



MASBO Pre-Institute Conference

Tuesday, May 15, 2018

TRACK #1

Communication Skills for School Business Administrators

Location: Mansion Ballroom A/B

***Pre-Conference Fee of \$200.00 Includes Continental Breakfast and Lunch
PDP Strand: Financial Planning and Management Methods***

8:00 – 9:00 Registration and Continental Breakfast (Ballroom Foyer)

9:00 – 10:30 Sessions

Presenter: Christine Casatelli, 16-year member of the Melrose School Committee, Journalist.

This workshop focuses on developing the skills and confidence for communicating with the various audiences who interact on a daily basis with the business office. Learn how to write a “bad news” letter that achieves its goals while helping to maintain a positive relationship. Practice techniques to hack out the deadwood in presentations and reports to keep written documents focused and concise. Finally, gain some insight on how to create a simple user manual that can be used to train others on important business processes. Learn tips and tricks today that you can use tomorrow!

10:30 – 10:45 BREAK

10:45 – 12:15 Session Resumes

12:15 – 1:15 Lunch – Bay Pines Pavilion

1:15 – 2:45 Sessions

Presenter: Sharon Harrison, MASBO Board of Directors, Berkshire Hills Regional School District

Learn the building blocks to become a confident public speaker. Whether you are standing in front of an audience, presenting to your team, or asking for a raise, the skills you will learn can help boost your self-esteem, make you more successful and create new opportunities.

2:45 – 3:00 BREAK

3:00 – 4:30 Session Resumes



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TRACK #2

Commonwealth of Massachusetts Office of Inspector General:

Contract Administration

Location: Mansion Ballroom C/D

***Pre-Conference Fee of \$200.00 Includes Continental Breakfast and Lunch
PDP Strand: Purchasing and District Level Facilities Management***

8:00 – 9:00 Registration and Continental Breakfast (Ballroom Foyer)

9:00 – 10:30 Sessions

Presenter:

Effective contract administration, which begins before the contract is signed and continues through the final payment to the vendor, is essential. This class will provide you with all the necessary tools to successfully and effectively administer your jurisdictions' contracts. The class will utilize interactive exercises to teach you how to mitigate risks, resolve disputes, and use effective communications to successfully develop and implement supplies and services contracts. Topics include principles and best practices, effective oversight and monitoring, procurement goals, specifications, service contracts, elements of successful communications, false claim laws, problems and risk mitigation and dispute resolution.

10:30 – 10:45 BREAK

10:45 – 12:15 Session Resumes

12:15 – 1:15 Lunch – Bay Pines Pavilion

1:15 – 2:45 Session Resumes

2:45 – 3:00 BREAK

3:00 – 4:30 Session Resumes

Six credits toward MCPPO recertification or six PDP's or CPE credits will be awarded for this event.