

2012



**Recognizing  
Excellence  
in Wisconsin's  
School  
Business Officials**

**WASBO  
Professional  
Recognition  
Program**

**Nominations accepted  
through March 1, 2012  
at [www.wasbo.com/awards](http://www.wasbo.com/awards)**

**Student  
Scholarship Applications  
Inside**

Wisconsin Association of School Business Officials  
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# 2012 Wallace E. Zastrow Award

Award and student scholarship sponsored by



## Background

Wallace E. Zastrow was a charter member of the Wisconsin Association of School Business Officials, and served as the Association's first Executive Director. Through his leadership, WASBO gained recognition and respect as an outstanding educational organization within the State of Wisconsin. The intent of this annual award is to recognize the many years of service, commitment, and dedication "Wally" gave to his profession, and to thank him for the example he established for school business officials.

School business officials have labored, sometimes without notice, to ensure that the management of a school district is conducted in both an effective and efficient manner. While the complexity and gravity of their responsibilities have increased over the years, their standing within the education community and public has just begun to be acknowledged.

The Wallace E. Zastrow Award has been created to focus attention on the indispensable role school business officials play in educating children throughout the State of Wisconsin. This award recognizes an outstanding individual in the school business management field with experiences that parallel the service, commitment, and contribution to the profession made by Wallace E. Zastrow.

## Eligibility

The Wallace E. Zastrow Award is open to all active members of WASBO who meet the following requirements.

- The candidate must have been a WASBO member for at least 5 years and a member 12 consecutive months prior to January 1<sup>st</sup> of the year the member is considered for the Award.
- Current members of the Board of Directors are ineligible for the Award.
- Candidates must be a school business official. For purposes of this Award, a school business official is defined as an individual who is associated with a public or private school district, vocational/technical school, college, or university, and fulfills a position such as Business Manager or Business Assistant, Assistant for Business Services, Accounting or Finance Officer, Buildings and Grounds Supervisor, or Coordinator of Auxiliary Services (i.e. Food Services, MIS, Purchasing Services, Transportation Supervisor, or other business support staff).
- Nominations may be made by any WASBO member, district administrator, professional colleague or WASBO Regional. Nominations shall be submitted without input from the WASBO Board of Directors.

## Selection Criteria

- Leadership in the Schools** – The candidate has gone above and beyond the call of duty to improve the learning conditions for students in their school system.
- Leadership in the Profession** – The candidate has demonstrated commitment to improving the level of professionalism among school business officials through active participation in Wisconsin ASBO and/or ASBO International.
- Professional Development** – The candidate has demonstrated a continuous interest in learning and in staying abreast of developments in the field of school business management.
- Leadership in the Community** – The candidate has demonstrated active involvement in local community activities outside of the duties performed as a school business official.

## Recognition

A \$500 award and plaque commemorating the honor are presented at the Annual WASBO Foundation Spring Conference. The recipient will also present a \$1,000 Scholarship Award, provided by **Wisconsin Investment Series Cooperative (WISC)**, to a high school senior in his/her school district. The recipient will be the WASBO nominee for the 2013 ASBO International Eagle Award, ASBO's lifetime achievement award.

## Timeline

- Nominations with supporting rationale are due no later than **March 1, 2012**. Nominations can be made at [www.WASBO.com/awards](http://www.WASBO.com/awards).
- The WASBO Board of Directors considers nominations at its following Board meeting and selects the Award recipient. The Board's decision is final.
- The Award shall be presented at the WASBO Foundation Spring Conference in May.

If your actions create a legacy that inspires others to dream more, learn more, do more and become more, then, you are an excellent leader.

Dolly Parton

# 2012 New School Business Official of the Year



Sponsored by



## Background

This award was created to give special recognition to outstanding new school business officials in Wisconsin. All nominees will be evaluated based upon their contributions to their profession and to the Association, regardless of the size of their districts or their job titles.

## Eligibility

The award nominee must be an active WASBO Member with less than five years experience as a Business Manager. The nominee must be currently working as a school business manager in Wisconsin and hold an (08) Wisconsin License for less than five years. Nominees may not be nominated for more than two consecutive years, but may be nominated again following a one-year break. An individual may receive the WASBO New School Business Official of the Year Award one time.

Nominations may be made by any WASBO member, district administrator, professional colleague or WASBO Regional. Nominations shall be submitted without input from the WASBO Board of Directors.

## Selection Criteria

The following criteria shall be considered when selecting the New School Business Official of the Year:

**Leadership in the Schools** – The candidate has demonstrated efforts to significantly improve learning conditions for students.

**Continuing Professional Development** – Evidence of continuing efforts to learn and grow as a professional has been demonstrated.

**Active Participation in the Profession** – Membership in professional associations, service on committees, and related activities.

**Active Participation in the Community** – Evidence of meaningful involvement in the community.

A letter of recommendation from the nominee's superintendent supporting his/her candidacy should accompany the nomination.

## Recognition

The WASBO New School Business Official of the Year Award will be presented at the WASBO Foundation Spring Conference in May. A \$1,000 award to be used for the Business Manager's continuing education, attendance at conventions, seminars and workshops, membership dues, or related activities or resources that contribute to the professional development of the Business Manager is provided by the award.

Press releases will be sent to the local media. The New School Business Official of the Year's name shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors.

## Timeline

- Nominations with supporting rationale are due no later than **March 1, 2012**. Nominations can be made at [www.WASBO.com/awards](http://www.WASBO.com/awards).
- The Membership/Professional Improvement Committees will review the nominations and select two finalists to be forwarded to the Board of Directors by March 15.
- The WASBO Board of Directors considers nominations at its following Board meeting and selects the Award recipient. The Board's decision is final.
- The Award shall be presented at the WASBO Foundation Spring Conference in May.

The first great gift we can bestow  
on others is a good example.

Thomas Morell

In believing in others, we are  
believed. In supporting others, we  
gain followers, and in recognizing  
the value of others, we are  
honored.

Solon B. Cousins

# 2012 School Facilities Manager of the Year

Sponsored by



## Background

This award was created to recognize outstanding school facilities managers in Wisconsin. All members will be evaluated based upon their contributions to their profession and to the Association, regardless of the size of their districts and job titles.

This award was created to select an individual whose accomplishments and contributions are current. It is not intended to be a capstone to the end of a career. Longevity should not be a factor in the nomination or selection process.

## Eligibility

The award nominee must be an active WASBO Member currently working as a School Facilities Manager in Wisconsin. Nominees should regularly attend WASBO facility managers meetings, seminars and regional meetings. Nominees may not be nominated for more than two consecutive years, but may be nominated again following a one-year break. An individual may receive the WASBO School Facilities Manager of the Year Award one time.

Nominations may be made by any WASBO member, district administrator, professional colleague or WASBO Regional Group. Nominations shall be submitted without input from the WASBO Board of Directors.

## Selection Criteria

The following criteria shall be considered when selecting the School Facilities Manager of the Year:

**Leadership in the Schools** – The candidate has demonstrated efforts to significantly improve facilities and cost effectiveness of operations while improving the learning environment for students.

**Continuing Professional Development** – Evidence of continuing efforts to learn and grow as a professional.

**Active Participation in the Profession** – Membership in professional associations such as WASBO, WSTMA, WSSCA and other professional associations.

**Active Participation in School Communities** – Evidence of meaningful involvement in the school community.

A letter of recommendation from the nominee's superintendent supporting his/her candidacy should accompany the nomination.

## Recognition

The WASBO Facilities Manager of the Year Award will be presented at the WASBO Foundation Spring Conference in May. A \$1,000 award to be used for the Facility Manager's continuing education, attendance at conventions, seminars and workshops, membership dues, or related activities or resources that contribute to the professional development of the Facilities Manager is provided by the award.

Press releases will be sent to the local media. The School Facilities Manager of the Year's name shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors.

## Timeline

- Nominations with supporting rationale are due no later than **March 1, 2012**. Nominations can be made at [www.WASBO.com/awards](http://www.WASBO.com/awards).
- The Membership Committee, Professional Improvement Committee and the chairpersons, or their designees, of the Facilities Committee and the Safety Committee will review the nominations and select two finalists to be forwarded to the Board of Directors by March 15.
- The WASBO Board of Directors considers nominations at its following Board meeting and selects the Award recipient. The Board's decision is final.
- The Award shall be presented at the WASBO Foundation Spring Conference in May.

Each of us has a spark of life inside us, and our highest endeavor ought to be to set off that spark in others.

Kenny Ausubel

When you reach for the stars you may not quite get one, but you won't come up with a handful of mud either.

Leo Burnett

# 2012 Business Services Award

Sponsored by



## Background

The Business Services Award is presented annually to an educational institution in Wisconsin which has implemented a business practice that has resulted in an improvement in service, increased efficiency, or more simply, a better way of doing business. The improved or new practice may be applied to any specific area of business services, (i.e. finance and budgeting, facilities, transportation, food service, purchasing, inventory control, applied technology, or any other discrete or combined business function).

## Eligibility

- The nomination must be submitted by a current member of the Wisconsin Association of School Business Officials who is employed by the educational institution where the improved or new business practice has been implemented.
- The \$1,000 which accompanies the award must be used to fund training opportunities, staff development or attendance at relevant seminars, workshops and conventions that contribute to the continuing education of those staff members who serve on the business side of the educational institution. Those benefiting from the training or staff development opportunities need not be members of WASBO.
- Nominations will be active and kept on file for three years.

## Selection Criteria

The award application should include:

- An Executive Summary of the business practice, not exceeding one page double-spaced.
- How this new or improved practice benefits students, staff, and the community.
- How transportable this practice is to other educational institutions and what may be required of them to implement the practice.
- Additional exhibits to support the nomination.
- School district or educational institution enrollment.
- How the \$1,000 award will be invested.

## Recognition

A check in the amount of \$1,000 and a plaque will be awarded to the selected educational institution at the Annual WASBO Foundation Spring Conference. News releases and other publicity will also be used to highlight the achievement and presentation of the award. The recipient will be nominated for the ASBO International Pinnacle Award.

## Timeline

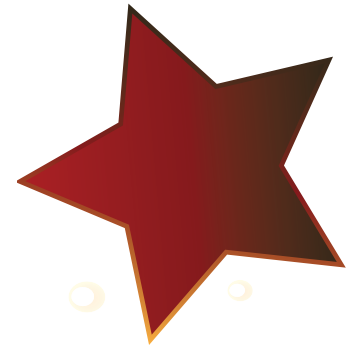
- Nominations must be received in the WASBO office no later than **March 1, 2012**. Nominations can be made at [www.WASBO.com/awards](http://www.WASBO.com/awards).
- The selection committee will include one person appointed by the WASBO President, one by Robert W. Baird & Co., Inc. and one retired WASBO member appointed by the chairperson of the Retirement Committee. The selection committee may request additional information or seek answers to questions at their discretion. The selection committee's decision is final.
- The Award shall be presented annually at the WASBO Foundation Spring Conference in May.

What best practice have you implemented that your colleagues could learn from?  
Share your good ideas to benefit students in Wisconsin.

# 2013 School Business Official of the Year

Award sponsored by **HSE** | Hutchinson, Shockey, Erley & Co.  
Established 1957

Student scholarship sponsored by  Liberty Mutual™



*“A Tribute to our Commitment to Excellence and The People Who Lead the Way”*

## Background

This award was created in acknowledgement of the value and need to recognize outstanding school business officials in Wisconsin. This procedure was developed to ensure that all members will be considered based upon their contributions to their profession and to the Association, regardless of the size of their districts and their job titles.

This award was created to select an individual whose accomplishments and contributions are current. 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

Any active WASBO Member, excluding members of the WASBO Board of Directors, is eligible. Board Members must be off the Board for no less than two years before becoming eligible for the WASBO School Business Official of the Year. An individual may receive the WASBO School Business Official of the Year one time.

## Selection Criteria

Suggested contents of the nomination may include the following, but are not all inclusive or mandatory:

- Describe innovative projects within the candidate's district that he/she has recently initiated.
- List activities in the WASBO legislative network and/or service on state advisory committees.
- Has the candidate served as a WASBO clinic presenter or certification instructor?
- Community activities and/or other professional activities.
- Has the candidate been published in the WASBO newsletter or journal?
- Has the candidate been active with ASBO International?
- List offices held on WASBO committees, in regional affiliates, and the Association.
- Length of time as a WASBO member.

A letter of recommendation from the candidate's superintendent supporting his/her candidacy should accompany the recommendation. Nominations may be made by any WASBO member, district administrator, professional colleague or WASBO Regional.

## Recognition

The WASBO School Business Official of the Year will be recognized at the WASB-WASBO-WASDA Annual State Education Convention in January at the first general session. A cash award of \$500 will be presented at the WASBO luncheon held in conjunction with the Convention. The recipient will also award a \$1,500 student scholarship in his/her district. The scholarship is sponsored by Liberty Mutual.

Press releases will be sent to the local media. The School Business Official of the Year's name shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors.

## Timeline

- Nominations with supporting rationale are due no later than **March 1, 2012**. Nominations can be made at [www.WASBO.com/awards](http://www.WASBO.com/awards).
- The WASBO Board of Directors considers nominations at its following Board meeting and selects the Award recipient. The Board's decision is final.
- The Award shall be presented annually at the WASB-WASBO-WASDA Annual State Education Convention in January.

It is a rare and a high privilege to be in a position to help people understand the difference that they can make not only in their own lives but in the lives of others by simply applying themselves.

Helen Boosalis

# 2013 Shining Star Award

Sponsored by 

## Background

This award was created in acknowledgement of the service, time and expertise of a WASBO member who has served WASBO as a committee chair, committee member or in another leadership capacity.

## Eligibility

Any active WASBO Member, who has or is currently serving on a WASBO Committee, the WASBO Board of Directors or serving WASBO in a special capacity is eligible. An individual may receive the Shining Star Award one time. Nominations may be made by any WASBO member, district administrator, professional colleague or WASBO Regional.

## Selection Criteria

Nominations may include the following, but are not all inclusive or mandatory:

- Description of service to WASBO.
- Length of service to WASBO.
- Any outstanding initiatives created by nominee.
- Supporting letters from people who have served with the nominee.

## Recognition

The Shining Star Award recipient will be recognized at the WASBO Business Meeting held at the WASB-WASBO-WASDA State Education Convention in January. A \$750 professional development grant accompanies this award. Press releases will be sent to the local media. The name of the recipient of the Shining Star Award shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors.

## Timeline

- Nominations with supporting rationale are due no later than **March 1, 2012**. Nominations can be made at [www.WASBO.com/awards](http://www.WASBO.com/awards).
- The WASBO Board of Directors considers nominations at its following Board meeting and selects the Award recipient. The Board's decision is final.
- The Award shall be presented annually at the WASB-WASBO-WASDA Annual State Education Convention in January.

# 2012 Friend of WASBO Award

## Background

The Board of Directors of the Wisconsin Association of School Business Officials recognizes that there are individuals who, by their words and deeds, have given special and noteworthy support to the Wisconsin Association of School Business Officials as it pursues the fulfillment of its mission.

### WASBO Mission

*"To provide professional development, to foster a network of support and to advocate for funding that ensures outstanding educational opportunities for all children in Wisconsin."*

## Eligibility

Any member or non-member may be nominated. Nominations are sought to assist the Board of Directors in identifying individuals who are deserving of special recognition and the appreciation of the WASBO membership. Candidates for this award may be suggested by anyone who is in a position to document and support a nomination to the Board of Directors.

## Selection Criteria

This award is special and it is not the intent of the Board of Directors to award it annually. Rather, it shall be presented at the discretion of the Board of Directors who shall also determine the process by which the nominations shall be considered. A letter of nomination should include information specific to the nominee's contribution to and support of WASBO's mission. Additional documentation may also be included.

## Recognition

Upon receiving authorization from the Board of Directors, an appropriate plaque shall be prepared expressing the appreciation of the WASBO membership. The award will be presented at the WASBO Foundation Spring Conference. In addition, the Board of Directors shall issue a check in the amount of \$500 made payable to a charity selected by the award recipient that benefits children in Wisconsin.

## Timeline

- Nominations must be received in the WASBO office no later than **March 1, 2012**. Nominations can be made at [www.WASBO.com/awards](http://www.WASBO.com/awards).
- The WASBO Board of Directors considers nominations at its following Board meeting and selects the Award recipient. The Board's decision is final.
- The Award shall be presented at the WASBO Foundation Spring Conference in May.



Wisconsin Association of School  
Business Officials  
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## WASBO Award Timeline

### **March 1, 2012**

All WASBO Award nominations due.  
Submit nominations at [www.WASBO.com/awards](http://www.WASBO.com/awards).

### **March/April 2012**

WASBO Award Recipients selected by the Board of Directors and appropriate selection committees.

### **May 2012**

Awards presented at the WASBO Foundation Spring Conference.

- 2012 Wallace E. Zastrow Award
- 2012 Business Services Award
- 2012 New School Business Official of the Year
- 2012 Facilities Manager of the Year
- 2012 Friend of WASBO Award

### **January 2013**

Awards presented at the WASB-WASBO-WASDA State Education Convention.

- 2013 School Business Official of the Year Award
- 2013 Shining Star Award

Application Deadline for ALL  
Awards March 1, 2012

Submit Your Application Online  
at [www.WASBO.com/awards](http://www.WASBO.com/awards)

**We all know someone who shines. Honor their efforts by making a nomination.**