



gets

Back to Basics



FACILITIES, MAINTENANCE, OPERATIONS & TRANSPORTATION WORKSHOP

WEDNESDAY, MARCH 27, 2013

Mohave Community College, 3400 Highway 95, Bullhead City, AZ

TECHNOLOGY PRE-CONFERENCE

WEDNESDAY, MARCH 27, 2013

Aquarius Hotel & Conference Center, 1900 South Casino Drive, Laughlin, NV

SPRING CONFERENCE

WEDNESDAY, MARCH 27-FRIDAY, MARCH 29, 2013

Aquarius Hotel & Conference Center, 1900 South Casino Drive, Laughlin, NV

Spring Conference Schedule

WEDNESDAY MARCH 27, 2013

Pre-Conference 8:00 AM – 4:00 PM	Facilities, Maintenance, Operations and Transportation Workshop Mohave Community College—Bullhead City Campus
Pre-Conference 8:30 AM – 4:30 PM	2nd Annual Technology Pre-Conference Aquarius Hotel and Conference Center
Spring Conference 4:00 PM – 7:30 PM	Aquarius Hotel and Conference Center Hotel and Spring Conference Registration Check-in
6:30 PM – 8:30 PM	Welcome Mixer



THURSDAY, MARCH 28, 2013

8:00 AM	Conference Registration Check-in
8:00 AM	Continental Breakfast
9:00 AM	General Session Welcome Greeting Educational Programs Update
9:30 AM	Keynote Address by Jaime Casap, Business Development Manager, Google, Inc. Jamie is a Business Development Manager and Education Evangelist at Google, Inc., on the Google Apps for Education Team. As such, he has been instrumental in bringing cloud based technology tools to millions of students and teachers in the K12 space. Jaime believes the technology perspective can improve education—and will share with attendees.
10:30 AM	Refreshment Break and Networking
10:55 AM	Breakout Session #1 <ul style="list-style-type: none">101: Cash! How to Make Change to Ensure Compliance102: Contract Management Documents Uniform System of Financial Records (USFR)103: Agile Education Technology: Innovations for K12104: Alternative Salary Structure105: LED: The New Lighting Paradigm106: Introduction to Managing Public Records, Records Retention and Disposition107: How Bell Times Affect Teaching and the Budget
12:00 PM	Lunch
12:55 PM	Breakout Session #2 <ul style="list-style-type: none">201: Administrator's Guide to Sanity! Why does Transportation do it THAT way?!202: Uniform System of Financial Records (USFR) Procurement Requirements203: Implementing Google Apps in Your District204: Creating a Staffing Model for your District205: Continuous Improvement Strategies for MRO Improvement206: Electronic Records Management207: Technology on the Move

Spring Conference Schedule

THURSDAY, MARCH 28, 2013 (CONTINUED)

- 1:50 PM Refreshment Break and Networking**
- 2:00 PM Breakout Session #3**
- 301: Getting to Know Google Apps and Implementing Google Apps in your District
 - 302: Market Basket Bids — “The Meat & Potatoes”
 - 303: AASBO Two-Year CAC Degree & B.A./M.B.A. Ottawa University Degree Programs
 - 304: Classifying Support Personnel as Volunteers
 - 305: Facilities Maintenance
 - 306: Consultants vs. Employees...Are You Issuing a Purchase Order or a Pay Check?
 - 307: A Day in the Life—Down Syndrome Network AZ
- 2:55 PM Refreshment Break and Networking**
- 3:05 PM Breakout Session #4**
- 401: Understanding E-Rate
 - 402: IFB Evaluating and Best Practices
 - 403: TekLink
 - 404: Common Audit Issues Reported in Payroll
 - 405: Lowering Cost not Quality
 - 406: Coding Employees Between the Various Departments to Ensure Compliance and Consistency
 - 407: A Day in the Life—Down Syndrome Network AZ
- 4:00 PM Conference Sessions End**
- 5:30 PM Dinner Buffet—Windows on the River Buffet**
Evening Free
-

FRIDAY, MARCH 29, 2013

- 7:30 AM Breakfast Buffet**
- 9:00 AM General Session**
Welcome and Call to Order
Legal Update of Educational Issues and Legislative/Budget Updates
60th Annual Summer Conference
Best Practices Awards for 2012
Door Prizes
- 10:30 AM Adjournment – Conference Ends and Hotel Check Out**



Program Track Detail

ADMINISTRATION

S 101 - Cash! How to Make Change to Ensure Compliance

Presenters: Karin Smith, Heinfeld, Meech & Co., P.C. Shari Zara, Queen Creen Unified School District

Cash is one of the area's most susceptible to risk within a school. District struggle with compliance in this area because there are so many employees involved in collecting cash from club sponsors to athletic ticket sales. This session will review the USFR requirements for handling cash and how to avoid common audit findings. Participants will gain insight on best practices for procedure development. Come to this session to learn tools you can utilize within your District to conduct internal reviews to ensure policies and procedures are being followed to ensure compliance.

S 201: Administrator's Guide to Sanity! Why does Transportation do it THAT way?

Presenters: Antonio "Tony" Mlynek, Washington Elementary School District #6

A round table type format discussion on current student transportation trends and issues effecting Arizona Schools.

S 301: Getting to Know Google Apps and Implementing Google Apps in your District

Presenters: John Moreno, Raymond Pohlmeier & Kerry Pohlmeier

Get to know all of the great features that Google has to offer. During this course, we will show you some of the great features of Gmail, Docs, Calendar, Contacts, and Groups that are right at your fingertips. Find out how these tools work together and leave the session with ideas to use today to make your life easier!

S 401: Understanding E-Rate

Presenters: Chris Igel

This session will discuss a basic overview of the E-RATE program and who should be involved in the process. Procurement and using Arizona Contracts for a successful application and getting funded.

PURCHASING

S 102: Contract Management Documents Uniform System of Financial Records (USFR)

Presenters: Karen Fleetwood, Mesa Unified School District #4 Michelle Hamilton, Mesa Unified School District #4

The contracts are done! Now what do I do? Tips, tools and ideas for contract management. Come get your sample forms. We will provide you with the necessary tools.

S 202: Uniform System of Financial Records (USFR) Procurement Requirements

Presenters: Bill Munch, Valley Schools Management Group & Gary Barkman, Mesa Unified School District

On September 22, 2010, the Auditor General's Office released USFR Memorandum No. 248 which clarified many everyday purchasing procedures for school districts. In May of 2012, the USFR was updated to incorporate the information contained in Memorandum No. 248. Anyone involved in purchasing items, services or construction for a school district will want to attend this informative session.

S 302: Market Basket Bids - "The Meat & Potatoes"

Presenter: Lila McCleery, Phoenix Union High School District

What is a market basket bid? Are market basket bids a new trend? Why & when would I consider doing a market basket bid? How does evaluation of a market basket bid differ from a line item bid? Will my market basket bid satisfy the auditors? Come to this informative class and get these and many more questions answered regarding the "Meat & Potatoes" of market basket bids.

S 402: IFB Evaluating and Best Practices

Presenters: Gary Barkman, Mesa Unified School District and Bill Munch, Valley Schools Management Group

Presenter: Anita McLemore, Peoria Unified School District Crystal Korpan, Gilbert Unified School District #11 What are the various compliance requirements for completing a bid evaluation? What can you do, what can't you do and what should you have in your solicitation file for the auditors? Learn the answers to these questions and more.

Program Track Detail

TECHNOLOGY

S 103: Agile Education Technology, Innovations for K12

Presenter: John Miller, The Braintrust Consulting Group

Learn how Agile can help your Education Technology Department develop a culture of innovation that delights the school community, rapidly delivers valuable solutions, and flows with the changing needs of the District. Most importantly, it helps your teams become role models of 21st Century skills to be emulated in the classroom. Move from a cost center to an innovation engine for your District.

S 203: Implementing Google Apps in your District

Presenter: Presenters: John Moreno, Raymond Pohlmeier & Kerry Pohlmeier

Are you thinking about implementing Google Apps in your district? Join us for this informal question and answer session to find out how one AZ school district made the transition.

S 303: AASBO Two-Year CAC Degree and B.A./M.B.A. Ottawa University Degree Programs

Presenters: Jeff Gadd, Arizona Association of School Business Officials

Learn about AASBO's two and four-year degree programs as well as the M.B.A. program. Jeff Gadd will present information on our two-year degree program available through Central Arizona College.

S 403: TekLink

Presenter: Tom Clark, Scottsdale Unified School District

Connecting Families, Schools, and Communities Through the Use of Recycled, Refurbished Technology. Learn how Scottsdale USD's recycling program assist students and the local community reap the benefits of unwanted gently used technology equipment.

PAYROLL/ HR

S 104: Alternative Salary Structure

Presenters: Brenda Thomas-Martinez, Blue Ridge School District Mike Aylstock, Aylstock Consulting, LLC

With the reductions in school budgets, districts must find ways to allocate funds for staff salaries. See and hear how the Blue Ridge School District eliminated all rigid salary structures and gave their Governing Board more options to allocate funding for salaries. The Alternative Salary Schedule model has been used by several school districts throughout Arizona.

S 204: Creating a Staffing Model for your District

Presenters: Brian Mee & Anette Moreno, Pendergast Elementary School District

School districts are expected to do more with less. This district created a staffing model that works within their budget. They will speak about how they got started on their staffing models and offer insight on how they have maintained it since its inception.

S 304: Classifying Support Personnel as Volunteers

Presenter: Brad Nassif, Glendale Union High School District

Recent litigation and clarification of the Fair Labor Standards Act (FLSA) may allow districts to change how they classify support staff who also want to do extra duty assignments, such a coaching. In the past, support staff employees were classified as non-exempt under FLSA and were allowed to perform extra duties with submitted timesheets and overtime pay was correctly included. The presenter will discuss litigation, FLSA issues, and implementation of classifying support staff as volunteers.

S 404: Common Audit Issues Reported in Payroll

Presenters: Sara Kirk, Heinfeld, Meech & Co., P.C. Norma Pacheco, Union Elementary School District

Does your District have strong internal controls related to processing of payroll to ensure you get through an audit successfully? This presenter will review what your auditor is looking for, as well as, common audit issues noted in the payroll area and other information on how to correct these before your next audit.

Program Track Detail

MAINTENANCE

S 105: LED - The New Lighting Paradigm

Presenter: Charles Bowers, Centennial Contractors Carlos Monreal, Scottsdale Unified School District

The presenters will go over the status of LED technology in general and how it applies to both sustainability and current school budgets in the state. The session will be of interest to facilities managers, procurement managers, and financial professionals who have already heard about LED lighting or who will undoubtedly be touched by this technology very soon. The session will inform attendees about generally available products, lighting applications, the savings potential and how quickly the LED technology is moving ahead in terms of better energy performance and relative affordability. The presenters will cover case studies relevant to K-12 schools and how LED stacks up against current fluorescent lighting performance and manufacturer representatives will be on hand to demonstrate currently available products.

S 205: Continuous Improvement Strategies for MRO Procurement

Presenters: Sindi Jordan & J.B., Grainger Industrial John Muir, Scottsdale Unified School District

MRO offers a considerable opportunity for expense reduction, waste removal, and risk management. This seminar focuses on strategies to improve processes inside the MRO supply chain. Listen to one company's approach for driving change to achieve a lower total cost.

S 305: Facilities Maintenance

Presenters: Chuck Hink, Pueblo Mechanical Controls, Inc. Robert Jacobson, Avondale School District

New technologies on the market are great and everybody wants to know about the ROI in order to justify the capital expenditure when the HVAC industry already has needs (not wants) for low cost capital and fast ROI in that is in Operation and Maintenance.

S 405: Lowering Cost not Quality

Presenters: Chris Stevens & Mike Colgan, Scottsdale Unified School District

In today's culture of shrinking budgets and increasing costs, the challenges facing today's vehicle maintenance professionals are more demanding than ever. However the opportunities to excel do exist for the budget conscious leaders, provided they face these challenges by going back to the basics. With this presentation we hope to enlighten, remind, reinforce, and perhaps entertain those wise enough to attend. In the interest of time, please hold your cheering and applause until the end of the show.

ACCOUNTING (CONTINUED NEXT PAGE)

S 106: Introduction to managing Public Records, Records Retention and Disposition

Presenter: Jerry Lucente-Kirkpatrick, Arizona Office of the Secretary of State

This session covers the statutory definition of records and records management, and the reasoning behind a records management program. The requirements of the Arizona Revised Statutes (ARS) are covered as well as records confidentiality and the commercial use of public records. We will discuss the creation, interpretation modification and use of records retention and disposition schedules. record series, retention periods, historical records, and record series "cutoffs" are explained, along with procedures for destroying records.

S 206: Electronic Records Management

Presenter: Jerry Lucente-Kirkpatrick, Arizona Office of the Secretary of State

Electronic records are creating new challenges for custodians of public records. Aimed at all computer users this discusses things to watch out for when storing records solely on electronic media and things you can do to ensure that your records will be protected. There is also a discussion on e-mail and Social Networking, and how they fit into the public records laws and how these records should be managed.

Program Track Detail

ACCOUNTING (CONTINUED)

S 306: Consultants vs. Employees...Are You Issuing a Purchase Order or a Pay Check?

Presenter: Karin Smith, Heinfeld, Meech & Co., & Ginger Wischmann, Flagstaff Unified School District

School districts hire consultants for many functions from technology to facility projects. Understanding the Fair Labor Standards Act is critical for directors, supervisors and managers. Do you know when it is appropriate to hire the individual as an employee verses when to hire them as a contractor? Do you know what the penalties are for a school district if you misclassify an individual as a contractor when they should be an employee? With the limitations of school district budgets and the common practice of a hiring freeze, it is more important than ever to ensure district administrators know the criteria to utilize when hiring a contractor. Learn the key questions to take back to your district to implement an internal audit before the IRS select you for an audit!

S 406: Coding employees between the various departments to ensure compliance and consistency

Presenters: Linda Robertson, Buckeye Elementary School District, Susan O'Reilly, Agua Fria Union High School District, Debbie Ranney, Agua Fria Union High School District, April Rhodes, Buckeye Elementary School District

What conversations does your district have between the various departments involved in the coding process for employees? Is there a process for communicating a change for an existing or new employee between Human Resources, Payroll and Finance Departments? Should there be a process? Join our panel for some conversation on how they communicate these changes and evaluate the need to modify their current process to ensure that the communication continues to flow so that everyone has the same information. This session will get you thinking about what you are doing at your district and other approaches to the same conversation that is occurring at your district along with giving you some new ideas to take back with you.

TRANSPORTATION

S 107: How bell times affect teaching and the budget

Presenter: Jeff Walker, Litchfield School District & Armando Cuellar, Madison School District

Transportation is costly however savings can be realized and transportation efficiency improved if districts consider adjusting bell times.

S 207: Technology on the Move

Presenter: Tom Clark & Chris Stevens, Scottsdale Unified School District

Scottsdale Unified School District (SUSD) is taking learning and technology training directly to teachers with its eCoach tech bus which is the first of its kind in the nation. Experience this mobile technology lab on wheels first hand.

S 307: A Day in the Life - Down Syndrome Network AZ

Presenter: Laura Chapnek, Waxie Sanitary Supply

The Day in the Life presentation is from the Parents and School Partnership program that was started from a grant from the Thunderbirds. The purpose is to build the relationship between our parents and the schools their children attend. After a presentation by Laura Chapnek of the Down Syndrome Network of Arizona, participants will have the ability to experience ten real-life scenarios to simulate what it is like to have a disability.

S 407: A Day in the Life - Part II

Presenter: Laura Chapnek, Waxie Sanitary Supply

After the initial presentation (S 307) Laura Chapnek will lead participants through ten real-life scenarios that simulate what it is like to have a disability. Participants will leave with a greater understanding of various challenges facing individuals with disabilities and be better equipped to build the relationship between the children and parents they serve.



Facility, Operations, Maintenance & Transportation Workshop

AASBO FACILITY OPERATIONS, MAINTENANCE & TRANSPORTATION WORKSHOP

Wednesday, March 27, 2013

Mohave Community College—Bullhead City, AZ

- 8:00 AM – 8:30 AM** **Registration and Continental Breakfast**
- 8:30 AM – 8:45 AM** **Workshop Welcome & Overview – Mike Fisher**
- 8:45 AM – 10:00 AM** **Maintenance Keynote Address — BACK TO BASICS**
Dr. David Peterson, Scottsdale Unified School District & Justin Rojas, Urban Energy
- 8:45 AM – 10:00 AM** **Transportation Keynote Address**
Bill Munch, Valley Schools Management Group and Gary Barkman, Mesa Unified School District
- 10:10 AM – 11:00 AM**
- 101P** **An Ounce of Prevention is Worth a Pound of Cure**
Presenters: Brett Holliday, Scottsdale Unified School District Rhonda Bishop, Scot Hair, School Dude
In tough budget environments, unfortunately, preventive maintenance is often the first program to get postponed because the benefits are not immediately obvious. Proactive work often gets re-prioritized by the immediate and urgent corrective or emergency maintenance work at hand. Where do I start my PM program? How am I tracking work associated to PM? How does that impact the overall long-term cost of maintenance or the overall cost of stewardship of the investment in the school or college facility? Can you make the case for a preventive maintenance program? 1. How does a PM program affect overall costs and emergencies? 2. What are the financial impacts to facility capital needs? 3. With utility costs comprising a large portion of the M&O budget, how can PM impact your energy use and building efficiencies? 4. How does PM affect other costs or risks, such as insurance claims?
- 102P** **AASBO Two-Year CAC Degree and B.A./M.B.A. Ottawa University Degree Programs**
Presenters: Jeff Gadd, Arizona Association of School Business Officials
Learn about AASBO's two and four-year degree programs as well as the M.B.A. program. Jeff Gadd will present information on our two-year degree program available through Central Arizona College.
- 11:10 AM – 12:00 PM**
- 201P** **Warranties: Myth or Reality?**
Presenters: Luis Rodriguez, Progressive Roofing Melissa Murray, Scottsdale Unified School District
What is really covered by your roofing manufacturer warranty?
- 202P** **Communication Tools for Transportation Departments**
Presenter: Antonio (Tony) Mlynek, Washington Elementary School District #6
This course will assist you with the variety of free technology to better operate and/or communicate with your staff, schools, and parents.
- 12:00 PM – 12:40 PM** **Lunch**
- 12:45 PM – 1:45 PM** **Keynote Address — BACK TO BASICS**
Wayne Moffet & Peter Denton, ABM Janitorial with Joe Baca, Scottsdale Unified School District

Facility, Operations, Maintenance & Transportation Workshop

1:45 PM – 2:40 PM

301P Retro Commissioning: Why Retrocommissioning Makes Sense

Presenters: Doug Kreschollek, CORE Energy and Carlos Monreal, Scottsdale Unified School District

The goal of retro-commissioning is to ensure that all the energy-using and energy-conserving systems in a building are working in concert. Case studies, as well as opinions of experts in the field, strongly support the economic value of retro-commissioning. Energy savings alone typically provide a one-to-three-year payback on the cost of systems retro-commissioned.

302P Transportation Goal Setting—Part I

Presenters: Dean Humphrey, Pendergast School District and Ernie Meza, Isaac Elementary School District

This session will focus on goal setting and planning. Attendees will be asked to become actively involved in developing a new route for transportation within the AASBO organization. AASBO has many tools, and resources for school districts but we need your professional expertise to help advance student transportation in Arizona. Come on, get on the bus and help us build a route to the future.

2:45 PM–3:30 PM

401P Budgeting for Facilities Maintenance 101

Presenters: Daniel O'Brien, Scottsdale Unified School District & Jeff Cook, Cook D2

Good facilities drive an excellent educational process. Come learn Best Practices in Facilities Budgeting during these challenging budget times.

302P Transportation Goal Setting—Part II

3:35 PM – 4:00 PM

Evaluation, Door Prizes, and Wrap-Up

A Special Thank You To:

AASBO's Strategic Partners

The Trust

in partnership with the Alliance and SCIP



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AASBO's Alliance Partners



3rd Annual Technology Pre-Conference

Wednesday, March 27, 2013

Aquarius Hotel & Conference Center—Laughlin, NV

8:30 AM – 9:00 AM Registration and Continental Breakfast

9:00 AM – 10:30 AM Disruptive and Effective Technology Leadership—Mike Federoff, Vail Unified School District
What does school IT "do"? Or, more accurately...if you work in school IT, what do you "do"? What value do you bring to the organization? Is IT about keeping the servers running and uptime metrics, or can it be more? Should it be more? Does IT have a role in school leadership? Can IT be more than just "digital plumbers" and help move the districts into the future? How does IT leadership help (or hinder) the larger role IT can - and must - play in instruction in the future? This session will attempt to answer these questions in a conversational and confrontational manner. Participants should expect to have their assumptions challenged.

10:30 AM – 10:45 AM Break & Networking

10:45 AM—12:15 PM VDI-In-A-Box — Presented by: David Sanders, Tolleson Union High School District
Enable anywhere, any device productivity by providing access to virtual desktops to your end-users. We'll discuss the ins and outs as well as the pros and cons of what Tolleson Union High School District discovered during their Citrix VDI-In-A-Box 100+ pilot\full implementation. The presentation will walk-through the pre-sales discussions to the entire implementation as well as the end-user experience. B.Y.O.D. so that you may experience what users at TUHSD experience with their VDI.

12:15 PM – 1:00 PM Lunch

1:00 PM—2:00 PM Flash Committees—Presented by: Bobette Sylvester, Mesa Unified School District
Flash what? How to use Flash Committees as a method to solicit community and staff input to address current issues. Using Twitter, Facebook, or Connect Ed messaging to bring together groups for a quick, defined discussion regarding technology and policies. Get an example of advance polling, responses and defining questions that is leading Mesa Public Schools in transforming communication and community engagement.

2:00 PM—3:30 PM B.Y.O.D.— Presented by CISCO
This session will discuss some of the important policies and procedures that will assist in dealing with students and staff Bringing Their Own Devices onto school network. Security and technical issues will also be a part of this discussion.

3:30 PM—4:30 PM Un-Conference Discussion — Presented by: David Sanders, Tolleson Union High School District
Do you find yourself often sitting with a peer from a neighboring school district and find yourselves comparing and asking questions of each other about what they are doing or how they accomplished a particular project that you need to address? Facilitators will direct discussion from this session where all members of the audience will have an opportunity to share a concern\question\or how to the entire group for discussion. This will be an opportunity to discuss policy issues, technical projects, lessons learned, and much more.

AASBO Registration Information

CONFERENCE REGISTRATION FEES

Maintenance, Operations & Transportation Workshop ONLY (No Lodging)

Thru March 13	After March 13
Member: \$85	Member: \$100
Non-member: \$100	Non-member: \$115

Maintenance Workshop AND Spring Conference (Lodging for 3 nights—Tues., Wed. & Thurs.)

Thru March 13	After March 13
Member: \$265	Member: \$285
Non-member: \$280	Non-member: \$300

2nd Annual Technology Pre-Conference ONLY (No Lodging)

Thru March 13	After March 13
Member: \$85	Member: \$100
Non-member: \$100	Non-member: \$115

2nd Annual Technology Pre-Conference AND Spring Conference (Lodging for 3 nights—Tues., Wed. & Thurs.)

Thru March 13	After March 13
Member: \$265	Member: \$285
Non-member: \$280	Non-member: \$300

Spring Conference ONLY (Lodging for 2 nights—Wed. and Thurs.)

Thru March 13	After March 13
Member: \$195	Member: \$215
Non-member: \$210	Non-member: \$230

Name _____ Title _____

District/Employer _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-Mail _____

MAINTENANCE OPERATIONS AND TRANSPORTATION WORKSHOP BREAKOUT SESSIONS

(Please select one from each time slot)

Please do not deviate from your session selections as adequate seating and handouts must be determined in advance.

SESSION #1: 101P _____
102P _____

SESSION #3: 301P _____
302P _____

SESSION #2: 201P _____
202P _____

SESSION #3: 401P _____
402P _____

SPRING CONFERENCE BREAKOUT SESSIONS

(Please select one from each time slot)

Please do not deviate from your session selections as adequate seating and handouts must be determined in advance.

SESSION #1: S101 _____
S102 _____
S103 _____
S104 _____
S105 _____
S106 _____
S107 _____

SESSION #2: S201 _____
S202 _____
S203 _____
S204 _____
S205 _____
S206 _____
S207 _____

SESSION #3: S301 _____
S302 _____
S303 _____
S304 _____
S305 _____
S306 _____
S307 _____

SESSION #4: S401 _____
S402 _____
S403 _____
S404 _____
S405 _____
S406 _____
S407 _____

AASBO Registration Information

ONLINE REGISTRATION: (PREFERRED)

Registration is available online, both to members and non-members, at www.aasbo.org

Non-members:

If you would like to attend this conference, but do not wish to become a member, please go to www.aasbo.org and click on the "Join Now" link at the top. Then, select the "Non-Member" option. This will take you through the steps to register with our website. This will enable you to register for any event we have, but will not give you access to the members only pages. Once you have registered with our website, please log-in and follow the steps below in the "Members" instructions.

(If you have ever attended anything with AASBO before, you already have a log-in, so please DO NOT create another account. Also, please DO NOT log in as yourself and change your information over to another person within your district to register them. If you do this, your account and all historical records, class credits, etc., will be lost. If you need help with your log-in and password, please call the AASBO Office at 602-253-5576.)

Members:

Go to www.aasbo.org and log-in. Click on the Quick Link for "Event Schedule & Registration." Then scroll down to March 2013 and click the "Register" link next to the listing for one of the five (5) Spring Conference options: Spring Conference only, Technology Pre-Conference AND Spring Conference, Facilities, Maintenance, Transportation, & Operations Pre-Conference Workshop AND Spring Conference, Technology Pre-Conference Only, or Facilities, Maintenance, Transportation, & Operations Pre-Conference Workshop only.

CANCELLATION POLICY:

Cancellations will be accepted up to five (5) business days prior to the day of the conference, with refunds being issued minus a \$25 processing fee. **CANCELLATIONS MUST BE SUBMITTED VIA E-MAIL TO: danderson@asbo.org or asanchez@asbo.org NO REFUNDS FOR NO SHOWS.**

HOTEL LODGING:

AASBO will make your hotel reservation as part of your registration fee. A standard room will be booked in your name and specifications will be handled at the Aquarius Front Desk when you arrive. You will be asked for a credit card upon arrival for all additional room fees. Please note all rooms are standard. Room upgrades will be at your own expense and handled at the front desk at time of check-in. (\$10/person fee applies to rooms with more than 2 guests)

NOTE: If you do not require lodging, please register, then call the AASBO Office 602-253-5576 for an adjustment to your invoice. Registration must be completed and check or purchase orders must be sent to the AASBO office to qualify for the early bird rate. *Registration with payment must be received or postmarked by Friday, March 13th, 2013.*



Upcoming AASBO Calendar of Events

May Bi-Monthly Membership Meeting

Wednesday, May 8, 2013

60th Annual Summer Conference

Wednesday through Saturday

July 17-20, 2013

JW Marriott Starr Pass Resort & Spa—Tucson, AZ