

MISBO NEWS

MAY/JUNE 2006

MISBO PURCHASING SAVES YOU TIME AND MONEY

In the past, MISBO Purchasing was a subgroup of the MISBO organization and required an additional fee of \$2 per student per year and 1.25% volume fee in addition to the regular \$250 membership fee. However, “non-purchasing” MISBO schools now have the opportunity to realize the savings and benefits of Purchasing. MISBO Purchasing combines the purchasing power of member schools to provide substantial savings for most anything a school would need to purchase. A fee of 1.25% of any volume spent using the MISBO pricing/contracts/agreements is paid to MISBO for use of the discounts. The amount of savings will more than cover the volume and membership fee. Please take the time between now and June to use the website www.misbo.com and realize how MISBO Purchasing will benefit your school. All information on the MISBO website must remain confidential and is not to be shared with suppliers or anyone outside of the school. The information should be used for the purpose of comparing-not sharing-MISBO pricing to the pricing you have received from other sources. More information regarding Purchasing, along with office contact information, is on the website.

PLEASE NOTE: Non-renewal of MISBO membership for the 2006-07 school year will result in forfeiture of any discounts given because of association with MISBO.

IP Addresses – To view the products and services that are currently under contract, visit the MISBO website www.misbo.com. In order for anyone on your campus to have complete access to the website, provide your Public IP address to the MISBO office by emailing cherylgooode@westminster.net. The MISBO website will recognize your school as a member, and you will have access to the all the pricing, discounts, and contact information of all MISBO suppliers. Click the “flame”  (MISBO logo) above the logos on Category Pages to view restricted information.

TIME SENSITIVE – Act NOW for Savings

ADP – Because services have been bundled, we receive a 30% discount off ADP’s regular pricing. There is also a discount for W2 form processing and ADP background checks. Current customers need to contact the MISBO Purchasing Office at 404-609-6201 with their account code and we will contact ADP and request that you receive the MISBO Purchasing discount. If you are interested in using ADP products and services, call the MISBO office for more information.

Microsoft School Agreements –By combining the number of computers at MISBO Schools, MISBO Purchasing successfully secured the Microsoft School agreements for schools (reached the minimum of 2,500 computers) in both Georgia and North Carolina. Schools located in these states can join these existing agreements beginning July, 2006.

Note: The MISBO Purchasing Consortium and Microsoft Education Solutions Group will discuss the opportunity to implement an aggregated School Agreement for MISBO members located in **Florida, Alabama, Tennessee and South Carolina.** *continued on pg 3*

SPECIAL DATES OF INTEREST:

6/13/06 *MISBO Meeting*

Have a great summer!

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****If you are interested in having a MISBO meeting in your area, contact the MISBO Office for further information at 404-609-6401.**

NOW IS THE TIME TO PLAN FOR BACK TO SCHOOL ORDERS FROM

**WHO READS THE FINE
PRINT? YOU SHOULD!**

Discounts and Special Pricing for MISBO members

The prices in The School Box order booklet reflect an 18% discount, or higher, off the prices in their 2006 catalog. Orders placed online at www.schoolbox.com receive an additional 2% off the regular catalog prices to bring your total discount to at least 20%. Many of the items in their order form have special pricing only offered to our MISBO schools. These prices exceed the 18% and 20% discounts described above.

Special Payment Terms

MISBO schools receive terms of 2%10, net 30 days. Back to school orders that are delivered between May 15th and July 15th receive terms of 2% August 10th, net August 31st.

Speedy Processing

Most in-stock orders placed before 2:00pm will ship within 48 hours and are delivered within 2-3 business days. During July and August please allow an additional 1-2 days for delivery.

Free Shipping

The School Box offers free shipping on any order

over \$75. Orders below \$75 will be charged 15% of the order total with a minimum-shipping fee of \$5.

Back to School Orders

The School Box will package your orders to your specification. (Ex: Label each box with teacher name, grade level, PO#) In early spring a representative will contact each school about your back to school orders. At that time you may specify a specific date that you would like to receive delivery. They do ask that back to school orders be delivered to your school after May 15. The School Box also requires large back to school orders to be received no later than 5 weeks ahead of requested delivery to avoid backorders.

To Order

Call 800-257-7224, Fax 770-919-2241
Order online at www.schoolbox.com

For more information, please contact Cheri Olivier, your School Box representative at 770-919-2232 x101 or 800-257-7224 x101.

OWNERSHIP, REDELIVERY AND RENEWAL: We are the owner of the Equipment. If this Lease is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds there-from and you hereby authorize us to file UCC Financing Statements, to sign such statements, grant us the right to execute your name thereto and agree to pay for such filings. No more than one hundred eighty (180) days but not less than ninety (90) days prior to the end of the initial term or any renewal term of this Lease you shall give us written notice of your intention to either return the Equipment to us or purchase the Equipment, as provided below. Provided you have given such timely notice, you shall return the Equipment to us at your cost, in good condition and working order in a manner and to a location designated by us or remit the purchase options. If you fail to so notify us, or having notified us, you fail to return the Equipment as provided herein, or fail to remit the purchase option at the end of the term, this Lease shall renew for additional terms of 12 months at a periodic rent equal to 100% of the rent provided therein. In the event that you have been granted a purchase option at the end of the term, this Lease shall renew for additional terms of 12 months each at a periodic rent equal to 100% of the rent provided herein. In the event that you have been granted a purchase options and you do not exercise such option, then, upon termination of their Agreement you shall remit to us a one hundred fifty (\$150) dollar Equipment re-stocking fee, payable upon your request for authorization to return the Equipment. The restocking fee is payable in addition to shipping costs for return of Equipment.

CAN YOU AFFORD TO HIRE THE **WRONG** PERSON?

Background screening offers measure of protection for schools.

Employers are increasingly being sued for millions when employees with criminal records injure other people while on the job. Settlements could be as much as \$5 million to \$6 million. Considering that one in 20 job applicants screened last year had a criminal record, there is plenty reason to reconsider your hiring practices.

You might argue that the hard work of your faculty and staff speaks for itself, regardless of whether or not they have a checkered past. While trust goes a long way, you may face hidden risks if you don't run background checks on applicants. For instance, what if your employee's violent tendencies trigger a workplace violence incident?

Background Screening

Completing background checks on applicants

before you hire them is the best way to protect your business from the cost of a bad hire and to select safe, honest and qualified employees.

Reasons why employers use background checks:

- ◆ Helps reduce exposure to hiring lawsuits
- ◆ Discourages applicants with something to hide from even applying
- ◆ Encourages applicants to be truthful
- ◆ Helps you base your hiring decisions on solid information rather than instinct

As a result, the Mid-South Independent School Business Officers (MISBO) would like to announce we have arranged for all MISBO members to receive discounts on background checks and HR support from ADP Screening and Selection Services. Please call 866-207-2779 for more details and mention you're a MISBO member to take advantage of your special discounts.

(CONTINUED FROM PG 1)

MISBO PURCHASING SAVES YOU TIME AND MONEY

If the membership determines that an aggregated licensing agreement is of interest, the size of the combined membership and associated purchasing power will enable you to reduce your annual Microsoft licensing expenditures. Additional advantages of the School Agreement include easy compliance, low administration, the ability to stay current on technology and a simple approach to budgeting and purchasing. Please have your Technology Director contact Martha Perry in the MISBO Purchasing office at 404-609-6201. These agreements take several months to implement, so **we must act now for a July 1 start**. The savings are significant.

Electronic Databases – The MISBO office combines the orders from all Purchasing Schools, submits one purchase order to each supplier, the supplier invoices the MISBO office, and one check is sent to the supplier. Orders are placed in late spring but are not billed until July. The selection of Electronic Database suppliers can be seen on our webpage

Substantial savings are realized by:

- ◆ combining the enrollment of all our schools to obtain **district/consortia pricing**
- ◆ the supplier passes along the savings of processing only one order, invoice, and payment
- ◆ the school saves because it process only one order, receives one invoices, and makes one payment to the MISBO
- ◆ the librarian saves time because product information, trial sites, pass codes, and pricing are provided on the MISBO website

School Supplies – School Box – provides classroom supplies packed separately for each teacher. School Box's base price is often lower than that of the other "big catalog" suppliers. By placing orders early, there is time for the orders to be processed and delivered before school starts with no back orders and payment is delayed. Look for more details of discount on our webpage - www.misbo.com

School Supplies - EPI – for an easy back to school experience. Parents can purchase prepackaged supplies selected by the teacher. The packs are delivered directly to the school. Schools can use this program as a service project or a fundraiser.

Managed Healthcare Solutions – it is almost time for you to review your current employee benefit plans that you will offer this fall. The MISBO Employee Benefit Program reflects the product and pricing leverage of our 5,000 plus (faculty and staff) bidding group which was used to negotiate an array of special prices and benefits for all MISBO members. Our "pooled" approach has created excellent purchase opportunities for all benefit lines other than Medical. These include:

Long Term Disability	Dental	Life
Voluntary Supplemental Life	Short Term Disability	Long Term Care

MISBO member schools may elect to participate in any plan or combination of plans. MISBO hopes that these offerings will represent a meaningful improvement in group coverage already in place, or will provide an attractive means of adding new benefits for our member's schools. Average costs savings for our current plan participants is over 30%.

MBS Direct – MISBO Purchasing has established a supplier partnership with MBS Direct for textbooks and course materials. MBS will pay the Purchasing member schools a two-part commission structure with improved commission tiers. **Even if you are currently using MBS Direct, this new agreement offers your School higher commission rates and eliminates additional fees.** They offer a full-service, online alternative to schools wishing to be relieved of bookselling administration. Parents and students can purchase from the largest inventory of new and used textbooks in the nation. MBS will also buy back used books in good condition.



MISBO Purchasing

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1-800-GO-MISBO
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E-mail: newsletters@misbo.com

WE'RE ON THE WEB!

WWW.MISBO.COM

WE NEED YOUR FEEDBACK!

HOW CAN WE IMPROVE THIS
NEWSLETTER TO BE MORE MEANINGFUL
TO YOU?

E-MAIL YOUR RESPONSE TO:
NEWSLETTERS@MISBO.COM

Steering Committee

Scott McDonald, Chairman
Louise Hodapp
Terry Tracy
Randall Jackson
Jim Griffin
David Meriwether
Nancy Isom
Wendy Barnhart
Anne Donlon

Pace Academy
Atlanta Girl's School
The Galloway School
Greater Atlanta Christian
Holy Innocent's Episcopal School
The Lovett School
Paideia School
The Westminster Schools
The Walker School

MISBO Purchasing Staff

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