



FACILITIES MANAGEMENT FOR MARYLAND PUBLIC SCHOOLS FOUNDATIONS OF MARYLAND SCHOOL BUSINESS MANAGEMENT

This workshop is for all school business officials, and school staff, as well as aspiring leaders in schools, support services, faculty and staff and new employees to gain a working knowledge of the rules, principles, and procedures for facilities management and an understanding of Maryland School Facilities Management.

Upon completing this introductory course students will have covered the organization and supervision models, environmental issues, operations management, green schools, and custodial operations, and they will be able to demonstrate the ability to

- Develop a long range facility plan that includes demographic data and serve as an integral member of the planning team
- Develop appropriate procedures for selecting architects, engineers, construction managers, and other professionals
- Apply the steps and procedures involved in developing and using educational specifications for selecting school sites
- Review the legal and administrative responsibilities for advertising, awarding, and managing construction contracts
- Recognize the impact of energy and environmental factors on the learning process
- Meet the requirements of federal and state/provincial agencies regarding construction and renovation of school facilities
- Administer procedures required to keep schools clean, safe, and secure through effective custodial services and preventive maintenance
- Manage energy consumption and environmental aspects
- Determine resource allocation for maintenance and operations
- Develop a crisis management plan
- Maintain a positive working relationship with staff, contractors, and suppliers

DATE: March 21, 2014
TIME: 9:00 am to 4:00 pm
LOCATION: Caroline County Public Schools in the Board Room |
204 Franklin Street | Denton, MD 21629 |
COST: \$60.00 for Members and \$75.00 for Non-Members.

Limited to 25 Students ` Each session will be catered for Lunch

Watch for our upcoming Foundations of Maryland School Business Management courses on our new School Information Technology in April, 2014 and for future offerings in School Activity Funds, School Food and Nutritional Services and Safety and Risk Management also coming in 2014! Check out our ASBO web page for the latest information on the New ASBO Certification program.



P O BOX 6606
 LUTHERVILLE, MD 21094-6606
 (410) 608-0911
asbomddc@gmail.com
www.asbo.org

ASBO WORKSHOP PAYMENT/REGISTRATION FORM

COST: \$60 FOR MEMBERS / \$75 FOR NON-MEMBERS

REFERENCE	DATE	AMOUNT PAID

PLEASE TYPE OR WRITE LEGIBLY

PAYMENT OPTIONS <small>PLEASE SELECT ONE OPTION ONLY</small>	<input type="checkbox"/> CHECK - MAKE ALL CHECKS PAYABLE TO ASBO-MD/DC <div style="text-align: center;">OR</div> <input type="checkbox"/> CREDIT CARD PAYMENT CREDIT CARD TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD
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THIS FORM CAN ACCOMMODATE FROM 1 AND UP TO 3 REGISTRANTS USE ADDITIONAL FORM FOR MORE REGISTRANTS.

ATTENDEE NAME: _____ SCHOOL SYSTEM: _____ EMAIL ADDRESS: _____
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Credit Card # _____ CSV# _____ Expiration Date: ____/____/____

NAME ON CARD _____ PHONE NUMBER: (____) _____
(PLEASE PRINT NAME AS IT APPEARS ON CARD)

BILLING ADDRESS _____

AUTHORIZING SIGNATURE _____

REMIT PAYMENT AND REGISTRATION INFO **REGISTRATION CLOSSES MARCH 17, 2014**

PLEASE FAX OR EMAIL THIS SHEET TO
 REGISTRAR, ED FIELDS
 FAX: 410-588-5309
 EMAIL: EDWARD.FIELDS@HCPS.ORG

AND

BY MAIL TO THE FOLLOWING ADDRESS:
 HARFORD COUNTY PUBLIC SCHOOLS
 ATTN: ED FIELDS, BUDGET DIRECTOR
 102 S. HICKORY AVE.
 BEL AIR, MD. 21014

Please Note: Incomplete Forms cannot be processed. Authorized signatures are required for all credit card payments.

**WE LOOK FORWARD TO SEEING YOU
 THANK YOU FOR YOUR SUPPORT!**

FOR INTEROFFICE USE ONLY _____

REVENUE ACCOUNT: _____ RECEIVED DATE: _____ DEPOSIT DATE: _____