March 9, 2015

MEMORANDUM

TO: County and City Superintendents

FROM: Thomas R. Bice  
State Superintendent of Education

RE: Alabama School Plant Management Association

The Alabama School Plant Management Association (ASPMA) will hold its annual conference April 19 through April 22, 2015, 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.

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. Program web changes have been made since last year, so it would be advantageous for Capital Planners and Facility Assessors who have been previously certified to attend. 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.

TRB/EPT/NFD

Attachments

cc: Mr. Dennis R. Coe

FY15-3025
ALABAMA SCHOOL PLANT MANAGEMENT ASSOCIATION
31st Annual Spring Seminar
April 19 – April 22, 2015
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

Return to:

A.S.P.M.A.
P. O. Box 1762
Montgomery, AL 36102
2015 Alabama School Plant Management Association Officers

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ASPMa Historian:
John Jones
532 Ridgewood Lane
Montgomery, AL 36109-3563
Telephone: (334) 396-9690
### Saturday, April 18, 2015
4:00 p.m.—5:00 p.m.  
Executive Committee Meeting  
Conference Room 2

### Sunday, April 19, 2015
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 20, 2015
7:00 a.m.—12:00 noon  
Registration  
Registration Desk
7:30 a.m.—8:30 a.m.  
Sit-Down Breakfast Buffet  
Salon EFGH
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—Norris Green, Legislative Fiscal Office,  
Alabama’s Present & Future Financial Picture  
Salon EFGH
10:45 a.m.—11:15 a.m.  
Break with Vendors  
Vendor Area
11:15 a.m.—12:00 noon  
Group Session—Playground Safety—Justin Vance  
Salon EFGH
12:00 noon—1:30 p.m.  
Lunch with Vendors  
TBA
1:30 p.m.—2:15 p.m.  
Group Session—Kathryn Lynn  
Salon EFGH  
Alabama Building Commission
2:15 p.m.—4:00 p.m.  
Networking with Vendors  
Vendor Area

### Tuesday, April 21, 2015
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—Mr. Andy Craig, Deputy State Supt.  
Salon EFGH
State Department of Education  

9:00 a.m.—9:30 a.m.  
Break with Vendors  
Vendor Area
9:30 a.m.—10:15 a.m.  
Group Session—Work Place Safety—Tom Robinson  
Salon EFGH
10:15 a.m.—10:45 a.m.  
Break with Vendors  
Vendor Area
10:45 a.m.—11:30 a.m.  
Group Session—E. Perry Taylor, State School Architect  
Salon EFGH
Public Works Law/S.A.F.E Revisions
11:30 a.m.—1:00 p.m.  
Lunch  
TBA
1:00 p.m.—2:00 p.m.  
Vendor Exit  

1:00 p.m.—2:30 p.m.  
Group Session—“What Works” Open Forum—  
Salon EFGH
Barry Davis, Trussville City BOE, David Sellers, Shelby Co.  
BOE, Randy Reeves, Shelby Co. BOE, Kerry Wilkerson,  
Madison Co. BOE
2:30 p.m.—4:00 p.m.  
Networking  
Vendor Area

### Wednesday, April 22, 2015
8:00 a.m.—8:30 a.m.  
Business Session  
Sand Castle Room
8:30 a.m.—10:30 a.m.  
Capital Planning & Facility 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
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 19 – April 22, 2015.

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 9781 or by calling our group reservations at 1-800-634-8001. Please be sure to mention Code No. 9781 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 $168.00. This rate is good from Friday night, April 17 through Wednesday night, April 22, and applies to room requests received prior to March 19, 2015 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>Room Type</th>
<th>Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool View</td>
<td>$189.00</td>
<td>From Private Balcony, direct pool view and angle view of the beach</td>
</tr>
<tr>
<td>Gulf Front</td>
<td>$249.00</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!