

MISBO NEWS

OCTOBER/NOVEMBER 2006

PONDER THE HORIZON AT THE MISBO FALL CONFERENCE

When was the last time you used the word "ponder?" Isn't it just a lovely word?

In the hectic day to day role we play in our independent schools as firefighters and plumbers, the concept of taking time to ponder what is on the horizon seems like such an impossible dream. Yet, without taking this critical time, we all know that our role will never change from putting out fires and unstopping clogs.

A meaningful agenda has thoughtfully been thrown together for the fall conference to allow you to ponder. You can ponder benchmarks and strategic indicators. You can ponder consumer driven health care and live vicariously through the real-life stories of Savannah Country Day and Franklin Road Academy. And you can have real time conversations over a couple of days with a fine group of comrades about whatever issues you need to ponder that you see on your own school's horizon.

I highly encourage you to break away for a couple of days in November and head to the gorgeous golden isles of Georgia. If it is not time well spent, you can toss me to the alligators in the bloody marsh or even worse... wrap me in spanish moss for a death by chigger spa experience.

Submitted by Teresa Standard, Conference Co-chair

SPECIAL DATES OF INTEREST:

11/12/06 — 11/14/06

*MISBO Fall Conference
The King and Prince Beach &
Golf Resort
St. Simon's Island, GA*

INSIDE THIS ISSUE:

AlertNow	2
MISBO Facilities Conference	2
Welcome New Schools	2
Did you know?	2
School Profile: Wesleyan	3
From the desk of the chairman (continued)	3

FROM THE DESK OF THE CHAIRMAN: WHAT'S GOING ON IN NOVEMBER?

Dear Fellow Business Officers,

I hope you will take time out from your busy schedules and join us at the Fall Conference in St. Simons Island. In addition to this being a great opportunity for both professional development and networking, the Fall Conference is also MISBO's annual meeting. We will have a brief "state of the union" message and vote on the new slate of Board members. Terry Tracy of The Galloway School here in Atlanta, Georgia is heading up the nominations for open Board positions. Look for more information soon on the nominations and an opportunity to vote via email.

The MISBO survey is also up and running. MISBO has had a fall financial survey in place for more than 12 years. Our survey provides a wealth of information from our member schools in the southeast. I know several other school organizations do surveys but I have found MISBO's to be very valuable and encourage all MISBO member schools to submit their information. The information in the survey is confidential and we ask that you treat the survey responses with care and appropriate confidentiality. If you are uncomfortable providing a piece of data, please skip that question and complete the *continued on page 3*

MISBO REINTRODUCES



"Alert" messaging and notifications are part of a rapidly growing, pervasive trend. People want to be in-the-know with information the instant it becomes available. From an ESPN alert on your mobile phone to Southwest Airline's "ding" when a new fare message arrives, companies are delivering a new breed of instant communication services to customers.

Many schools are now using rapid notification and communication services to communicate with parents, enhancing parental involvement in education and replacing outdated, and often ineffective conventional communication tactics.

Saf-T-Net is a pioneer in this emerging market with its AlertNow rapid communication services, sending more than 1 million messages each month for more than 2,500 schools across the United States. AlertNow's technology enables schools to deliver thousands of voice or text messages to telephones, mobile phones, PDAs or any Internet-enabled device within minutes.

AlertNow supplements conventional school communications including newsletters and "backpack stuffer" memos sent home with students, PTA meetings and parent-teacher conferences. AlertNow replaces outdated telephone trees and "auto dialers" that require staff resources and large blocks of time to deliver messages.

Many schools rely on AlertNow for fast and effective notification of emergency situations or weather-related school closings. Some schools are enhancing education by developing other uses of the AlertNow technology. AlertNow enables a school to build stronger relationships through parental involvement, increased attendance, and by bridging multi-lingual communication barriers.

WELCOME NEW SCHOOLS

- Faith Christian Academy
Anne Boatwater,
Administrator
Chatsworth, GA

Did you know?

The MISBO electronic database order is over \$510,000?

The first order five years ago was \$164,750. The idea of a discounted price, someone else arranging trials, one purchase order, and one check is very appealing.

MISBO FACILITIES CONFERENCE "CLEANS UP!"

The first MISBO Facilities Conference was held in Orlando, Florida, Sept 17-19. It was a great success and given very high marks from the 22 attendees. Jeff Rountree from The Lovett School presented a program titled "You Want Me to Pay What?" addressing issues of outside groups requesting use of your facility, and the actual costs and fees associated with their use. David Herman with EnergyG Consultants presented a program "Best Practices for Controlling Energy Costs". It was very informative on addressing how small changes can result in big savings.

One of the most active presentations was from Elaine Hecht, Director of Human Resources at Pace Academy, on the "Do's and Don'ts of Interviewing". Elaine presented great information and questions were asked throughout her presentation. This is a topic that definitely needs to be covered again. She stressed the importance of having thorough job descriptions listing exactly what skills would be required to

perform a job.

Paula Vaughn with Perkins and Will did an excellent job of discussing LEED® Construction. This is another topic that needs to be discussed in more detail at a future meeting. Darrell Albright presented information on trends in carpet manufacturing and "Green" products. John Russell from the Ashkin Group presented "Implementing Green Cleaning Programs". The technology is here, the products work, and it creates a safer environment. Jack Adelman from Southeast Link introduced the "Green Cleaning Products." The very animated and informative Jack said, **"If you are utilizing a mop bucket/wringer to clean your restrooms, then you are not cleaning! You are merely cross contaminating...spreading the soils evenly throughout the restroom!"**

We are looking forward to future facilities directors' conferences and meetings. Two more topics we have planned are information on School Bus Safety and Training, and School Safety.

SCHOOL PROFILE: WESLEYAN SCHOOL



In 1996 when Zach Young became Wesleyan School's Headmaster, Wesleyan had plans to move from a small Sandy Springs campus and establish a new campus in Norcross. Wesleyan started their new campus with 44

modular classrooms and a vision of what could be. An outstanding campus enjoyed by Wesleyan families, faculty, and friends has developed over the past 10 years. Overseeing the construction of that campus is Bobby Candler, Construction Manager.

Bobby had two roles when hired as the Facilities/Construction Manager in October of 1996: working daily with Zach and working closely with the Chairman of the Building Committee. He values the opportunity to meet with faculty and staff on a regular basis, and his presence on campus allows him to see first-hand the teaching process, making it easier to determine the needs of the school and understand how the building would function. His involvement in all areas of building planning and years of service to the school have given him a clear understanding of Wesleyan's vision for its future based on their mission. He has been a tremendous asset to Wesleyan, and his commitment and dedication to the school are apparent in every building on campus. We asked him to take us through the building process....

"The first phase of a building's life is to determine the 'program' of the facility. At Wesleyan School there is a committee to develop the program with the guidance of our architect to determine the list of rooms and specific use, number of people served, square footage and many other details.

After the program is defined on paper in the form of a shopping list of everything the committee wants to consider for the build-

ing, the remaining phases begin. The schematic design phase is next, which takes the program and arranges it on floor plans placing rooms that must function together on the same floor, adds stairways, corridors, restrooms, etc. Next come design development, pricing and eventually construction documents.

Not all of the development of the program is in the hands of the architect and contractor. There are FF & E (furniture, fixtures and equipment) items for which the owner has more direct control. MISBO has been most valuable in this area because their large number of contracts allows us to select classroom and office furniture, whiteboards, bulletin boards,

athletic equipment, music equipment, trash cans, and even pencils if we want. Wesleyan's interiors subcommittee meets with Dianne Sagaas, our purchasing representative, during all phases of the project outlined above. Together we determine a list of every item required for each room.

From this inventory preliminary budget estimates, final cost estimates and purchasing orders are developed. The last phase includes delivery and installation, for which the MISBO staff are seasoned veterans.

Utility contracts, training, supplies and repairs are a few of the other resources MISBO offers. As the construction manager for Wesleyan School, my contacts are concentrated in new construction. Our relationship with MISBO has helped our projects cost less, look better and open on time in each of our new buildings over the past 9 years. We are currently working on a new fine arts building, gymnasium and administration building, the last phase of our campus, as we continue our partnership with MISBO."



(Continued from pg 1)

remainder of the survey. The more participation in the survey, the more successful the survey will be for everyone involved. Billy Coxhead at Wesleyan School in Atlanta, Georgia is organizing the survey. If you have questions, you may reach Billy at bcoxhead@wesleyanschool.org or at 678-223-2266. Completed surveys are due by Tuesday, October 31st.

WHAT'S GOING ON IN NOVEMBER?

Many thanks to both Terry Tracy and Billy Coxhead for their service to the MISBO organization. I hope to see you at St. Simons!

Louise Hodapp
Board Chair



*MISBO Chairman is Louise Hodapp,
Business Officer at The Atlanta Girls' School.*

Atlanta, GA 30327
1424 West Paces Ferry Road, NW

MISBO



MISBO

1424 West Paces Ferry Road, NW
Atlanta, Georgia 30327

Phone: 404-609-6201
1-800-GO-MISBO
Fax: 404-355-5657
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

Dave Meriwether

Nancy Isom

Wendy Barnhart

Anne Donlon

Pace Academy

Atlanta Girls' School

The Galloway School

Greater Atlanta Christian

Holy Innocents' Episcopal School

The Lovett School

Paideia School

The Westminster Schools

The Walker School

MISBO Purchasing Staff

Martha Perry, Purchasing Director

Dianne Sagaas, Senior Buyer

Jay Danielson, Senior Buyer

Rick Hale, Buyer

De Shaw, Office Manager

Cheryl Goode, Administrative Ass't.

404-609-6201

404-609-6493

404-367-7884

404-609-6121

404-367-5160

404-609-6401