorporate no cost or low cost sustainable goals into their process to maximize results. We will discuss energy benchmarking and the different ways in which energy is expressed, the importance of sub metering, low cost options to get maximum value, the latest in materials selection, and the tools available to maximize safety and minimize environmental impacts. Finally, we will tie all of this together with the potential significant impact of behavior modification on all occupants – students, teachers and staff.

Room #201 KEY PERFORMANCE INDICATORS FOR FACILITY OPERATIONS

Presenter: Roger Young, FacilityMastersOnline.Com

Description: This presentation will identify key performance indicators (KPI) for facility operations. Establishing KPI is essential to determining how well your department is doing. The strategy for establishing these indicators will be provided.

Room #202 COMPUTER LAB - NEED TECH HELP? - WALK IN WITH A PROBLEM, LEAVE WITH A SOLUTION*

Presenter: Leslie Yambor, Senior User Support Specialist/Trainer, Anne Arundel County Public Schools

Description: If you have a question from any of the Microsoft or Excel presentations, want to practice what you learned, need a little help, or ask questions, this is the session for you. Or you can bring a project, a file, or anything you have a question about or problem with, and Leslie can work with you in any application

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Room #203 DO YOUR SCHOOLS HAVE AN ADEQUATE SECURITY PLAN?

Presenter: Kristin Grall, KLM Marketing

Description: All successful school security implementation starts with a solid plan. This timely session will provide you with the elements of that plan. The topics covered will include locking down your school during school hours, effective policies and procedures to train school staff, working with your SROs and local law enforcement agencies, teaming with the IT department to manage your security system, developing a Command and Control Room, and sharing the best practices from Maryland and Virginia schools.

Room #204 DISTANCE LEARNING USING TELEPRESENCE

Presenter: Paul Balides, Assistant Superintendent, Charles County Public Schools

Description: Learn how Charles County developed high-end videoconferencing that simulates in-person experiences that seamlessly connect students, teachers, staff, and parents, regardless of their location. Successfully tackling such challenges as upgrading its WAN (including the integration of voice and data), upgrading electricity in many of its buildings to accommodate the demands of new technology, and the creation of telepresence rooms, the school system has taken a giant step that will enable it to fill those rooms with classes and meetings, and to offer distance learning AP classes that would not otherwise be available to students. This was the winner of the 2012 Brice and Shirley Philips Best Practice Award.

Room #205 PAY IT HOW? MAKING THE CASE FOR E-PAYABLES

Presenter: William Meekins, CPPB, CPVCP, Frederick County Public Schools

Description: What's an e-Payable? How will it make my purchasing life easier? Attend this interesting session and get the answers to these questions and also learn how e-Payables can affect your standard procurement card program in a positive way.

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Room #207 GASB 68: HOW DO THE NEW RULES AFFECT YOU?

Presenter: Thomas Lowman, FSA, EA, MAAA, Bolton Partners, Inc

Description: GASB has issued new Standards (Numbers 67 and 68) that replace the existing Standards (Numbers 25 and 27) covering pension plan accounting. The new rules were approved by GASB in July 20102 and published on August 2 that year. This important session will highlight the key changes to the rules and give you the opportunity to ask questions.

Room #208 ENVIRONMENTAL LITERACY

Presenter: Gary Hedges, Science Specialist, Maryland State Department of Education;
Gloria Mikolajczyk, RA, Architect Supervisor Maryland State Department of Education;
Laura Johnson Collard, Executive Director, Maryland Association for Environmental & Outdoor Education

Description: Several local schools are leading the way in environmental literacy. Find out how facilities departments can help bridge the gap between new construction, renovation, and sustainable education. We will discuss the two most prevalent certifications for schools in Maryland: Green Schools and EcoSchools and explore several case studies and the Green Ribbon Schools program and how the Three Pillars of this program can be connected to school design and development.

TUESDAY, May 21, 2013 8:45 a.m. – 9:45 a.m.

Room #201 RECOVERING COSTS FROM THE COMMUNITY USE OF SCHOOLS

Presenter: Brad Hunter, School Dude

Description: Schools are being used more and more by the community for church groups, athletic events, and civic group meetings. This growing use of schools puts new burdens on operating budgets and support personnel, and redirects resources from the primary mission. Findings suggest that 95% of school districts recover less than 20% of the true expenses (e.g., energy, custodial services, and increased maintenance) absorbed by the school system. This presentation will review past best practices from dozens of interviews and will provide detailed performance benchmark performances for average and top results on cost recovery.

Room #202 COMPUTER LAB - EXCEL 2010 – TAKE THE FEAR FACTOR OUT OF CREATING PIVOT TABLES TO SUMMARIZE YOUR DATA*

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Room #204 INFILLED SYNTHETIC TURF – SHOULD YOU BE CONCERNED?

Presenter: Edward Madden, RRO, LEED(R), AP, Gale Associates

Description: Since the 1960s, artificial turf has been installed on athletic fields across the country. In the past few years, there has been some controversy regarding the health, safety and environmental risks of synthetic turf. Using recent independent studies, the presenters will address and shed light on some of the perceived risks associated with infilled synthetic turf, including sports injuries related to the current generation of synthetic turf, water quality impacts, and human health risks (lead, temperature, staph, and toxicity). The presenters will also discuss the various ASTM testing standards related to infilled synthetic turf.

Room #205 THE FIVE DYSFUNCTIONS OF A TEAM

Presenter: Vince Pavic, Wicomico County Public Schools

Description: This session will investigate the Five Dysfunctions of a Team and provide suggestions for overcoming them. Those dysfunctions are: Absence of Trust, Fear of Conflict, Lack of Commitment, Avoidance of Accountability, and Inattention to Results. The primary source of information will be the book and model of tools of "*The Five Dysfunctions of a Team*" by Patrick Lencioni.

Room #206 TSA INITIATIVES IN PUPIL TRANSPORTATION

Presenter: Kenneth Ward, TSA Surface Division

Description: This session will give you the federal perspective on pupil transportation security, beginning with a general discussion of school bus vulnerabilities "Pupil Transportation as an Extension of the Classroom". This will be followed by discussions of the federal "School Transportation Security – First Observer Program" and "Highway Baseline Assessment for Security Enhancements (BASE) Program". This is an excellent opportunity to learn about the most current federal programs and perspectives.

Room #207 WHAT IS NEEDED TO ANALYZE YOUR WORKFORCE

Presenter: Roger Young, FacilityMastersOnline.Com

Description: Having the optimal number of custodial and maintenance staff and knowing what to expect from the workforce is a critical matter in these times. This presentation will describe a number of ways in which to analyze that workforce.

Room #208 LEEDv4 and IgCC

Presenter: Peter Doo, AIA, LEED AP, Doo Consulting

Description: The landscape is changing rapidly for sustainable schools and rating systems. Learn about the USGBC's time table for LEEDv4, how it will be implemented as an aspirational overlay to LEED 2009, and why schools might want to investigate and incorporate aspects of LEEDv4. We will also discuss the IgCC new codes that relate to schools and tie to LEED credits. Learn about the most recent data related to USGBC's newest version of LEED and the latest on green codes related to school projects. Learn about the most recent data related to USGBC's newest version of LEED and the latest on green codes relative to school projects.

Room #201 YOU HAVE THE GOLD CARD

Presenter: Robert Weston, Montgomery County Public Schools, (Retired)

Description: A lively discussion about tactics that planners have to ensure that capital construction projects are brought in on time and under budget.

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Room #203 NET ZERO ENERGY AND SCHOOLS: CHANGING THE PARADIGM IN SUSTAINABLE DESIGN

Presenters: Sean O'Donnell and Rob Diener, Perkins Eastman

Description: As leaders in environmental design, many school districts have become interested in designing new schools to achieve Net Zero Energy (NZE). In this region, incentives like the Maryland Public Service Commission's proposed \$15 million investment in five new NZE schools may take energy efficiency and sustainable school design in the Mid-Atlantic to the next level, changing the way we program, plan, design and operate our school. Find out what it's all about.

Room #204 ETHICS IN THE WORKPLACE

Presenter: Debbie Groat, Anne Arundel County Public Schools

Description: Using the Institute of Supply Management's Guidelines – Principals and Standards of Ethical Supply Management, this session will endeavor to foster an understanding of these ethical standards and their practical application in the business environment. The session will be interactive and allow for some group work concerning ethical dilemmas in a school environment.

Room 205 SUCCESSFUL IMPLEMENTATION OF A SCHOOL WELLNESS POLICY WHILE TEAMING WITH THE ALLIANCE FOR A HEALTHIER GENERATION

Presenters: Margaret Ellen Kalmonowicz, Kent County Public Schools; and,
Precious Calloway, Healthy Schools Program Manager

Description: Making schools healthier places to learn, work, and play can be a challenge. Kent County Public Schools has teamed up with the Alliance for a Healthier Generation to help school staffs join the Alliance's Healthy School Program. This program has helped school staffs identify various approaches and resources to create healthier school environments for students and staffs. Kent County has seen measurable success at all its schools and has helped increase accountability for health and wellness.

Room #206 THE NEW ASBO PROFESSIONAL CERTIFICATION PROGRAM

Presenter: Rick Gay, Baltimore County Public Schools

Description: There's a new ASBO MD&DC professional certification program that will make you stand apart from other school business professionals when you seek that new job or promotion. Find out how you can become a Certified Schools Business Administrator, Certified School Business Official, or Certified School Business Specialist.

Room #207 LET'S LOOK INTO OUR CRYSTAL BALLS: FUTURE TRENDS IN PUPIL TRANSPORTATION

Presenter: Leon Langley, State Director of Transportation, Maryland State Department of Education

Description: Take this opportunity to look beyond the "trees" and see the whole "forest". Too often, transportation leaders only have time to react to the non-stop challenges that cross their desks. Effective leadership must include a more proactive approach to problem-solving. Anticipating and planning for the future must be an essential piece of any strong pupil transportation system. Mr. Langley will use his own crystal ball to present his vision of what the future may hold and offer the participants the chance to share their insights.

Room #208 A SCHOOL ACTIVITY FUNDS OPERATING MANUAL

Presenters: Gail Peterson, Baltimore County Public Schools; and
Andrea Jamison, Baltimore County Public Schools

Description: Don't want to see in the newspaper that someone in your school system has embezzled \$25,000 from a school account? Then you want to attend this session. The presenters will discuss the newly revised Baltimore County Public School's School Activity Funds manual for principals and school based bookkeepers. Policies, rules, best practices, internal controls, and bookkeeper function processes are all part of the new manual.

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Room #203 LEVERAGING HIGH SCHOOL ATHLETIC BOOSTER VOLUNTEER TIME INTO CAPITAL IMPROVEMENTS

Presenter: Christopher Hauge, Dorchester County Public Schools

Description: How do you ensure that your athletic facilities are updated and a source of pride to the community when the country is in the midst of a recession, school budgets are limited, and there is intense competition for the public funds available for education. Dorchester County used the federal QZAB program to fund major renovation projects at several high schools. Find out how they did it through a creative use by leveraging booster group volunteer hours, local business donations and student participation.

Room #204 CORPORATE SPONSORSHIP PROGRAMS

Presenters: Debbie Groat, Anne Arundel County Public Schools; and,
Nancy Krebs, Education Funding Partners

Description: Get an overview of a corporate sponsorship program, including what to expect and the typical workload requirements. Anne Arundel County Schools will give results-oriented information from its program.

Room #205 WORKING WITH IT

Presenter: Doreen Heath, Montgomery County Public Schools

Description: Today, technology touches every facet of our lives. How do we determine what technology innovations and design will best meet staff needs in conducting school business and supporting technology and learning? This session focuses on how to effectively engage and collaborate with IT staff in co-creating solutions that make IT happen. Participants will also see a preview of the new IT Foundations of School Business course.

Room #206 WHAT DO THEY TEACH NEW BOARD MEMBERS?

Presenter: Kitty Blumsack, Maryland Association of Boards of Education

Description: What do they teach new school board members? Join Ms. Blumsack to find out what new board members learn about what their roles are as a board member. What board members learn is selective, so find out what you can do to fill in the gaps.

Room #207 BUILDING INFORMATION MANAGEMENT (BIM)

Presenters: Paul Hume, GWWO;and,
Josh Bonzilla, Whiting-Turner; and,
Ariana Langford, Cecil County Public Schools

Description: At the 2012 Spring Conference, the Building Information Management (BIM) Committee was established to develop guidelines for using BIM in school construction and renovation projects. This group of architects, engineers, construction managers, and local school system construction staff have been hard at work ever since and will unveil recommended guidelines that may be used as a design contract supplement. This is your opportunity to learn more about BIM and the benefits it offers upfront to the construction team and long term to managers once the facility opens.

2:30 p.m. – 3:30 p.m., continued

Tuesday, May 21, 2013

Room #208 IMPORTANCE OF FACILITY MANAGEMENT TO THE CORE MISSION OF THE SCHOOL DISTRICT

Presenter: Roger Young, FacilityMastersOnline.Com

Description: This presentation will relate the importance of Facilities Management to the key issues facing school districts today. These issues include student achievement and safety, managing costs, increasing resources, increasing credibility, staff morale, and avoiding the 'bumps' in the night.

3:30 p.m. – 4:30 p.m.

Tuesday, May 21, 2013

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Room #203 VIRTUAL PLANROOM/DOCUMENT MANAGEMENT AND ARCHIVING

Presenter: William Sparwasser, Gardens Reprographics, Inc

Description: This session will focus on how Plan Rooms and document management and archiving firms can be great support to the bidding process and how they may be used to announce and track all projects

Room #204 BUILDING ENVELOPE COMMISSIONING

Presenters: T. Stephen Kisielnicki, RWC, CCS, LEED^(R) AP, Gale Associates
Edward J. Madden, RRC, LEED^(R) AP, Gale Associates

Description: The complexity of building envelope designs, use of new materials, and high rate of moisture/air infiltration in new buildings indicate why building envelope commissioning is an essential step in ensuring that buildings remain water-and-air-tight. Addressing the building envelope issues in the early stages of a building construction project saves money and time, and reduces liability for the design and construction team.