March 10, 2016

MEMORANDUM

TO: City and County Superintendents

FROM: Andy Craig

Deputy State Superintendent
Administrative and Financial Services

RE: Alabama School Plant Management Association

The Alabama School Plant Management Association (ASPMA) will hold its annual conference April 17 through April 20, 2016, at Orange Beach. This year’s focus will deal with emergency preparedness and response. This organization 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 two 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. Should you desire additional information, Perry Taylor or Nancy Dalley at telephone number (334) 242-9719 will be glad to discuss this conference with you.

AC/EPT/NFD

Attachments

cc: Dr. Dennis R. Coe

FY16-3021
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

Payment Information on Back
Payment Information

The Alabama School Plant Management Association now accepts checks or credit cards.

COST PER PERSON IS $75.00

Credit Card:

Cardholder’s Name

School System

Billing Address and Zip Code

Type Card (Visa, Master Card, etc.)

Telephone Number

Card No. (Please print clearly)

Expiration Date

Security Code on Back of Card

I authorize the Alabama School Plant Management Association to charge my credit card for the amount of

$_____________________, a one-time charge for ASPMA registration for the April 2016 conference.

Signature: __________________________ Date: __________________________

Check:

Please make your check for $75.00 per attendee payable to ALABAMA SCHOOL PLANT MANAGEMENT ASSOCIATION and return the completed form along with your check to:

Alabama School Plant Management Association
P. O. Box 1762
Montgomery, Alabama 36102
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Saturday, April 16, 2016</strong></td>
<td>4:00 p.m.—5:00 p.m.</td>
<td>Executive Committee Meeting</td>
<td>Conference Room 2</td>
</tr>
<tr>
<td><strong>Sunday, April 17, 2016</strong></td>
<td>8:00 a.m.—2:30 p.m.</td>
<td>Vendor Registration &amp; Set Up</td>
<td>Vendor Area</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m.—4:30 p.m.</td>
<td>Networking with Vendors</td>
<td>Registration Desk</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m.—5:00 p.m.</td>
<td>Member Registration/Meet Vendors</td>
<td>Upstairs/Vendor Area</td>
</tr>
<tr>
<td></td>
<td>4:30 p.m.—6:00 p.m.</td>
<td>Hospitality (Cash Bar)</td>
<td>Vendor Area</td>
</tr>
<tr>
<td><strong>Monday, April 18, 2016</strong></td>
<td>7:00 a.m.—12:00 noon</td>
<td>Registration</td>
<td>Registration Desk</td>
</tr>
<tr>
<td></td>
<td>7:30 a.m.—8:30 a.m.</td>
<td>Sit-Down Breakfast Buffet</td>
<td>Upstairs</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m.—9:00 a.m.</td>
<td>Opening Ceremonies</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>9:00 a.m.—9:30 a.m.</td>
<td>Guest Speaker—Dr. James Carter, Interim Superintendent, Greene County Board of Education</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>9:30 a.m.—10:00 a.m.</td>
<td>Break with Vendors</td>
<td>Vendor Area</td>
</tr>
<tr>
<td></td>
<td>10:00 a.m.—10:45 a.m.</td>
<td>Group Session—“Strategic Planning for School Systems”—Mr. Randy Fuller, Superintendent, Shelby County Board of Education</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>10:45 a.m.—11:15 a.m.</td>
<td>Break with Vendors</td>
<td>Vendor Area</td>
</tr>
<tr>
<td></td>
<td>11:15 a.m.—12:00 noon</td>
<td>Group Session—“Facility Cleanliness”—Mr. Mark Garlington</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>12:00 noon—1:30 p.m.</td>
<td>Lunch with Vendors</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m.—2:15 p.m.</td>
<td>Group Session—“Emergency Remediation”—Dr. Bobby Hatcoek</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>2:15 p.m.—4:00 p.m.</td>
<td>Networking with Vendors</td>
<td>Vendor Area</td>
</tr>
<tr>
<td><strong>Tuesday, April 19, 2016</strong></td>
<td>7:30 a.m.—12:00 noon</td>
<td>Registration</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>7:30 a.m.—8:30 a.m.</td>
<td>Sit-Down Breakfast Buffet</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m.—9:00 a.m.</td>
<td>Guest Speaker—TBA</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>9:00 a.m.—9:30 a.m.</td>
<td>Break with Vendors</td>
<td>Vendor Area</td>
</tr>
<tr>
<td></td>
<td>9:30 a.m.—10:15 a.m.</td>
<td>Group Session—“Emergency Preparedness”—Mike Evans, Mobile County Emergency Management Agency</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>10:15 a.m.—10:45 a.m.</td>
<td>Break with Vendors</td>
<td>Vendor Area</td>
</tr>
<tr>
<td></td>
<td>10:45 a.m.—11:30 a.m.</td>
<td>Group Session—“Emergency Response”—Ms. Kim Huggins, Assistant Risk Manager and Mr. Bob Smith, Loss Control Manager, Dept. of Finance, Division of Risk Management</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>11:30 a.m.—1:00 p.m.</td>
<td>Lunch</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m.—2:00 p.m.</td>
<td>Vendor Exit</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m.—2:30 p.m.</td>
<td>Group Session—“What Works” Open Forum—Barry Davis, Trussville City BOE, David Sellers, Shelby Co. BOE, Randy Reeves, Shelby Co. BOE, Kerry Wilkerson, Madison Co. BOE</td>
<td>Vendor Area</td>
</tr>
<tr>
<td></td>
<td>2:30 p.m.—4:00 p.m.</td>
<td>Networking</td>
<td>Salon EFGH</td>
</tr>
<tr>
<td><strong>Wednesday, April 20, 2016</strong></td>
<td>8:00 a.m.—8:30 a.m.</td>
<td>Business Session</td>
<td>Sand Castle Room</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m.—10:30 a.m.</td>
<td>Capital Planning &amp; Facility Assessment Training—Perry and Ethan Taylor, State Department of Education</td>
<td>Sand Castle Room</td>
</tr>
<tr>
<td></td>
<td>10:30 a.m.—11:00 a.m.</td>
<td>Closing Remarks</td>
<td>Sand Castle Room</td>
</tr>
</tbody>
</table>
**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 17 – April 20, 2016**.

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 10097** or by calling our group reservations at 1-800-634-8001. **Please be sure to mention Code No. 10097 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 15 through Wednesday night, April 20, and applies to room requests received prior to **March 17, 2016** 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:

- Pool View $189.00  From Private Balcony, direct pool view and angle view of the beach
- Gulf Front  $219.00  From Private Balcony, direct beach front view
- Suite $358.00

**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!