

PASBO CHAPTER CHAT

April 2012

Smart Business + Informed Decisions = Great Schools

GET YOUR CHAPTER SET FOR NEXT YEAR

Please Complete Attached Forms by July 1

Now is the time to look ahead to next year. Most regional chapters will soon be in the process of electing new officers and establishing meeting dates. Please complete and email the attached forms to Traci Mong at tmong@pasbo.org or fax them to (717) 540-1796.

We encourage your regional chapter to elect your new officers, establish meeting dates and forward your attendance record to our office after your last meeting and **prior to July 1**. This will allow the necessary time to update this important information. Please provide all new president photos to Suzy Yorty, syorty@pasbo.org.

Forms to complete and send back to our office:

- [Regional Chapter Officers and Mentorship Program Contact](#)
- [Meeting Dates and Locations](#)
- [Attendance Record](#)

PASBO STAFF VISITATION REQUEST

Contributing and Supporting You

Regional chapter meetings are an important place for school business officials to obtain information and network. We want to actively support and contribute to these meetings. A [Visitation Request Form](#)

is included for your planning purposes in scheduling next year's agenda. You may also call our office to schedule a staff presentation for your meeting. As a follow-up, we request you to complete the Visitation Request Form to ensure we arrive at the right location on the correct day and time.

Once a Visitation Request Form has been received, a confirmation letter will be sent to your regional chapter contact person. We look forward to the opportunity to visit your regional chapter and present relevant topics or discuss our services.



STEEL EAGLE LEADERSHIP INSTITUTE

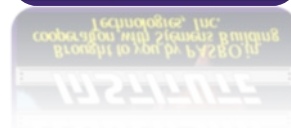
Registration Is Required

The 2012 Steel Eagle Leadership Institute will be July 10-11 at the Nittany Lion Inn, State College. We look forward to continuing the benchmark for leadership training that is the standard for this institute. Regional chapter officers, committee chairs, selected representatives, board members and PASBO past presidents will have the opportunity to look at leadership from several perspectives.

The name reflects the Eagle Institute heritage and two state symbols, the eagle and steel. The goal is to provide current and aspiring PASBO leaders with skills that will help them in their leadership role within the PASBO organization as well as in their professional careers and personal lives. Once again, Siemens Building Technologies, Inc. will be making a significant contribution.

Keynote speaker John Park will be presenting "Change Happens...How you will deal with it?" John brings more than 20 years experience as a Penn State administrator and faculty member. He regularly speaks at conferences and professional meetings on issues related to leadership, strategic planning and management education. John holds a B.S. and M.S. from Shippensburg University, D.Ed. from Penn State University.

Up to three members per regional chapter with at least one officer can register to attend Steel Eagle. PASBO will be responsible for the meals and a maximum of two lodging rooms per chapter. Please remember as part of the PASBO Regional Chapter Affiliation Agreement, each chapter is committed to designate at least one officer to attend. The attached [brochure/agenda](#) provides additional information and will serve as your registration form. Please note that all registrations **MUST be received in our office by May 31**.



ASBO 2012 SCHOLARSHIP & AWARDS

Deadlines Approaching-Act Now

There are 20 **Bridges to the Future Scholarships** available. ASBO International and MetLife are committed to supporting continued professional development and networking opportunities of emerging leaders in school business management. Recipients receive \$2,000 to cover the registration fee and help defray travel expenses to Phoenix, home of this year's event October 12-15.

Deadline is June 1. For more information or to apply, go to: www.asbointl.org/Bridges.

The **Eagle Award** is the highest tribute ASBO International bestows on its members, recognizing individuals who have exhibited outstanding and visionary leadership. **Deadline is June 1.** For more information, go to <http://www.asbointl.org/EagleAwardsProgram.htm>.

The **Pinnacle Awards** recognize outstanding practices and new ideas from every field of school business management that make a difference in schools and in the profession. More detailed information can be found at <http://www.asbointl.org/PinnacleAwardsProgram.htm>.

Deadline is May 1.

SEEKING COMMITTEES MEMBERS

PASBO Needs You

One of the most rewarding ways to volunteer is to become a member of one of the standing committees. The committees are responsible for establishing educational programs presented at workshops and conferences, undertaking special informational projects and drafting articles and other literature for use by our members. A full list of the current committees and members appears in the information section of the membership directory and on our web site.

The 2012-13 committees are now forming. Please actively encourage your regional chapter members to volunteer and forward the names of interested members to our office. The Committee Volunteer Application can be found on our web site under the About button and then by selecting Committees. Please reproduce and distribute this form as needed for your next meeting.

www.pasbo.org/CommitteeVolunteerApplication.pdf



STAFF LIAISONS AND MEETING ASSISTANCE

Staff at Your Fingertips

PASBO staff liaisons will continue in their role to enhance the presence of PASBO at regional chapter meetings and provide officers with a specific contact for assistance. We want to stress the opportunity to video conference presentations and visitations from our office to your meeting as a way to expand the participation of the PASBO staff and support of regional chapter meetings.

Our board and staff are committed to strengthening participation at regional chapter meetings and this ongoing initiative reinforces that commitment. Video conference equipment may also be reserved to allow state officials to participate in your meeting from the PASBO office. To coordinate any of these opportunities, contact your staff liaison.

SPEAKER'S BUREAU FOR YOUR MEETINGS

A Valuable Resource

We are dedicated to helping regional chapters plan for effective meetings. If you need a speaker for an upcoming meeting, go to the Education button on our web site and select [Speaker's Bureau](#). This resource is mainly business members who have offered their services and is an excellent resource to identify potential speakers and topics for your meetings. You can search for a particular topic, session, event and by geographic region of availability. <http://www.pasbo.org/speakersbureau.asp>

MENTORSHIP PROGRAM

Support for Your Regional Chapter

As part of the PASBO Regional Chapter Affiliation Agreement, each regional chapter has agreed to appoint a mentorship contact who will assist and coordinate assignment of mentors for those members requesting mentorship assistance. One objective of the program is to provide a unique professional development opportunity for new and experienced school business officials. Resources are available to support the mentorship program. In early Fall, each new mentorship contact will receive an email including a list of responsibilities for the mentorship contact, mentor and mentee and a sample letter that can be used to contact new members in your chapter area.

Pennsylvania Association of School Business Officials

REGIONAL CHAPTER OFFICERS AND MENTORSHIP PROGRAM CONTACT 2012-2013

(Submit to PASBO after last meeting or by July 1, fax: (717) 540-1796, email: tmong@pasbo.org)

Regional Chapter Name _____ SBO SFM FSD STM TDM
(Please Circle One)

PRESIDENT

Name _____ Title _____

School Entity _____

Address _____

Street/PO Box City State Zip
Email _____ Phone _____ Fax _____

VICE PRESIDENT (FIRST)

Name _____ Title _____

School Entity _____

Address _____

Street/PO Box City State Zip
Email _____ Phone _____ Fax _____

VICE PRESIDENT (SECOND)

Name _____ Title _____

School Entity _____

Address _____

Street/PO Box City State Zip
Email _____ Phone _____ Fax _____

SECRETARY

Name _____ Title _____

School Entity _____

Address _____

Street/PO Box City State Zip
Email _____ Phone _____ Fax _____

TREASURER

Name _____ Title _____

School Entity _____

Address _____

Street/PO Box City State Zip
Email _____ Phone _____ Fax _____

MENTORSHIP PROGRAM CONTACT

Name _____ Title _____

School Entity _____

Address _____

Street/PO Box City State Zip
Email _____ Phone _____ Fax _____

Pennsylvania Association of School Business Officials

MEETING DATES AND LOCATIONS 2012-2013

(Submit to PASBO after last meeting or by July 1, fax: (717) 540-1796, email: tmong@pasbo.org)

Regional Chapter Name _____ SBO SFM FSD STM TDM
(Please Circle One)

	<u>DAY / DATE</u>	<u>LOCATION</u>
September	_____ / _____	_____
October	_____ / _____	_____
November	_____ / _____	_____
December	_____ / _____	_____
January	_____ / _____	_____
February	_____ / _____	_____
March	_____ / _____	_____
April	_____ / _____	_____
May	_____ / _____	_____
June	_____ / _____	_____
July	_____ / _____	_____
August	_____ / _____	_____



Pennsylvania Association of School Business Officials

Mailing Address:
P.O. Box 6993
Harrisburg, PA 17112-0993

Office Location:
2608 Market Place
Harrisburg, PA 17110

Telephone: (717) 540-9551

www.pasbo.org

Fax: (717) 540-1796

REGIONAL CHAPTER VISITATION REQUEST FORM

TO: Regional Chapter Officers
FROM: Jay Himes, CAE, Executive Director
SUBJECT: Visitation Request Form

FOR PASBO USE

ACCEPTANCE

Please use this form when you desire the PASBO staff to participate in your local chapter meeting. The use of this form will assist our staff with scheduling and other logistics for your meeting. Thank you for your cooperation!

PASBO staff requested: Jay Himes Other _____

Name of Regional Chapter: _____

Contact Person: _____ (Note: If the person completing the form is not attending the meeting, please provide an additional contact person with cell phone number who will be attending the meeting.)

Telephone: (____) _____ Ext. _____ Cell: (____) _____ Fax: (____) _____

Email: _____

Please provide a screen for the use of a digital projector. PASBO will provide the projector.

Date of Meeting: _____ Time of Meeting: _____ Time of Presentation: _____

Location of Meeting: _____

Physical Address of Meeting Site: _____

Length of Presentation: _____ (minimum 1 hour) Estimated Attendance: _____

Topic(s) You Would Like PASBO Staff to Discuss: _____

Other Meeting Details: _____

Return the request form to Traci Mong by fax (717) 540-1796 or email tmong@pasbo.org. Thank you.

STEEL EAGLE REGISTRATION FORM

Name: _____

Employer: _____

Telephone: _____

Fax: _____

Email: _____

PLEASE CHECK ONE:

- PASBO Board of Directors
- PASBO Past President
- Committee Chair (not on Board)
Committee: _____
- Regional Chapter Representative
Name of Chapter: _____
 - Business Facilities Food Service
 - Transportation Technology
- Committee Fellowship (*application required*)

PLEASE CHECK ONE:

- I will need lodging on Tuesday, July 10.
 - Single Double with _____
- I will NOT need a room reservation.

PLEASE INCLUDE ME IN THE FOLLOWING MEALS:

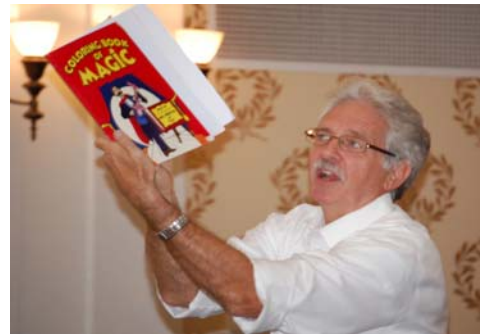
- Tues Lunch Wed Continental Breakfast
- Tues Dinner Wed Lunch

Please indicate any special room needs or dietary restrictions you may have: _____

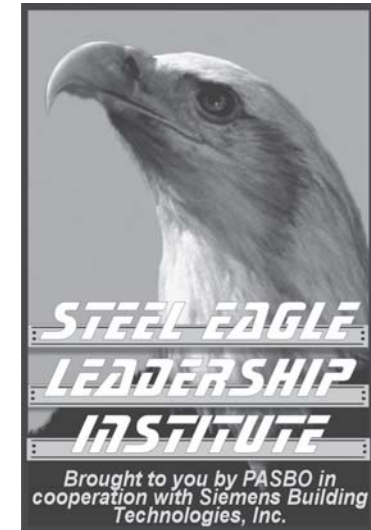
Are you a CPA who needs a Certificate of Attendance upon completion? Yes No

**PLEASE RETURN TO PASBO
BY MAY 31, 2012
FAX: (717) 540-1796
EMAIL: mcarroll@pasbo.org**

*Attendees learned, laughed and
shared experiences during last year's
Steel Eagle Leadership Institute...*



*The Pennsylvania Association of
School Business Officials
presents the...*



2012 Steel Eagle Leadership Institute

**July 10-11, 2012
Nittany Lion Inn
State College, PA**

WHAT IS THE STEEL EAGLE LEADERSHIP INSTITUTE?

The Institute is a PASBO strategic initiative in cooperation with Siemens Industry, Inc. The Institute looks at leadership from several perspectives. The goal is to provide current and aspiring PASBO leaders with skills that will help them in their leadership role within the organization as well as in their professional careers and personal lives.

WHO CAN ATTEND

The Siemens' partnership enables PASBO to provide this program at no cost to eligible participants. Lodging and meals are provided and mileage will be reimbursed. Eligible attendees include:

- PASBO Board of Directors
- Committee Chairs not on the Board
- Regional Chapter Leaders (3 reps per chapter - max 2 lodging rooms)
- PASBO Past Presidents
- Selected Committee Fellowships from under-represented PASBO committees (For info, contact cshearer@pasbo.org)

WHAT IS EXPECTED

Siemens and PASBO are making a substantial investment in providing this leadership development program. Full participation is expected and signatures will be collected at several times for CEU credit verification.

LOCATION AND DIRECTIONS

Nittany Lion Inn
200 West Park Ave., State College, PA 16803
1-800-233-7505
For directions, go to:
<http://www.nittanylioninn.psu.edu>

AGENDA

Tuesday, July 10

- 11:15 am Registration Opens
- 12:00–12:55 pm **Opening Luncheon**
Chapter/Board Liaison Networking
- 1:00–4:30 pm **Welcoming Comments**
John E. Brenchley, PRSBA, PASBO President
Robert T. Maio, Siemens Industry, Inc.
- Keynote Presentation**
Change Happens...How will you deal with it?
John Park, Penn State
- 5:30 pm **Reception & Dinner**

Wednesday, July 11

- 7:00–8:00 am **Breakfast**
- 8:00–9:15 am **Report from PASBO**
- 9:15–10:15 am **Cracker Barrels**
(Business; Facilities; Food Service; Human Resources; Transportation; Technology)
- Past Presidents Meeting**
- 10:15–10:30 am Break
- 10:30–11:15 am **Technology Session**
- 11:15 am–12:00 pm **Leadership Spotlight**
Tom Murphy, Penn State Marcellus
Center for Outreach & Research
- 12:00-1:00 pm **Lunch**
Safe Trip Home

Change Happens... How will you deal with it?

The past several years have seen unprecedented change in school business. Change can be unsettling and has great potential to cause failures, loss of productivity or falling quality. Nothing is as important to the survival of your organization as adapting to and managing change.

Change can be managed if done right. People's reaction to change can be unpredictable and irrational and resistance to change comes from a fear of the unknown or an expectation of loss. Managing change means understanding the factors that influence our ability to deal with change and managing people's fear and resistance.

This session will focus on how participants can enhance their ability to manage and deal with both internal and external changes. Participants will have an opportunity to review their personal experiences related to change and discuss best practices that they can implement in their own organization. Learn about:

- The importance of managing change
- Leading change in your organization
- Types of organizational change
- Overcoming resistance to change

About John Park

John brings more than 20 years experience as a Penn State administrator and faculty member. He regularly speaks at conferences and professional meetings on issues related to leadership, strategic planning and management education. John holds a B.S. and M.S. from Shippensburg University, D.Ed. from Penn State University.