



Regional Chapter Officer's Manual

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INTRODUCTION

The Regional Chapter Officer's Manual is presented as a planning guide to regional chapters. The intent of the manual is to strengthen each regional chapter's organization and operations.

The manual is to be considered as a resource document. Individual PASBO Regional Chapters may use any or all of the material to assist them. Each chapter in the manual has a brief narrative about the material included. Appendices are included to give information that may enhance each chapter's operations.

The manual is presented in loose leaf format in order to allow for additions and deletions as the needs of the regional chapter change or in programs or services offered at the state level. **This manual should be passed on to newly elected officers for the next year.**

It is sincerely hoped that this Regional Chapter Officer's Manual will assist all PASBO leaders in both their performance and understanding of the organization. Even though leading the organization is a complex job, it is also a very rewarding experience in the career of a school business official.

Revised June 2009

CHAPTER I

BY-LAWS

The By-Laws enclosed in this manual are to be considered an example of what an individual chapter may wish to adopt. It is understood that all chapters may not have the same needs and requirements.

BY-LAWS OF THE (BLANK) ASSOCIATION

**OF
SCHOOL BUSINESS OFFICIALS
SCHOOL FACILITIES MANAGERS
SCHOOL FOOD SERVICE DIRECTORS
SCHOOL TRANSPORTATION MANAGERS
SCHOOL TECHNOLOGY MANAGERS**

ARTICLE I - ORGANIZATION

Section 1. NAME

The name of this organization shall be the Blank Association of School Business Officials (BASBO)/the Blank Association of School Facilities Managers (BASFM)/the Blank Association of School Food Service Directors (BASFSD)/the Blank Association of School Transportation Managers (BASTD)/Blank Association of School Technology Managers (BASTM).

Section 2. AFFILIATION

This Association shall be affiliated with and function in conjunction with the By-Laws of the Pennsylvania Association of School Business Officials (PASBO).

Section 3. FISCAL YEAR

The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.

ARTICLE II - PURPOSES

The purposes for which this Association has been formed are:

1. To encourage and establish the highest standards of ethics and practices in school business administration/school facilities management/school food service management/school transportation management/school technology (data) management.
2. To encourage professional development and improvement of persons engaged in school business administration/school facilities management/school food service management/school transportation management/school transportation management/school technology (data) management.
3. To conduct, sponsor or cooperate with others in studies concerning efficient methods and practices in school business administration/school facilities management/school food service management/school transportation management/school technology (data) management.

4. To disseminate to members and others the results of research and other information which may be used to improve school business administration/school facilities management/school food service management/school transportation management/school technology (data) management.

ARTICLE III - MEMBERSHIP

Section 1. TYPES

Membership shall consist of the following categories:

1. Active (Voting). An Active member shall include only those school employees engaged full time in system-wide administrative, supervision of school business affairs, and/or support of school business operations/Active membership shall include only those school employees engaged full time in supervision and coordination of school facilities operation/Active membership shall include only those school employees engaged full time in supervision and coordination of school food service operation/Active membership shall include only those school employees engaged full time in supervision and coordination of school transportation management/Active membership shall include only those school employees engaged full time in supervision and coordination of school technology (data) management. Active membership shall be extended to administrative or supervisory staff of state agencies with an interest in school business affairs.

(Optional Provision - An Active member shall be an institutional membership entitling the educational institution to Association membership for an unlimited number of eligible employees. The education institution shall be permitted one vote for each of its members present).

2. Emeritus (Voting). An Emeritus member shall include any person with five or more years of active membership who retired from full-time school business administration/school facilities management/school food service management/school transportation management/school technology (data) management and is not employed full time.
3. Associate (Non-voting). An Associate member shall include any other persons concerned with the aims and objectives of the Association and shall consist of the following sub-classes:
 - a. Education. Those Associate members employed in and maintaining an interest in school business affairs/school facilities management/school food service management/school transportation management.
 - b. Business. Those members who are commercially interested in the field of school management, including exhibitors, representatives of business

firms, advertisers, professional engineers, architects, certified public accountants, attorneys, or other such school-related professionals.

4. Honorary (Non-voting). Honorary membership shall include any persons the officers may designate from time to time.

SECTION 2. DUES

All memberships shall be subject to the annual payment of dues as established by the officers and approved by the Association. Honorary members shall pay no dues.

ARTICLE IV - ADMINISTRATION

SECTION 1. OFFICERS

The officers of the Association shall be the President, Vice-President, Secretary, Treasurer and Immediate Past President.

SECTION 2. ELECTION AND TERM OF OFFICE

1. The Officers of the Association shall be elected at a regular meeting of the Association by a majority vote of the qualified members present. The total membership shall be notified of the election at least one month prior to the meeting.
2. The terms of office shall be consistent with the fiscal year of the Association.
3. Terms of office shall be for one year.
4. Only Active members are eligible to hold office (should also be active members of PASBO).
5. No more than one person from an educational institution may hold office in the Association concurrently.
6. Vacancies occurring in the office of Vice-President, Secretary or Treasurer during the fiscal year shall be filled by nomination and election at the next regular meeting of the Association.

SECTION 3. DUTIES OF THE OFFICERS

1. President
 - a. The President shall represent and have general supervision over the affairs of the Association. The President shall preside at all meetings. The President shall conduct all meetings according to Robert's Rules of Order.

- b. The President shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees (except the nominating committee).
- c. The President shall perform such other duties as usually pertain to this office some of which are prescribed in the job description section of the Regional Chapter Officer's Manual.

2. Vice-President

- a. In the absence of the President, or in the case of a vacancy in the office of the President, the Vice-President shall exercise all of the functions of the President. The Vice-President shall automatically succeed to the office of President after having served a one-year term as Vice-President.
- b. The Vice-President shall assume responsibility for programs at all meetings.
- c. The Vice-President shall perform such other duties as may be delegated to him/her by the President, and/or those prescribed in the job description section of the Regional Chapter Officer's Manual.

3. Secretary

- a. The Secretary shall keep a full and accurate record of the proceedings of all meetings of the Association. The Secretary shall provide minutes of prior meeting's proceedings to the membership at the next meeting. The Secretary shall keep a full and accurate record of attendance for all meetings.
- b. The Secretary shall be the custodian of all property of the Association. The Secretary shall keep a record of all official correspondence of the Association.
- c. The Secretary shall serve all necessary notices to the membership.
- d. The Secretary shall perform such other duties as prescribed in the job description section of the Regional Chapter Officer's Manual.
- e. The chapter may wish to consider a permanent or long-term appointment to secretary for continuity purposes.

4. Treasurer

- a. The Treasurer shall certify and pay all invoices approved by the President.
- b. The Treasurer shall collect all monies due the Association. The Treasurer shall collect annual membership dues as established by the membership. He/She shall keep a correct account of all Association funds.
- c. The Treasurer shall hold in safekeeping all Association funds.

- d. The Treasurer shall provide a report of all receipts and disbursements at each meeting.
 - e. The Treasurer shall perform such other duties as prescribed in the job description section of the Regional Chapter Officer's Manual.
5. Immediate Past President
- a. The Immediate Past President shall serve as chairperson of the Nominating Committee.
 - b. The Immediate Past President shall serve as an advisor to the President and the rest of the officers of the Association.
 - c. The Immediate Past President shall perform such other duties as prescribed in the job description section of the Regional Chapter Officer's Manual.
6. Meetings
- The officers of the Association shall call a minimum of (_ _) meetings per year at their discretion with the concurrence of the membership. The site, dates, and times of the meetings shall be at the discretion of the officers of the Association.
7. Records and Property
- At the expiration of all officers' terms, the out-going officers shall turn over to the successors all of the records and property of the Association.

ARTICLE V - COMMITTEES

Section 1. NOMINATING COMMITTEE

The Nominating Committee shall consist of at least three Active members of the Association. Each member of the committee shall be from a different school entity. The Immediate Past President shall serve as chairperson of the committee. The other members shall be appointed by the President at one of the meetings conducted during the first quarter of the calendar year. The Nominating Committee shall nominate candidates for the office of Vice-President, Secretary and Treasurer, prepare ballots for voting members and tabulate ballots at the reorganization meeting.

Section 2. AUDITING COMMITTEE

The Auditing Committee shall consist of at least three Active members of the Association. Each member of the committee shall be from a different school system. The members shall be appointed by the President. The Auditing Committee shall audit the records of the Treasurer for

the fiscal year ending June 30 and shall present its report to the Association at the regularly scheduled meeting soon after the close of the fiscal year.

Section 3. PROGRAM COMMITTEE

The Program Committee shall be established by the President for the purpose of arranging a program for each monthly meeting. The composition of this committee shall be at the discretion of the President. The Vice President shall be the chairperson.

Section 4. SPECIAL COMMITTEES

The President may appoint such special committees as are necessary.

ARTICLE VI - QUORUM

A quorum will be considered in existence for the purpose of conducting business if five percent (5%) of the active members are present.

ARTICLE VII - AMENDMENTS

These By-Laws may be amended at any regular meeting of the Association by a majority vote of those members qualified to vote and who are present at the business session at which the amendment is considered.

No revision or amendment shall be placed before the membership meeting for a vote unless it has been submitted in writing to all voting members at least sixty (60) days prior to the date of the meeting scheduled to consider the amendment.

ARTICLE VIII - DISSOLUTION

Upon dissolution of the Association, the assets remaining after payment of all debts and obligations shall be distributed by action of the officers equally to those school entities which are current voting members of the Association at the time of dissolution or to the Pennsylvania Association of School Business Officials (PASBO).

(Note - All chapters shall have copies of the association's by-laws on file in the PASBO office.)

CHAPTER II

Officer's Duties and Responsibilities

The descriptions of duties and responsibilities included in this section may change depending on the needs and size of the Chapter.

President

This information recommends typical duties and responsibilities of this position.

1. Be an Active member of PASBO and the regional chapter.
2. Serve as President for a period of one year or until a person is duly elected to succeed this position.
3. Preside over all meetings of the regional chapter and be responsible for all activities. (See Appendix 1.)
4. Appoint members to standing and special committees, including a legislative liaison to the PASBO Legislative Committee.
5. Serve as an ex-officio member of all committees.
6. Arrange special committee meetings and notify those who are required to attend.
7. Conduct an organizational meeting in May or June.
 - a. Include Chapter Officers, Past President, committee members, PASBO director from chapter or director serving as liaison.
 - b. Plan activities for the year such as: programs, speakers, meeting dates, times & locations, social activities.
8. Act as liaison between PASBO office, PASBO director and chapter.
9. Attend PASBO Steel Eagle Leadership Institute.
10. Attend the PASBO Annual Conference.
 - a. Represent the Chapter at the pre-conference directors and officers meeting.
11. See that the following information is compiled and returned to the PASBO office:
 - a. Previous year's chapter program schedule
 - b. Previous year's chapter membership attendance
 - c. Current year's chapter officers' names including Mentorship Contact
 - d. Current year's chapter meeting dates and program schedule
 - e. Current year's membership list
 - f. Monthly meeting agenda and minutes
12. Distribute the By-Laws/Duties and Responsibilities and other pertinent information to incoming chapter officers.

Immediate Past President

The Immediate Past President shall serve as an advisor to the President and other officers of the Association. He/She shall serve as chairperson of the Nominating Committee and also may serve as the Mentorship Contact Person.

Vice-President

This information recommends typical duties and responsibilities of this position.

1. Be an Active member of PASBO and the regional chapter.
2. Coordinate meeting schedules with PASBO and with other nearby regional chapters to avoid conflicts with PASBO workshops, trade shows, committee meetings and board meetings.
3. Chapters within close proximity should meet during the summer to coordinate the use of speakers.
4. Assume responsibility for programs at chapter meetings.
 - a. During the month of July, distribute dates of meetings and topics to be presented for the following year.
 - b. Introduce speakers at meetings.
5. Conduct chapter meetings in the absence of the President.
6. Attend PASBO Steel Eagle Leadership Institute.
7. Arrange or delegate someone to write article(s) for publication in *PASBO Report*.
8. Perform other duties as may be delegated by the President.
9. During the months of May and June, prepare for the next fiscal year.
 - a. Consider committee appointments
 - b. Plan organizational meeting
10. Be prepared to acknowledge service of the President at the final meeting of the year.

Treasurer

This information recommends typical duties and responsibilities of this position.

1. Be an Active member of the regional chapter and it is recommended to be an Active member of PASBO.
2. Serve for a term of one (1) year.

3. Serve on committees as appointed by the President.
4. Maintain checking account, issue checks, record and deposit money received.
5. Maintain a record of budgets, receipts and disbursements.
6. Submit a written Treasurer's Report at chapter meetings.
7. Invoice members for annual dues.
8. Serve as Secretary in the absence of the Secretary.
9. Prepare a budget document along with other officers.
10. Complete Internal Revenue Service forms as required.
11. Perform other functions as assigned by the President.

Secretary

This information recommends typical duties and responsibilities of this position.

1. Be an Active member of the regional chapter and it is recommended to be an Active member of PASBO.
2. Serve for a term of one (1) year.
3. Serve on committees as appointed by the President.
4. Record, prepare and distribute minutes of the regional chapter meetings to all members.
5. Maintain permanent records which include the minutes, treasurer's report and by-laws of the chapter.
6. Maintain an accurate membership directory.
7. Keep accurate records of attendance at chapter meetings for submission to the PASBO office.
8. Transmit appropriate records and materials to successor.
9. Perform other functions as assigned by the President.

CHAPTER III

Committee Appointments & Responsibilities

PASBO Regional Chapters carry out much of their business and operations through the competent efforts of a variety of committees. Regional Chapter Presidents need to be on the alert constantly to identify chapter members for recommendations and appointments for service to these committees.

Committee service will foster interest and improve membership while achieving the goals and supplying the needs of the local chapter. Serving on a committee will provide members with a feeling of accomplishment, a sense of belonging, an opportunity for professional growth, and needed recognition. Committees serve as a training ground for future Chapter and PASBO leaders.

Though chapters may differ with regard to how much emphasis is placed on various chapter activities, the following committees are suggested, with appointments made on an annual basis.

Implementing, monitoring and evaluating committees are responsibilities of the Chapter President.

Nominating and Election Committee

Often chaired by the Immediate Past President, this committee is responsible for preparing a slate of competent candidates for election to chapter offices. The committee should be cautious to select candidates from as many counties as possible. When necessary, the committee recommends candidates for filling vacant offices. This committee is also responsible for nominating candidates for the PASBO Board of Directors.

By-Laws Committee

Chaired by the Chapter Vice President, this committee is responsible for reviewing current By-Laws, developing necessary new By-Laws and preparing information to explain By-Law changes to the membership. This committee may also annually review and recommend changes to the PASBO By-Laws.

Program Committee

Chaired by the Chapter Vice President, this committee is responsible for planning and making all necessary arrangements for a meaningful program presentation for each chapter meeting. This process should take place over the summer months so that the annual program schedule may be mailed to all members in August.

Membership Committee

Chaired by the Chapter Treasurer, this committee is responsible for identifying all potential members, disseminating information concerning the activities of the local chapter and may prepare the membership directory. The Committee should attempt to recruit members from all school entities in the region. Emphasis should also be given to encourage PASBO membership.

Gary Reeser Memorial Award

Chaired by a chapter member appointed by the Chapter President, this committee is responsible for surveying the chapter membership, on an annual basis, for the purpose of identifying a viable candidate for the Gary Reeser Memorial Award and submitting the necessary documentation to PASBO for consideration. Guidelines are included as Appendix 3.

Legislative Committee

Chaired by a chapter member appointed by the Chapter President and who also may serve as the representative to the PASBO Legislative Committee, this committee is responsible for disseminating proposed legislation, analyzing potential impact on school entities and recommending necessary actions to the PASBO Legislative Committee.

Social Committee

Chaired by a chapter member appointed by the Chapter President, this committee is responsible for planning and making all arrangements necessary to conduct social events of the chapter.

Audit Committee

Chaired by a chapter member appointed by the Chapter President, this committee is responsible for periodically reviewing the financial records of the organization with the cooperation of the Treasurer and filing a written report with the Chapter Secretary on an annual basis.

Special Committee

Chaired by a chapter member appointed by the Chapter President, special committees may be established at the discretion of the Chapter President for any appropriate purpose.

CHAPTER IV

Budget

This Budget is an example of what may be developed for a Chapter.

**PASBO CHAPTER
() () ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
FOR FISCAL PERIOD OF
PROPOSED BUDGET**

	CURRENT BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
Beginning Fund Balance	\$500	\$1,000	\$1,746
RECEIPTS			
MEMBERSHIPS:			
School Districts	\$5,250	\$4,970	\$ 5,000
Business	2,800	1,750	2,800
SPRING SOCIAL:			
Ticket Sales	3,000	3,025	3,100
Vendor Contribution	750	1,075	1,000
MONTHLY MEETINGS			
Lunch Receipts	3,850	3,480	3,850
INTEREST EARNED	<u>200</u>	<u>200</u>	<u>200</u>
TOTAL RECEIPTS	\$15,850	\$14,500	\$15,950
DISBURSEMENTS			
MONTHLY MEETING EXPENSES:			
Rental of Facilities	\$1,350	\$936	\$1,150
Lunch	5,450	5,297	5,800
Refreshments	1,500	1,153	1,000
AV Equipment	150	100	150
Awards and Certificate	200	108	200
Misc. (printing, postage etc)	1,000	990	750
SPRING SOCIAL:			
Dinner	2,350	2,300	2,650
Entertainment Cost	500	225	500
Flowers and Table Displays	0	0	100
Misc. (printing, postage etc)	400	225	250
CONTRIBUTIONS:			
PASBO-Support of ASBO			
Candidate	1,000	1,000	1,000
Facilities Chapter	350	350	350
Food Service Chapter	0	350	350
SPEAKERS' FEE	600	600	800
MISCELLANEOUS	<u>500</u>	<u>120</u>	<u>500</u>
TOTAL DISBURSEMENTS	\$15,350	\$13,754	\$15,550
Ending Fund Balance	\$1,000	\$1,746	\$2,136

CHAPTER V

Chapter Calendar

The suggested calendar activities that follow may be used as a guide to plan the chapter activities for the year and as a monthly reminder for tasks that need attention. The calendar should be shared with PASBO and other nearby chapters. *PASBO Report* and the PASBO web site should be checked regularly to keep informed of upcoming events to avoid conflicts with planning regional chapter activities.

July

Attend PASBO Steel Eagle Leadership Institute
Hold Officers' Organizational Meeting

- a. Develop annual programs--select dates, tentative topics and speakers for meetings and socials
- b. President appoints committees

Schedule location for spring social and Christmas Luncheon
Auditing Committee meets
Submit Chapter membership information to PASBO office
Submit previous year Chapter Attendance Forms to PASBO office

August

Send notice to members and to the PASBO office of annual scheduled events and speakers
Coordinate PASBO staff visitation by completing Regional Chapter Visitation Form

September

Determine any Chapter contribution to ASBO Conference hospitality functions
President announces committee appointments
Report of Auditing Committee
Send October meeting agenda to members
Promote PASBO Benchmarking Program

October

Attend ASBO Annual Conference
Information announced and candidates solicited for PASBO Director and Gary Reeser Memorial Award
Promote PASBO Award of Achievement submissions
Send November meeting agenda to members

November

Gary Reeser Memorial Award Committee meets
Submit candidate for Gary Reeser Memorial Award
Send December meeting agenda to members

December

Christmas Luncheon Meeting
Submit candidate(s) for PASBO Board of Directors
Send January meeting agenda to members

January

Send February meeting agenda to members
Encourage attendance at PASBO Annual Conference

February

Send March meeting agenda to members
Review proposed PASBO Policy Priorities and Legislative Platform

March

Attend PASBO Annual Conference
Chapter President or designee attends Board of Directors Meeting at PASBO Annual Conference
Introduction of Regional Chapter Presidents at General Session of PASBO Annual Conference
Nominating Committee meets
Send April meeting agenda to members

April

Nominating Committee presents slate of officers
Present Annual Budget
Spring Social Event
Send May meeting agenda to members

May

Election of Officers
Adopt Annual Budget
Send June meeting agenda to members
Plan regional chapter representation at summer PASBO Leadership Conference

June

Submit list of new Chapter Officers & Mentorship Contact information to the PASBO office
Submit list of meeting dates for the coming year to PASBO office
Submit chapter representatives to the PASBO Leadership Conference to the PASBO office
Annual Golf Outing Meeting
Presentation of Retirement Awards and gift to outgoing Chapter President
Annual Field Trip (Facilities Chapters)
Distribute PASBO information requests to appropriate officers
Treasurer's books submitted for audit
Membership asked to submit recommendations for annual programs/speakers

CHAPTER VI

In-service / Programs / Services

A summary of resources available is included to aid the chapter officers in providing opportunities for professional growth and development.

Chapter Meetings

Resources available to assist in Chapter meetings are:

1. PASBO Office
 - Membership list by specialty and region
 - Workshop schedule - ask for details on specific topics to be covered and corresponding speakers for workshops covering the appropriate geographical area
 - Pennsylvania colleges and universities that are willing to offer educational programs
 - Mailing labels by regions
2. Previous year's Conference Program Book which will list timely topics and appropriate speakers. If unavailable in the chapter, it is available in the PASBO office.
3. Directories
 - Local chapter directory (Important to share this with the PASBO Office!)
 - PASBO - Listing by school district and by business category
4. Core Curriculum - Available from PASBO Office
 - Lists needs for certain types of programs
5. Pennsylvania Department of Education
 - Contact persons in specific departments for programs covering new or changing regulations
 - Subject areas receiving wide attention at state level
6. *PASBO Report*
 - Articles will signal "hot topics"
 - Legislative reviews may address areas which could need program attention
 - President's message suggests the direction of state organizations with which regional chapters may want to tie into programming
7. Membership Survey asking for program suggestions
 - Annually
 - Suggestion Box at each meeting
8. Chapter Resource Library
 - Develop or update existing files to develop an ongoing resource for chapter programming
9. PASBO Web Site
 - Regional Chapter Officer Lists
 - Regional Chapter listserv to send email and maintain lists
 - Regional Chapter members list additions and updates
 - Regional Chapter homepage
 - Regional Chapter calendar of meetings
 - Speakers Bureau database of prospective meeting presenters and topics

In addition to planning chapter meeting programs, there are additional types of professional growth in-service opportunities available to members or chapters.

Workshops and Conferences

PASBO Annual Conference

Encourage attendance at the PASBO Annual Conference by all members, but especially by Regional Chapter Officers and committee members. This conference offers outstanding opportunities for business officials to upgrade their management skills, become more informed on timely topics of interest and network with other PASBO members. The format of the conference includes seminars, mini-workshops and clinic tables which address current issues appealing to school business officials with district-wide responsibilities in the broad area of school business management. It also showcases a large number of business associate exhibits where information on new products can be obtained and comparisons made.

PASBO Leadership Conference

Members from each region are invited to this annual summer meeting, conducted by the PASBO Officers and Board of Directors. PASBO supports the costs of representatives from each region to attend the summer Leadership Conference.

The purpose of this conference is to enhance communications between PASBO and its affiliated associations and committees. It provides a forum to exchange ideas and suggestions, discuss common problems, and talk about how PASBO and its affiliates can work together better and benefit from each other's experiences.

PASBO Workshops

PASBO sponsors a series of workshops designed by the Education Committee to address specific needs of school business officials at all levels, to reinforce basic skills, to review emerging issues and to promote planning and budgeting of resources to achieve desired results and accountability. These workshops are offered at several locations across the state.

The upcoming workshop schedule is listed in *PASBO Report* and on the PASBO website. The schedule is then highlighted throughout the year.

Workshop schedules should be publicized and attendance encouraged especially when the location and/or specialty are appropriate for the regional chapter.

Allied Associations

Encourage attendance at allied associations' conferences and workshops. These include but are not limited to:

- ASBO Annual Meeting
- PSBA Annual Conference
- SNAPa Annual Meeting
- Co-Sponsored Summer Leadership Conference

PASBO Professional Registration

Article IX of the By-Laws of the Pennsylvania Association of School Business Officials establishes a program for professional registration in order to provide a recognized standard of competence. Upon application, all members who meet the standards and qualifications established by the Board of Directors shall be registered. The details of the registration program along with applications and schedules are available on the PASBO web site at www.pasbo.org. There are three categories of registrants:

Pennsylvania Registered School Business Administrator (PRSBA)

Pennsylvania Registered School Business Official (PRSBO)

Pennsylvania Registered School Business Specialist (PRSBS)

Initial registration requires a completed application, membership in PASBO (must be an active or life member for the immediate three years prior to application), the applicant's current job description and district organization chart, educational background (requirements vary with category), work experience, and a stated number of Continuing Education Units (CEU's). Registration must be renewed every four years with a stated number of CEU's earned and reported by the applicant. PASBO has developed a reporting form to aid in this record keeping process. For the most current list of eligible CEUs, refer to the CEU Quick Reference Chart in the Appendix or the *PASBO Professional Registration Program Guide* on the PASBO web site. The web site also features a CEU History for each active member that tracks CEU's for PASBO related programs and services. The PASBO office can be contacted for additional information.

Many school districts are now suggesting that applicants have PASBO registration as a prerequisite for employment. The Regional Chapter should have a process to recognize any of its members who attain professional registration.

Certificate of Enhanced Qualifications (CEQs)

Individuals can receive a "Certificate of Enhanced Qualifications" (CEQ) in one or more of ten key school business areas. Education requirements for each CEQ area combine core workshops that span the breadth of contemporary knowledge with in-depth, advanced course in a specialized area built on best practices and competencies identified by successful management practitioners—not untested academic theories.

To earn a CEQ in any of the ten areas, a candidate must attend three prescribed core Elements courses and one advanced course offered through a partnership with Wilkes University. All workshops associated with a CEQ must be taken within a five-year period. Once course work is complete, candidates should submit a CEQ application and fee to the PASBO office, providing documentation of all completed coursework.

All CEQ coursework counts toward CEUs for Professional Registration, and CEQs can be used as an alternative to areas of specialization for Professional Registration. For more information, refer to the *CEQ Guide* on the PASBO website.

Wilkes University Master's Degree in School Business Leadership

PASBO has partnered with Wilkes University to offer a Master's Degree specifically for school business professionals. The Master of Science degree with a concentration in School Business Leadership (SBL) consists of ten courses (30 credits). These courses address specific topics crucial for succeeding in today's school business environment and are available for graduate as well as continuing education credit.

Courses are designed to provide advanced training for practicing school business personnel. The courses also serve to provide a preparation track for qualified individuals who are seeking positions in the area of school business. As such, it is recommended that individuals either have background experience or participate in the PASBO Elements program in specific areas. If an individual successfully completes all of the courses for graduate credit, he/she will be awarded a master's degree from Wilkes University in School Business Leadership.

Recognizing that school business personnel lead a hectic and sometimes unpredictable schedule, Wilkes University has designed the courses in a predominantly on-line format. The on-line format allows individuals to access course materials at a time that is convenient and the design allows for a high level of interactivity with instructors and classmates. For more information on the Wilkes University Master's Degree, look for the Wilkes link on the PASBO website or visit www.wilkes.edu/pages/1277.asp.

PASBO Mentorship Program

PASBO has developed a mentorship program to assist new school business officials to make a successful transition into their position. The regional chapter should appoint a mentorship contact person, such as the Immediate Past President. The mentorship contact person solicits volunteers to serve as mentors, addresses mentorship at each monthly meeting and contacts new school business officials to invite their participation in the program. Refer to Appendix 5 for current information on the PASBO Mentorship Program.

Awards of Achievement

The PASBO Awards of Achievement annually recognizes outstanding proposals, practices or publications in school business management. Regional chapter officers should encourage their members to submit applications for the awards of achievement.

CHAPTER VII

PASBO Board of Directors Candidate

The strength of an organization is directly related to its leadership. PASBO, as an association, is dedicated to continuing its excellence in leadership.

One of the major responsibilities of the membership is the selection of individuals for representation on the PASBO Board of Directors. The trust, expectations and the future of the association are placed with these individuals.

Qualifications

Nominees for director must be an Active or Life member of PASBO for at least the past five consecutive years and comply with rules and regulations as prescribed by the Board of Directors. There shall be no more than three directors from one region serving the board at any one time. Regions shall be defined as reflected in the PASBO regional map approved by the Board of Directors.

Duties of a Director

The Board of Directors shall be responsible for the conduct of Association business. It shall adopt all policies to be implemented by the Executive Director. (Refer to Appendix 2 for duties as submitted by PASBO).

Board of Directors Responsibilities

The Board of Directors shall be composed of fourteen members. The President, President-Elect, Vice President, Immediate Past President, and nine directors duly elected by the voting members in attendance at the annual meeting of the Association shall be voting members of the Board of Directors. The Executive Director is an ex-officio non-voting member of the Board of Directors.

How a Chapter May Select a Candidate

The Chapter President selects a candidate Nominating Committee to do the following:

1. Distribute to each qualified member a letter describing the timetable and selection process to be followed. (Also, include all information received from the PASBO Executive Director or reported in *PASBO Report*.)
2. Have assurance that the candidate has the support of his/her Chief School Administrator.
3. Prepare a questionnaire for candidates to complete that includes a resume of qualifications and accomplishments. (See Preparation of a Resume section.)
4. Review questionnaire and select one candidate to be recommended. If more than one candidate is nominated by the committee, a secret ballot can be held.

The candidate should be able to show the ability to have a broad perspective so that the interests of all membership job functions are given consideration in conjunction with the mission of PASBO.

How to Run a Candidate for Director

Policies of PASBO do not permit campaigning to be conducted for the candidate. Material may be presented and disseminated only by the PASBO Nomination Committee.

Candidates may prepare a resume for publication in *PASBO Report* and for distribution by PASBO at the annual conference. A digital or camera-ready photograph is also required.

All candidates for director will have an opportunity to meet with voters at the annual conference.

Preparation of a Resume

There are varied formats a candidate may use for their resume. The resume should include the following information regarding the candidate. Dates should be used to indicate length of employment, organization and membership.

1. Name, position and school district
2. Professional experience
3. Professional Registration, i.e., ASBO and/or PASBO or other Professional Registration
4. Prior activities completed with ASBO, PASBO and local chapter. (Committees, publishing articles, offices held, to mention a few)
5. Other professional organizations, memberships and any activities the candidate has performed while a member
6. Academic Achievements, i.e., college(s) attended, degree(s) acquired
7. Any other notable personal references that would benefit the candidate. (Civic organization, foundations, etc.)
8. Family (spouse's name, children, etc.), if desired
9. Include a digital or camera-ready picture to be used in the *PASBO Report*

CHAPTER VIII

Gary Reeser Memorial Award

In 1977, the PASBO Executive Board established an annual award to be given to an outstanding member(s). The award was named in honor of Dr. Gary E. Reeser, a highly respected school business official, who at the time of his untimely death in an automobile accident in 1976, was Deputy Executive Director of Central Susquehanna Intermediate Unit #16 and PASBO's Vice President.

The award is given annually at the PASBO Conference to a member or members who are selected from nominations submitted by regional chapters on the basis of professionalism, superior job performance, development of innovative ideas and contributions to the profession of school business management.

In September of each year, the chairman of the PASBO Gary Reeser Memorial Award Committee, the current President-Elect, forwards to each regional chapter president a memorandum requesting the Regional Chapter to give consideration to submitting nominations for the annual Gary Reeser Memorial Award. The memorandum emphasizes the importance and prestige of this award which is presented at the PASBO Annual Conference. The memorandum defines the deadline for nominations as November 30 and includes the Gary Reeser Memorial Award qualifications and format to be followed in submitting a nominee(s) application. (See Appendix 3.)

At the beginning of each fiscal year, it is recommended that the Regional Chapter president appoint a Gary Reeser Memorial Award Committee consisting of one (1) to three (3) members of the Regional Chapter. Nominations for the award may only be made by the Region to PASBO. The deadline for nominations is November 30 and are to be submitted to the current PASBO President-Elect. Each Regional Chapter is encouraged to submit nominees but is not required to do so. The nominee(s) do not have to be members of the Regional Chapter making the nomination. It is the discretion of the Regional Chapter whether the nominee(s) is made aware of their nomination for the Gary Reeser Memorial Award.

The PASBO Gary Reeser Memorial Award Committee chaired by the President-Elect, reviews all nominees. After careful consideration and review of all credentials, the committee selects a nominee(s) to be recommended and approved by the PASBO Board. This procedure is highly confidential. The award is presented at the banquet during the PASBO Annual Conference.

APPENDICES

APPENDIX 1 - Guidelines for More Effective Meetings

Why Am I Calling This Meeting?

- Too many meetings are memorials to dead issues. Write a one-sentence objective (what you want attendees to know, do or believe as a result of your meeting) before you schedule a meeting. If you cannot write it - don't hold the meeting.
- Meetings should accomplish objectives, develop people and measure people.
- Do not hold meetings:
 1. for personal executive action
 2. as a replacement for writing or phone calls
 3. because they are regularly scheduled meetings
- Do hold meetings:
 1. to insure standardized information dissemination
 2. to solicit contributions for decision-making
 3. to build a team committed to implementing decisions
- Ask yourself, "What are the consequences if I do not hold this meeting?"

Who Should I Invite?

- Only the "right people," those who can:
 1. implement decisions
 2. make a unique contribution
 3. approve action
 4. carry official responsibility
 5. make a strategic link
 6. foster a positive attitude toward subject
- Numbers are important - consider these guidelines:
 1. problem solving - 5 or less
 2. problem identification - 10 or less
 3. review or presentation - 30 or less
 4. motivation/inspiration - the more the better

What Should I Cover?

- List everything you would like to present or discuss - then prioritize. Separate the 'need to know' from the 'nice to know'.

- Communicator's perspectives: "How will attendees view this meeting?" and how will I answer their question, "So what?"
- Use an agenda (need to know list). Send it out as a meeting notice to announce who will be in attendance, the place, time (start and end) and date and what will be covered.
- Agendas should:
 1. concentrate on a few major issues (3 to 6)
 2. aim high - what's important
 3. focus on the future rather than the past
 4. present opportunities, not problems
 5. be creative in direction, not routine
 6. assign presentations (including time allocated)
 7. serve as a control support

How Shall I Communicate?

- Visualize information when it must be remembered.

People think in graphic images. Research shows graphics will double retention, increase understanding, make the presenter more persuasive while being perceived as more credible, more interesting, more professional and more effective.

- Select your graphic medium based upon; preparation time, cost and overall effectiveness.

Choices include: computer projector, PowerPoint, video, handouts or a physical display of the product. Graphics should feature major concepts and key words or phrases. Charts and graphs are best for percentages, numbers and relationships. Limit text visuals to one concept, six lines and six words per line.

- Present details in written handouts at the end of the meeting to reinforce presentation content.

Where Will We Meet?

- Whether the meeting is in an office, school district, conference room, hotel, conference center or restaurant, consider:
 1. size
 2. ventilation
 3. acoustics
 4. lighting
 5. access (head of room away from the door)
 6. technology

- If the meeting is important to your career, use a check list, visit the room ahead of time, and rehearse your presentation with the equipment you will be using.

When Will We Meet?

- When people are physically up. Stay away from Monday a.m. and Friday p.m. - or the first hour after lunch.
- Pick an unusual time and be precise about starting and stopping (unless the group decides, by consensus, that they want to continue).
- Set starting time by working backwards from an adjournment target.

And Then....I'm Face to Face With People!

- As a meeting leader, you are charged with maintaining control and orchestrating group input, even when confronted with:
 1. negative feedback
 2. sideline conversations

When It's Over...It's Not Over!

- Action minutes:
 1. summarize the meeting - decisions only
 2. fix accountability - who will do what, when
 3. become the tool for follow-up and feedback

The Seven Deadly Sins of Meeting Leaders

1. Resenting questions
2. Monopolizing the meeting
3. Playing comic
4. Public chastisement
5. Permitting interruptions
6. Losing control
7. Coming unprepared (THE GREATEST SIN)

APPENDIX 2 - Duties And Responsibilities Of PASBO Board Members

This information attempts to enumerate the duties and responsibilities of members of the PASBO Board of Directors. This list is not considered to be complete, but is to be used as a guide.

GENERAL

1. You have been elected as a member of the PASBO Board of Directors by the membership. You represent the total membership and should always present the image of a professional. You need to be informed on association issues and speak on behalf of the association.
2. Per PASBO Board of Directors Attendance Policy 1600, your attendance at all regularly scheduled meetings of the board of directors is expected. You should be prepared to participate in discussion and decisions by carefully studying the agenda and related information in advance of the board meetings.
3. You should be willing to assume the duties and responsibilities assigned you, either as a chairperson or member of a special committee or other work assignments. The way most of the work gets done in nonprofit organizations is through volunteer committee work.
4. Each member of the board should be familiar with the PASBO bylaws, policies, and the resolutions adopted by the membership at the most recent conference. New board members should study the minutes of the meetings held by the board during the past year so they will be aware of recent action taken by the board.
5. Keep the executive director informed of any information that will be helpful in maintaining good public relations, open communications with the membership, and items to be published in *PASBO Report*.
6. Each member of the board is expected to write at least one article per year for publication in *PASBO Report* and to solicit at least one additional article from another PASBO member for publication.

REGIONAL CHAPTERS

1. Every member of the board should be actively involved and regularly attend the meetings of their own regional chapter.
2. In addition to your own chapter, you are assigned as a liaison to at least one other chapter. You should keep in regular contact with those chapters, answer questions that arise and offer to attend at least one chapter meeting.

MEMBERSHIP

1. As a member of the board of directors, you should always be promoting PASBO membership, especially to those individuals who have not been involved with PASBO or who have become delinquent in the payment of their dues.
2. PASBO as a state association can be strengthened through the activities of the regional chapters. Get to know the members of the regional chapter to which you are assigned as the board representative and promote PASBO membership.

ANNUAL CONFERENCE

1. It is important that each member of the board of directors attend and actively participate in the annual conference.
2. Senior members of the board serve on the Conference Committee. It is important that these individuals provide leadership.
3. Encourage members of the regional chapter to which you are assigned as the board liaison to attend the conference. This can be accomplished either through a visit to one of the regional chapter meetings or through a written communication.
4. During the Annual Conference, visit as many exhibits as possible. Thank those in the exhibit booths for participating and supporting PASBO.
5. Each member of the board of directors and each regional chapter president and vice president is assigned to visit exhibit booths. It is important that each member of the board assume this responsibility.
6. Encourage vendors to exhibit at the annual conference. Keep the executive director informed of any “hot” heads.

ASBO

Since PASBO is affiliated with the Association of School Business Officials International, we also encourage membership in ASBO. PASBO board members are strongly encouraged to retain membership in ASBO and attend the annual ASBO meeting.

APPENDIX 3 - Gary Reeser Memorial Award Qualifications

PASBO annually awards the Gary Reeser Memorial Award at the annual conference. This award recognizes outstanding members of our organization who exemplify professionalism, leadership and innovation in the field of school business management.

The Reeser Committee has modified the nomination form to allow for ease of completion and timely submission. The one-page nomination form and three letters of recommendation must be received in the PASBO office by November 30. The nomination form and instructions are available on the PASBO web site. Nominees for the Reeser Award can be any currently active PASBO member (excluding current officers/board members of PASBO) who is associated with a school district, a vocational-technical school or an intermediate unit.

Nominees will be reviewed objectively by the Gary Reeser Memorial Award Committee and each nomination will remain valid and on file for two years unless withdrawn by either the nominee or nominating party. While the committee reserves the right to request additional information on any given nominee, the only requirement for nomination is the use of this form and three letters of recommendation, two of which must address issues concerning the individual's activity and career as a school business official.

Any currently active PASBO member may submit a nomination for consideration by the committee.

APPENDIX 4 – CEU Quick Reference Chart

POLICY NO.	CEU CATEGORY OR ACTIVITY	TYPE	CEUs
745	Graduate or Undergraduate Course	3	4/cred.hr.
765	Conference/Group Programs	1	4 max.
765	Regional chapter meetings	1	1/mtg.
765	State or National Leadership Conference	1	4 max.
767	ASBO CAFR/Cert. Of Excellence Reviewer	7	2/report
	ASBO Meritorious Budget Award Reviewer	7	2/report
767	ASBO or GFOA Certificate of Excellence	7	18-in./4-renew
767	ASBO Meritorious Budget Award	7	18-in./4-renew
767	GFOA Distinguished Budget Award	7	18-in./4-renew
768	Service on nat/state/reg/local SBM boards/found.	6	2/year
769	Leadership in Community Service Organization	6	1/year
770	Workshop attendance-full day/half day/2 hrs. or less	2	3-full/2-half/1
774	Publications – book/booklet/article/tip	5	6/3/2/1
775	College instructor – grad/undergrad.	4	4/cred.hr.
775	Workshop presenter/repeat program	4	3/2
775	Presenter – community/in-service program	4	1/program
776	PASBO workshop program lead planner	7	3/program
777	Business Office Review Team Member	7	3-day/2-report
778	Testimony at hearings/Ex. Dir. Assigned	7	4dev/2hearing
779	PASBO benchmarking submission	7	1/submission
780	PASBO regional chapter officer	6	4/year
780	PASBO/ASBO committee chair/vice chair	6	4/year
780	PASBO/ASBO committee member	6	3/year
780	ASBO officer or director	6	6/year
780	PASBO officer or director	6	6/year
781	Officer/director – Other approved org.	6	3/year
781	Committee/Other approved org.	6	2/year
784	PASBO Awards of Achievement	7	2/submission
	ASBO Pinnacle Award	7	and
	ASBO Eagle Service Award	7	3/winner
785	Mentor/mentee	7	6/year
786	Approved pilot program or special project	7	2/prog.or proj.

No more than 75% of total CEUs reported shall qualify as Type 1, Conference and Group Programs

APPENDIX 5 - PASBO Mentorship Program

ABOUT THE PROGRAM

Unlike other states, Pennsylvania currently does not require state certification for positions in school business management. Regardless of the lack of certification and formal educational requirements, school business management by its nature requires on-the-job training to give individuals firsthand knowledge of the position. One component of certification programs in other states is the completion of a training period under the guidance of a mentor or experienced school business official.

The PASBO Board of Directors recognized the important role that a mentorship program could contribute to a successful transition of school business officials into new positions. PASBO also recognizes the abilities and leadership qualities of experienced school business officials and the assistance these members could provide to newly appointed school business officials. This has resulted in the development of the PASBO Voluntary Mentorship Program for Newly Appointed School Business Officials.

PROGRAM OBJECTIVES

1. To provide a unique professional development opportunity for new and experienced school business officials.
2. To assist Pennsylvania school entities with the successful transition of school business officials and thereby improve the delivery of services to the students, staff and community.
3. To provide technical assistance and guidance to school business officials to promote the attainment of the highest standards of ethics and competence in all aspects of school business management.
4. To assist school business officials in understanding the need for and the development of an on-going personal professional development plan to enable them to attain the highest level of personal competence and to prepare them for positions of increased responsibilities.

PROGRAM OPERATION

1. The Mentorship Program will be coordinated by the PASBO Regional Chapter in which the school entity of the new official is assigned.
2. The regional chapter shall designate a person, such as the Immediate Past President, to serve as the regional contact for the mentorship program.

3. The regional chapter shall designate those who may serve as mentors. It is recommended that mentors be school business officials with a minimum of three years of successful school experience.
4. PASBO will notify the new official concerning the availability of the mentorship program.
5. PASBO will notify the regional chapter contact person of the new official.
6. The regional chapter contact person sends a letter of invitation to participate in the mentorship program followed by a personal telephone call.
7. The new official expresses a desire to participate in the mentorship program.
8. The regional chapter contact person appoints a mentor who agrees to serve.
9. The mentor establishes contact with the new official to develop the mentorship program and procedures and recommends resources and professional development opportunities.
10. Both the mentor and the new official earn continuing education units (CEUs) toward the PASBO Professional Registration Program.

PROGRAM RESPONSIBILITIES

Responsibilities of Regional Chapter Mentorship Coordinator:

1. Maintain a list of current chapter members who would be willing to serve as a mentor. It is recommended that mentors be school business officials with a minimum of three years of successful school experience.
2. When notified by the Regional Chapter Officer or PASBO of a new member, contact the new member to offer and encourage involvement in the mentorship program. Suggested procedure is a letter or email followed by a personal phone call. (See sample letter attached)
3. If requested, match the new member with an appropriate mentor. Try to match similar job responsibilities and LEA size where possible.
4. Distribute the Mentorship Program Guidelines to the mentorship team.

Responsibilities of Mentor:

By agreeing to be a mentor, you will be helping a new professional to develop his/her professional career with information, experience and encouragement. Email usually is the convenience way of communication.

1. Send a welcome message to the mentee.

2. Discuss with your mentee what you can do to meet his/her needs.
3. Set up the method and frequency of continued communication.
4. Review with you mentee his/her interests and area of needs to be covered during the mentorship period.
5. Determine activities within the program time frame. Possible topics: sharing professional experience, providing career advice, attending a regional chapter meeting, exploring professional/career development interests and continued education opportunities, assisting in self-assessment, or encouraging participation in professional organizations and listserv(s).
6. Be timely in your correspondence and communications.
7. Be courteous and considerate to one another's needs and limitations.
8. Show respect and deal with issues in a professional manner.
9. Mentors earn continuing education unites (CEUs) toward the PASBO Professional Registration Program.

Responsibilities of Mentee:

1. Make initial contact with your assigned mentor. Agree on the best communication methods.
2. Introduce yourself to your mentor. An updated vita may be a good start but is not required.
3. Set up the method and frequency of continued communication.
4. Clearly convey your interests and area of needs you want covered during the mentorship period.
5. Determine activities within the program time frame. Possible topics: sharing professional experience, providing career advice, attending a regional chapter meeting, exploring professional/career development interests and continued education opportunities, assisting in self-assessment, or encouraging participation in professional organizations and listserv(s).
6. Be timely in your correspondence and communications.
7. Be courteous and considerate to one another's needs and limitations.
8. Show respect, and deal with issues in a professional manner.
9. Mentees earn continuing education unites (CEUs) toward the PASBO Professional Registration Program



Pennsylvania Association of School Business Officials

Mailing Address:
P.O. Box 6993
Harrisburg, PA 17112-0993
Telephone 717-540-9551

www.pasbo.org

Office Location:
2608 Market Place
Harrisburg, PA 17110
FAX 717-540-1796

Date

New Member Name

Title

School District

Address

Dear first name:

I am writing to personally congratulate you on becoming active in the Pennsylvania Association of School Business Officials (PASBO).

I would like to invite you to participate in the programs of our Regional Chapter. The meetings offer an excellent opportunity to network with other professionals in positions similar to yours. For information on our chapter officers and upcoming chapter meetings, please visit <http://www.pasbo.org/regchaps.asp>.

Also, PASBO and our chapter offer a mentorship program to provide technical assistance and guidance to school business officials. This program can provide a personalized professional develop opportunity for:

- Experienced business officials who are getting settled in a new position
- Professionals from other careers making a transition into a position in school business
- Individuals beginning their professional career in school business

If you would like to take advantage of the program and be matched with a mentor, please fill out and return the attached form or contact me to get the process started.

Sincerely,

Name

Mentorship Coordinator

Chapter Name

Pennsylvania Association of School Business Officials Mentorship Interest Form

- I would like more information on the Mentorship Program
- I would like to participate in the Mentorship Program

Name _____

Title _____

School Entity _____

Phone _____

Fax _____

Email _____

I am:

- An experienced school business official starting in a new position/school district.
- An experienced professional making a transition into a position in school business.
- A new graduate beginning my professional career in a school business position.

Please return to your Chapter Mentorship Coordinator:

Insert Name

Title

Address

Phone/Fax/Email

APPENDIX 6 - Visitation Request Form



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 Bill McGill Jim DiIorio Other _____

Name of Regional Chapter: _____

Regional Chapter Contact: _____ School Entity: _____

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

Email: _____

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

Name of Facility: _____ Facility's Telephone No.: (____) _____

Location of Facility: _____

Length of Presentation: _____ Estimated Attendance: _____

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

Other Meeting Details: _____

**PLEASE BE SURE TO PROVIDE DIRECTIONS TO THE MEETING WHEN YOU SUBMIT THIS FORM.
ALSO, PLEASE PROVIDE A SCREEN FOR THE USE OF A DIGITAL PROJECTOR.
PASBO WILL PROVIDE THE PROJECTOR. THANK YOU!!**

Taking care of the business of schools...everyday.
An affiliate of ASBO International

APPENDIX 7 - Calling All Speakers

PASBO Speakers Bureau Information

The PASBO web site contains a resource known as the Speakers Bureau, which allows conference committee representatives as well as regional chapter members to review a list of potential topics and speakers. This list is an excellent resource to identify potential speakers and topics for PASBO professional development programs and regional chapter meetings.

The PASBO staff is currently updating the speakers and programs listed in the database to ensure the accuracy of the information. Business associates and others have been solicited for the opportunity to submit proposed topics. By the beginning of August the list will be updated to include those individuals, who responded to a “Calling All Speakers” announcement which promoted the availability of the database to all PASBO members. Individuals interested in providing topics complete an online form. The application form is reviewed and approved topics and speakers are uploaded into the database throughout the year.

To access the database select “Education” on the top navigation menu of the PASBO web site. From this menu, click the “Speakers Bureau” link.

The screenshot shows the homepage of the Pennsylvania Association of School Business Officials (PASBO). The header includes the PASBO logo and the tagline "Taking care of the business of schools ... every day". The navigation menu at the top includes: Home, About, Education, Legislative, Vendors, Products / Services, and Resources. The "Education" menu is expanded, and the "Speakers Bureau" link is circled in yellow with a red arrow pointing to it. Other links in the Education menu include Workshop Series, Conferences, CEU History, CEQ Program, and Elements Courses. To the right of the navigation menu, there is an advertisement for STATEWIDE TAX RECOVERY INC. with the phone number 1-877-285-1129. Below the navigation menu, there are several content blocks: "Site Search" with a search box and "Go!" button; "SBO-Line Archive" with a list of dates from July 2007 to April 2007; "SS Act 1 Information" with links to various documents; "News" with a list of recent news items; "Legislative Updates" with links to budget and reimbursement information; "Poll" with a question about reverse auctions and radio button options; "My Links" with a link to "Current Weather"; "President's Theme" with a graphic titled "Enhancing the Lives of Children"; "Join PASBO" with a "Join Now" button; and "Legislative Action Network" with links to House Bill 797, Senate Bill 159, and House Bill 107.

You can search the database for a particular topic, session event or by geographic region of available speakers. You can also review the entire database and print a report listing all the speakers currently in the Speakers Bureau. Please note the report that prints is currently nearly 100 pages.

Calling All Speakers	Speaker's Bureau
 Click here to submit a session	<p>The Speakers Bureau is an excellent resource to identify potential speakers and topics for PASBO professional development programs, conference sessions and regional chapter meetings.</p> <p>You can search the database for a particular topic, session event or by geographic region of available speakers. You can also review the entire database and print a report listing all the speakers currently in the Speakers Bureau. Please note the report that prints is currently nearly 100 pages.</p> <p>Click on the Calling All Speakers link at the left if you would like to submit a topic to be included in this resource.</p> <p>View All Records in alpha order by Title (Currently: 144 Records)</p>
Keyword and Criteria Search	
<p>Keyword: <input type="text"/></p> <p>Search Field: <input type="text" value="Please Pick One"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>	
Session Topic Search	
<p><input type="text" value="Please Pick One"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>	
Event Name Search	
<p><input type="text" value="Please Pick One"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>	
Geographical Area Search	

If you have any questions about the Speakers Bureau, please contact Andrew Rucker, PASBO Technology Coordinator, at (717) 540-9551 or arucker@pasbo.org.

APPENDIX 8 - Listserv Information



PASBO REGIONAL CHAPTER LISTSERV

Using Listrak

Sending Email

Updating Members Record

1 2 3 Guide to Add Yourself to a Listserv

Assistance Available

717-540-9551

Andrew Rucker, arucker@pasbo.org

Susan Nouse, snouse@pasbo.org

How to Send an Email to Your List Using the PASBO ListServ



Using an Internet Browser (ie. Microsoft Internet Explorer) go to <http://www.pasbo.org>. Select "About" from the top navigation menu and click Regional Chapters.



Select your Regional Chapter from the list of chapters which is listed by chapter type.

Note: You may bookmark this link or go to this page directly using this link: <http://www.pasbo.org/regionalchapters.asp>



Click the link, (Admin Only) Send email to list



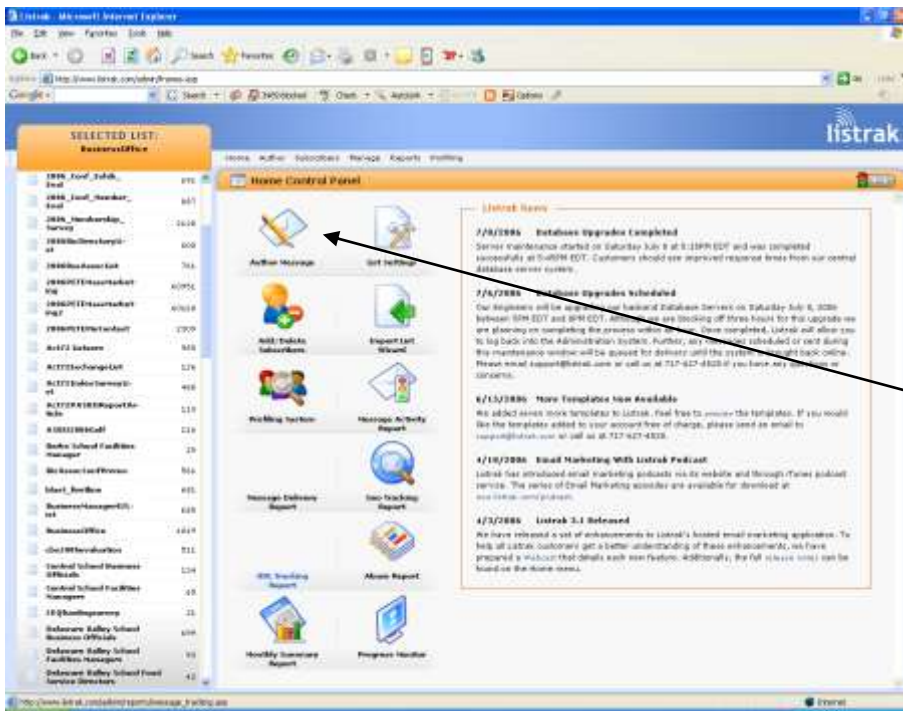
A Login Name and Password was requested and is available to you to get access to the Listserv.

Record your Login Name and Password below if you choose. To get a Login Name and Password, contact Andrew or Susan at PASBO, 717-540-9551 or email arucker@pasbo.org or snouse@pasbo.org.

Login Name _____

Password _____

Enter this information to continue.

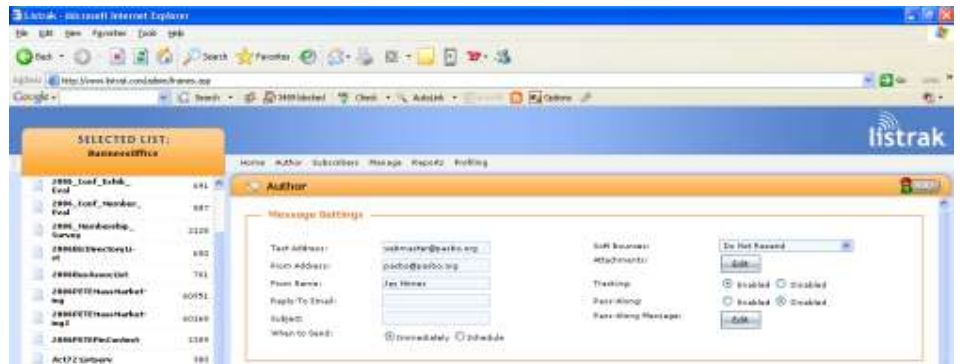


Note: Verify that your list is selected. The list name should appear in the orange box in the upper left corner based on your login name.

From the Home Control Panel, click "Author Message"

PART 1

The **Test Address** field is the email address that will receive a test copy of your campaign when you click the Send Test button at the bottom on the Author & Send Email page. Your test campaign will arrive with TEST: marked in the subject line.



The **From Address** is the email address from which the message will appear to have been sent. If a recipient were to reply to your message, it would be sent to the address you entered in this field. This is also the address to where the message will be sent if you click the "Send To Myself" button. You can change this on a per-message basis.

The **From Name** field is the name that will appear in the 'From' field of the message. For most email programs, this is the name that will appear as the sender's identification in the inbox. You can change this on a per-message basis.

The **Reply To Email** field allows you to specify different From and Reply To email addresses. By specifying an email address in this field you can set a different Reply To email address than your From. If you do not specify a Reply To Email your Reply To Email address will be set to the From Address.

The **Subject** is the subject line of the message you are sending and will be clearly visible in most recipients' inboxes. In many cases, the subject of an email message is what determines whether or not it is opened by the recipient, so give your message a relevant and interesting subject.

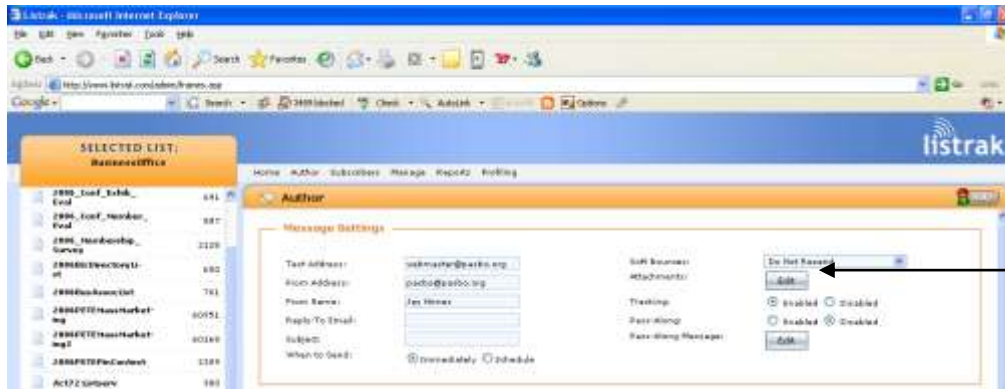
When to Send gives you the option to send your message immediately, or schedule it for anytime in the future. To send your message immediately, keep the radio button selected in the send immediately position. To schedule your message to be sent in the future, set the radio button to the schedule send position. Once selected, you will have the opportunity to use our integrated calendar to choose a date for your scheduled message. You are required to choose

a time for your scheduled message to be sent. You can use the drop down menu to the right of the calendar icon to choose a time to send your message.

Soft Bounces: When sending an email to a large list of recipients, it is not uncommon for the message to "bounce back" from one or more addresses. This means that the mail server is unable to deliver the message to the intended recipient, and therefore returns it. This can happen for several reasons, such as the recipient's mailbox is too full, a server is down, or the email address is no longer in use.

If you would like your message resent, you may choose an option from this drop-down to have Listrak attempt to deliver your message for the chosen number of days set.

ATTACHMENTS: If no attachments are required skip to the section entitled **Tracking**.

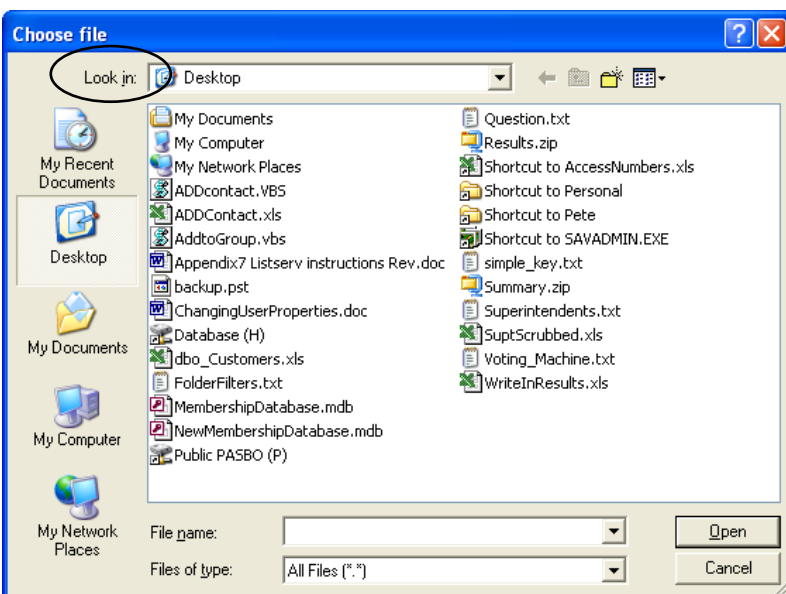


To add attachments, click the Edit Attachments button and *carefully* follow Attachments Steps 1 through 4.



Attachments Step 1

Click the Browse Button which opens a Choose File Box allowing you to select the file off any disk drive your computer can access and may open to your "My Documents" folder.



Attachments Step 2

To find your file, you may need to change the "Look in" drop down selector. Select your file and click Open.



Attachments Step 3

Notice the file path and name appears in the attach file box. Click Add File button.



An Attached Files box appears inside the Edit Attachments box with verification of file size and Virus Check status. You can delete the file using the trash can if you selected an incorrect file. You can attach other files by repeating Attachments Step 1 through 3. Files collectively cannot exceed 3 Megabytes in size.

Attachments Step 4

Click the Back Button to add the attachments to the email and return to the “Author Message” screen. Final confirmation of attachments uploaded and ready to be included in your email message will be indicated with an accurate file count.



RESUME HERE IF ATTACHMENTS ARE NOT INCLUDED.

Tracking: Listrak makes it possible to report and graph a variety of information gathered by keeping track of each time a hyperlink in an HTML message is clicked by a subscriber. If you plan to include links in your message, and would like to monitor subscribers' click activity, then select "Yes" for this option. Once the message has been sent, you can go to Listraks "Reports" section to see the number of clicks each link has received, which subscribers clicked on links, and much more.

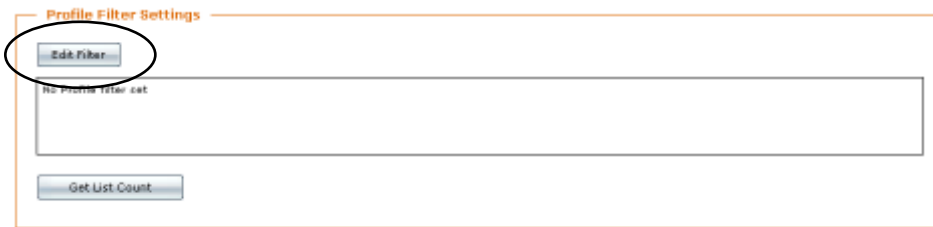
Enable Pass-Along: It is recommended that this option setting be “No.” Enabling the Pass-Along feature will add an area at the bottom of your message where recipients can enter friends' email addresses, then quickly forward the message on to them.

The next sections PART 2 & 3 refer to profiled lists and the data records which exist for each member on the listserv. The data includes email address and other fields like last name and employer. The benefits of profiled lists include limiting to whom on your list an email may be sent (Part 2) and personalizing an email message by including fields in the email (Part 3). You may skip to PART 4.

PART 2

Personalization may not be needed for your email message and can be skipped.

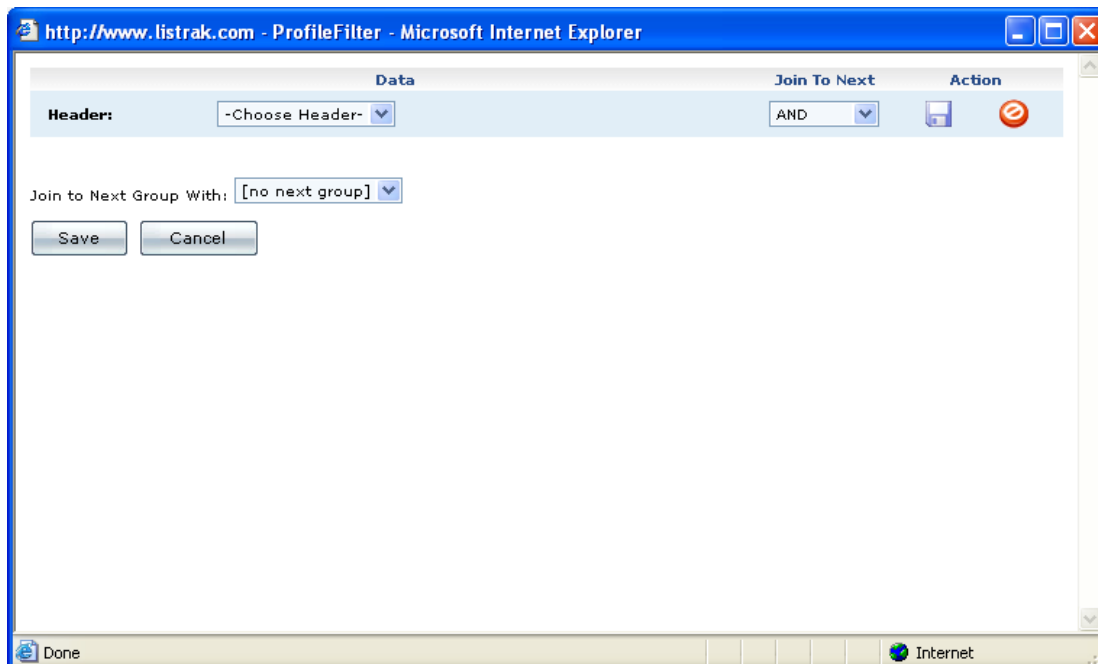
If you have set up one or more profile headers for the selected list, you may choose to apply a profiling "filter" to your message. This will mean that the message will be delivered only to those subscribers who fit the attributes that you select. You may also choose to send the message to all subscribers, regardless of profiling information. To do this, simply do not select the Edit Filter button and verify that Profile Filter Settings Review box reads No Profile filter set.



The image shows a web form titled "Profile Filter Settings". At the top left, there is a button labeled "Edit Filter" which is circled in orange. Below this button is a large rectangular text area containing the text "No Profile Filter set". At the bottom of the form, there is a button labeled "Get List Count".

To apply a profile filter to segment your list you will want to begin by selecting the Edit Filter button.

Once selected the Profile Filter Wizard will pop-up in a new window. If you do not see the pop-up you may want to ensure that the pop-up was not blocked by your web browser.

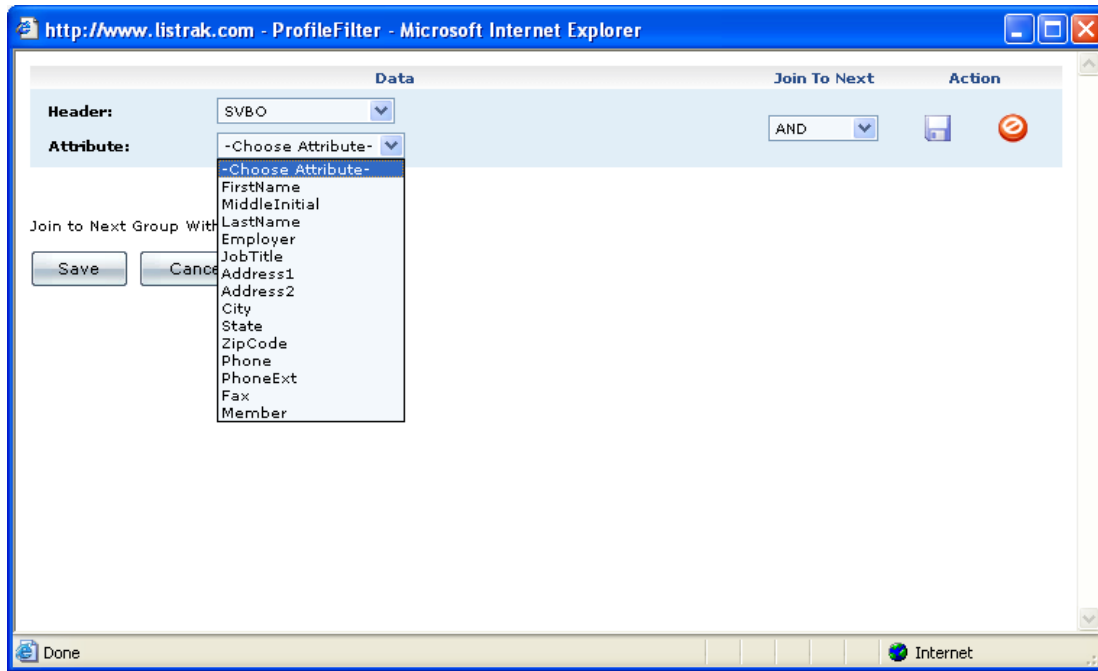


The image shows a pop-up window titled "ProfileFilter" from the website "http://www.listrak.com". The window has a blue border and contains the following elements:

- A header section with three columns: "Data", "Join To Next", and "Action".
- Under "Data", there is a "Header:" label followed by a dropdown menu showing "-Choose Header-".
- Under "Join To Next", there is a dropdown menu showing "AND".
- Under "Action", there are two icons: a folder icon and a red circular icon with a white 'e'.
- Below the header section, there is a label "Join to Next Group With:" followed by a dropdown menu showing "[no next group]".
- At the bottom of the form, there are two buttons: "Save" and "Cancel".

The status bar at the bottom of the browser window shows "Done" on the left and "Internet" on the right.

In order to create your first profile filter you will want to first choose the profile header that you want to filter on by selecting that header from the Choose Header drop down. Once you choose your first header a new drop down will then appear allowing you to choose the attribute you want to filter on. Depending upon the attribute data type (text, number, radio button, checkbox) you will then be able choose a compare type. If your attribute data type is radio button or check box you will not have to choose any additional profile filter criteria. If your attribute data type is text or numeric you will then need to specify a value to filter on.

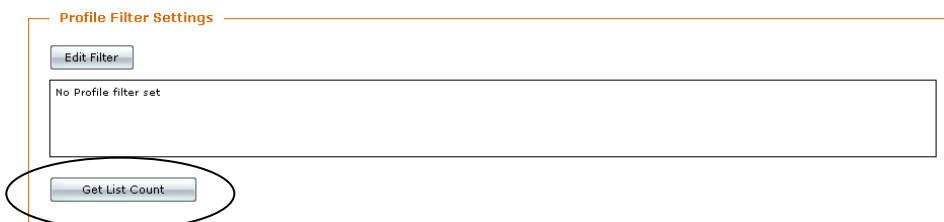


You will now have the opportunity to specify a Boolean expression to compare or combine your filter with another profile header or another profile attribute. To do this, choose an expression from the Join to Next column. Next, click the disk icon on the right side of the wizard to save your filter settings. Alternatively, you can choose the strike-through icon to start over.

If you want to continue to filter on the same profile header you can click the new button to create additional filter criteria. If you want to compare your existing filter criteria with another header you may choose a Boolean expression from the Join to Next Group With drop down. This will allow you to choose additional profile filter criteria.

At anytime you can use the up-arrow and down-arrow icons to move your profile filter criteria up or down.

One reason Regional Chapters may choose to use this feature is to send special communications only to those subscribers marked as “members.” There is a special member field in Listrak that only Regional Chapter Officers (the listserv administrators) have access to. This field allows a subscriber of the list to be marked as a member (checked) or non-member (not checked).



Listrak allows you to get an accurate list count of the number of subscribers included in your profile filter by clicking the Get List Count button to get your profile filter list count.

PART 3

This part may not be necessary for your message and can be skipped. The personalization feature of this listserv email service is accomplished in Profile Control Panel.



Any field you'd like to include in your email message can be translated to code. To get the code for a particular field like first name, just click the field name and the code appears in the box to the right of the list.

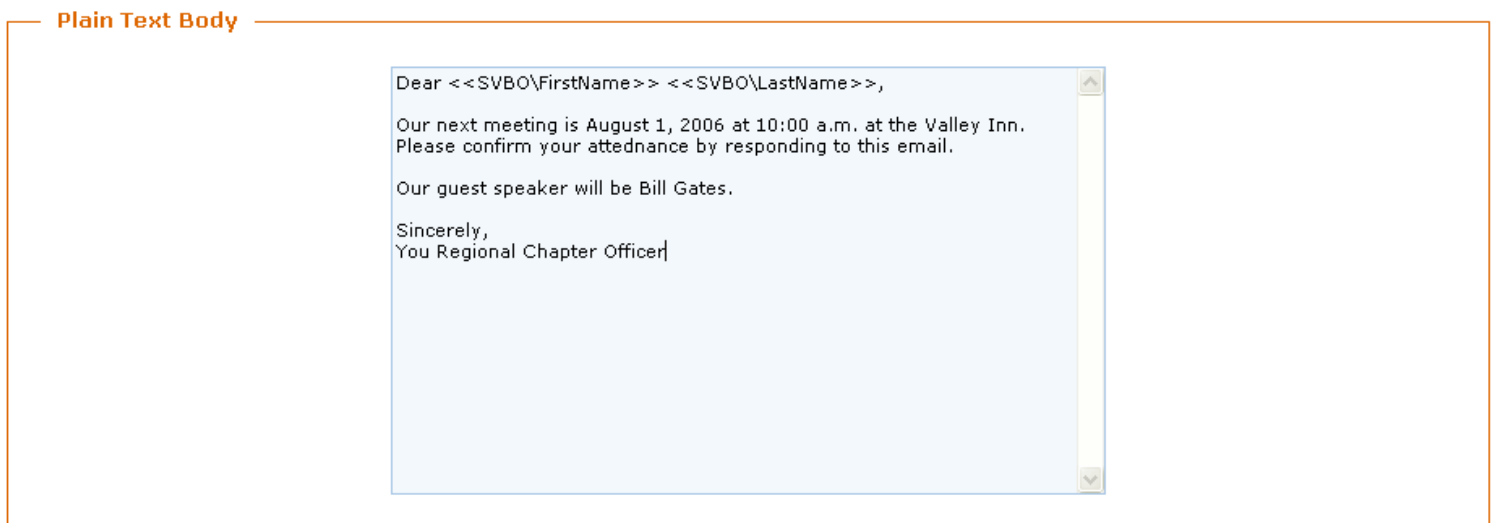


Then right click on the code with your mouse and select Copy. In the Plain Text Body box, then right click and select Paste as shown in the example below.

PART 4

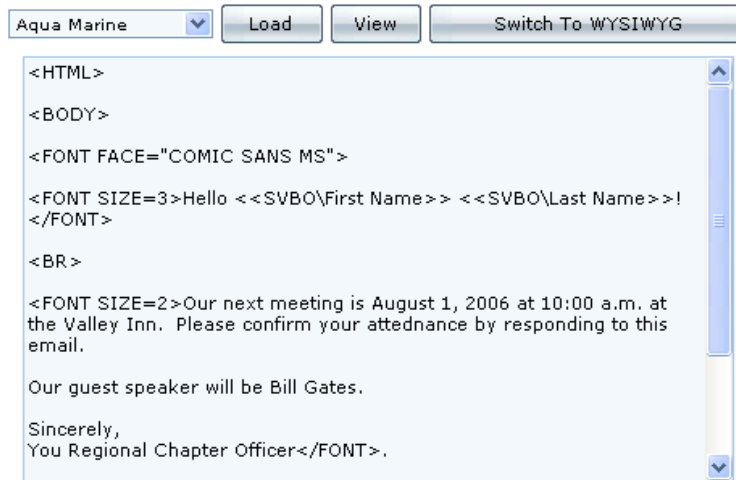
Email messages can be sent as Plain Text or HTML. Even when sending as HTML, you should also send a Plain Text version since some email programs cannot receive HTML messages.

Using any Word Processing program, create your email message, and then copy and paste it into the Plain Text Body box.



If you have an alternative message format as HTML, then you'd copy the HTML code (automatically created in programs like MS FrontPage) and paste it into the HTML Message box.

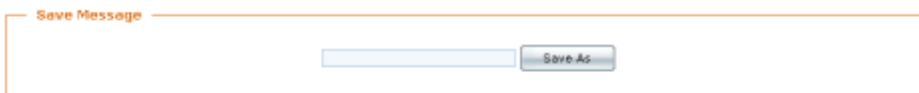
HTML Message



PART 5

Saving an email message.

Listrak allows you to save your campaign at any step of the campaign creation process. Once you save your campaign you can recall it at any point. In order to save your campaign, just name your message by filling out the input box in the Save Message pane then click the Save button. Once your message is saved, you can recall it selecting the View Saved Messages menu item under the Author tab.



Once you select the View Saved Messages menu item you will be presented with a list of saved messages. By clicking on the subject of the message the saved message will be loaded into the Author & Send Message page. If you click on the trash can beside each message the saved message will be deleted.

PART 6

Sending the email message. At the bottom of the Author & Send Email page you will see several buttons that carry out different campaign functions



Send Review

Click this button to send a copy of the message to your review group for reviewing before sending to your entire list. The review messages delivered to the review group will be marked with REVIEW: in the subject line.

Note: if you have not defined any email addresses in your review group this button will not be shown.

Spam Score

Deliverability is the #1 concern of email senders today. That's why Listrak has developed Spam Score. Use the Spam Score feature to quickly scan your permission-based email message for content that may be blocked by content filters. When the scan is complete, you will receive a Spam score based on the Spam Assassin rating system which will help you determine whether your message is in danger of being blocked by Spam filters. Listrak's Spam Score feature will also provide recommendations that will most likely increase your message's deliverability rate.

Spam Assassin is the most popular free content scoring software available on the Internet and will most likely be in use in business to business and small ISP settings.

There are many factors involved with email message deliverability, and not all spam filters are the same. Therefore, using Listrak's Spam Score low and using best practices for copywriting and message composition are good first steps. After that, count on Listrak to keep a close eye on the email marketing industry. Based on the newest information, we continually update and produce new and innovative ways to help all of your messages get delivered.

Most mail server administrators set their Spam Assassin threshold at 5. This means that you will want to make sure that your Spam Score is below 5.

If content within your message qualifies, Listrak will display Other Listrak Recommendations. These continually updated recommendations are a result of research done by the professional services team at Listrak. Use these recommendations in addition to the Spam Assassin recommendations to achieve the best deliverability possible.

Send Test

Click this button to send a copy of the message to yourself for reviewing before sending to your entire list.

Note: When you click "Send To Myself, the message will be sent to the address currently in the "Test Address" field.

Preview

Click this button to see sample of the message in both HTML and Plain Text format. This option allows you to see changes to the message body immediately, without having to do a Send To Myself test mailing. This feature is also very convenient when using Advanced Profiling because it allows you to quickly verify that you have inserted the profiling tags correctly, and that subscribers will receive the message as you intended.

Send To My List

Once you click this button, you will be asked to confirm that you would still like to send the message. You will also be shown the number of free emails you have used for the current month, and the number still remaining. If sending the current message will result in additional charges to your account, these additional charges will be included in the confirmation request.

Confirm Send

Please confirm sending for:

List Name: Music Lovers
Send Date: Immediately
List Size: 5437

You are allotted 10,000 free emails per month.
You have 10,000 free emails left for September.

Cancel

Send To List

Click the "Send To My List" button to send the message to your list's subscribers, or the "Cancel" button to abort the sending process.

Note: You may still send an unlimited number of messages once you have reached your allotted number of free emails. You will be billed for these additional emails at the "per additional email cost" specified when you created your account.

How to Update Information For Members of the PASBO ListServ



Using an Internet Browser (ie. Microsoft Internet Explorer) go to <http://www.pasbo.org>. Select "About" from the top navigation menu and click Regional Chapters.

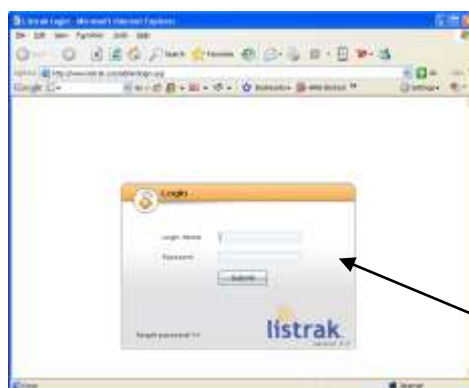


Select your Regional Chapter from the list of chapters which is listed by chapter type.

Note: You may bookmark this link or go to this page directly using this link: <http://www.pasbo.org/regionalchapters.asp>

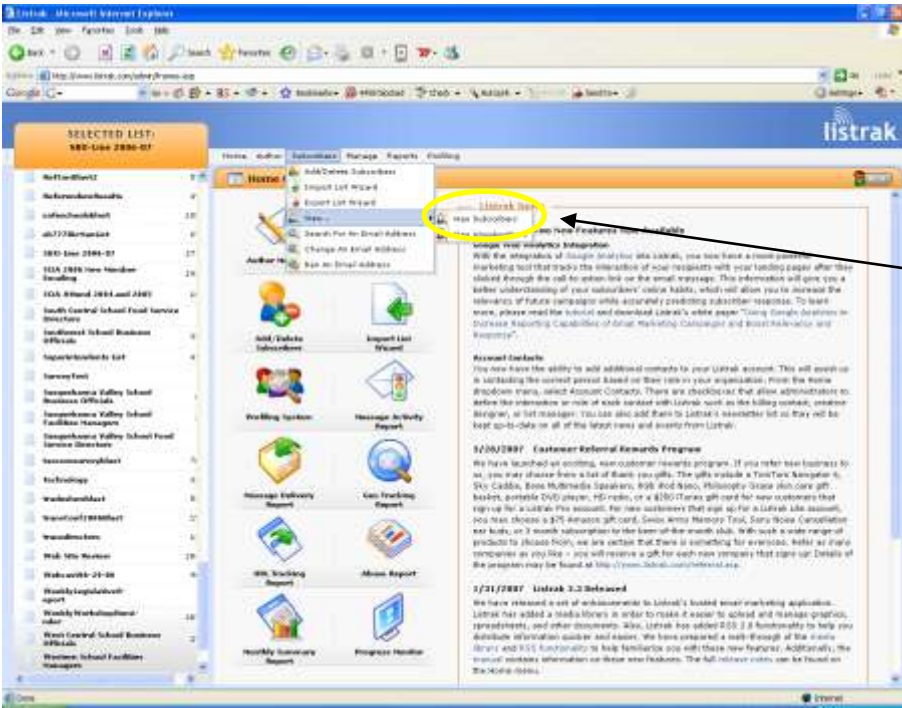


Click the link, (Admin Only) Update member information

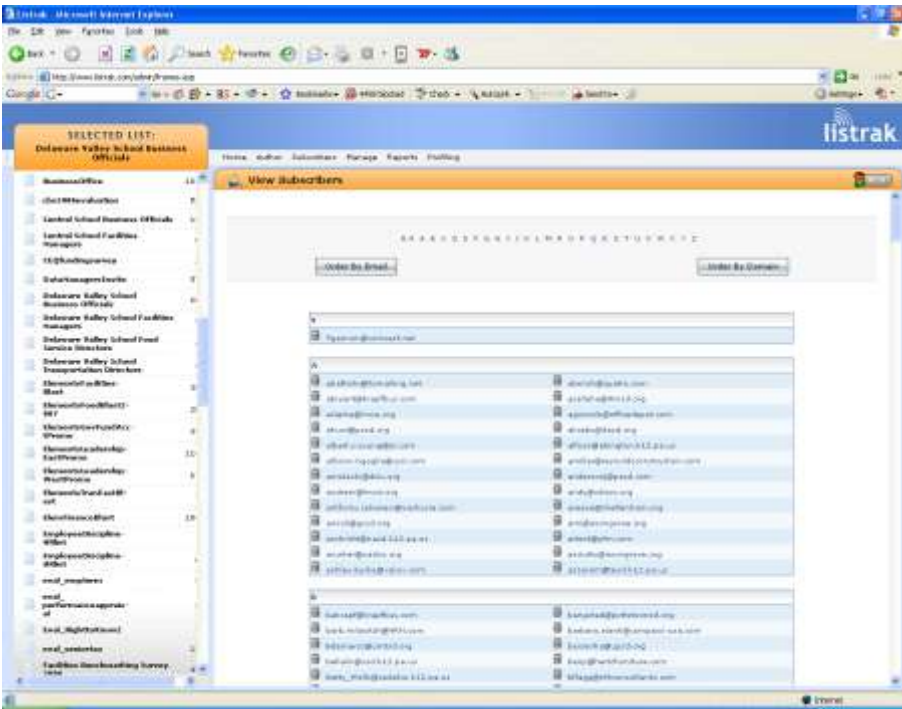


Use your login name and password to get access to your Regional Chapter's listserv.

Enter this information to continue.



Select View Subscribers from the Subscribers, View... menu to see a list of the members on your listserv.



Select the eMail address of the member that you need to update.

Subscriber: DalaneT@garnetvalleyschools.com
Subscribe Date: 9/6/2002 8:59:22 PM

List Filter:
Delaware Valley Schoo Additional List

Profile Data Campaign History Click History

DVBD

FirstName	Thomas
MiddleInitial	E
LastName	Delaney
Employer	Garnet Valley SD
JobTitle	Business Administrator
Address1	GVEC
Address2	80 Station Rd.
City	Glen Mills
State	Pa
ZipCode	19342
Phone	610.579.7374
PhoneExt	
Fax	610.579.7379
<input type="checkbox"/> Member	
Type	
C	

A form appears which allows you to make any necessary changes to the member's information.

In addition, this form gives you access to the Member field which only the administrator can check or uncheck. You may use the field however you see fit. An example of how you might use this field would be to indicate who has paid dues and who has not.

How to Add Yourself to the PASBO Regional Chapter ListServ

1



Using an Internet Browser (ie. Microsoft Internet Explorer) go to <http://www.pasbo.org>. Select "About" from the top navigation menu and click Regional Chapters.

2



Select your Regional Chapter from the list of chapters which is listed by chapter type.

Note: You may bookmark this link or go to this page directly using this link: <http://www.pasbo.org/regionalchapters.asp>

3



Click the link, "Add yourself to the email list or Update your Information"

4



Complete the form and hit the submit button.

Note: Be very certain your email address is properly entered. To update or change your information, you must complete the same form using the same exact email address completing all other fields in their entirety.

APPENDIX 9 –Inviting Legislators to Chapter Meetings

PASBO encourages you to invite your local legislators to your regional chapter meetings. You may want to request that your legislator even be a speaker at a specific meeting to present updates on important legislative actions that could have far reaching effects on school district operations. You might also extend an open invitation for your legislators to attend one or more of your regional chapter meetings as guests where they can hear first hand about the issues that you are dealing with on a daily basis within your districts. Good communications between school district representatives and our legislative representatives are more important than ever because legislative changes affect all of our operations.

You can identify the legislators specific to your region by first accessing the PASBO web site.

The screenshot shows the PASBO website interface. At the top, the logo and tagline "Taking care of the business of schools ... every day" are visible. The navigation menu includes Home, About, Education, Legislative, Vendors, Products / Services, and Resources. The "Legislative" menu is open, showing options like "Legislative Report", "Legislative Action Network", "Weekly Email List Sign-up", "Archive Legislative Reports", "Electronic Bill Room", "Senate & House Members", "Legislator Brief", and "Keystone Accountability". The "Legislative Action Network" option is highlighted. Below the navigation, there are several content blocks: a "Site Search" box, a "SBO-Line Archive" with a list of dates from July 2007 to April 2007, a "Poll" asking if LEAs use reverse auctions, "My Links" with "Current Weather", "SS Act 1 Information" with various links, "News" with articles from April 2007, "Legislative Updates" with budget and reimbursement information, "President's Theme" with a photo of children, "Join PASBO" with a "Join Now" button, and "Legislative Action Network" with links to House Bill 797, Senate Bill 159-House Bill 107, and a request to support Senate Bill 777.

(Screen A)

Select “Legislative” from the top navigation menu and click Legislative Action Network.

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Election • Media

PENNSYLVANIA

FEATHER ALERT

House HB 797

Please contact your state Representative and ask them to support HB 797, which clarifies that audio recordings on buses are legal and the procedures necessary.

In March 2006, the Pennsylvania state police seized about 70 video camera systems from buses parked at Lehigh Transit Inc.'s Drexelburg stations as part of a separate investigation. The officers also seized more than 100 videotapes, which they believed contained illegal audio recordings. Please contact your state Representative and ask them to support HB 797, which clarifies that audio recordings on buses are legal.

[Take Action](#)

My Elected Officials

President	Governor
George W. Bush (R)	Edward G. Rendell (D)

U.S. Senators:

Arlen Specter (R)
Robert P. Casey (D)

To find your U.S. Representative and/or State legislators, enter your address below OR 9-digit ZIP code, and click "GO".

Address:

City:

State: **Pennsylvania**

Remember my location (What's this?)

[Go](#)

OR

ZIP code: -

Remember my location (What's this?)

[Go](#)

Policy Tools

- State Legislator Directory
- State Officials and Agencies
- Issues and Legislation
- Congressional Delegation
- Media Guide
- Election Guide
- State Legislature Basics

Stay Informed

- [Action E-List](#)
Get an alert when your involvement can make a critical difference.
- [Alert Feed](#)
Get our alerts in your RSS feed reader.

Spread the word

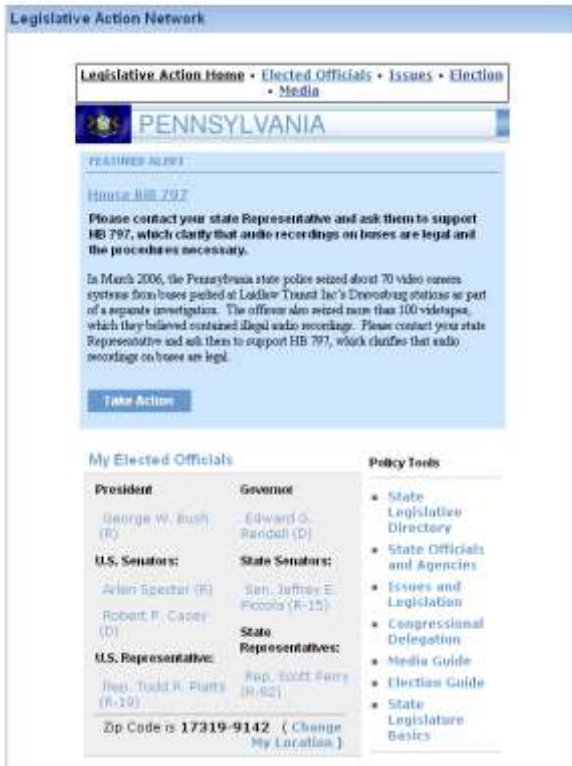
- [Tell A Friend](#)
Send a note to a friend to let them know about this site!

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(Screen B)

In the “Legislative Action Network” box type in your ZIP Code and then click **GO**.

The names of your legislators will appear in the “Legislative Action Network” box as seen below.



(Screen C)

From the “Legislative Action Network” box, you may also click “**Elected Officials**” which will provide you with a number of ways to access information on your area legislators.



(Screen D)

You may browse the directory alphabetically by last name by clicking on the first letter of the last name of the legislator you are attempting to locate. For example, if you click “**B**” you will obtain the following information.

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Elections • Media

PA Legislative Directory • President

Pennsylvania State Legislative Directory

Browse Directory Alphabetically

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Results

20 results found for: **alphabetical letter 'B' PA**

view by [name](#) | [party](#) | [chamber](#) | [state](#)

Senate (4)	House of Representatives (16)
Sen. Baker, Lisa (R-PA-20th)	Rep. Baker, Matthew (R-PA-68th)
Sen. Boscola, Lisa (D-PA-18th)	Rep. Barrar, Stephen (R-PA-162th)
Sen. Bravone, Patrick (R-PA-16th)	Rep. Bastian, Bob (R-PA-63th)
Sen. Brubaker, Michael (R-PA-36th)	Rep. Beaz, John (R-PA-97th)
	Rep. Bellanti, Robert (D-PA-107th)
	Rep. Beninghoff, Kerry (R-PA-171st)
	Rep. Bennington, Lisa (D-PA-215th)
	Rep. Bever, Karen (R-PA-131st)
	Rep. Blancucci, Vincent

(Screen E)

You can then choose to view by *name* or *party* or you may click on a name appearing on the list.

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Elections • Media

Senator Lisa Baker (R-PA 20th)

1st-term Republican from Pennsylvania



Contact Information

Web Site: www.legis.state.pa.us/cfdocs/legis/home/member_information/senate_bio.cfm?id=107

E-mail: lbaker@paesen.gov

100 Capitol Building
Harrisburg, PA 17120-9020
Phone: (717) 787-7426
Fax: (717) 787-9240

Main District Offices:
22 Dallas Shopping Center
Dallas, PA 18612
Phone: (570) 675-8831

Background Information

Party: Republican
Marital Status: Married (Gary)
Prev. Occupation: Non-profit Executive
Education: BA Shippensburg University, 1989

Other Information

Term: 1st
First Elected: 2008

Committees:

- Communications & Technology
- Community, Economic & Recreational Development
- Education
- Public Health and Welfare
- Veterans Affairs & Emergency Preparedness, Chair

Bio & Contact Info

[Send Message](#)

[Key Votes](#)

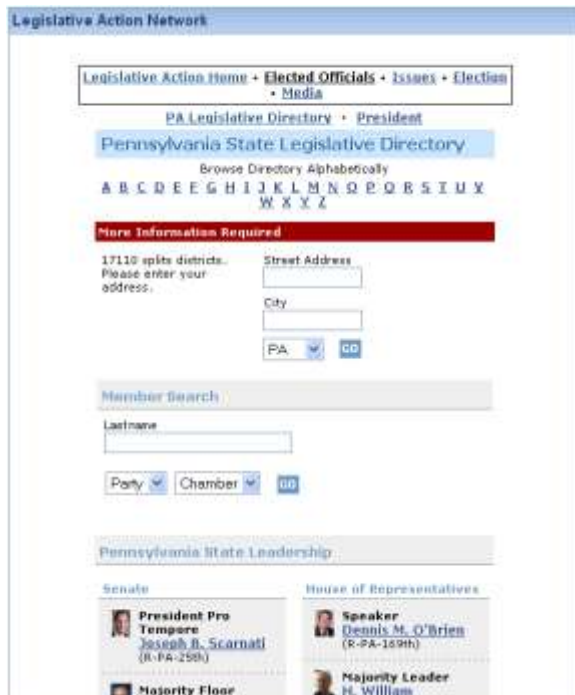
[Staff Members](#)

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(Screen F)

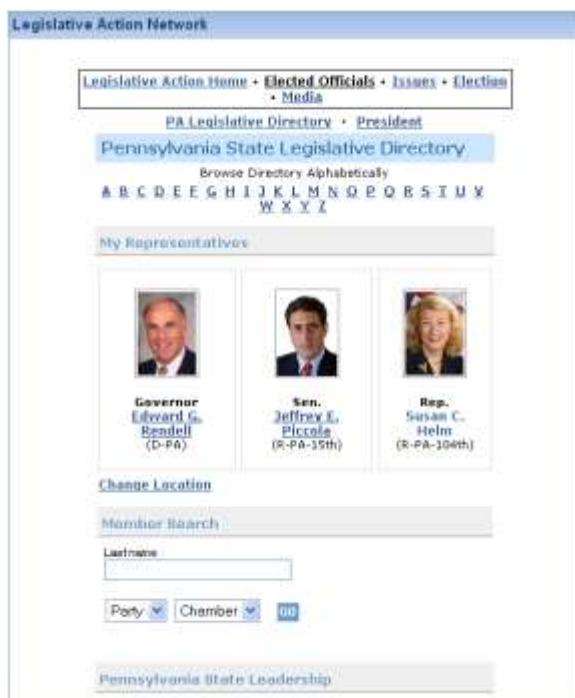
This screen provides bibliographic and contact information for the legislator selected.

On Screen 'D' had you selected to enter your ZIP Code, you might have received the following information if the ZIP Code entered is in two or more legislative districts as it is with the example used of 17110:



(Screen G)

Here you are requested to enter your address to determine the district in which you reside. If we enter 2579 Interstate Drive, Harrisburg, PA as the address, the following information is displayed.



(Screen H)

If you then click the name of one of the elected officials shown, you would again be provided with bibliographic and contact information.

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Election
• Media

Senator Jeffrey E. Piccola (R-PA 15th)
6th-Term Republican from Pennsylvania



Contact Information
Web Site: www.legis.state.pa.us/cfdocs/legis/home/member_information/senate_bill.cfm?dist1
ctnumber=15
E-mail: jpiccola@sen15.001
 173 Capitol Building
 Harrisburg, PA 17120-0015
Phone: (717) 787-6801
Fax: (717) 783-8722

Main District Office:
Web Site: www.aiccola.org
 916 E.11 River Rd.
 Harrisburg, PA 17102
Phone: (717) 896-7714
Fax: (717) 896-7717

Background Information
Party: Republican
Residence: Susquehanna Twp.
Marital Status: Married (Divorced)
Prev. Occupation: Attorney
Prev. Political Exp.: PA House, 1977-85
Education: BA Gettysburg College, 1970; JD George Washington University Law School, 1973
Military: USMC, 1970-74
Birthdate: 05/16/1948
Birthplace: Harrisburg, PA
Religion: Presbyterian

Other Information
Term: 6th
First Elected: 1994
Committees:
 • Community, Economic & Recreational Development
 • Consumer Protection & Professional Licensure
 • Education Vice Chair

Links & Contact Info:
[Send Message](#)
[Key Notes](#)
[Staff Members](#)

(Screen I)

A third search option from *Screen 'D'* would be to enter the last name of the legislator you are seeking. You may even further identify this member by selecting their *party* or *Chamber*. Entering “Boscola” in a search for Lisa Boscola would provide the following result:

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Election
• Media

PA Legislative Directory • President

Pennsylvania State Legislative Directory

Search Results
 1 results found for: 'Boscola' and PA

view by name | party | chamber

Sen. [Boscola, Lisa \(D-PA-16th\)](#)

Member Search
 Party Chamber

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(Screen J)

From here, click on the resulting name shown, and you will again be presented with bibliographic and contact information.

[Legislative Action Home](#) • [Elected Officials](#) • [Issues](#) • [Election](#)
• [Media](#)

Senator Lisa M. Boscola (D-PA 18th)

3rd-term Democrat from Pennsylvania



» Bio & Contact Info

[Send Message](#)

[Exp. Votes](#)

[Staff Members](#)

Contact Information

Web Site:

www.legis.state.pa.us/cbdocs/legis/home/member_information/senate_lisa.cfm?id=179

E-mail: lboscola@psenate.com

469 Capitol Building
Harrisburg, PA 17120-3018
Phone: (717) 787-4238
Fax: (717) 783-1257

Main District Office:

669 Main St., Ste. 270
Gettysburg, PA 17325
Phone: (810) 669-8967

Background Information

Party: Democrat

Residence: Gettysburg

Marital Status: Married (Edward)

Prev. Occupation: Legislator

Prev. Political Exp.: PA House, 1995-98

Education: BA Villanova University, 1984 MA
Villanova University, 1985

Birthdate: 04/05/1962

Birthplace: Gettysburg, PA

Religion: Catholic

Other Information

Term: 3rd

First Elected: 1998

Committees:

- Appropriations
- Consumer Protection & Professional
Licensing - Minority Chair
- Game and Fisheries
- Judiciary

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(Screen K)