February 26, 2013

MEMORANDUM

To: County and City Superintendents

From: Warren Craig Pouncey
Chief of Staff

Re: Alabama School Plant Management Association

The Alabama School Plant Management Association (ASPMA) will hold its annual conference April 14 through April 17, 2013, at Orange Beach. This is an organization that promotes proper management practices related to school operations, maintenance and construction. It is tailored to address issues that face superintendents, facility managers, maintenance personnel, custodial supervisors and industry representatives. This year's program will include presentations regarding disaster responses and school safety preparedness.

With the possibility of a Capital Bond Issue on the horizon, it is imperative that detailed Capital Plans from each school system be available for submission to the Legislature. Perry and Ethan Taylor will provide Capital Planning and Facility Assessment training for systems that do not have certified personnel. Please remember that each school system must have at least one employee who is certified in each of these areas.

It is important to me for systems to interface on facility issues that are common to all. I would encourage systems, if feasible, to participate in this organization. It is recommended that you stay at the Perdido Beach Resort Hotel as this will greatly assist the association in fulfilling its contractual obligations. Should you desire additional information, Mr. Perry Taylor at telephone number (334) 242-9719 will be glad to discuss this conference with you.

WCP/EPT/NFD

Attachments

cc: Mr. Dennis R. Coe

FY13-3017
Alabama School Plant Management Association
April 14 – April 17, 2013
Perdido Beach Resort
Orange Beach, Alabama
Tentative Program

Saturday, April 13, 2013
4:00 p.m.—5:00 p.m.  Executive Committee Meeting  Conference Room 2

Sunday, April 14, 2013
8:00 a.m.—2:30 p.m.  Vendor Registration & Set Up  Vendor Area
8:00 a.m.—4:30 p.m.  Networking with Vendors  Registration Desk
1:00 p.m.—5:00 p.m.  Member Registration/Meet Vendors  Upstairs/Vendor Area
4:30 p.m.—6:00 p.m.  Hospitality (Cash Bar)  Vendor Area

Monday, April 15, 2013
7:00 a.m.—12:00 noon  Registration  Registration Desk
7:30 a.m.—8:30 a.m.  Sit-Down Breakfast Buffet  Upstairs
8:00 a.m.—9:00 a.m.  Opening Ceremonies  Salon EFGH
9:00 a.m.—9:30 a.m.  Guest Speaker—Dr. Thomas R. Bice  Salon EFGH
State Superintendent of Education
9:30 a.m.—10:00 a.m.  Break with Vendors  Vendor Area
10:00 a.m.—10:45 a.m.  Group Session—Alternative Roofing Solutions  Salon EFGH
Barry Bergeron, Hydro-Stop
10:45 a.m.—11:15 a.m.  Break with Vendors  Vendor Area
11:15 a.m.—12:00 noon  Group Session—“When the Unexpected Happens”—Tom Mock, State Department of Education
12:00 noon—1:30 p.m.  Lunch with Vendors  TBA
1:30 p.m.—2:15 p.m.  Group Session—Disaster Response—Servpro  Salon EFGH
2:15 p.m.—4:00 p.m.  Networking with Vendors  Vendor Area

Tuesday, April 16, 2013
7:30 a.m.—12:00 noon  Registration  Salon EFGH
7:30 a.m.—8:30 a.m.  Sit-Down Breakfast Buffet  Salon EFGH
8:00 a.m.—9:00 a.m.  Guest Speaker—Dr. Craig Pouncey  Salon EFGH
Chief of Staff, State Department of Education
9:00 a.m.—9:30 a.m.  Break  Vendor Area
9:30 a.m.—10:15 a.m.  Group Session—Safe Rooms—Mr. Jim Bell, Assa Abloy  Salon EFGH
10:15 a.m.—10:45 a.m.  Break  Vendor Area
10:45 a.m.—11:30 a.m.  Group Session—Mr. Dennis Coe  Salon EFGH
Director, State Department of Education
11:30 a.m.—1:00 p.m.  Lunch  TBA
1:00 p.m.—2:30 p.m.  Group Session—“What Works” Open Forum—Barry Davis, Trussville City Schools  Salon EFGH
3:00 p.m.—4:00 p.m.  Vendor Exit  Vendor Area
2:30 p.m.—4:00 p.m.  To Be Announced  Salon EFGH

Wednesday, April 17, 2013
8:00 a.m.—8:30 a.m.  Business Session  Sand Castle Room
8:30 a.m.—10:30 a.m.  Capital Planning & Assessment Training  Sand Castle Room
Perry and Ethan Taylor,
State Department of Education
10:30 a.m.—11:00 a.m.  Closing Remarks  Sand Castle Room
ALABAMA SCHOOL PLANT MANAGEMENT
ASSOCIATION
29th Annual Spring Seminar
April 14 – April 17, 2013
Perdido Beach Resort
Orange Beach, Alabama

Thousands of Products, Programs & Training, Guest Speakers and More

Registration Fee is $75.00 per person

NAME: ____________________________________________
TITLE: ___________________________________________
SYSTEM/INSTITUTION: _______________________________
ADDRESS: _________________________________________
CITY: ____________________________________________
ZIP: ______________________________________________
TELEPHONE: _______________________________________
FAX NO: __________________________________________
CELL NO.: _________________________________________
E-MAIL: __________________________________________
SPOUSE/GUEST: ____________________________________
($75 each)

Will you be staying at the Perdido Beach Resort? ________________
***Rooms are limited—Reserve early

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Group Reservation Request

The Perdido Beach Resort staff is pleased to welcome you for the Alabama School Plant Management Association conference being held the dates of April 14 – April 17, 2013.

To request room accommodations, please complete this reservation request form and mail or fax it to the resort. You may also make reservations through the internet, your group internet code is 6778 or by calling our group reservations at 1-800-634-8001. Please be sure to mention Code No. 6778 in order to receive the special group rate. Within 7-10 business days, you will receive a confirmation letter confirming your reservation.

A block of Standard/Run of House rooms (Outside View – From private balcony, angle view of the beach) has been reserved at a group rate of $169.00. This rate is good from Friday night, April 13 through Wednesday night, April 17, and applies to room requests received prior to March 13, 2013 and/or until your group block is filled. Room requests received after this date and/or once group block is filled, will be based on availability and may be subject to higher rates and possibly a minimum stay requirement.

Accommodations

Perdido Beach Resort is located directly on the Gulf of Mexico and has a variety of beautiful views from your private balcony. If available at the time your reservation is made, you have the option to guarantee an upgraded room type at the rates listed below:

<table>
<thead>
<tr>
<th>Pool View</th>
<th>$189.00</th>
<th>From Private Balcony, direct pool view and angle view of the beach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gulf Front</td>
<td>$219.00</td>
<td>From Private Balcony, direct beach front view</td>
</tr>
</tbody>
</table>

SPECIAL REQUESTS

We will make every effort to accommodate special requests for specific room types, bed types, non-smoking, floor preferences, and any other special requests; however, we cannot always accomplish such requests and reserve the right to provide alternate accommodations. Please note your special requests below in the order of importance and, if available, they will be honored upon arrival:

______________________________________________________________________________________________

______________________________________________________________________________________________

Guest Information

Last Name:_________________________________________ First Name:__________________ Middle Initial:________

Phone:_________________________________________ E-mail:________________________

Mailing Address:________________________________________

City:________________________________________ State:________________ Zip:________

Arrival Date:________________________________________ Departure Date:________________

# Adults________ # Children________

There is a $10.00 per person, per night charge for a 3rd or 4th adult (16 or older) in a room.

Share with Name __________________________________________
Terms & Conditions

GUARANTEE RESERVATIONS:
In order to confirm this reservation request, a credit card number must be provided at the time reservation is made or a deposit equal to one night’s room and tax via check or money order must be received within 10 days of making reservation. All reservations must be guaranteed. To guarantee your reservation with a credit card please circle one of the options listed below and complete your credit card information.

VISA  MASTERCARD  AMERICAN EXPRESS  DINERS CLUB  CARTE BLANCHE  DISCOVER

CARD NO.__________________________________________ EXP DATE ________

CANCELLATION POLICY:
An individual reservation may be cancelled up to 72 hours in advance without penalty. A one night room charge is applied to a reservation that is cancelled after that 72-hour deadline. Rooms are held until 9:00am the day following scheduled arrival.

EARLY DEPARTURE FEE:
Departure date changes accepted without penalty prior to or during check-in process. An early departure fee of 50% of a one night room charge is applied for early departures after check-in.

CHECK-IN TIME: 4 PM. Must be 19 years of age or older to check-in.

CHECKOUT TIME: 12 Noon

No Pets Please. There is a kennel nearby.

Thank you for choosing Perdido Beach Resort!