

NJAIS BUSINESS OFFICERS RETREAT

Thursday, April 29 – Friday, April 30, 2010

The Inn at Lambertville Station
Lambertville, NJ

Agenda

Thursday, April 29, 2010

- 8:30-9:30 **Registration and Continental Breakfast**
9:30-noon **Issues in Independent School Law - Caryn Pass – Venerable LLP**
Noon-12:45 **Lunch**
12:45-1:30 **Round Table**
1:30-2:30 **Common Fund Cash Management - Steven C. Snyder – Commonfund Securities, Inc.**
The credit crisis of 2008 and early 2009 has forced many institutions to rethink how they construct an investment program for operating cash. This session will take a look at the historic trends in treasury management and help identify how the landscape has changed given the recent turmoil in the markets.

2:30-2:45 **Break**
2:45-4:30 **21st Century School - Simon Jeynes – ISM -** *The current economic situation offers us an opportunity to reconsider what school “is” and where it is going. The old paradigm where students could only be educated in a particular subject at a particular time by a particular person in a particular place at a particular rate is under challenge from educational currents that already exist. A student can now download their entire life’s education from departments of education, from prestigious universities, from schools, or even their peers. Open source software is blowing open the prescribed world of publishers and curriculum. Home scholars are being accepted to Yale and Harvard routinely and by invitation. A laptop for less than \$500.00 provides access to more information from every major library of the world than our finest schools can provide in their multitudinous stacks. Does this make our schools ultimately obsolete? This presentation/workshop will provide insight into the changes that are happening, encourage discussion and sharing about our own experiences of those changes, and provide some clear ideas about how we stay relevant and attractive to parents and students.*

6:00pm **Cocktail Hour** – The Inn at Lambertville Station
7:00pm **Dinner** – The Inn at Lambertville Station

Friday, April 30, 2010

- 8:00 **Continental Breakfast**
8:30-12:30 **Leadership - Simon Jeynes - ISM –** *What does leadership look like to a business manager? In this hands-on workshop, we will learn, discuss, and share, in three related but different ways. First, how do you influence upwards, ensuring that your Head of School is able to support you well, and ensuring that your advice and counsel is able to be heard powerfully. Then, let’s consider dimensions across the whole area of your responsibilities: risk to you from a leadership point of view? Finally, what does effective leadership mean in terms of your relationships with your peer administrators in academics, admission, marketing, and development? What can you do to minimize the “silo” effect that ultimately undermines the effectiveness of leadership team. Ultimately, it comes down to maximizing fiscal health, minimizing risk (in all its various forms), and collaborating with your peer in ways that enable your school to move into the future able to deliver its mission with sustainable excellence to succeeding generations.*

12:30 **Lunch**



Speakers

Steven C. Snyder

Steven C. Snyder, Certified Treasury Professional (CTP), is a Managing Director at Commonfund Securities, Inc. He has over fifteen years of experience in the banking, treasury, and investment management fields, applying modern information technologies and portfolio theory to cash flow processes. Steve previously was a Cash Management Consultant supporting the Education Industry for CoreStates Bank, N.A., and First Union National Bank. As a cash management consultant, Steve headed the Bank's calling effort within the Education Industry, while managing a portfolio of educational institutions located throughout the Nation. Steve is a contributing editor to the Treasury Management Chapter of CUBA VI, the guide to College and University Business Administration, published by the National Association of College and University Business Officers (NACUBO), and a contributing author for Private School Business, NACUBO's Business Officer, and Commonfund Quarterly. Steve has presented at cash management seminars sponsored by NACUBO, EACUBO, SACUBO, PDG, First Union National Bank, Commonfund, and numerous education consortiums and local Treasury Management Associations. Steve has also served on committees for the Association for Financial Professionals (AFP).

Caryn Pass

As a partner in Venable LLP's Labor and Employment Group, Caryn Pass represents for-profit and not-for-profit businesses, associations and educational institutions in employment-related disputes and counsels them on strategies and best practices to create positive work environments and limit potential liability exposure. Well versed in employment law, Ms. Pass has advised clients in virtually every facet of employment and labor law including policy development, review and implementation; recruitment and selection of employees; effective hiring procedures; employee relations; wage and hour compliance; counseling and disciplinary actions; family and medical leave act management; performance evaluation and review process; implementation of prevention plans to avoid sexual harassment; investigations resulting from allegations of harassment and termination of the employment relationship; and the defense of wrongful termination claims.

Ms. Pass' particular area of focus is in the representation of independent schools. As an independent school lawyer she assists educational institutions in a wide range of non-employment and employment matters, including teacher and faculty employment contracts, enrollment agreements, student discipline issues, student and faculty handbooks, board governance and by law issues, the safety welfare and discipline of students, as well as the day-to-day challenges facing independent schools today. She works closely with many regional independent school associations to help establish best practices for independent schools.

Simon Jeynes

Simon Jeynes brings 26 years of independent school experience to ISM. He founded a girls' boarding school as Head of School and was also Head of School for a K-12 coed day school. Simon has taught a variety of subjects during his career and was a finalist for the Governor-General's Award for Excellence in Teaching Canadian History. He has also gained experience as dormitory master in a boys' boarding school, Dean of Academics, Kitchen Manager, Assistant Headmaster and Acting Headmaster. For many years, he helped develop and operate extensive Outdoor Education programs.

Simon's skills as a change agent have contributed to the profound development of the schools with which he has been associated in areas of management, curriculum, student activities, leadership development, and financial management. He was also involved in teacher evaluation for the Province of Alberta through the Association of Independent Schools and Colleges in Alberta.

Simon writes for ISM publications in areas of Board management, school leadership, food services, and various management areas. He is part of a team continuing to develop MFE: Faculty Development and Renewal™. He leads retreats for Heads of Schools and their Management Teams, and leads workshops in MFE: Faculty Development and Renewal, leadership, team building, and change.

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REGISTRATION

Overnight Fee—\$450: Includes lunch, reception, dinner, and overnight room on Thursday, breakfast and lunch on Friday.

Extra Night Stay - \$130.00: (Wednesday-April 28, 2010)

Thursday Day Rate - \$150: Includes meetings and meals (including dinner).

Friday Day Rate - \$80: Includes meetings, breakfast and lunch.

SCHOOL _____

NAME(s) _____

_____ **Overnight Rate \$450**

_____ **Extra Night Stay (Wednesday Night) \$130**

_____ **Day Rate \$150 (Thursday)**

_____ **Day Rate \$80 (Friday)**

Limited financial aid is available: Contact Linda Moore at lmoore@njais.org

DEADLINE: WEDNESDAY, April 14, 2010

Mail or Fax your registration form to:

NJAIS
629 Amboy Avenue
Edison, NJ 08837

Phone: 732-661-9000 / Fax: 732-661-9018

Contact: Leslie Valencia, lvalencia@njais.org

For directions go to: www.lambertvillestation.com