Alaska Association of School Business Officials

Fortieth Annual Conference

"40 Years of Success Through Networking"

ALASBO'S MISSION:

To promote the highest standards in school business practices

December 2-5, 2012

Alaska Association of School Business Officials
Fortieth Annual Conference

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Welcome to ALASBO's 40th Annual Conference!!

"40 Years of Success Through Networking"

December 2-5, 2012

Hi ALASBO!

On behalf of the ALASBO Board of Directors, I am excited and honored to welcome you to the 40th Annual ALASBO Conference.

This conference is packed full of professional development opportunities for all school business officials and plenty of time to network with colleagues. There are honored guests as well as informational, inspirational and humorous speakers and presenters. Our business partners have once again showed their support by filling up the conference exhibit hall, providing demonstrations and sponsoring receptions. The highlight of this conference is the celebration of ALASBO's 40th Year, recognizing the contributions of our founders and leaders and the dedication of members throughout the past 40 years.

I would like to personally thank the Board of Directors, Committee Members, ALASBO Members, and our Executive Director for the countless hours you dedicated in planning and organizing this fantastic conference. I would be remiss if I did not also acknowledge the generosity of the vendors who provide support to our profession and the time we value together.

Our theme, "*40 Years of Success Through Networking*" was chosen for two reasons. First, it is to celebrate the most important tool we have to help us perform our jobs successfully: networking. Second, it is to celebrate ALASBO's incredible dedication to provide networking opportunities for forty years.

Enjoy the conference, take time to network, and join in the celebration of "*40 Years of Success Through Networking.*"

Jenny

Jenny L. Martens
ALASBO President

Alaska Association of School Business Officials (ALASBO)

Mission

To promote the highest standards in school business practices.

Vision

Educating stakeholders in the effective use of resources for the benefit of Alaska's children.

Values

- Ethical standards
- Sharing knowledge and expertise
- Advancing the interests of all members
- Accurate, objective, consistent information
- Collegiality
- Efficiency
- Collaboration

—Adopted October, 2009

Alaska Association of School Business Officials (ALASBO)

Strategic Plan - Goals and Objectives

Goal 1

Provide professional development programs that are relevant, timely, and applicable to members.

- Identify member development needs through surveys, evaluations, and other means
- Continue providing power lunches
- Continue to develop school business academy for new school business officials
- Encourage members to pursue ASBO certification

Goal 2

Encourage member involvement in state and national professional development related to school business.

- Continue annual legislative fly-in
- Encourage members to participate in ASBO International
- Continue scholarships to support professional development
- Support committees to develop future ALASBO leadership

Goal 3

Ensure sustainability of the association.

- Update website regularly
- Partner with other organizations to maximize resources
- Market P-card program
- Seek corporate sponsorships
- Investigate additional potential revenue sources
- Develop members as leaders to ensure organizational resilience

—Adopted September, 2012

40th Annual Conference

"40 Years of Success Through Networking"

CONFERENCE INFORMATION

VENDOR EXHIBITS

Thirty-two suppliers of school related materials and services will be featured in the Mid and Aft Deck Rooms. Take the opportunities available within the schedule to visit all the vendors. A list and floor-plan is provided in your conference folder. Several vendors will also be offering showcase presentations on their products and services. **Thank these vendors for supporting ALASBO!**

MEAL TICKETS

An accounting of the number of meals served is necessary for reconciling ALASBO's bill with the hotel, so please present a ticket for each meal. Extra meal tickets may be purchased at the conference registration desk. Lunch: $25; Banquet: $75.

NOMINATIONS—GREEN

A nomination form is included in the conference packet. The Nominating Committee would appreciate your help in selecting future ALASBO leaders.

LOWELL T. FREEMAN PROFESSIONAL DEVELOPMENT GRANT—BLUE

A Professional Development Grant Application for $1,500 to attend the ASBO International Annual Conference, October 25-28, 2013, in Boston, Massachusetts is included in the conference packet. Note that on several occasions only one application has been received for this grant.

JOINT POSITION STATEMENTS—YELLOW

The Alaska Council of School Administrators (ACSA) Proposed Joint Position Statements for the 2013 legislative session are included in the packet. ALASBO membership will be considering adoption of these position statements at the Annual Meeting on Wednesday, December 5th.

EVALUATION

Conference evaluations are done online! The links below will also be sent to you via email after the conference. Please take a few minutes to complete the surveys so we can continue to improve our programs!

- ALASBO conference survey: **www.surveymonkey.com/s/ALASBO2012**
- School Business Academy survey: **www.surveymonkey.com/s/ALASBO2012SBA**

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

2012 BOARD OF DIRECTORS

President:

Jenny Martens, Director of Budget and Finance
Lower Yukon School District
PO Box 32089
Mountain Village, AK 99632
Ph: 907-591-2411 Fax: 907-591-2449
Email: jmartens@loweryukon.org

President Elect:

Laurie Olson, Finance Director
Kenai Peninsula Borough School District
148 N. Binkley St.
Soldotna, AK 99669
Ph: 907-714-8888 Fax: 907-262-2309
Email: laurie@kpbsd.k12.ak.us

Secretary:

Jim Farrington, Assistant Controller
Anchorage School District
5530 E. Northern Lights Blvd
Anchorage, AK 99504-3135
Ph: 907-742-4344 Fax: 907-742-4306
Email: farrington_james@asdk12.org

Past President: (Ex-Officio)

Luke Fulp, Deputy Chief Business Official
Mat-Su Borough School District
501 N. Gulkana Street
Palmer, AK 99645
Ph: 907-746-9277 Fax: 907-761-4091
E-mail: luke.fulp@matsu12.us

Treasurer: (Ex-Officio)

Robin Mullins, Director of Business Services
Fairbanks North Star Borough School District
520 Fifth Avenue
Fairbanks, AK 99701
Ph: 907-452-2000 x303 Fax: 907-451-6160
Email: robin.mullins@k12northstar.org

Executive Director: (Ex-Officio)

Amy Lujan, Executive Director
3145 Pioneer Avenue
Juneau, AK 99801
Ph: 907-500-9086 Cell: 907-723-7415
Email: alasbo@gci.net

DIRECTORS (Two Year Term)

Seat A **December 2012**

Lee Ann Andrew, Director of Admin Services
Southwest Region Schools
PO Box 90
Dillingham, AK 99576
Ph: 907-842-8207 Fax: 907-842-4316
Email: landrew@swrsd.org

Seat B **December 2012**

David Arp, Business Manager
Sitka School District
300 Kostrometinoff Street
Sitka, AK 99835
Ph: 907-966-1254 Fax: 907-966-1260
Email: arpd@sitkaschools.org

Seat C **December 2012**

Carl Horn, Director of Finance
Nenana City School District
PO Box 10
Nenana, AK 99760
Ph: 907-832-5400 Fax: 907-832-5608
Email: chorn@nenanalynx.org

Seat D **December 2013**

Jimmy Love, Payroll Specialist
Kenai Peninsula Borough School District
148 N. Binkley St.
Soldotna, AK 99669
Ph: 907-714-8850 Fax: 907-262-2309
Email: jimmy@kpbsd.k12.ak.us

Seat E **December 2013**

Heidi Reichl, School Finance Manager
AK Department of Education and Early Development
PO Box 110500
Juneau, AK 99811-0500
Ph: 907-465-8682 Fax: 907-463-5279
Email: heidi.reichl@alaska.gov

Seat F **December 2013**

Susan Jolin, Controller
Anchorage School District
5530 E. Northern Lights Blvd
Anchorage, AK 99504-3135
Ph: 907-742-4341 Fax: 907-742-4306
Email: jolin_sue@asdk12.org

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
COMMITTEES ~ 2012

Members Name	School District	E-mail
Audit Committee - reviews and approves financial statements prepared by a CPA		
Chad Stiteler, Chair	Anchorage School District	stiteler_chad@asdk12.org
Karen Quitslund	Petersburg School District	business@pcsd.us org
Michele George	Yupiit School District	mgeorge@yupiit.org
Heidi Reichl	AK Dept of Ed & Early Development	heidi.reichl@alaska.gov
Pam Roope	Wrangell Public School District	proope@wrangellschools.org
Mark Vink	Bering Strait School District	mvink@bssd.org
By-laws Committee - reviews and recommends modifications to bylaws		
René Spracklen, Chair	Copper River School District	rspracklen@crsd.k12.ak.us
Bruce Fry	Kashunamiut School District	bfry@chevakschool.org
Loreen Kramer	Copper River School District	lkramer@crsd.k12.ak.us
Laurie Olson	Kenai Peninsula Borough School District	lolson@kpbsd.org
Service Committee - Oversees publication of the quarterly newsletter, the ALASBO website, slideshow, and works with the historian		
Yodean Armour, Chair and Historian	Klawock City School District	yodean.armour@klawockschool.com
Susan Edwards	Lake and Peninsula Borough School District	sedwards@lpsd.com
Edith Hildebrand	Galena School District	edith.hildebrand@galenanet.com
Martha Morgan	Kuspuk School District	mmorgan@kuspuk.org
Mona Morrow	Kuspuk School District	mmorrow@kuspuk.org
Pamela Roope	Wrangell Public School District	proope@wrangellschools.org
Professional Development Committee - Develops training opportunities for our membership		
Luke Fulp, Chair	Mat-Su Borough School District	luke.fulp@matsu12.us
Lee Ann Andrew	Southwest Region School District	landrew@swrsd.org
Bruce Fry	Kashunamiut School District	bfry@chevakschool.org
Karen Goodwin	Northwest Arctic Borough School District	kgoodwin@nwarctic.org
Judy Hankla	Hoonah School District	hanklaj@hoonahschools.org
Laura Hylton	Lake & Peninsula Borough School District	lhylton@lpsd.com

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS COMMITTEES ~ 2012

Members Name	School District	E-mail
Awards Committee - Selects recipients of ALASBO-administered grants and scholarships		
Elizabeth Hayes, Chair	Kenai Peninsula Borough School District	ehayes@kpbsd.k12.ak.us
Isabelle Harrington	Iditarod Area School District	iharrington@iditarodsd.org
Holly Holman	Unalaska City School District	hholman@ucsd.net
Jimmy Love	Kenai Peninsula Borough School District	jlove@kpbsd.k12.ak.us
Antonia Moses	Kashunamiut School District	amoses@chevakschool.org
Robin Mullins	Fairbanks North Star Borough School District	robin.mullins@k12northstar.org
Dennis Niedermeyer	Honorary Member	dennis@niedserv.com
Legislative Committee - Coordinates legislative activities		
Dave Jones, Chair	Kenai Peninsula Borough School District	djones@kpbsd.k12.ak.us
David Arp	Sitka School District	arpd@sitkaschools.org
Luke Fulp	Mat-Su Borough School District	luke.fulp@matsu12.us
Bruce Johnson	AK Council of School Administrators	bjohnson@alaskaacsa.org
Jenny Martens	Lower Yukon School District	jmartens@loweryukon.org
David Means	Juneau School District	david_means@jsd.k12.ak.us
Chad Stiteler	Anchorage School District	stiteler_chad@asdk12.org
Nominations Committee – Recommends Slate of Officers		
Luke Fulp, Chair	Mat-Su Borough School District	luke.fulp@matsu12.us
Karen Goodwin	Northwest Arctic Borough School District	kgoodwin@nwarctic.org
Laura Hylton	Lake and Peninsula Borough School District	lhylton@lpsd.com
Dennis Niedermeyer	Honorary Member	dennis@niedserv.com
Sponsorship Committee – Establishes fundraising criteria and implementation plan		
Amy Lujan, Chair	ALASBO Executive Director	alasbo@gci.net
David Arp	Sitka School District	arpd@sitkaschools.org
Luke Fulp	Mat-Su Borough School District	luke.fulp@matsu12.us
Robin Mullins	Fairbanks North Star Borough School District	rmullins@northstar.k12.ak.us

A single conversation with a wise man is worth a month's study of books.
— Chinese proverb

ALASBO INVOLVED IN ASBO INTERNATIONAL

Certificates of Excellence in Financial Reporting – FY11

Anchorage School District
Bering Strait School District
Fairbanks North Star Borough School District
Kenai Peninsula Borough School District
Matanuska-Susitna Borough School District

Meritorious Budget Award – FY12

Juneau School District
Kenai Peninsula Borough School District

Bridges to the Future Awards

Lee Ann Andrew, Southwest Region School District - 2011
Candy Miller, Dillingham City School District - 2006
Diane Simmons, Southwest Region School District - 2006

ALASBO Members Who Have Earned School Finance and Operations (SFO) Certification

Melody E. Douglas, Honorary Member
Luke Fulp, Matanuska-Susitna Borough School District
Leslie O'Connor, Yukon Flats School District
Lisa Pearce, Kodiak Island Borough School District
Cindy Reilly, Yukon-Koyukuk School District
Chad Stiteler, Anchorage School District

Distinguished Professional Eagle Award – 2008

Melody E. Douglas, Kenai Peninsula Borough School District

Pinnacle of Achievement Award – 2006

Lucienne Smith, North Slope Borough School District

Outstanding Service to the Profession Eagle Award – 2003

Dave Jones, Kodiak Island Borough School District

ALASBO Members serving on ASBO International Committees

Lowell Freeman	Past Director
Melody E. Douglas	Past President
Melody E. Douglas	Bylaws and International Aspects Committees
Lee Ann Andrew	Management Techniques Committee
Amy Lujan	Affiliate Executive Director's Group
David Means	Meritorious Budget Award Advisory Committee
Robin Mullins	Risk Management Committee
Lisa Pearce	School Food & Nutrition Committee

NOTES

Thank You to our Sponsors!

The Alaska Association of School Business Officials is a professional association with a mission to promote the highest standards in school business practices. Our sponsor organizations have been instrumental in helping ALASBO fulfill its mission by providing professional and financial support. Please reference the descriptions of products and services in your conference folder for more information about these organizations, and ***thank them for their support!***

Annual Conference Sponsors

Monday's Reception	***– Altman, Rogers & Co.***
Tuesday's Reception	***– Mikunda, Cottrell & Co.***
Monday's Breakfast	***– Douglas Management Services***
Tuesday's Breakfast	***– Keenan & Associates***
Wednesday's Luncheon	***– First National Bank Alaska***
Banquet Co-Sponsor	***- Alaska Public Entity Insurance***
Keynote Speaker Co-Sponsor	***- National CooperativeRx***
Casino Night Sponsor	***- SchoolDude.com***
Conference Logowear	***- Alaska Municipal League Joint Insurance Association***
	- SchoolDude.com

Grants and Scholarships

Lowell Thomas Freeman Grant – CORE, Inc.

Prescription for School Business Officials Grant

- *National CooperativeRx*

Other Conference Activities

Legislative Fly-In – February 2012

- *Alaska Municipal League Joint Insurance Association*
- *Alaska Public Entity Insurance*

Summer Leadership – July 2012

- *AESOP/Frontline Technologies*
- *American Fidelity*
- *GCI SchoolAccess*
- *SchoolDude.com*

ASBO International – October 2012

- *American Fidelity*

In-Kind Support

- *Alaska Airlines – discount on travel to annual conference*
- *Alaska Council of School Administrators – RegOnline processing*
- *American Fidelity – conference badge holders and tote bags*
- *Anchorage Convention and Visitors Bureau – registration assistance and welcome material*
- *Anchorage School District – copying and use of digital projectors*
- *Association of Alaska School Boards – use of conference room for Legislative Fly-In meeting*
- *ERA Alaska – discount on travel to annual conference and tickets for door prizes*
- *Fairbanks North Star Borough School District – copying of annual conference program book*
- *GCI SchoolAccess – conference internet support*
- *Hotel Captain Cook – items for door prize*
- *Konica Minolta – use of copier during trade show*
- *Matanuska-Susitna Borough School District – use of digital projectors*
- *Office Depot – items for door prize; discount on supplies*
- *PenAir – School Business Official of the Year tickets*
- *Reliant Transportation – buses for student performance group*
- *VALIC – participation of nationally-recognized speakers Bob Architect and Bill Bond*

Many exhibitors provide door prizes too. We are also appreciative of the vendors that have provided sponsorship in the form of conference program advertising. Please take a few minutes to review the ad pages!

NOTES

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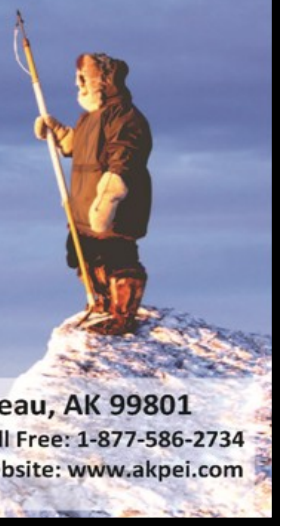

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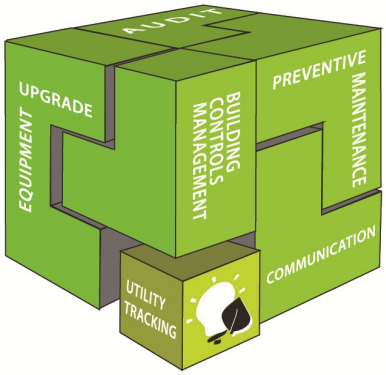

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PRECONFERENCE WORKSHOPS — Sunday, December 2, 2012

Conference Agenda, December 3 – 5, 2012 – Hotel Captain Cook

SCHEDULE AT A GLANCE

Monday, December 3rd

7:30 – 5:00 Outside Fore Deck	Registration
7:30 Mid/Aft Deck	Exhibit Hall Opens
7:30 – 8:30 Mid/Aft Deck	Light Breakfast
8:00 – 8:20 Fore Deck	New Attendee Welcome
8:30 – 9:00 Fore Deck	Welcoming Session • Music • Jenny Martens, President Amy Lujan, Executive Director
9:00 – 10:15 Fore Deck	General Session: • Thuan Nguyen
10:15 – 11:00	Exhibitor Introductions
11:00 – 12:00	Exhibit Hall Visits
11:30 – 12:00	Vendor Showcases
12:00 – 1:00 Fore Deck	Luncheon & Slide Show
1:00 – 1:30	Exhibit Hall Visits
1:30 – 3:30	Round Tables: • 403(b) Updates • Alaskan Food in Schools • Budgets, Benefits & Talent • Budget Forecasting • Carl Perkins/CTE • Community Facilities Use • Food Service Update • Foundation Changes • Health Reform • Insurance Hot Topics • Internal Controls • Junior Achievement • P-Card Application • Preventive Maintenance • Safe Routes to School • Stump the Chumps • Teacher Cert & HQ
3:30 – 4:15	Committee Meetings
3:30 – 5:00	Exhibit Hall Visits
4:15 – 4:45	Vendor Showcases
5:00 – 8:00	Reception— Altman, Rogers & Co. Snow Goose Café 717 West 3rd Avenue

Tuesday, December 4th

7:30 – 5:00 7:30 7:30 – 8:30 Mid/Aft Deck	Registration Exhibit Hall Opens Light Breakfast
8:30 – 9:00 Fore Deck	Music
9:00 – 10:30 Fore Deck	General Session Keynote : • Meagan Johnson
10:30 – 11:45	Exhibit Hall Visits
10:45 – 11:15	Vendor Showcases
11:45 – 12:30	Sectionals • Foundation 101 • P-Card Program • 403(b) Issues and Answers • Zap the Gap! • Bus Mgr/Supt Communications • Internal Controls-Cash Mgmt • Planning/Funding Technology
12:30 – 1:30	Luncheon • Ron McCulley, ASBO Intl • Alaska Native Dancing
1:30 Aft Deck	Exhibitors Meeting
1:45 – 2:30	Sectionals: • State Grant Administration • School Climate/Cyberbullying • Health & Safety Training • Competitive Bids/Quotes • DEED Budget, Waiver and Audit Cycle • Alaskan Foods for Schools • Student Activity Funds - Cash Management
2:45 – 3:30	Sectionals: • Preventive Maintenance • Audit Prep Best Practices • Personal Info Protection • Stop Me! Communications • Interacting w/ Your Legislators & Municipal Officials • Evaluation— Think Win-Win • Health Care Reform/W-2s
3:45 – 4:30	Discussion Groups: • P-Card Management • Payroll • Teacher Cert & HQ • Budgeting • EED Updates • School Meal Pattern Changes • Comm Relations/Public Spkg
5:00 – 7:00 Quarter Deck	Reception— Mikunda, Cottrell & Co.
7:00 – 11:00 Fore Deck Mid/Aft Deck	Banquet and Casino Night

Wednesday, December 5th

7:30 –12:00	Registration
7:30 – 8:30 Fore Deck	Light Breakfast
8:30 –10:00 Fore Deck	General Session: • Music • Executive Forum ALASBO's 40th Anniversary
10:15 –11:00	Discussion Groups: • Business Office and Negotiations • Purchasing • Impact Aid • Financial Reporting to Your Governing Board • Div Ret & Ben Discussion • Management Review • Chart of Account Updates • E-Rate
11:15 –12:00	Sectionals: • FLSA Briefing • DRB Update • Contract Management • Single Audit Rules, GASB Compliance Updates • Excel/Word, Tips & Tricks • Virtual IT—Cloud & BYOD • Records Retention
12:30 – 2:00	Luncheon and Annual Meeting • Introductions • Membership Business • Election of Officers • School Business Academy Recognition • School Business Official of the Year Award • Drawings and Door Prizes
2:30	ALASBO Board Meeting

Post-Conference

December 6-7, 2012

Division of Retirement and Benefits sponsored Employer Training Workshop

Educational Management Associates (EMA) Workshops

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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

PRE-CONFERENCE AGENDA

Sunday, December 2, 2012

Registration opens at 8:30 a.m., in the lower level lobby of the Hotel Captain Cook
Coffee, tea, and baked goods available!

9:00 – 4:30
Adventure

School Business Academy
Presenters: Melody E. Douglas, SFO, Consultant and Honorary Member; Elizabeth Nudelman, Director of School Finance, Dept of Education & Early Development; Tammy White, Director of Financial Services, North Slope Borough School District; and Dennis Niedermeyer, Consultant and Honorary Member
Targeted training for new school business managers (< 3 years on the job), new Alaska superintendents, and other school business officials (business office or other) interested in this training; limited enrollment of 15. In-depth topics: Alaska School Business Annual Timeline; State Foundation Funding Program; State Chart of Accounts; Budget Projections; Resources/Contacts.

9:00 – 12:00
Quadrant

Basic Payroll for School Districts
Presenters: Jimmy Love, Payroll Specialist II, Kenai Peninsula Borough Schools District and René Spracklen, Accountant, Copper River School District
A review of what is required to process payroll, with plenty of time for Q&A.

9:00 – 12:00
Resolution

Human Resources and Employee Management for School Districts
Presenter: Tim Peterson, Director of Human Resources, Kenai Peninsula Borough School District
Information about school district HR issues — how to create a process that will provide guided discussions and meaningful evaluations. Learn what works and how to follow up on what didn't work. Helpful hints to guide you from grievance through arbitration with a successful outcome.

12:00 – 1:00

Lunch Break
Light lunch provided for all presenters and full-day (morning and afternoon) participants.

1:00 – 4:30
Endeavor

Advanced Details Online for Current ALASBO P-Card Users
Presenters: Holly Wallace, Member Relations Specialist, Illinois ASBO (IASBO) and David Wintczak, Vice President, Sr Relationship Manager, Bank of Montreal/Harris Bank (BMO)
Advanced training for current users only of the IASBO/ALASBO procurement card (p-card) in the Bank of Montreal (BMO) Details Online program, which supports customized use of the card. NOTE: There will be other sessions during the regular conference for potential new card users.

1:00 – 4:30
Resolution

Health Care Reform Update
Presenters: Scott Florsheim, Alaska State Manager and Brian Rossen, Health Care Reform Consultant, American Fidelity
Many employers are somewhat overwhelmed by the challenges that lay ahead as they work to implement the new plan design and administrative requirements of the Health Care Reform law. Others have questions about how the law is going to affect their plans long term. This session will provide an overview of the major provisions impacting employer-sponsored health plans and a road map for how to organize and tackle them. We'll also break down the requirements into more manageable pieces and provide a timeline for when each needs to be addressed. Finally, we'll help participants understand an organization's long-term options for providing health coverage and provide a five-step action plan for how to develop a long-term strategy.

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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Monday, December 3, 2012

7:30 – 5:00 **Outside Fore Deck**	**Registration**
7:30 **Mid/Aft Deck**	**Exhibit Hall Opens**
7:30 – 8:30 **Mid/Aft Deck**	**Light Breakfast**
8:00 – 8:20 **Fore Deck**	**New Attendee Welcome** First time conference attendees are invited to learn more about ALASBO and how to get the most out of the annual conference!
8:30 – 9:00 **Fore Deck**	**Welcoming Session** **Music** Performed by: Bartlett High School students, Liesl Davenport-Wheeler, Director **Welcoming Address** Jenny Martens, President of ALASBO **Conference Introductions** Amy Lujan, Executive Director of ALASBO
9:00 – 10:15 **Fore Deck**	**General Session – Keynote Address:** ***The Education Technology Future is NOW!*** Presenter: Thuan-Nguyen, Managing Member, Sound Strategy Technology Group We are living in a time of exponential change. Technology has impacted how we interact with professional colleagues and family members and shapes how we interpret and translate the world around us. How is technology changing our culture, society and politics? What role does technology play in our education system? How are school districts using technology to enhance the student experience and better prepare students to face an ever-evolving workforce? What will the future hold for us and for our students?
10:15 – 11:00	**Exhibitor Introductions**
11:00 – 12:00 **Mid/Aft Deck**	**Exhibit Hall Visits**
11:30 – 12:00	**Vendor Showcase Demonstrations** American Fidelity—Voyager Oreck Floor Care Center—Whitby
12:00 – 1:00 **Fore Deck**	**Luncheon & Slide Show** Slide Show Presenter: Yodean Armour, Klawock School District
1:00 – 1:30 **Fore Deck**	**Exhibit Hall Visits**

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Monday, December 3, 2012

1:30 – 3:30
Fore Deck

Round Tables: The Roundtable format is where participants learn about six (6) different topics by moving between tables every 20 minutes.

403(b) Updates
Presenter: Bob Architect, VP, Compliance and Market Strategy, VALIC
Current information about IRS compliance and recent technical developments in the retirement plan world.

Alaskan Foods in Schools Grant Money
Presenter: Johanna Herron, Farm to School Program Coordinator, Alaska Division of Agriculture
We will be presenting and discussing how school districts can utilize the 'Nutritional Alaskan Foods in School' grant money. Due to the short notice of the grant awards, it will take some creativity to take advantage of the funds available and we are prepared to make suggestions, brainstorm, and answer questions.

Budgets, Benefits and Talents – Building a Win, Win, Win Scenario
Presenter: Forrest W. Higginbotham, Alaska Financial Services Representative, MetLife
Join a discussion about how a comprehensive workplace benefits program can help retain and attract talent while maximizing your district's budget dollars.

Budget Forecasting
Presenter: David Means, Director of Administrative Services, Juneau School District
Discuss tips for improving forecasting in your district's budget process.

Carl Perkins/Career and Technical Education (CTE)
Presenter: Helen Mehrkens, Teaching and Learning Support, Alaska Department of Education & Early Development
Information will be provided about Carl Perkins and other career and tech education programs.

Community Use of School Facilities and Liability
Presenter: Grady Fisher, ARM, Deputy Director, Alaska Municipal League Joint Insurance Association, (AMLJIA)
Information about the risk to districts when community groups use school facilities and how to mitigate that risk.

Food Service Update: What's New in School Lunch & Breakfast
Presenter: Elizabeth Seitz, State Program Administrator, Alaska Child Nutrition Programs
The presenter will discuss issues facing school food service programs with the changes to the federal regulations.

Foundation Changes
Presenter: Mindy Lobaugh, School Finance Specialist, Alaska Department of Education and Early Development
Attend this informative presentation to understand updates to components of the foundation program calculation from recent legislation.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Monday, December 3, 2012

1:30 – 3:30
Fore Deck

Round Tables (continued)

Health Reform
Presenter: David Frazier, Chief Financial Officer, David Frazier & Associates
Formulate your 2013 Compliance Checklist for dealing with the requirements of health care reform. Topics discussed will include grandfather plan status, annual limits, summary of benefits and coverage requirements, and notice and inclusion of mandated preventative care.

Insurance Hot Topics
Presenter: Jeff Bush, Executive Director, APEI
Discussion of various topics, including why workers' compensation insurance rates are skyrocketing and cyber liability risks for school districts.

Internal Controls
Presenter: Mollie Morrison, CPA, Consulting Manager, Mikunda, Cottrell & Co.
Discussion of internal controls for school districts — what can you do and why is it important?

Junior Achievement
Presenter: Flora Teo, President, Junior Achievement of Alaska
Junior Achievement is the world's largest organization dedicated to educating students about workforce readiness, entrepreneurship and financial literacy through experiential, hands-on programs. Learn how you can become a Junior Achievement volunteer, making a difference in the classroom by applying business knowledge and concepts.

P-Card Application Process
Presenters: Holly Wallace, Member Relations Specialist, Illinois ASBO; David Wintczak, Vice President, Senior Relationship Manager, BMO and Dr. Ron Everett, Retired Executive Director, Illinois ASBO
Learn about the Illinois ASBO Purchasing Card Program available to Districts through ALASBO. The program is currently used by over 600 school districts nationwide, including ten (10) districts in Alaska. This program can save your district money and earn generous rebates for your district!

Preventive Maintenance
Presenter: Mike Gaede, Building Management Specialist, Alaska Department of Education & Early Development
School districts must demonstrate a compliant Preventive Maintenance program in order to apply for DEED grant and debt projects. Requirements include the ability to generate five management reports and show that the reports are being used effectively to extend the life of district facilities. Districts must also have an energy management program, custodial program, maintenance training program and renewal replacement schedules for all district buildings, as well as a fixed asset inventory system. Learn about submittals required for district compliance with the program.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Monday, December 3, 2012

1:30 – 3:30
Fore Deck

Round Tables (continued)

Safe Routes to Schools
Presenter: Steven Soenksen, Safe Routes to Schools Coordinator, Alaska Department of Transportation & Public Facilities
Safe Routes to Schools (SRTS) is a federal program administered by the state's DOT/PF that can help local communities address health and safety issues in the vicinity of schools. SRTS programs build community partnerships and focus on low cost solutions. Available grants and examples of partnership opportunities will be discussed.

Stump the Chumps (Ask the Experts)
Presenters: Experts in School Business
This roundtable will allow you to ask questions and learn from folks who have dealt with the things you need more information about that aren't covered elsewhere.

Teacher Certification and Highly Qualified (HQ) Requirements
Presenter: Sondra Meredith, Teacher Certification Administrator, Alaska Department of Education & Early Development
Information concerning certification and highly qualified requirements for Alaska educators will be provided. Resources for district office staff will be reviewed.

3:30 – 4:15
Fore Deck

Committee Meetings
Get involved with your association through ALASBO committees. Qualify to win special prizes in our committee member-only drawing!

3:30 – 5:00

Exhibit Hall Visits

4:15 – 4:45

Vendor Showcase Demonstrations
Horace Mann Companies – Whitby
SchoolDude.com – Voyager

5:00 – 8:00

Reception sponsored by: Altman, Rogers & Co.
Snow Goose Café
717 W. 3rd Avenue

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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 4, 2012

7:30 – 5:00 **Outside Fore Deck**	**Registration**
7:30 **Mid/Aft Deck**	**Exhibit Hall Opens**
7:30 – 8:30 **Mid/Aft Deck**	**Light Breakfast**
8:30 – 9:00 **Fore Deck**	**Morning Music** Performed by: East High School students, Melissa Fischer, Director **Welcoming Remarks** Jenny Martens, President of ALASBO
9:00 – 10:30 **Fore Deck**	**General Session Keynote Address:** ***Zap the Gap! How to Maneuver, Make Your Way & Make Money in a Multi-Generational World*** Presenter: Meagan Johnson Ignoring the drastically diverse ways generations learn and communicate with each other is like turning your back on a tsunami! Meagan Johnson is known as a Generational Humorist. Since 1997 she has entertained and educated thousands of audience members on how to create multi-generational teams that are effective, productive and profitable, enhancing the organization's growth and sustainability. Drawing from pre-conference interviews with ALASBO members, Meagan will deliver a roadmap that will enable members to tackle their specific generational challenges.
10:30 – 11:45	**Exhibit Hall Visits**
10:45 – 11:15	**Vendor Showcase Demonstrations** SafeSchools - Whitby AESOP/Frontline Technologies - Voyager
11:45 – 12:30	**Sectionals:**
Whitby	**Foundation 101** Presenter: Mindy Lobaugh, School Finance Specialist II, Alaska Department of Education & Early Development Attend this informative presentation to understand the components of the foundation program calculation and then educate others on how the formula works.
Voyager	**Alaska ASBO P-Card Program** Presenters: Holly Wallace, Member Relations Specialist, Illinois ASBO; David Wintczak, Vice President, Senior Relationship Manager, BMO and Dr. Ron Everett, Retired Executive Director, Illinois ASBO Are you interested in the Alaska ASBO P-Card program? Come to this session to learn how p-cards (purchasing cards) can assist you in your business office.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 4, 2012

11:45 – 12:30	**Sectionals (continued)**
Quadrant	**403(b) Issues and Answers from the Expert** Presenter: Bob Architect, VP, Compliance and Market Strategy, VALIC In this session you will have the opportunity to hear from one of the primary authors of the 403(b) regulations who will update you on what you need to know to properly oversee your district's 403(b) plan. In addition to hearing about the latest IRS compliance activities in the area, you will learn about recent technical developments, and what is coming from retirement plan regulators that directly impacts 403(b).
Endeavor	**Zap the Gap!** Presenter: Meagan Johnson Right now is an exciting time. We have multiple generational flavors in the work place at the same time. Each generation has very unique wants, needs and desires. With each generation, there is an opportunity to get new perspectives and learn fresh ideas. With each generation, there is an opportunity to grow frustrated, upset and angry, and have a disaster on your hands. You must learn to tap into their motivation in order to realize their potential.
Easter Island	**Business Manager/Superintendent Communications** Presenter: Bruce Johnson, Executive Director, Alaska Council of School Administrators Your relationship with your supervisor is one of the most important factors in successful job performance and job satisfaction. This session will discuss how business managers can develop and maintain good communications with their superintendents.
Resolution	**Internal Controls - Cash Management** Presenter: Katrina Shuler, Systems Analyst, Anchorage School District Review of the Anchorage School District's Decentralized Cash Receipts process. ASD has a process in place for schools to generate receipts for monies collected at the site as well as outlined procedures for cash handling. The system that generates the receipts is part of our centralized GL system and flows into centralized accounts automatically. There is also an Online Credit Card payment system that interfaces with the central GL nightly. All payments can be reported on and are now easily accessible by District central office personnel.
Adventure	**Planning and Funding Education Technology for the Future** Presenter: Thuan Nguyen, Managing Member, Sound Strategy Technology Group Budgets are tight, so it is more important than ever to know where your technology funding is going. This session is focused on strategies to help districts identify where tech funds are currently being spent, how to budget in the future, and how investment in emerging technologies can actually help cut traditional expenses. Participants will explore how to strike a balance between the excitement of new emerging technologies and the practical demands requiring a sustainable and adaptive learning environment.
12:30 – 1:30 **Fore Deck**	**Luncheon** Presenter: Ron McCulley, President, ASBO International **Alaska Native Dancing** Performed by: Alaska Native Culture Charter School students, Patsy Shaha, Director

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 4, 2012

1:30
Aft Deck

Exhibitor Committee Meeting

1:45 – 2:30

Sectionals:

Resolution

State Grant Administration
Presenter: Melissa Bell, Grants Administrator, Alaska Department of Education & Early Development
EED's lead grant administration will present information and forms related to the grant reimbursement process and management of grant awards from EED. The discussion will include the supporting documentation required by EED when submitting quarterly reimbursement requests and other issues.

Voyager

School Climate and Cyberbullying
Presenter: Bill Bond, School Safety Specialist, National Association of Secondary School Principals
You already know it is an aggressive and prevalent threat to our school climate. The law says you should be doing something about it. What are you doing and is it enough, and more importantly, what policies do you need? This session will show what cyber-bullying looks like, how you can prevent it from interfering with the educational process, and what to do when it does.

Easter Island

Cost Effective Ways to Handle Health and Safety Requirements & Training
Presenter: Michael Lary, ARM-P, ALCM, Loss Control Coordinator, Alaska Public Entity Insurance (APEI)
Safety and training requirements can often present problems in terms of budget and manpower. We will outline strategies designed to help manage the requirement and provide cost and time effective ways to provide the training required under regulation.

Whitby

Obtaining/Evaluating Competitive Bids and Quotes
Presenter: Pam Chenier, Purchasing/Warehouse Director, Anchorage School District
A walk through the process of obtaining and evaluating competitive bids and quotes to meet your district's requirements. This session will be interactive, so please bring examples of challenges you have experienced or face on the horizon.

Quadrant

DEED's Budget, Waiver and Audit Cycle
Presenter: Elwin Blackwell, Internal Auditor, Alaska Department of Education & Early Development
Understand the department's process and expectations for the annual operating fund budget and waiver process. Learn the key components, such as chart of account usage that DEED verifies during the budget review. Understand how the department aggregates district data and compares multiple years and multiple districts for reasonableness. Learn which questions may be asked when the department reviews budgets, waivers, and audits and aggregates statewide financial data.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 4, 2012

1:45 – 2:30 **Sectionals (continued)**

Adventure

Take Advantage of the "Nutritional Alaskan Foods for Schools" Funding
Presenters: Johanna Herron, Farm to School Coordinator, Alaska Department of Natural Resources; Debi Kruse, Grants Administrator, Alaska Department of Commerce, Community and Economic Development and Elizabeth Seitz, National School Lunch Program Specialist, Alaska Department of Education and Early Development
Come and learn how to take advantage of the state funding for School Districts to purchase Alaska Grown produce and fish. Learn about ways to locate and utilize local products and what resources are available, the funding and reimbursement process and information about best practices and regulations for using local products. All three representatives will be available for questions and suggestions aimed at making this funding opportunity a success in the schools.

Endeavor

Student Activity Funds — Cash Management
Presenter: Alex Beckman, CPA, Audit Director, Mikunda Cottrell & Co.
Discussion about financial reporting and the district fiduciary responsibility for agency funds and internal controls. Information about where to watch for fraud risks and best practices for managing student activities.

2:45 – 3:30 **Sectionals:**

Whitby

Preventive Maintenance
Presenter: Mike Gaede, Building Management Specialist, Alaska Department of Education & Early Development
School districts must demonstrate a compliant Preventive Maintenance (PM) program to apply for Department of Education grant and debt projects. Learn about PM requirements to make sure your district can apply and be successful. Gather information and ask questions about the submittals required for district compliance with the PM program.

Endeavor

Audit Prep Best Practices
Presenter: Alex Beckman, CPA and Vice President, Mikunda, Cottrell & Co., Inc.,
Best practices that not only aid you in your work on a daily basis, but help you when audit time rolls around each year. Learn ways to make your audit go more smoothly and what you can do to prepare all year long.

Easter Island

Alaska Personal Information Protection Act
Presenter: Carolyn Heyman-Layne, Esq., Attorney, Sedor, Wendlandt, Evans & Filippi
This session will provide an overview of the Alaska Personal Information Protection Act, along with a discussion of the policies and procedures that should be followed when you lose employee or student information, such as social security numbers and other identifiers. Did someone on staff lose a laptop? Maybe a jump drive? Send an email to the wrong address? Find out how to determine if you need to notify the individuals whose information was disclosed.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 4, 2012

2:45 – 3:30 **Sectionals (continued)**

Resolution **Stop Me Before I Strangle Someone! Workplace Communications**
Presenter: Meagan Johnson
How many of us have ever tried to change someone else, so WE would be happier and have less stress and get more done? Did it work? Did it last? Our speaker thinks there is a better way! Meagan wants you to have fun and consider a different way of thinking ...for a better way of living.

Voyager **Interacting with Your Legislators and Municipal Officials**
Presenters: Bruce Johnson, Executive Director, Alaska Council of School Administrators and Luke Fulp, Chief Business Official, Mat-Su Borough School District
Interacting with Legislators and Municipal Officials is one of the most important public relations tasks you may be asked to perform as a school business official. Learn how to work with your colleagues to develop a consistent message, how to present information that will be noticed and remembered, and how to avoid common pitfalls. A review of issues for the upcoming legislative session will also be discussed.

Quadrant **Evaluations – Think Win-Win**
Presenter: Kate Young, PHR, Human Resource Manager, Alaska Municipal League Joint Insurance Association (AMLJIA)
Many of us received our first formal appraisals from teachers; some of those lessons stay with us for a lifetime. Organizational and employee development looks at the bigger picture and establishes core competencies and career development in addition to performance appraisal. Learn how to utilize this system to increase productivity and proficiency while reducing errors, accidents, waste and absenteeism.

Adventure **Health Care Reform: W-2 Reporting Requirements**
Presenter: Karen Reynolds, Account Executive, Parker, Smith & Feek, Inc.
This is the one we've been waiting for. Information about the Affordable Care Act and Health Care Reform legislation Form W-2 reporting requirements. Find out who the requirement applies to, when it goes into effect, what to report and other details.

3:45 – 4:30 **Discussion Groups (formerly Cracker Barrels!):** informal discussions, with plenty of Q&A

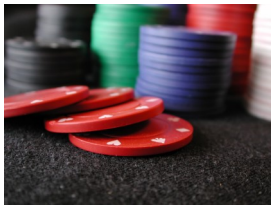
Resolution **P-Card Management**
Facilitators: Joy Stein, Accounting Supervisor; Alicia Paxton, Accounting Analyst, Mat-Su Borough School District; and Pam Roope, Business Manager, Wrangell Public Schools
Current users of procurement cards (p-cards) will explain the benefits your district can gain from a p-card program. Policies, procedures, internal setup, daily administration, forms and experiences related to implementing and maintaining a sound program will be discussed. Find out how p-cards can speed up purchasing, improve accountability from your administrators, save on processing costs, and generate rebates for your district.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 4, 2012

3:45 – 4:30	**Discussion Groups (continued)**
Quadrant	**Payroll** Facilitator: Jimmy Love, Payroll Specialist II, Kenai Peninsula Borough School District Talk about how you deal with the issues in payroll today — I-9s, W-2s, DBULs and TSAs with other school district payroll practitioners.
Easter Island	**Teacher Certification and Highly Qualified (HQ) Requirements** Facilitator: Sondra Meredith, Teacher Certification Administrator, Alaska Department of Education and Early Development Gather information concerning certification and highly qualified requirements for Alaska educators from the person who knows. Ask questions and learn where to find the resources your district needs about these important topics.
Adventure	**Budget Discussion** Facilitator: Carl Horn, Business Manager, Nenana City Schools The budget is where it all starts — everybody's got one. Learn how other districts manage their processes and get some input and ideas about what works (or doesn't) for others. Words of wisdom and commiseration from colleagues.
Endeavor	**School Finance — DEED Updates and Q & A** Facilitators:: Heidi Reichl, School Finance Manager and other School Finance & Facilities Staff, Alaska Department of Education & Early Development Heidi and others from the DEED Finance and Facilities team will be available with updates on School Finance and Facilities topics. Meet the EED staff and ask them your questions.
Voyager	**School Meal Pattern Changes – A District Perspective** Facilitator: Dean Hamburg, Student Nutrition Services Manager, Kenai Peninsula Borough School District With changes in the USDA School Breakfast and Lunch Programs at the Federal level and increased support for school meal programs at the state level, sometimes there are more questions than answers. Meet with Student Nutrition Program practitioners from other Alaska districts to discuss the current issues and discuss best practices.
Whitby	**Community Relations and Public Speaking** Facilitator: Heidi Embley, Acting Executive Director of Communications, Anchorage School District Are you afraid of public speaking? If so, you're not alone. It's called glossophobia and about 75 percent of people have some level of anxiety when it comes to speaking in front of groups. But before you even get on stage, you need to make sure your message is on target. Learn tips and tricks from a former news reporter turned school communicator on how to share your message, even when it's not the angle the media is looking for.
5:00 – 7:00 **Quarter Deck**	**Reception sponsored by: Mikunda, Cottrell & Co.**
7:00 – 11:00 **Fore/Mid Deck**	**Banquet and Casino Night**



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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Wednesday, December 5, 2012

7:30 – 12:00 **Outside Fore Deck**	**Registration**
7:30 – 8:30 **Fore Deck**	**Light Breakfast**
8:30 – 10:00 **Fore Deck**	**General Session** **Morning Music** Performed by: Service High School students, Lesli Olson, Director **Executive Forum— ALASBO'S 40th Anniversary**
10:15 – 11:00	**Discussion Groups (formerly Cracker Barrels!):** informal discussions, with plenty of Q&A
Voyager	**Business Office and Negotiations** Facilitator: Dave Jones, Assistant Superintendent, Kenai Peninsula Borough School District The business office can help when it's time for your district to start negotiations with employee groups. Discuss how to use what you know to support your bargaining team.
Easter Island	**Purchasing** Facilitator: Bart Grahek, Director, Procurement & Warehousing, Fairbanks North Star Borough School District An interactive discussion of issues/problems facing procurement officers throughout the state.
Whitby	**Impact Aid** Facilitators: Karen Goodwin, Director of Administration Services, Northwest Arctic Borough School District and Mindy Lobaugh, School Finance Specialist, Alaska Department of Education and Early Development Discussion of Impact Aid program and related issues.
Adventure	**Financial Reporting to Your Governing Board** Facilitator: Luke Fulp, Chief Business Official, Mat-Su Borough School District Suggestions and tips from someone who has been there — what to say to get their attention and convey the information in an understandable manner.
Endeavor	**DRB Discussion - Reporting to PERS and TRS** Facilitator: Erika Burkhouse, Retirement and Benefits Specialist, Alaska Department of Administration, Division of Retirement and Benefits Bring your questions to this open discussion of e-reporting and other issues in retirement and benefits programs administered and audited through the State. Information about reporting PERS and TRS contributions and answers to your questions.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Wednesday, December 5, 2012

10:15 – 11:00	**Discussion Groups (continued)**
Fore Deck	**Management Review** Facilitator: Amy Lujan, Executive Director, ALASBO ALASBO is developing a business plan for a new management review program to assist school districts with program review and to provide professional development for ALASBO members who participate as reviewers. Join this session to learn about the program proposal and provide input.
Resolution	**Updates to Chart of Accounts** Facilitator: Heidi Reichl, School Finance Manager, State of Alaska Department of Education and Early Development, et al Find out what changes have been made in the chart of accounts and how they affect your district reporting.
Quadrant	**E-Rate** Facilitator: Valerie Oliver, E-Rate/USF Coordinator, Alaska State Library and Alaska Department of Education & Early Development A general discussion about the E-Rate program, new developments and changes over the past year, and a focus on document retention.
11:15 – 12:00	**Sectionals:**
Quadrant	**Fair Labor Standards Act (FLSA) Briefing** Presenter: Saul Friedman, Jermain, Dunnagan and Owens Help is here for your questions about the Fair Labor Standards Act and how it affects district employees. Review of the exemptions to the act and why it matters to the district and/or the employees. Understand the issues about extra-curricular stipends and hourly employee pay.
Endeavor	**Division of Retirement and Benefits Update** Presenter: Erika Burkhouse, Retirement and Benefits Specialist, Alaska Department of Administration, Division of Retirement and Benefits This session will provide a review of e-reporting for PERS and TRS and information about the latest and greatest regarding program issues.
Whitby	**Contract Management** Presenter: Allen F. Clendaniel, Attorney, Sedor, Wendlandt, Evans & Filippi Contracts 101. Don't let "boilerplate" stop you from understanding contracts. This sectional will cover common contractual terms that are important besides the "price." The terms and condition can have a real effect on a school district's financial risk. We will cover what to look for in proposed contracts before you sign and when to call the District's attorney. Indemnity, insurance, arbitration, termination, liquidated damages, and renewal clauses will be discussed.
Voyager	**Single Audit and Compliance Update** Presenter: Michelle Drew, CPA, Audit Director, Mikunda, Cottrell & Co. Compliance is always at the top of the list. Make sure you are aware of changes that will impact your district. Overview of State and Federal Single Audit rules.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

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Wednesday, December 5, 2012

11:15 – 12:00	**Sectionals (continued)**
Adventure	**Excel and Word, Tips and Tricks** Presenter: Alex Kohler, Trainer Consultant, ACB Solutions Pick up some helpful tricks and ask an expert questions about challenges in Excel and Word! Learn about those amazing shortcuts that will cut your stress and save your time.
Resolution	**Virtualizing School IT with Cloud Computing and BYOD (Bring Your Own Device)** Presenter: Thomas Molina, Education Solution Practice Manager, AT&T AT&T will discuss why virtualizing schools' IT infrastructure is being examined by schools today. BYOD and 1:1 computing is becoming a reality, but it creates unique changes. Current hardware access points, controller-based wireless networks, aren't set up to manage such growth of wireless devices, security needed, and bandwidth requirements. We will also examine mobile device management (MDM) and how it can turn a BYOD (Bring Your Own Device) program into a real learning program. The "key" is to examine how MDM can yield real mobile learning and not just internet access.
Easter Island	**Records Retention, Scanning Records and Business Essential Records** Presenter: Gordon E. Brown, State Records Manager, Alaska State Archives Attend this sectional so you will know what records to keep and for how long! You will learn when to scan records and the issues that will arise when you do, so you can be proactive and avoid problems before they happen. Plus, practical advice will be given on how to manage and protect your district's business essential records e.g., student permanent records.
12:30 – 2:00 **Fore Deck**	**Luncheon and Annual Meeting** **Introductions** **Membership Business** **Election of Officers** **School Business Academy Recognition** **School Business Official of the Year Award** **Drawings and Door Prizes**
2:30 **Quadrant**	**ALASBO Board Meeting**

Post Conference Training

Thursday, Dec 6th **Friday, Dec 7th** **8:00 – 4:30** **Endeavor**	**State of Alaska Department of Administration, Division of Retirement and Benefits (DRB) Sponsored Employer Training Workshop** Presenters: DRB Accounting and Member Services Section, Internal Revenue Service (IRS), Social Security Administration (SSA) and State Audit Department
Thursday, Dec 6th **Friday, Dec 7th** **Time TBA** **Adventure**	**Educational Management Associates (EMA)**

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For Approval by the ALASBO Membership at 2012 Annual Meeting

Alaska Association of School Business Officials

December 7, 2011

Minutes of Annual Membership Meeting

President Luke Fulp called the meeting to order at 12:52 p.m. and welcomed the membership to the 2011 Annual Meeting.

Secretary Laurie Olson presented the minutes from the 2010 Annual Meeting, referencing the minutes as printed on pages 51 and 52 of the conference booklet.

Tammy White made a motion to approve the minutes as presented; David Means seconded the motion. The minutes were approved unanimously.

Treasurer Robin Mullins presented the Treasurer's report. Robin reported that as of November 30, 2011, ALASBO had a balance of $136,368.20 in the checking account and $25,061.99 in the savings account, for a total of $161,430.19. Robin also mentioned that the 2010 Financial Statements have been prepared and will be posted on the website. The treasurer's report was accepted as presented.

President Luke Fulp asked Legislative Committee Chairman Dave Jones to present the draft 2012 Proposed ACSA Joint Position Statements. Dave explained that the process has changed significantly in the past several years and ALASBO has become more involved at the beginning of the process, so we are able to ask questions and bring up concerns that can be addressed at the start, rather than have to bring objections up at the end of the process. This change has reduced frustrations all around and is especially appreciated by ALASBO, since our annual meeting timeframe is later than the other organizations who participate in the joint position statements. The Executive Board recommended a "do pass" to the membership.

Robin Mullins made a motion to approve the 2012 Proposed ACSA Joint Position Statements. Susan Edwards seconded the motion. The statements were approved unanimously.

President Luke Fulp noted that Awards Committee and valued member Cindy Reilly has moved to Wisconsin. He recognized her hard work as well as the committee's hard work in administering the awards program. The following awards were presented in 2011:

Tom Freeman Professional Development Grant
Carl Horn, Nenana School District

Mack Easton Memorial Scholarship $1,000 to these students:
Sonja Jones, Kodiak Island Borough School District
Leanna Rice, Wrangell Public Schools
Kelley Sefton, Kenai Peninsula Borough School District

Dick Swarner Shaping the Future Leadership Grant
Lee Ann Andrew, Southwest Region School District
Martha Morgan, Kuspuk School District
Cathi Wojtanek, Nome Public Schools

There were no other committee reports.

President Luke Fulp presented plaques to 2011 ALASBO Officers and Directors who completed their term and thanked them for their service.

Past President Laura Hylton presented nominations for the open 2012 Board of Director positions:

Secretary	Jim Farrington, Anchorage School District
Director, Seat C	Carl Horn, Nenana School District
Director, Seat D	Jimmy Love, Kenai Peninsula Borough School District
Director, Seat E	Heidi Reichl, State of Alaska, DOEED
Director, Seat F	Sue Jolin, Anchorage School District

Laura requested additional nominations from the floor. There were no additional nominations. Jenny Martens made a motion to close the nominations; Lee Ann Andrew seconded the motion. The motion passed unanimously. Since there was no opposition, the slate of candidates was accepted as presented. ALASBO and ASBO Past President Melody Douglas administered the oath of office for all Board Members.

President Luke Fulp thanked the membership for their confidence in him. He has appreciated serving as President, found it rewarding and feels it has enhanced his ability to do his job. He also thanked the members of his staff who were present and the rest of the folks in Kodiak. Luke passed the gavel to President Elect Jenny Martens.

Jenny thanked Luke for his leadership and presented him with a plaque. Jenny said she looks forward to working with everyone on this professional journey. She is thankful to be a part of ALASBO history and sees the Presidency as an opportunity, honor and privilege.

Jenny appointed Robin Mullins as Treasurer and Yodean Armour as Historian.

Jenny announced her theme for the 2012 conference: "*40 Years of Success Through Networking*." As a school business official, networking is an important tool that allows business officials to perform our jobs successfully. Additionally, ALASBO will be celebrating our 40th anniversary, which represents dedication by members and gives us the opportunity to celebrate our members. Jenny set a goal to increase participation in ALASBO, at the conference as well as Power Lunches.

Jim Farrington made a motion to adjourn the meeting at 1:16 p.m. and Luke Fulp seconded. The motion passed unanimously.

Respectfully submitted,

Laurie Olson
ALASBO Secretary

BY-LAWS

of

ALASKA ASSOCIATION OF SCHOOL

BUSINESS OFFICIALS

ARTICLE I
PURPOSES

The purpose for which the corporation is formed is:

(a) To provide the means whereby those engaged in the business administration of the schools in the State of Alaska can meet and discuss and study all phases of school business administration.

(b) To cooperate with any organization for the betterment of education.

(c) To strive constantly for the highest standards of ethics, efficiency, and economy in business methods and practices.

(d) To serve in an advisory and consultant capacity to school districts and other organizations in matters relating to school business administration.

(e) To work for the improvement of qualifications of school business officials.

(f) To conduct, sponsor, or join with others in conducting or sponsoring research concerning school business management and administration of schools.

ARTICLE II
MEMBERSHIP

Section 1. Membership in the organization shall consist of:

(a) Individuals directly employed or independently contracted in the functions of business administration of schools in the State of Alaska.

(b) Officials and employees of the offices of School Districts, Superintendents of Schools, and the State Department of Education particularly concerned with the business administration of the schools in the State of Alaska.

(c) Associate Members: Those individuals who have either a direct or indirect influence in the area of school business and do not qualify for membership under Article II, Section I, (a) or (b). Associate members may not hold office in the Association or vote on Association matters.

(d) Honorary Members: Past Presidents and recipients of the School Business Officials of the Year Award of the Association or other members who have made a significant contribution of their time to the association may be awarded membership upon their retirement or separation from school service. No dues or conference fees shall be required of Honorary Members. Honorary Members shall be nominated by current members in writing to the Executive Committee and shall be elected by the Executive Committee.

ARTICLE III
OFFICERS

Section 1.

(a) The officers of the Association shall be President, a President-Elect, Treasurer, and Secretary.

(b) The Secretary shall serve the first year as the Secretary the second year as President-Elect and the third year as President.

(c) The President shall appoint a treasurer for his/her term of office.

(d) The Board shall appoint an Executive Director for a term of one (1) year.

Section 2.

(a) The term of office shall be from the adjournment of one annual meeting to the adjournment of the next succeeding annual meeting, except as herein before provided; or until their successors have been elected.

Section 3.

(a) The president shall be the executive officer of the Association and shall preside over all business meetings. He/She shall appoint all committees and shall be an ex-officio member of all committees and shall perform such other duties as usually pertain to the office of the President.

(b) The President-Elect shall assume the duties and responsibilities of the President in his/her absence and shall assume all other duties as usually pertain to the Office of the President-Elect.

(c) The Treasurer shall collect all monies due the Association and shall keep an accurate accounting of all revenue and expenditures of the Association and make an annual report of the same to the membership.

(d) The Secretary shall keep the records of membership, attendance, and proceedings of all annual meetings and special meetings of the Association, and the minutes of all meetings of the Executive Committee. He/She shall perform the usual duties pertaining to the office of Secretary.

ARTICLE IV
EXECUTIVE COMMITTEE

Section 1.

(a) The Executive Committee (also known as the Board of Directors) shall consist of the President, President-Elect, Secretary, and six (6) members-at-large, who shall be elected for two (2) year terms. The immediate Past President and the Treasurer shall be ex-officio members.

Seats A, B, and C, shall be elected in odd-numbered years and Seats D, E, and F, shall be elected in even-numbered years.

Section 2.

(a) Five (5) members of the Executive Committee shall constitute a quorum.

(b) The Executive Committee shall have the power to fill, by appointment, any vacancies in its membership. An officer or a member-at-large appointed or elected to fill a vacancy shall serve for the unexpired term of his/her predecessor.

Section 3.

(a) The Executive Committee shall be vested with the power to act in the name of the Association between annual meetings on all matters pertaining to the operation and welfare of the organization.

(b) The Executive Committee may not incur any indebtedness in excess of the estimated revenues, including prior year fund balance unless authorized by majority vote at an annual meeting.

Section 4.

(a) Officers may not receive remuneration in form of a salary for services to the Association.

Section 5.

(a) The Executive Director shall be responsible for the daily operations

ARTICLE V
MEETINGS

Section 1.

(a) Unless otherwise ordered by the Association or by the Executive committee, one annual meeting shall be held at such time and place as shall be determined by the Executive Committee. It shall be for the purpose of election of officers, receiving reports of officers, and committees, and for any other business that may arise.

Section 2.

(a) Other meetings may be called when in the judgment of the Executive Committee a meeting is necessary.

Section 3.

(a) A majority of those enrolled in attendance at the annual meeting of the Association shall constitute a quorum. A simple majority of the votes cast is adequate to act on the affairs of the Association.

ARTICLE VI
NOMINATIONS AND ELECTIONS

Section 1.

(a) All officers and members of the Executive Committee except ex-officio members shall be elected at the annual meeting of the Association except as specified in Article IV, Section 2, (b).

Section 2.

(a) The President shall appoint a Nominating Committee of four (4) members, all shall be past presidents, which shall submit a slate of at least one name for each vacancy to be filled at the annual meeting. Nominations shall be solicited from the members by the nominating committee and shall be accepted from the floor.

ARTICLE VII
REVENUE

Section 1.

(a) Dues shall be payable on the date of the annual meeting for the year following, and shall be in an amount as from year to year determined by the Executive Committee.

Section 2.

(a) The Executive Committee is authorized to charge a registration fee for the annual meeting, which such a fee is necessary to defray any part of the cost of the annual meeting.

ARTICLE VIII
AFFILIATION

Section 1.

(a) The Alaska Association of School Business Officials shall be an affiliate of the Association of School Business Officials International.

Section 2.

(a) Affiliation with the Association of School Business Officials International shall be in accordance with the Proposals for Affiliation document as adopted at the August 21, 2001, annual convention of ASBO.

(b) Adopted at an Executive Committee meeting of the above-named corporation, this 18th day of April, 1975.

ARTICLE IX
BY-LAW AMENDMENT

Section 1.

(a) Changes or additions to the By-Laws may be proposed at any time. Such proposals for changes or additions shall be referred to the Committee on By-Laws for recommendation. The Committee shall then submit the resolution, along with their recommendation to the Board of Directors for comment not later than thirty (30) calendar days prior to distribution to the membership. Distribution to the membership shall occur not later than thirty (30) calendar days before the annual meeting of the Association. Such changes or additions must be acted upon by the Association.

Attest:

_____
Secretary

APPROVED at the Annual meeting of April 20, 1979
Revised April 1996
Revised December 2004
Revised December 2005
Revised December 2007
Revised December 2010

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

COMMITTEE MANUAL

Revised December 2004
Revised August 2005
Revised July 2006
Revised April 2010

ALASBO'S MISSION STATEMENT

To promote the highest standards in school business practices.

ALASBO'S VOLUNTEER COMMITTEES

Committees are a basic, fundamental force within the association. In fact, from top to bottom, ALASBO is organized on the *volunteer committee principle*. By definition, a committee is "a body of persons elected or appointed to attend to any matter of business referred to it, often a section of a larger body." A volunteer is "a person who enters into any service of his own free will; a person who of his own free will offer services without the stipulation of being compensated financially or otherwise."

ALASBO's committees are organized on the pyramid structure. At the top of the pyramid is the Board of Directors, with a committee comprised of volunteers expressing interest in serving on a particular committee. The Board of Directors is the association's governing board and has authority to execute its duties of meeting the objectives of the association, of managing its finances and properties and of establishing necessary policies and procedures as needs arise. All committees report to the Board of Directors.

Committees, composed of ALASBO members, exist and function for specific purposes. The Association has identified specialty areas in association management and has established a committee in each as follows:

Audit
Awards
Bylaws
Legislative
Nominations
Professional Development
Services
Sponsorship

All qualified members are strongly encouraged to participate and share their expertise with their colleagues. Members who would like to volunteer to serve on an ALASBO committee should contact the President or the Executive Director or submit their name on the appropriate form at the annual conference.

ORGANIZATIONAL STRUCTURE OF COMMITTEES

Each committee has a chair. Leadership by example is the key to the success of each committee just as leadership is the key to the success of the association. Well-informed, willing workers are the core of each committee.

Committee members, individually or collectively, are encouraged to recommend changes in existing programs as well as recommend new programs to the Board of Directors. The Board of Directors has the authority and responsibility to screen, analyze, and make a final determination on these recommendations.

COMMITTEE STRUCTURE

Each ALASBO committee consists of a chair and a varying number of members who volunteer their time and expertise to serve their profession and their professional association.

The level of effectiveness and success of each committee is directly related to the amount of time and energy expended by committee members on activities and projects. The key factor to a committee's success is the degree to which members accept their personal and professional responsibilities as an integral part of their volunteer effort. An important factor in the success of any individual serving on an ALASBO committee is support from his or her employer.

QUALIFICATIONS

Service on an ALASBO committee is open to any interested member, honorary member or associate member of the association (as defined by the ALASBO Bylaws). Individual committee members are expected to participate in as many activities as possible.

ASSOCIATE MEMBER (VENDOR/SUPPLIER) PARTICIPATION

In addition to practicing school business officials, ALASBO policies permit vendor representatives to serve on committees as resource persons. To be considered for appointment as a vendor representative, one must be a current associate member of the association (as defined by the ALASBO Bylaws); must be employed by a firm providing products and/or services to the school field; have the firm's support for and approval of the appointment. Vendor representatives may not hold committee chair positions.

APPOINTMENT PROCESS

Committee chair appointments shall be made at the conclusion of the annual meeting by the president to be effective the following January 1. Interim appointments may be made at any time to fill unexpected vacancies, but will expire on December 31 of the year of appointment.

It is desirable that the appointments/reappointments be structured to assure that committee leadership maintains continuity by making appointments/reappointments such that all terms do not expire at the same time.

The appointment of committee leaders shall take into account the candidate's recognized leadership and technical expertise on the committee's interest area(s). Committee leaders must be active members.

ROLE OF COMMITTEE CHAIR

The chair is the navigator of a committee. If he or she does not have a clear idea of the direction of the committee, and if he or she is not committed to reaching that goal, the committee will accomplish little.

It is the responsibility of the chair of a committee to:

- Ensure the committee's commitment to ALASBO goals
- Report on committee activities at ALASBO Board meetings at least quarterly and attend Annual Meeting
- Ensure committee efforts are coordinated and articulated to/with other committees
- Serve as advocate for the committee on the board.

COMMITTEE MEMBERS

Joining an ALASBO committee is a serious commitment. While committee chairs recognize members are volunteers with full-time jobs, they do expect the following:

- Promptly acknowledge all communications concerning committee work and availability for meetings.
- Accepting and completing assignments, respecting deadlines and parameters of assignments.
- Thoroughly reviewing pertinent background material and agenda prior to meetings.
- Take an active part in discussions during meetings, share relevant information, understand and respect other ideas or viewpoints, and focusing on the subject under discussion.

ALASBO COMMITTEE FUNCTIONS

To accomplish the objectives of the association as specified in its Bylaws, ALASBO committees are assigned these ongoing functions:

- Chair will correspond with all committee members and the Board of Directors on an ongoing basis to insure continuation of effort and increased participation in committee activities, programs and projects.
- To hold its own Annual Meeting during the ALASBO Annual Meeting. If more than one meeting is required for some reason, it may be held, but one meeting is mandatory for each committee. In addition, it is the responsibility of each committee chair to report to the ALASBO Board of Directors.

COMMITTEE EXPENSES

Funds will be budgeted to assist committees with operation expenses such as communications, which may include use of telephone and mailings.

Each committee is allocated $250 a year for communications expenses (postage, telephone, etc.). All expense requests must have appropriate receipts (copy of phone bill with ALASBO calls underlined, payment slip stamped by the post office, etc.) Please indicate on each bill whether an individual or a school district is to be reimbursed.

Ad-hoc committees, as designated by the Board, may incur expenses in excess of $250 per year. Ad-hoc committee costs submitted for reimbursement must be approved in the ALASBO budget and documented by receipt.

Committee chairs wanting additional funds for a specific program or activity should make a written request to the president detailing the costs and how the ALASBO membership would benefit. The ALASBO President and the Executive Committee will consider all requests on their merit.

As a means of recognition for committee service, each committee leaders and member shall be provided a ribbon to be worn on the name badge at the Annual Meeting.

COMMITTEE ACTIVITIES

Audit Committee

The Audit Committee reviews and recommends approval of financial statements prepared by a CPA firm for the association. This committee will maintain the permanent file of the annual financial statements. A copy of the written financial statement audit report will be approved by the Board and filed with the minutes. The Board of Directors shall annually approve the membership of this committee, to include at least one Board member.

Awards Committee

Funding amounts for awards programs administered by ALASBO are approved through the annual Board of Directors budget process. Awards programs may be funded through vendor sponsorship and/or designation of ALASBO funds. The Awards Committee may provide recommendations to the Board of Directors regarding the awards program budgets.

The Awards Committee reviews **Lowell "Tom" Freeman Professional Development Grant** applications and awards grants according to established criteria. The committee will review the criteria periodically and make recommended changes to the selection criteria as appropriate.

The Awards Committee distributes the **McClain J. "Mack" Easton Memorial Scholarship** application to Alaskan schools. The committee reviews applications and awards scholarships according to established criteria. The committee will review the criteria periodically and make recommended changes to the selection criteria as appropriate.

The Awards Committee oversees the **Richard M. Swarner Shaping the Future Leadership Grant** application. The committee reviews applications and awards the grant according to established criteria.

The Awards Committee is responsible for updating the **School Business Official of the Year** application form and distributing applications statewide to all ALASBO members and superintendents. The

selection committee for this award shall be made up of past award recipients. In the event no applications are received, the ALASBO Board of Directors will determine who the recipient of this award will be.

The Awards Committee may also be asked to administer other grant and scholarship programs by the ALASBO Board of Directors.

Bylaws Committee

The Bylaws Committee reviews and modifies the ALASBO Bylaws as appropriate. Bylaw changes will be made in accordance with ALASBO Bylaws; Article IX: By-Law Amendment. The Board of Directors shall annually approve the membership of this committee, to include at least one Board member.

Legislative Committee

This committee is responsible for coordinating ALASBO legislative activities, including the development of ALASBO's Legislative Priorities and facilitating the annual legislative fly-in held in Juneau each spring. ALASBO's primary legislative goal is to be an educational resource to the Alaska Legislature.

Nominations Committee

All ALASBO members are encouraged to serve their professional organization in a leadership roll by submitting an application, available at the annual conference, to the nominations committee.

As per the ALASBO Bylaws (Article VI-2), the Nominations Committee shall consist of four members, all of whom are past ALASBO presidents. The committee shall be appointed by the current ALASBO President and shall be chaired by the Immediate Past President.

The Nominations Committee recommends a slate of officers to the membership for a vote at the annual meeting. Alaska is made up of diverse districts: REAA, City/Borough, Single Site, large districts and small districts each with their own unique needs. The Nominations Committee strives to balance the ALASBO leadership so there is representation of these diverse districts when making its recommendation at the Annual Meeting.

Professional Development Committee

This committee is chaired by the Immediate Past President. Conference evaluations will be used in developing the annual conference. The Professional Development Committee shall develop and coordinate the monthly Power Lunch schedule.

Services Committee

The Services Committee will ensure distribution of a quarterly newsletter, The ALASBO News Link. Any ALASBO member may submit articles for publishing consideration. This committee will maintain the permanent hard-copy file of all newsletters.

The Services Committee will oversee the content of the ALASBO webpage, which will be maintained as a service to members and will include such things as:

- Newsletters
- Committee Manual
- Exhibitor Advertisements
- Bylaws
- Photos of activities and school districts
- Conference registration information
- Minutes of Board Meetings
- Strategic Plan
- Policy Manual
- Conference Programs
- Discussion forum
- Resources for download

The Services Committee will assist with the annual conference registration and membership process as requested by the Executive Director. The Service Committee will maintain historical records of membership.

The Services Committee will prepare a slideshow for presentation at the annual conference, which will feature content from districts around the state and highlight ALASBO member activities.

The Historian will be a member of the Services Committee appointed annually by the ALASBO President. The Historian will record events of note for future reference.

The ALASBO Liaison Program also falls under the jurisdiction of the Services Committee.

Sponsorship Committee

This committee is responsible for establishing fund raising criteria and an implementation plan.

Significant Events in the History of the Alaska Association of School Business Officials

1974	ALASBO founded by Lowell Thomas Freeman
1975	By-Laws adopted
	Incorporated in State of Alaska
1976	Established Accounting, Basic Foundation Program Study, By-Laws, Conference Planning, Educational, Legislative, and nominations committees
1977	First Treasurer appointed
	ALASBO President starts attending ASBO Annual Conference
	Post-conference Board Meeting established
	Exhibitors invited to participate in Annual Conference
1980	ALASBO establishes Executive Director position
	Scholarship Committee established
	ALASBO begins sending president to ASBO Annual Leadership Conference
1981	ALASBO included in Department of Education Directory
1982	Tom Freeman elected to ASBO Board of Directors
1983	ALASBO holds first Board Meeting via teleconference
	ALASBO invited by DOE to review State Finance Study data
1985	Tom Freeman candidate for ASBO Vice President
1989	Mack Easton Memorial Scholarship established
1991	ALASBO invited by DOE to participate in Chart of Account Revision
	President Laraine Glenn appointed to Special Presidential Committee of Education
1993	ALASBO joins Alaska Council of School Administrators
1994	ALASBO contracted with DOE to revise Chart of Accounts
1996	ALASBO Newslink initiated
1997	Professional Development Grants initiated
	Lowell Thomas 'Tom' Freeman, Richard 'Dick' Swarner, Duane Oliphant, and John 'Jake' Rogers named honorary lifetime members
1998	Annual Conference moved from April to December
	Exhibitors Committee established
	Website established
1999	ALASBO established Board/District liaisons
	ALASBO contracted by EED to develop OASIS project
	Blood Bank of Alaska blood drive initiated at Annual Conference
	Exhibitors Professional Development Grant initiated
	School Business Official of the Year award program initiated
	Summer Institute held
2000	ALASBO worked with EED on Chart of Account Revision
	ALASBO contracted with EED to complete OASIS II
	1st Annual Legislative Workshop held in Juneau
	John Tongen named honorary lifetime member
	Melody E. Douglas elected to ASBO Board of Directors
	Professional Development Grants renamed in honor of Lowell Thomas Freeman
	Human Resources Personnel in Alaska invited to join ALASBO
	Legislative Committee reinstated
	Strategic Plan developed
	Reviewed and updated ALASBO permanent records
2001	Strategic Plan Implemented
	Approved Affiliate Document (affiliation with ASBO International)
	Melody E. Douglas chaired ASBO International's Affiliate Executive Directors Group
	ALASBO contracted by EED for continued development of OASIS project
	ALASBO Registration Scholarships established

2001	Fund Raising Committee Established
2002	Policy Manual Adopted
	Committee Manual Revised
	ALASBO work group worked with A/R consultants on School Cost Study survey instrument for Legislative Oversight Committee.
	ALASBO worked with Department of Health & Social Services Human Resources
	on drafting regulations for Medicaid payment of IEP service
	Implemented formal ALASBO Financial Statements and reporting membership
	Continued contract between ALASBO and EED for further development of OASIS
	ASBO Professional Standards distributed to membership, superintendents and legislators
2003	ALASBO worked with Department of Health & Social Services Human Resources on drafting regulations for Medicaid payment of IEP service.
	Dave Jones received ASBO Eagle Award for Service to Community
	Melody Douglas elected as Vice President of ASBO International
	Tammy White appointed ALASBO Executive Director
	Resource CD developed for new business managers
2004	Melody Douglas demonstrates outstanding leadership in serving first year as Vice President of ASBO International
	Dave Jones serves as Vice Chair of ASBO International Legal Aspects Committee
	Begin the re-design and updating of the ALASBO Web Page project through the formation of a Technology Ad Hoc Committee
	Strengthen association with Alaska Council of School Administrators
	Review ALASBO By-Laws and propose amendments to membership
2005	Melody E. Douglas's Alaskan colleagues were proud of her professionalism while serving as President –Elect of ASBO International
	Lucienne Smith serves as Vice Chair of the ASBO International Purchasing and Supply Management Committee
	ALASBO Board holds the first summer leadership meeting and completes reorganization of the committees and the election process
2006	Melody Douglas presides as President of ASBO International during her conference in Pittsburgh, PA **"Shaping the Future"**
	Lucienne Smith honored with Pinnacle of Achievement award at ASBO International Conference
	ALASBO Board held the second summer leadership meeting to review and revise ALASBO's Mission Statement and Strategic Plan. The end result was a plan to hire a part time Executive Director
2007	Melody E. Douglas - final year on the Board of ASBO International as the Immediate Past President.
	ALASBO Board hires their first paid Executive Director Duane Guiley.
2008	The first School Business Academy is held to bring comprehensive training to school business officials
	Melody E. Douglas received ASBO's Distinguished Professional Eagle Award for Service
	Richard M. Swarner: Shaping the Future Leadership Scholarship is announced
	Kerry Jarrell, Clara Langton, and Betty Zabielski are named honorary lifetime members
2009	Melody E. Douglas, Duane Guiley, and Dennis Niedermeyer named honorary lifetime members
	Amy Lujan named Executive Director
2010	ALASBO adopts ASBO International Professional Standards and Code of Ethics
	Janet Stokesbary named honorary lifetime member
2011	Eddy Jeans named honorary lifetime member

A complete list of past Board members is available at www.alasbo.org, under "about ALASBO"

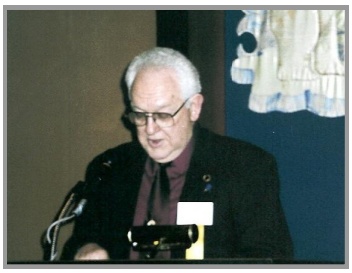
ALASBO - The First Thirty-Nine Years

December-11	***Strength in Numbers***
	President: Luke Fulp, Kodiak Island Borough School District
December-10	***Everyone a Leader***
	President: Laura Hylton, Lake and Peninsula Borough School District
December-09	***ALASBO—VISION***
	President: Karen Goodwin, Northwest Arctic Borough School District
December-08	***ALASBO—The Next Generation***
	President: Cindy Reilly, Mat-Su Borough School District
December -07	***ALASBO—Needs You!***
	President: René Spracklen, Copper River School District
December -06	***Team ALASBO Educating Alaska***
	President: Elizabeth Francis, Dillingham City School District
December-05	***We Are ALASBO***
	President: David Means, Juneau Borough School District
December-04	***Facing Challenges - Forming Friendships***
	President: Mike Fisher, Fairbanks North Star Borough School District
December-03	***Our Professional Family***
	President: Betty Zabielski, Alaska Gateway Borough SD
December-02	***Thirty Years of Dedication to Alaska's Youth***
	President: Dave Jones, Kodiak Island Borough School District
December-01	***Building A Strong Future***
	President: John Sanbei, Juneau Borough School District
December-00	***Making Our Voices Heard***
	President: Lucienne Harger, North Slope Borough School District
December-99	***Work Hard! Play Hard!***
	President: Tammy White, Alaska Voc/Tech Center, Seward
December-98	***Working Together!***
	President: Eddy Jeans, Alaska DEED
April-98	***Making the Best Better***
	President: Robert Shefchik, Fairbanks North Star Borough SD
April-97	***Are We Successful Yet?***
	President: Loreen Kramer, Copper River School District
April-96	***TEAM ALASBO - Leading the Way***
	President: Melody Douglas, Kenai Peninsula Borough SD
April-95	***Winners Thrive on Stress***
	President: John Tongen, Valdez City School District
May-94	***Professional Commitment - Let's Give a Little Back***
	President: Dennis Niedermeyer, Lake and Peninsula Borough SD
April-93	***Taking Care of Business***
	President: Barbara Martin, Fairbanks North Star Borough SD

ALASBO - The First Thirty-Nine Years

April-92	***SYNERGISM***
	President: Barbara Martin, Fairbanks North Star Borough SD
April-91	***Challenges Abound***
	President: Laraine Glenn, Juneau Borough School District
April-90	***Providing Leadership in the '90s***
	President: Patti Carlson, Bering Strait School District
April-89	***Preparing for the '90s***
	President: Gary E. Epperson, Mat-Su Borough School District
April-88	***Accepting the Challenges***
	President: Melvin J. Greaves, Jr., Anchorage School District
April-87	***Facing Tough Times Together***
	President: Marcy White, Copper River School District
April-86	***Providing the Best***
	President: Tom Bibeau, Anchorage School District
April-85	***Striving for Excellence***
	President: Joyce Healy, Kodiak Island Borough School District
April-84	***ALASBO In High Gear - Team Commitment***
	President: Martin Mhrye, Southwest Region School District
April-83	***We Got Class***
	President: Bill Haring, Delta/Greely School District
April-82	***Continuing Our Professional Education***
	President: Guy G. Bellville, Anchorage School District
April-81	***ALASBO of the '80s - Managing Professionals***
	President: John Rogers, Northwest Arctic Borough School District
April-80	***ALASBO of the '80s - Cost Effective Professionals***
	President: Duane L. Oliphant, Anchorage School District
April-79	***The Eighties - A New Beginning***
	President: Richard Swarner, Kenai Peninsula Borough School District
April-78	***Better Planning Means Progress***
	President: Norm Rousey, Mat-Su Borough School District
April-77	***Challenges of a Changing Society***
	President: Larry Baker, Anchorage School District
April-76	***The Spirit of '76***
	President and Founder: Tom Freeman, Anchorage School District
April-75	***ALASBO - In the Lead***
	President and Founder: Tom Freeman, Anchorage School District
November-74	***ALASBO - On the Move***
	President and Founder: Tom Freeman, Anchorage School District

Alaska Association of School Business Officials



TOM FREEMAN

Our Founding Father

Ready for a new adventure and change from his experience working for large districts in Washington State, Tom Freeman set out for Alaska in 1970 to become the Budget Director for the Anchorage School District which had about 38,000 students.

After two years as Budget Director, Tom was promoted to Finance Director. During that time he recognized the need to work with other districts on funding concerns and their shared commitment for the improvement of school districts in general. He soon began to realize how much he missed the professional growth and networking he had experienced by attending regular meetings of the Washington Association of School Business Officials (WASBO).

Dick Swarner, Business Manager for the Kenai Peninsula Borough School District, and Tom served on a committee with a couple of superintendents and the Department of Education to help implement a new chart of accounts for school districts. They worked into the wee hours of the night to determine what a high school budget, with the proposed variations, would look like in order to account for all the minute expenditures by classroom. The proposal would have required accountants for each school to generate a mountain of paperwork to track the minutia and to create the district's monthly report. As a result, the committee quickly recognized the need for an organized business group that specifically dealt with school district administration.

Tom shared his idea with his supervisor at the Anchorage School District and then made a call to the ASBO International headquarters. He never received a response, so still a member of WASBO, he noticed that ASBO's President was on the agenda at their upcoming conference. He attended WASBO's conference and approached the President of ASBO about the possibility of starting an organization in Alaska. His suggestion to Tom was to return to Alaska and talk to other business managers about starting an organization. Armed with the challenges of distance and poor communication systems throughout the state, Tom contacted other business managers and found that they all had an interest in getting together to share information and improve efficiencies. Again finding ASBO fairly non-responsive, Tom contacted WASBO and got copies of their by-laws and incorporation papers to review at their next meeting.

The first official ALASBO meeting was set for two days in November 1974 at the Holiday Inn with the theme of "I'm OK, You're OK". George Babigan, President of ASBO, came to officially welcome Alaska into the fold. Tom was a bit nervous and worried that no one would show up. He had invited people from the Yukon, British Columbia, school board members, superintendents, and business managers. Fifty-seven people including participants from 25 of the 31 districts attended the meeting and it turned out to be a very successful meeting. Mayor Sullivan and the Anchorage School District Superintendent and their wives also attended. Superintendents and board members praised ALASBO and assured Tom they would send their business managers to this important knowledge-based forum.

Officers were elected at the first meeting and meeting dates were set for the third week in April, around the time everyone would be ready for a winter break. Dues were kept low to encourage membership and criteria were set to have statewide representation in the organization. Anchorage was selected as the meeting location because of its accessibility and the recognition that participation was key to the organization's success. Tom Freeman was elected the first President and over time it was decided that ALASBO's purpose was to provide school business officials with leadership education so they could be more proficient in the performance of their daily tasks. Superintendents and board members were welcome, but the specific intent of the organization was for the enhancement of school district business functions.

In 1975, military base schools became part of regular public schools and not long after that, the Molly Hooch case brought in Regional Education Attendance Areas (REAAs). Soon there were 52 school districts in the State of Alaska. Dr. Marshall Lind, Commissioner of the Department of Education, recognized the need for critical professional development during these rapid times of expansion and especially supported ALASBO in the early years. Meetings were held to teach accounting, food service management, custodial, and maintenance issues, in addition to state and federal compliance requirements to the state's newly formed school districts.

After almost three years of concentrating on the state organization, ALASBO members turned their sights to ASBO's international organization. Over time, members started attending national conferences. Tom Freeman was elected to the ASBO

National Board of Directors in 1981 and served on the Board from 1982 through 1984. Tom ran for President of ASBO International in 1984 and although he was not elected, he described it as a great professional and personal experience. He remembers with robust pride when an ASBO member said to him, "Alaskans really have class."

ALASBO has been and continues to be involved in statewide initiatives that have provided benefits for educational operations in Alaska. ALASBO was instrumental in creating a foundation formula that was respected not only for its fairness but for withstanding the test of time prior to being changed by Senate Bill 36. Having been evaluated by experts, the foundation formula was widely known as a good blueprint. ALASBO has been involved in several chart of accounts implementations and has successfully taken on the "Oasis" project. The "Oasis" project electronically tabulates enrollment data for the state and operates under the direction of Dennis Niedermeyer, retired Business Manager of Lake and Peninsula Borough School District.

ALASBO still has a first-rate presence at both the national and international level. Recently, under the direction of many of our original members and a lot of hard work from current members, Alaska ran an excellent campaign on the national front. Melody E. Douglas from the Kenai Peninsula Borough School District began her service on the ASBO International Board as vice-president in 2004 and president-elect in 2005. Melody then served as ASBO International president in 2006 and immediate past president in 2007. ALASBO's participation at the national level continues to successfully advance Tom's vision that school business leadership in Alaska is extraordinary.

Tom Freeman, retired Assistant Superintendent for the Anchorage School District, was instrumental in planting a seed that has grown into a thriving viable organization that continues to benefit everyone involved in the administration of schools in the State of Alaska.

Thank you, Tom!

Lowell Thomas Freeman Professional Development Grant Recipients

ASBO Year	Recipient	District
1998	Amy Lujan	Kuspuk School District
	Laurie Olson	Kenai Peninsula Borough School District
1999	Maribel Miller	Kodiak Island Borough School District
2000	Jimmy Love	Kenai Peninsula Borough School District
	John Sanbei	Juneau Borough School District
2001	Rose Stokes	Anchorage School District
2002	Jeff Frier	North Slope Borough School District
2003	Laurie Olson	Kenai Peninsula Borough School District
2004	René Spracklen	Copper River School District
2005	Nancy Munoz	Mat-Su Borough School District
2006	René Spracklen	Copper River School District
	Diane Simmons	Southwest Region School District
	Lana King	Kenai Peninsula Borough School District
2007	Amy Lujan	Nome Public Schools
2008	Laurie Olson	Kenai Peninsula Borough School District
2010	Lee Ann Andrews	Southwest Region Schools
	Pamela Roope	Wrangell City Schools
2011	Carl Horn	Nenana School District
2012	David Arp	Sitka School District

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THE SPIRIT OF ALASKA

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ALASBO's

School Business Official of the Year Award

Congratulations to all past recipients:

1999	Dennis Niedermeyer	Lake and Peninsula Borough School District
2000	Isabelle Harrington	Iditarod Area Schools
2001	Clara Langton	Nome Public Schools
2002	Lucienne Smith	North Slope Borough School District
2003	Tammy White	Yukon-Koyukuk School District
2004	Braxton "Eddy" Jeans	AK State Dept. of Education and Early Development
2005	Loreen Kramer	Copper River School District
2006	Kerry Jarrell	Bering Strait School District
2007	Melody Douglas	Kenai Peninsula Borough School District
2008	Laura Hylton	Lake and Peninsula Borough School District
2009	Janet Stokesbary	Anchorage School District
2010	René Spracklen	Copper River School District
2011	David Means	Juneau School District

NOTES

McCLAIN J. "MACK" EASTON

MEMORIAL SCHOLARSHIP

1946 to 1988

Mack was born an identical twin with his brother Mike in September 1946 in Milford, Utah. The boys were eight when the family moved to Mesquite, Nevada, a small town in the desert. Sports were a consuming interest to Mack, including playing football, basketball, and baseball, much of it on school teams. Scouting was also of high interest to him, with many adventures camping in the desert and earning the coveted rank of Eagle Scout.

During his high school years, Mack was involved in drama, sports, and the Forensic Club. He was photographer of the yearbook, President of the Student Council, and was valedictorian of his graduating class. His undergraduate studies began at Dixie College. He interrupted his studies to serve a two-year mission for his church, The Church of Jesus Christ of Latter-day Saints. The two-year mission took him to Ohio, Kentucky, and West Virginia. He then continued his education at Brigham Young University and graduated cum laude with a degree in business management in 1970. In 1971, Mack received his Masters in Business Administration from the University of Utah. He was also the recipient of the John A. Carlson Scholarship. The scholarship is given annually to the outstanding graduate student.

The Army drafted Mack after college and he was sent to Japan, where he served honorably.

Mack's professional career began at Chrysler Corporation in Detroit, Michigan where he worked until 1981. He then moved to Alaska to become the Assistant Superintendent for Business/Finance at the Fairbanks North Star Borough School District. He became a member of the Alaska Association of School Business Officials and served on the Board. He was elected President-Elect for 1987 and would have assumed the position of President in April of 1988.

Certain personality traits endeared Mack to his colleagues in his professional life. He was quickly recognized for his friendliness and humor, qualities that created a comfortable and optimistic atmosphere in the school district.

Many recognized Mack for his integrity and his willingness to learn and to help others. With no previous school finance experience, his professionalism enabled him to quickly master this field, becoming a recognized expert in state school funding. He was unassuming, and like many people who accomplish much, he never sought recognition for himself. He was content to make a difference in the quality of education available to the youth of Fairbanks. Mack recognized the value of an education. Being able to contribute to the education process of so many children made his work pleasing and purposeful.

Mack's personal life is an even higher tribute to him. Mack married Nani Rush in 1970 in a ceremony that they believe sealed them, and their children to come, as an eternal family. His commitment to Nani and their six children highlighted his life. The same qualities that softened the stress in the workplace contributed to the obvious warm, loving, and accepting relationships within his family. Others recognized his expertise in creating a happy home life and often asked him to present classes to the young people in his church. He took personal interest

in the efforts of these young people and their accomplishments and never missed a chance to compliment a young person. In tribute to Mack, some of the young men who felt his influence most, wrote to Nani expressing deep appreciation for the sincere interest and lasting influence he had on their lives.

Mack and five of his children were seriously injured in a car accident on February 23, 1988. A great outpouring of love and concern encircled his family as they faced their recovery in the hospital. Friends, teachers, and fellow workers helped Nani by keeping a round-the-clock vigil with each of the children. The children recovered, but Mack died on March 6, 1988. His funeral services, held in a church that could accommodate seven hundred, was filled to overflowing, another testament to the many lives that were touched by this modest but very influential man. After services in Fairbanks, Alaska, and Mesquite, Nevada, Mack was buried near his boyhood home.

On the banks of the Chena River in Fairbanks, Alaska, lies Golden Heart Park, a monument to the many individuals who have made significant contributions to our way of life in this heartland of Alaska. The inscription on one plaque reads:

“In memory of McClain J. “Mack” Easton, whose love for his family and dedication to the education of the children in Fairbanks stand as an ensign of Christian service and values.”

This description epitomized the priorities by which Mack balanced commitments to his family, his church, the community, and his profession.

Two $1,000 McClain J. "Mack" Easton Memorial Scholarships for the FY2011-12 school year were awarded to:

- Ian Andrews, Juneau-Douglas High School
- Margaret Herbert, Seward High School

Best of luck to the winners and to all the applicants! A special thanks to this year's Awards Committee, chaired by Elizabeth Hayes, for their review of the many applications for this award, as well as for the grant programs administered by ALASBO.

In memory of McClain J. “Mack” Easton, honoring his dedication to the education of the children of Alaska.

RICHARD "DICK" SWARNER:

SHAPING THE FUTURE LEADERSHIP GRANT

Richard "Dick" Swarner was a founding member of ALASBO and served as President in 1979. Dick was a lifelong Alaskan, born and raised in Fairbanks. He graduated from Lathrop High School in 1960 and the University of Alaska in 1965. In 1968 after working as a carpenter, an accountant for the Fairbanks School District, and credit manager for Nerland's Home Furnishings, Dick and his wife Judy moved to the Kenai Peninsula with their two oldest children.

Dick retired in 1997, after 29 years with the district, as Executive Director of Business Management for the Kenai Peninsula Borough School District. Dick continued to actively support ALASBO until his death July 22, 2007 that resulted from smoking cigarettes (Dick insisted that this fact be made known).

Dick was the past president of ALASBO, Alaska Municipal Finance Officers Association (now AGFOA), and Soldotna Rotary. He was a Boy Scout leader, a member of the Fairbanks Carpenters Union, Jaycees, Kiwanis, Igloo No. 4 Pioneers of Alaska, and the Soldotna Elks Lodge. Dick was an avid youth hockey supporter and was instrumental in getting the Soldotna Sports Center built, where he announced Kenai Peninsula hockey games for over 20 years.

He was a consummate storyteller and was tender hearted, no matter how hard he tried to portray otherwise with his big voice and bigger laugh. When he got on a roll with his stories, all one could do was just sit back and enjoy; he should have written a book! The stories of hunting with his dad and things that happened at work or with family and colleagues were priceless and rivaled Patrick McManus' and Tom Bodet's story telling. While Dick was the business manager at the Kenai Peninsula Borough School District, he handled life insurance claims for employees and their families. His compassion and thoughtful caring manner toward the bereaved was exceptionally comforting and touching to witness.

Dick loved the shock value of practical jokes. A group of ALASBO members were getting ready to go out one evening during an Association of School Business Officials conference held in Nashville, Tennessee when Dick had a chance to let loose. Those of you who have had the opportunity to visit the Opryland Hotel know how big and upscale that hotel lobby is. A colleague, Tammy White, worked at the Pribilof Island School District at the time; needed to replace her nylon knee-high stockings before we headed out. Everyone was in a hurry so Dick convinced Tammy to just sit down and put on her stockings in the lobby – only an Alaskan would do something like that! While she was trying to make the change discretely, Dick in the loud voice known to many said, "Blank, blank, blank, we can't take you anywhere - get you off that rock and this is what you do." Every head in that lobby whipped around to see what was happening. He laughed for the longest time over that one.

Dick's philosophy of dealing with people was exceptionally straightforward; he called a spade a spade. He was interested in everyone who crossed his path and treated everyone with respect and courtesy, until he got to know them!

Sometimes his outspoken manner caused him (and those close to him) a little heartburn. During a budget meeting in the mid 1980s, Dick announced to the assembled group that he had good news and bad news. In those days, Dick and the superintendent didn't always see eye-to-eye. Dick delivered the bad news first, the salaries

for one of the schools had been omitted from the preliminary budget document. He never got a chance to deliver the good news. This tactic resulted in the superintendent immediately terminating the meeting. In time, however, mutual respect developed between those two. A cardinal rule we all learned is 'don't surprise the boss!'

In a situation like the budget problem, Dick believed what had happened was ultimately his responsibility. Once he had the information about how it happened and who was involved, all he wanted to know was how it would be corrected and how a similar problem could be avoided in the future. He never mentioned the situation again in a manner to make anyone feel bad.

Dick's negotiation philosophy was one of fairness; he often negotiated for the other side when they couldn't see the long-term ramification of what they were asking. That is an art; trying to seem like you are opposing what is being asked, while guiding the discussion to a different outcome that is ultimately better for the employees. He was masterful at it. Dick had the reputation of hiding money and some faulted him for it; he just did his job well!

Dick not only served the students of Kenai for 29 years, he worked on behalf of all the students in Alaska. He understood the need for a sound education system for the State because of its importance to our economy and way of life. He understood why it is important to educate students in rural Alaska who live very differently than we do in our more urban setting. Dick was not afraid to go toe-to-toe when necessary, even with legislators, to prove his point.

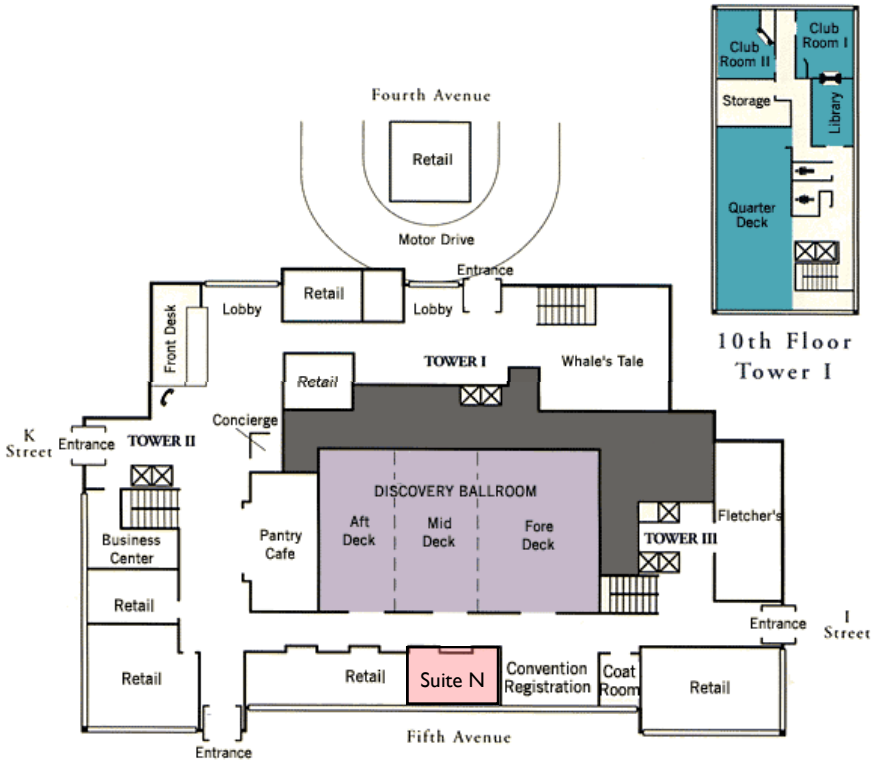
Dick helped write various manuals and then traveled throughout the State assisting school districts in implementing the changes. He was instrumental in developing and implementing a standard statewide Chart of Accounts to address the concern of school districts generating 'bad' data.

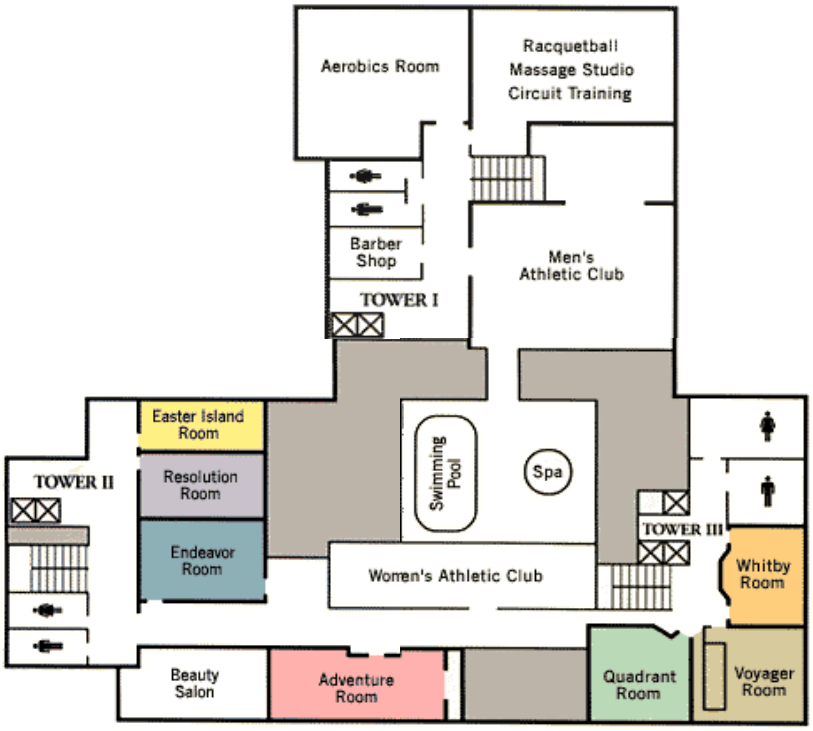
Dick was a phenomenal businessman, economist, financial strategist, and politician. He became one of Alaska's foremost experts on education funding by working in the 'back room' through many funding formula development processes. Dick continued to follow education funding after he retired from the Kenai Peninsula Borough School District by testifying, as appropriate from his perspective, before the legislature.

Dick's legacy is clearly one of shaping the future. All of us in Alaska, especially school children, are better off today because of his commitment to education. The foundation he helped build is one that today's business managers continue to use in taking education forward in Alaska. Dick's family has chosen to support education and ALASBO with a donation in his name to provide the opportunity for committee members to participate in their first ALASBO Summer Leadership Conference. This program is co-funded by the National CooperativeRx Prescription for School Business Officials grant.

Recipients of the Dick Swarner Shaping the Future Grant to Attend the ALASBO Summer Leadership Conference

2009	Yodean Armour	Klawock School District
2010	David Arp	Sitka School District
2011	Lee Ann Andrew	Southwest Region School District
	Martha Morgan	Kuspuk School District
	Cathi Wojtanek	Nome Public Schools
2012	Teri Dierick	Southeast Regional Resource Center
	Cassee Olin	Kodiak Island Borough School District
	Ricardo Tejeda	Yakutat School District


Club Room II
Club Room I
Storage
Library
Quarter Deck
10th Floor
Tower I
Fourth Avenue
Retail
Motor Drive
Entrance
Retail
Lobby
Lobby
Front Desk
TOWER I
Whale's Tale
Retail
Concierge
K Street
Entrance
TOWER II
DISCOVERY BALLROOM
Aft Deck
Mid Deck
Fore Deck
Pantry Cafe
Business Center
Retail
Retail
TOWER III
Fletcher's
Entrance
I Street
Retail
Suite N
Convention Registration
Coat Room
Retail
Entrance
Fifth Avenue
Lobby Level


Aerobics Room
Racquetball
Massage Studio
Circuit Training
Barber Shop
TOWER I
Men's Athletic Club
Easter Island Room
TOWER II
Resolution Room
Endeavor Room
Swimming Pool
Spa
TOWER III
Whitby Room
Women's Athletic Club
Beauty Salon
Adventure Room
Quadrant Room
Voyager Room
Lower Lobby Level