

CASBO's Celebrated School Business Official Award Application

DEADLINE March 29, 2019 (5:00 pm)

This award was created to acknowledge the value and contributions of outstanding school business officials. Nominees will be evaluated based upon their contributions to their profession, regardless of the size of their districts and their job titles. This award is meant to honor an individual both for current accomplishments and sustained contributions.

It is not intended to be a capstone to the end of a career. Longevity will not be a factor in the nomination or selection process.

ELIGIBILITY

- Full and regular CASBO members (of at least 12 consecutive months prior to nomination) are eligible.
- Connecticut certified school business administrators (085 or 092 endorsement)
- Current officers, members of the selection committee, and previous recipients within 5 years of award are not eligible.

NOMINATIONS

Nominations may be submitted by full, regular or emeritus CASBO members, or the superintendent or member of the Board of Education of the nominee's district. Self-nominations are acceptable.

LOGISTICS

Editorials completed in Word may be cut and pasted into the appropriate boxes (up to 2000 characters per criteria). A copy of the requested data is available at www.ct-asbo.org.

SELECTION PROCESS

There are four general criteria outlined and used to select the award winner. A 100 point rubric will be used to evaluate each nomination. The point value assigned to each criteria will appear next to the criteria in the application. When responding, indicate when the accomplishments were achieved and place the most emphasis on accomplishments in the last 5 years (2013-14 schools years on). Be as complete and specific as possible. If all factors are equal, preference could be given to those active in CASBO (up to 5 points).

Only supporting information contained in the nomination will be considered. Please do not assume the committee will know information about the nominee.

Selection of the Celebrated Connecticut School Business Official will be completed by May 1. The selection committee will be comprised of at least 3 CASBO members, and up to two representatives from CAPSS and/or CABE. All nominees will be notified by the committee of the decision. The decision of the committee is final.

AWARD

The Celebrated Connecticut School Business Official will be recognized at the annual CASBO Institute with a special presentation of the award and in his/her own district at a Board of Education meeting or other event deemed appropriate. S/he will receive a complimentary Institute registration and two complimentary President's Dinner tickets for a guest and the nominator to be present at the ceremony. Additionally, a vendor-sponsored scholarship will be awarded to a graduating high-school student in his/her district. The Celebrated Connecticut School Business Official will be communicated to the Connecticut State Board of Education for consideration of additional recognition.

AWARD DEADLINE: Applications must be received by 5:00 p.m. on March 29, 2019 to be considered.

SAMPLE NOMINATIONS

Sample nomination forms are available for review on the CASBO website at www.ct-asbo.org .

QUESTIONS

Please don't hesitate to contact CASBO Executive Director, Sharon Bruce, CAE, should you have any questions. Phone (860) 519-0023 or email ssbruce@comcast.net .

SAMPLE

Nominee

Please provide the following information on the nominee.

* 1. Nominee's Name:

2. Nominee's Title:

* 3. Nominee's District:

* 4. Nominee's Email Address:

* 5. Nominee's Phone Number:

* 6. Is the nominee a full or regular CASBO member of at least 12 consecutive months prior to nomination?

Yes

No

* 7. Is the nominee a Connecticut certified school business administrator (085 or 092 endorsement)?

Yes

No

* 8. Is the nominee NOT a current officer, member of the selection committee, nor previous recipient within the last 5 years?

Yes

No

SAMPLE

Nominator

Please provide the following information about the nominator.

* 9. Nominator's Name:

* 10. Nominator's Title:

* 11. Nominator's District:

* 12. Nominator's Phone Number:

* 13. Nominator's Email Address:

* 14. Is the nominator a full, regular or emeritus member of CASBO, or a superintendent, or a member of the Board of Education in the district of the nominee?

Yes

No

* 15. As the nominator, do you hereby certify that the information contained in this nomination is true and correct, and I authorize release of this information to CASBO to publicize it in any manner they may consider appropriate.

Yes

No

SAMPLE

Criteria 1 - Service to School District

50 Points Allocated

* 16. How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities and indicate why it the efforts were above and beyond the normal duties and responsibilities of a School Business Official. Evidence to support Criteria 1:



SAMPLE

Criteria 2 - Innovate Projects or Practices

30 Points Allocated

* 17. What innovated project or practices as the nominee implemented. Evidence to support Criteria 2:



SAMPLE

Criteria 3 - Professional Contributions & Activities

18 Points Allocated

* 18. Criteria 3 - Professional contributions & activities such as:

- ☐ Involvement in professional associations - 5 Points
- ☐ Participation in activities on local, state, national and/or international level - 3 Points
- ☐ Professional credentials including degrees held, dates received (request for most recent 5 year criteria does not apply here)- 3 Points
- ☐ Continuing education course work done - 2 Points
- ☐ Articles, books, papers and other published projects - 2 Points
- ☐ Formal speaking engagements or presentations within or outside the context of employment - 3 Points

Evidence to support Criteria 3:



Criteria 4 - Community Service & Activities

2 Points Allocated

* 19. Please list any community service or activities of the nominee. Evidence to support Criteria 4:



SAMPLE

CASBO Participation

Up to 5 bonus points possible

20. Please indicate any participation in CASBO of the nominee.

Empty response box for indicating participation in CASBO of the nominee.

SAMPLE

Thank you

SCHOLARSHIP

The Celebrated Connecticut School Business Official will be notified promptly of the decision so that a scholarship recipient may be selected. The scholarship recipient will be selected at the awardee's discretion using the following criteria and restrictions:

- ▣ Acceptance at an accredited institution of higher education
- ▣ Academic achievement
- ▣ Community service
- ▣ Student must not be related to awardee
- ▣ If all factors are equal, preference should be given to students pursuing a business degree

AWARDEE REQUIREMENTS

The awardee will be asked to submit a biography of not more than 100 words along with a professional photograph to be used for publicity purposes in any manner CASBO may consider appropriate.

THANK YOU TO SchoolDude

The award includes a \$1,000 scholarship provided by SchoolDude to be given to a graduating high-school student in the Celebrated Connecticut School Business Official's district.

Thank you for completing the nomination. Please don't hesitate to contact Sharon Bruce should you have any questions.

SAMPLE

CASBO's Rising Star Award Application

DEADLINE 5:00 P.M. ON MARCH 29, 2019.

This award was created to acknowledge the value and contributions of outstanding newer school business officials. Nominees will be evaluated based upon their contributions to their profession, regardless of the size of their districts and their job titles. This award is meant to honor an individual who has served as a certified school business official for 10 years or less, for both current accomplishments and sustained contribution.

ELIGIBILITY

- Full and regular CASBO members (of at least 12 consecutive months prior to nomination) are eligible.
- Connecticut certified school business administrators (085 or 092 endorsement) for 10 years or less
- Members of the selection committee, and previous recipients within 5 years of award are not eligible.

NOMINATIONS

Nominations may be submitted by full, regular or emeritus CASBO members, or the superintendent or member of the Board of Education of the nominee's district. Self-nominations are acceptable.

LOGISTICS

Editorials completed in Word may be cut and pasted into the appropriate boxes (up to 2000 characters per criteria). The data requested is available at www.ct-asbo.org.

SELECTION PROCESS

There are four general criteria outlined and used to select the award winner. A 100 point rubric will be used to evaluate each nomination. The point value assigned to each criteria will appear next to the criteria in the application. When responding, indicate when the accomplishments were achieved and place the most emphasis on accomplishments in the last 5 years (2013-14 school years on). Be as complete and specific as possible. If all factors are equal, preference could be given to those active in CASBO (up to 5 points).

Only supporting information contained in the nomination will be considered. Please do not assume the committee will know information about the nominee.

Selection of CASBO's Rising Star Award winner will be completed by May 1. The selection committee will be comprised of at least 3 CASBO members, and up to two representatives from CAPSS and/or CABE. All nominees will be notified by the committee of the decision. The decision of the committee is final.

AWARD

The Rising Star Award recipient will be recognized at the annual CASBO Institute with a special

presentation. S/he will receive a complimentary Institute registration and two complimentary President's Dinner tickets for a guest and the nominator to be present at the ceremony.

AWARD DEADLINE: Applications must be received by March 29, 2019 at 5:00 p.m. to be considered.

SAMPLE NOMINATIONS

Sample nomination forms are available for review on the CASBO website at www.ct-asbo.org .

QUESTIONS

Please don't hesitate to contact CASBO Executive Director, Sharon Bruce, CAE, should you have any questions. Phone (860) 519-0023 or email ssbruce@comcast.net .

SAMPLE

Nominee

Please provide the following information on the nominee.

* 1. Nominee's Name:

2. Nominee's Title:

* 3. Nominee's District:

* 4. Nominee's Email Address:

* 5. Nominee's Phone Number:

* 6. Is the nominee a full or regular CASBO member of at least 12 consecutive months prior to nomination?

Yes

No

* 7. Is the nominee a Connecticut certified school business administrator (085 or 092 endorsement) for 10 years or less?

Yes

No

* 8. Is the nominee NOT a member of the selection committee, nor previous recipient within the last 5 years?

Yes

No

SAMPLE

Nominator

Please provide the following information about the nominator.

* 9. Nominator's Name:

* 10. Nominator's Title:

* 11. Nominator's District:

* 12. Nominator's Phone Number:

* 13. Nominator's Email Address:

* 14. Is the nominator a full, regular or emeritus member of CASBO, or a superintendent, or a member of the Board of Education in the district of the nominee?

Yes

No

* 15. As the nominator, do you hereby certify that the information contained in this nomination is true and correct, and I authorize release of this information to CASBO to publicize it in any manner they may consider appropriate.

Yes

No

SAMPLE

Criteria 1 - Service to School District

50 Points Allocated

* 16. How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities and indicate why it the efforts were above and beyond the normal duties and responsibilities of a School Business Official. Evidence to support Criteria 1:



SAMPLE

Criteria 2 - Innovate Projects or Practices

30 Points Allocated

* 17. What innovated project or practices as the nominee implemented. Evidence to support Criteria 2:



SAMPLE

Criteria 3 - Professional Contributions & Activities

18 Points Allocated

* 18. Criteria 3 - Professional contributions & activities such as:

- ☐ Involvement in professional associations - 5 Points
- ☐ Participation in activities on local, state, national and/or international level - 3 Points
- ☐ Professional credentials including degrees held, dates received (request for most recent 5 year criteria does not apply here)- 3 Points
- ☐ Continuing education course work done - 2 Points
- ☐ Articles, books, papers and other published projects - 2 Points
- ☐ Formal speaking engagements or presentations within or outside the context of employment - 3 Points

Evidence to support Criteria 3:



Criteria 4 - Community Service & Activities

2 Points Allocated

* 19. Please list any community service or activities of the nominee. Evidence to support Criteria 4:



SAMPLE

CASBO Participation

Up to 5 bonus points possible

20. Please indicate any participation in CASBO of the nominee.



SAMPLE

Thank you

AWARDEE REQUIREMENTS

The awardee will be asked to submit a biography of not more than 100 words along with a professional photograph to be used for publicity purposes in any manner CASBO may consider appropriate.

Thank you for completing the nomination. Please don't hesitate to contact Sharon Bruce 860-519-0023 (ssbruce@comcast.net) should you have any questions.

SAMPLE

CASBO Celebrated School Business Official Nomination 2012

Nominee: Sharon E. Smith, Business Manager

Nominee's District: Glastonbury Public Schools

Nominator: Alan B. Bookman, PhD., Superintendent of Schools

Nominator's District: Glastonbury Public Schools

Is the nominee a full or regular CASBO member for the past 12 months: Yes

Is the nominee certified? Yes

Is the nominee not a current officer? Yes

Is the nominator a full, regular or emeritus member of CASBO, or a superintendent, or a member of the Board of Education in the district of the nominee? Yes

As the nominator, do you hereby certify that the information contained in this nomination is true and correct, and I authorize release of this information to CASBO to publicize it in any manner they may consider appropriate? Yes

How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities and indicate why it the efforts were above and beyond the normal duties and responsibilities of a School Business Official. Evidence to support Criteria 1

It is my honor to nominate Sharon E. Smith, J.D. as the 2012 Celebrated Connecticut School Business Official. Sharon and I have been colleagues since 1984 when I became the high school principal, and then the assistant superintendent and now the Superintendent of the Glastonbury Public Schools. Sharon and I have served on committees together and have gone to school together. I have watched her extend her knowledge beyond the operational side that supports public education to include elements of direct educational services through curriculum and supervision of teachers and administrators. She has become an integral part of the whole educational experience for our students in Glastonbury: Sharon has taught a 6th grade class, read in various classes, chaperoned overnight trips (coordinator of Discover Center program) and dances, and attends many student productions and events. She is more than a Business manager; she is a true educator. The uninterrupted flow of daily tasks that include payrolls met and vendors paid attest to the attention she pays to the day to day responsibilities of her job. In addition, Glastonbury received the CABA Awards for Board of Education Budgets. All of these accomplishments were reached while she attended night classes and earned a law degree, and secured both her 092 and 093 Certifications. Sharon has served as a leader, mentor and visionary for both her state and national professional organizations. In CASBO, she is a Past President and current Liaison to the Board of Directors. She chaired three Pro-Teams and served on a fourth team. She implemented the CEU program for CASBO and managed it during its first three years. She serves as a role model and mentor for new school business officials. In ASBO, Sharon served on the Management Techniques Committee for six years and was then elected to a three-year term on the ASBO Board of Directors. She was influential in establishing the Editorial Advisory Board to oversee the quality of the association's publications; she was instrumental in requiring expenditure reimbursement accountability for Board of Directors' members; she as a leader in the introduction of travel reimbursement for committee chairs and vice-chairs to attend the February Leadership Conference so that annual meeting workshops could be coordinated and quality controlled. Sharon wrote an article for School Business Affairs on safety in schools; she has made numerous presentations in various states and provinces on business procedures, worker safety programs, effective budgeting and effective purchasing.

What innovated project or practices as the nominee implemented. Evidence to support Criteria 2:

As the Business Manager for Glastonbury, Sharon celebrated her 30th year on March 1, 2012. During her tenure, she has been a visionary leader who has instituted numerous initiatives to improve efficiency and provide appropriate services to our staff and students. One such initiative was the implementation of a computer-based substitute teacher and nurse calling system. This initiative saves thousands of dollars each year by eliminating an employee position to call substitutes each day. As a result of this initiative, Sharon assumed responsibility for both the Substitute Teacher Department and the Health Services Department. When OSHA-mandated programs for schools were introduced, Sharon instituted another initiative by recruiting a colleague and writing the documents for the various programs. They then developed and implemented a safety program that has become the exemplar for other school systems. Another initiative Sharon implemented was a fingerprinting program for new employees-she wrote the Board Policy and Regulations. Sharon coordinates meetings with members of the Board of Education Policy Committee where she is instrumental in reviewing and updating Policies and Regulations. She also received the Connecticut Quality Improvement Award for the reorganization and combination of the food service and custodial/maintenance functions under the leadership of the Food Service Director. She has been the project manager for several construction projects including five simultaneous elementary school renovations and the building of a new middle school. Sharon wrote a business Procedures Handbook and Incident Protocol Guidelines. In addition, Sharon facilitates the Sick Bank Committee for all bargaining groups, is the manager for medical leaves for all employees, and negotiations all classified employees contracts. Sharon brings to the position of Business Manager her vast energy, intellect, experience and vision which supports and enhances student learning in the Glastonbury Public Schools. She is respected by the Board of Education, her administrative colleagues, and the faculty and staff at all levels of our organization. Sharon provides leadership for the leaders of her profession, locally and through her state and national affiliations. I can't think of another educator more deserving of the 2012 Celebrated Connecticut School Business Official award.

Professional contributions & activities such as: ♣ Involvement in professional associations - 5 Points ♣ Participation in activities on local, state, national and/or international level - 3 Points ♣ Professional credentials including degrees held, dates received (request for most recent 5 year criteria does not apply here)- 3 Points ♣ Continuing education course work done - 2 Points ♣ Articles, books, papers and other published projects - 2 Points ♣ Formal speaking engagements or presentations within or outside the context of employment - 3 Points Evidence to support Criteria 3:

EDUCATION University of Connecticut School of Law J.D. (1989); University of Connecticut M.P.A. (1981); University of Connecticut B.A. (1979) CERTIFICATION University of Connecticut Connecticut Superintendent Certificate #093 (2002-2003)(2005); Southern Connecticut State, Connecticut School Administrator University (1999-2000) Certificate #092 (2000) OTHER COURSEWORK Dealing with Difficult People/Difficult Situations (Harvard, MIT, Tufts) (1999); Program on Negotiation for Senior Executives (Harvard, MIT, Tufts) (1998) FACULTY ASSIGNMENTS Adjunct Professor, Sacred Heart University, Fairfield, Connecticut, Department of Educational Leadership – 092 Certification Program; Education Law and Finance (May-June, 2011); Education Law and Finance (May-June, 2012) PROFESSIONAL LEADERSHIP EXPERIENCES Association of School Business Officials International (ASBO), Director, Board of Directors (1992-1994), Member, Management Techniques Committee (1985-1991); Connecticut Association of School Business Officials (CASBO), President (1989-1990), CEU Program Manager (1989-1993), Member, Board of Directors (1985-1990), Liaison Member, Board of Directors (2005-Present), Chair, Leadership Academy (2007-Present), Member, Evaluation Team for Vernon Board of Education (2003), Chair, Evaluation Team for Danbury Board of Education (1989), Chair, Evaluation Team for Shelton Board of Education (1988), Chair, Evaluation Team for Madison Board of Education (1984); Connecticut/American Association of School Personnel Administrators (CASPA) PUBLICATIONS “OSHA Standard Time – Worker Safety Rules for Schools,” School Business Affairs, ASBO, Reston, Virginia (June 1994); Business Procedures Handbook, Glastonbury Public Schools, Glastonbury, Connecticut (September 1986); Incident Protocol Guidelines, Glastonbury Public Schools, Glastonbury, Connecticut (September 1987) PRESENTATIONS “Development and Implementation of Business Procedures Handbook”, Ohio Association of School Business Officials (1994), CASBO June Institute (1993), ASBO Conferences in Detroit and San Antonio (1987, 1988); “Development and Implementation of a Worker Safety Program”, East Lyme Public Schools’ Administrator Retreat (1998), CASBO June Institute (1994), ASBO Annual Conference in Boston (1993); “Effective Budgeting for School Systems”, University of Connecticut Graduate School (1998-2001), Connecticut Conference of Boards of Education (1990); “Effective Purchasing Procedures”, Metro-Toronto School Board Task Force, Ontario (1994); “Waiting for Superman – Discussion of Impact”, CASBO March Workshop (2011); “The Challenger Disaster – Failure of Leadership”, CASBO June Institute (2011)

Please list any community service or activities of the nominee. Evidence to support Criteria 4:

Volunteer at Litchfield Hills Road Race; Water Crew; 20 years Volunteer for Military Heros Race; September 11, 2011 to support Fisher House for the New Haven Veterans Hospital Volunteer for CPTV Auction Events; Multiple Years; 1980 - 1990's Volunteer for Salvation Army; Multiple Years

Please indicate any participation in CASBO of the nominee.

1993 – June Institute – “Development and Implementation of business Procedures Handbook” 1994 – June Institute – “Successful Strategies for Securing a Safe Working Environment” 2006 – June Institute – “Using project Adventure to Kick Start Initiative” Leader 2009 – Book Group March, 2010 – “Building Leaders Among Colleagues & Subordinates” Leader 2010 – Book Group March, 2011 – “Waiting For Superman” Leader 2011 – Book Group 2011 – June Institute – “Challenger Disaster – What can be learned?” 2012 – Book Group