

ALASBO News Link...



November
2015

A newsletter publication of Alaska Association of School Business Officials

ALASBO News Link
is published for the members of the Alaska
Association of School Business Officials
and its affiliate members.

BOARD OF DIRECTORS 2015

President

Robin Mullins, Fairbanks North Star

President-Elect

Mark Vink, Bering Strait

Past-President

Jim Farrington, Anchorage

Secretary

Holly Holman, Unalaska

Treasurer

Jenny Myhand, Lake & Peninsula

Executive Director

Amy Lujan

Directors

Edith Hildebrand, Galena

Rebecca Wright, Matsu Borough

Lisa Pearce, Fairbanks

Cassee Olin, Sitka

Melissa Bell, EED

Carl Horn, Nenana

www.alasbo.org

For publishing information, contact:

Amy Lujan

e-mail: alasbo@gci.net

Editing and layout by

Edith Hildebrand, Galena City Schools

edith.hildebrand@galenanet.com

*Would you like to receive this newsletter in print,
rather than e-mail? Send a message to Amy Lujan at
the above address.*

President's Message

*Robin Mullins, Fairbanks North Star Borough
School District*

Hello ALASBO!

I recently returned from the ASBO 2015 Annual Meeting, Conference and Expo held in Grapevine Texas and want to give a great BIG THANK YOU to ALASBO for the opportunity to attend.

This four-day event provided a wealth of interesting and informative professional development and networking opportunities with national and international school business official colleagues, vendors and business partners. Visiting and catching up with the Alaska ASBO attendees was an added bonus!

(Continued on page 2)

Contents

1-2	President's Message
2-3	Executive Director's Message
3	Summer Leadership Reflection
3	Photos Reminder
3-4	A New Job Every Day
4-5	Member Spotlight-Adam Thompson
5	Small District Internal Controls
5-6	Is Technology Making Us Rude?
6	HB278 Report to Legislature
6-9	2015 ALASBO Liaisons & Mentors
9	ALASBO Financials
	Upcoming Events

(Continued from page 1)

The two ASBO general sessions contained useful insights. One was on “how to train your brain to seize opportunities” and the importance and hallmarks of an optimistic mindset. The other was on knowing what’s necessary to lead a team through challenges, ambiguity and change. A lot of other topic-specific sectionals provided valuable information as well.



Sectional subject matters included things like crisis management and planning for the mobile age, measuring the success of your Medicaid reimbursement program, E-Rate, and, (naturally), sectionals focused primarily on compliance related to the ACA (Affordable Care Act), FMLA (Family Medical Leave), ADA (Americans with Disability), etc. It was like drinking from a fire-hose. And for every one workshop I attended, there were usually at least two other topics I would have liked to attend. It was an awesome learning opportunity, and I heartily encourage ALASBO members to attend next year.

Speaking of awesome learning opportunities, have you registered yet for the upcoming **Alaskan** ASBO conference at the Captain Cook Hotel in Anchorage? If you answered no, then stop reading this newsletter, right this minute! Click on the hyper link below, review the latest power-packed schedule and register for the 2015 ALASBO conference – NOW!

<https://www.regonline.com/alasbo2015annualconference>

As school district funding becomes scarce, the more imperative it is for you to attend. Plan to join your colleagues for informative presentations, professional development and networking opportunities that you simply will not find anywhere else in Alaska.

Remind your colleagues, your co-workers, and your boss to register, too! Together we can accomplish so much more than any of us can alone. “Achieving Success Together” it’s not just the 2015 theme....it’s the ALASBO way.

**Attend the conference
December 6th – 9th, 2015.
And register today.**

Executive Director’s Message

Amy Lujan, Executive Director

I would like to add to Robin Mullin’s encouragement to attend this year’s **annual conference**, December 6-9 in Anchorage. We have a fantastic program planned! As the demands grow on school business officials and the resources shrink, all the more reason to seek out the best tips to manage your workload from your ALASBO network colleagues!

Please check out our full program, now available on the registration website below. You may find you need to bring along a few more colleagues to cover all the great sessions! From a power-packed preconference on Saturday through Wednesday’s district wrap-up’s, you’re sure to find helpful information to improve your ability to do your job.

As we face the state’s fiscal challenges and the potential impact on school districts, we’ll need to have a firm grounding in the facts at hand. During Wednesday’s general session we’ll have a chance to review the legislative landscape and discuss our messaging as an Alaskan education community.

On the lighter side, we’ve added karaoke to the Tuesday evening casino night this year! Don’t miss out on a chance to have some fun with your colleagues at the conference.

In order to guide us through these challenging times, the ALASBO Board has been working since July to develop an updated **strategic plan**. I am pleased to report that the plan is now finalized and available on our website, www.alasbo.org, under “About”. The new plan is ambitious and focuses on three areas of service to our members over the next 3-5 years:

- Professional Development
- Becoming THE Resource for School Business Best Practices
- Sustainability

We will talk more about the strategic plan at the annual conference, and ALASBO’s Board will be reviewing it regularly through the year.

Along with Robin, I thoroughly enjoyed the **ASBO International conference**, along with 14 ALASBO members. You’ll see several articles from me in this newsletter and in future editions from the great sessions I attended. However,

(Continued on page 3)

(Continued from page 2)

though it's bigger in scale, I truly believe that our own Alaskan annual conference provides just as much POWER as ASBO's. So don't miss out this December!

I hope to see you all soon! If you have questions about any ALASBO program, please do not hesitate to contact me at alasbo@gci.net, or 907-723-7415. You'll also find useful information at: www.alasbo.org.



**2015 Conference Theme:
Achieving Success Together!**

A Valuable Summer Leadership Experience

Ryan Ayars, Southwest Region School District

As a first year Business Manager, the ALASBO Summer Leadership Conference was an excellent experience for me to connect and network with school business officials.

The conference reinforced some of what I already knew, provided a framework and taught me so much more about ALASBO's mission. I learned a lot from the enthusiastic presenters, other attendees, and about how to overcome different obstacles with vendor solutions.

Doing all of this with great people, wonderful food, and a memorable white water rafting trip made it an experience to look forward to every year. Thanks again to the "Richard M Swarner – Shaping the Future" leadership grant for making my conference attendance this year

Send us your pictures – anytime you're traveling around the district, take a photo for ALASBO! Send them to yodean.armour@klawockschool.com.

It's a New Job Every Day

Rebecca Wright, Mat-Su Borough School District

There's always so much that goes on in a school district; being a business official never provides for a dull moment. In our roles, we participate in a wide range of processes and decision-making. It's a new job every day. Below is a summary of recent activities we've been engaged in here in the Mat-Su. Much of our work is not dissimilar to the jobs many of you are doing in your own communities.

This past summer Mat-Su had its audit. GASB 68 was implemented and will be reflected in our financials for the first time this year. We are currently reviewing financials and soon we will be working on our CAFR.

In July we upgraded our financial management system to the next version of the software, requiring extensive planning and testing prior to implementation. We continue to refine our use of the system and newly available tools. We're exploring new budgeting tools for building future budgets.

We just completed the annual "count" for enrollment and we'll be adjusting our current budget to align with these numbers. At the same time, we were compiling information to estimate our best guess for next year's enrollment. As we progress through the year, we'll be using these estimates to form our proposed budget for next fiscal year. This will be a living document that changes throughout the budget life cycle until our school board adopts the final version of the budget...and we will continue to work within the parameters of this year's budget, adjusting along the way.

We work with vendors day-in and day-out, from our bankers to consultants, for professional development to software installs, to insure our schools and take care of our injured employees. Recently I directed a bid processes for current-year snow plowing and next year's student transportation. From posting to awarding, bid processes are complex and involve many details.

Not only are we supporting current-year operations, we're making large purchases to open new schools. Over the past two years the Mat-Su Borough School District opened three new schools as well as completing a major expansion to one of our high schools. Next

(Continued on page 4)

(Continued from page 3)

year, we will be opening two new elementary schools. We support this effort by making sure all equipment, furniture, and supplies are in place for the start of a school year.

We analyze past performance and business processes and adjust as needed to meet ever-evolving operational needs.



In our roles, we must comply with current and changing regulations, when possible provide input for proposed changes in regulations, and respond to requests for information from our

legislators, from which they will develop future policies.

We work with attorneys on contracts and legal matters when needed.

We respond to public information requests and communicate to stakeholders on a regular basis to share information and reports that allow our community to see how public funds are managed to deliver educational programs and opportunities to our students.

This list is certainly not exhaustive. We do these things, and so much more, so that we can keep operations moving forward. Our roles are challenging and rewarding and changing every day...as they should be. While the work we do is often behind the scenes, keep up the good work; we're all making a difference for the students we serve.

ALASBO



Member Spotlight

Adam Thompson, Ketchikan School District

Tell us about your school district

The Ketchikan School District is located in the southernmost part of Alaska's panhandle and serves approximately 2,300 students. The

District has three elementary schools, one middle school, one high school and one alternative school, two charter schools, and one correspondence program. Like most of Southeast Alaska, Ketchikan is located on an island and everyone must come in by boat or a plane to visit.

How long have you been in school business?

I've been involved in school business for about a year and a half, since I was hired as the Ketchikan district Business Manager on June 25, 2014.

How did you get into this business?

Upon graduating college with a Bachelor's degree in Finance and Operations Management, I started substitute teaching while looking for a career where I could employ my degrees. A few months later the Business Manager position here in Ketchikan opened up and I applied.

What do you like best about your job?

I feel that I am very fortunate to play such an integral role in the public education system. There are so many aspects to this job that provide a variety of challenges each day.

What advice do you have for those new to school business?

I am still pretty new to school business, but the best advice I would give to someone starting out would be to reach out to other business managers across the state. Also, when in doubt call the staff at the Department of Education & Early Development. They are very friendly and go out of their way to assist you with any questions you may have.

How have you benefited from membership in ALASBO?

After about a month on the job I attended the ALASBO Summer Leadership conference in Juneau. Before the conference I did not know what ALASBO was or what I was really getting into. The conference was a great learning experience and the contacts that I made at the conference help me throughout my first year as a business manager. I am grateful to many of the ALASBO members who have given me perspective on what it means to be a business manager and who were available as a resource.

What do you like to do for fun?

I was born and raised in Ketchikan, so I like to do the typical activities around here such as fishing, hiking, camping, and hunting.

(Continued on page 5)

(Continued from page 4)

If you could visit any place in the world, where would you go and why?

There is a pretty long list of places I would like to visit in the world. On the top of that list is Norway because of the unique landscape, lively culture, and because I have a lot relatives who live over there.

Tell us something about yourself that most people don't know?

I really enjoy cooking. For some reason, when I tell people this they seem surprised.

What is your proudest accomplishment?

I would not phrase it as proud, but more of a sense of relief to have successfully navigated through my first budget cycle and audit.

Help for Small District Internal Controls

Amy Lujan, Executive Director

In recent months I've been following the progress of an impressive project by Iowa ASBO to provide a resource for small school districts to implement effective internal controls. Like Alaska, Iowa has many small school districts, and internal controls are a challenge! The small number of staff to check each other's work makes it difficult, but not impossible to implement internal controls that will pass auditor inspection and prevent theft.

Sadly, there have been several high-profile cases in Iowa of employees stealing from school districts. This type of situation can start innocently enough – with employees or volunteers “borrowing” from gas or concessions proceeds, for example, and sometimes they even put the money back – the first few times! But if internal controls are not in place and used strictly, this type of situation can quickly develop into serious theft. Other instances have involved employees writing checks to themselves, or manipulating the payroll system. It's no fun to be the school business official in a district when this type of theft becomes known in the community and by the media.

A resource developed by Iowa ASBO provides specific guidance on implementing internal controls for the 1, 2 and 3-person school business office. In these situations, school business staff must reach out and train staff outside the business office to help with specific review tasks. This is a challenge, and the

trained individuals must take the responsibility seriously! But isn't it worth the effort, to increase confidence in your school business office and avoid theft of precious resources?

The Iowa ASBO team has vetted their internal controls document with their local auditors. I have sent a copy of auditors of Alaskan school districts and I am looking forward to their feedback.



To receive a PDF copy of the Iowa ASBO document, send an email to me: alasbo@gci.net. I will also send you a form to order paper booklets for \$10 each, if desired.

By the way, internal controls are not just an issue for small districts! In Alaska, there have been high profile cases in the larger districts. We must all be vigilant over public school resources.

Is Technology Making Us Rude?

Many complain about being ignored and disregarded by someone who is absorbed in their smart phone or other technology. This begs the question: does technology make us rude?

My thought is, technology and social media is not making us rude, it just makes it easier to be rude. Social media networks like Twitter or Facebook offer a forum where we can communicate relatively uncensored anything we want, whenever we want, to whomever we want. Many people take the bait and get accustomed to sharing with people things they have no business saying online.

Add to this, you can maintain a certain anonymity online and give yourself the liberty to say things you would never have the guts to say in public.

It's easier to attack others, including the government, online. We don't have to back up our proclamations and we have the freedom to say what we want. Sometimes online forums

(Continued on page 6)

(Continued from page 5)

can encourage or set the tone for abusive attacks or negative commentary, which sets people up to participate with an attitude of animosity.



Technology is an avenue to be rude. Also, it reinforces a host of rude behaviors that allow us to hide behind our devices, ignore others, and disengage from the real world.

However, my feeling is if you are rude already, social media and technology are just tools to amplify your rudeness. If you are a kind, respectful and caring person, this should not change no matter what venue you chose to communicate with.

*Jody Urquhart, professional speaker;
jody@idoinspire.com - Jody will be the keynote speaker at our December 2015 conference*

HB278 Reports to Legislature

Amy Lujan, Executive Director

All three of the studies authorized by the omnibus education bill HB278 have now been presented to Legislative Budget and Audit Committee (LB&A). At the ALASBO annual conference, you will have the opportunity to hear from and ask questions of the three firms contracted to perform these studies.

The three studies are:

- School Funding – presented in July 2015 by Augenblick, Palaich and Associates (APA)
- Prototype Construction – presented in November 2015 by Nvision Architecture
- Salary, Benefits and Teacher Tenure – presented in November 2015 by UAA's Center for Alaska Education Policy Research (CAEPR)

The APA presentation at the ALASBO conference of the School Funding study will be a Q&A session, with district superintendents invited to call in. Participants should be ready with their questions!

The presentations by Nvision and CAEPR will be more traditional sectional presentations, with time for Q&A.

Documents for all three studies are available on the ALASBO website, under Resources-Info Library-LegislativeActivity:
<http://www.alasbo.org/?p=1218>

ALASBO members were involved in providing input on project design and data to these studies. It remains to be seen how the legislators will use these studies to guide future discussion. Therefore, it's important for ALASBO members to be familiar with the studies and the data represented for their districts (CAEPR study appendices, for example) in order to be responsive to future questions and discussions.

ALASBO 2015 Liaison and Mentor Assignments

Liaison/Mentor match-up's are a two-way street; contact your match today!

Past-President –Jim Farrington

Anchorage, 742-4397,
farrington_james@asdk12.org

Robbie MacManus

Alaska Gateway Schools
 883-5151x109 rmacmanus@agsd.us

Chelsea Sternicki

Aleutian Region Schools
 277-2648 csternicki@aleutregion.org

David Nielsen

Aleutians East Borough Schools
 383-5222 dnielsen@aebdsd.org

Mark Foster

Anchorage School District
 742-4369 foster_mark@asdk12.org

Charlene Jimenez

Annette Island Schools
 886-6332x2265
cjimenez@aisd.k12.ak.us

Mark Vink

Bering Strait Schools
 624-4256 mvink@bssd.org

(Continued on page 7)

(Continued from page 6)

Secretary -- Holly Holman --- Unalaska
581-3181 hholman@ucsd.net

Sherry Kern
Bristol Bay Borough Schools
246-4225 skern@bbbsd.net

Teri Dierick, Contractor
Chatham Schools
586-6806x235 terid@serrc.org

Adrienne Fleming
Chugach Schools 522-7400
afleming@chugachschoools.com

Loreen Kramer
Copper River Schools
822-3234x225 lkramer@crsd.us

Verna Reedy
Cordova City Schools
424-3265 vreedy@cordovasd.org

Cynthia Bennett
Craig City Schools
826-3274 x3004
cbennett@craigschools.com

Director Seat A – Edith Hildebrand --- Galena City
Schools 656-1883x108
edith.hildebrand@galenanet.com

Kim Johnson
Delta/Greely Schools
895-4657x25 kjohnson@dgsd.k12.ak.us

Lorrie Terry
Denali Borough Schools
683-2278 lorrieterry@dbsd.org

Lucienne Smith, Contractor
Dillingham City Schools
677-9263 lucienne.smith@akebs.com

Lisa Pearce
Fairbanks North Star Borough Schools
452-2000x11302
lisa.pearce@k12northstar.org

Edith Hildebrand
Galena City Schools 656-1883x108
edith.hildebrand@galenanet.com

Judy Erikson
Haines Borough Schools
766-6725 jerekson@hbsd.net

Judy Hankla
Hoonah City Schools
945-3611x203 hanklaj@hoonahschools.org

Director Seat B – Rebecca Wright ---Mat-Su
746-9260 rebecca.wright@matsuk12.us

Lucienne Smith, Contractor
Hydaburg City Schools
677-9263 lucienne.smith@akebs.com

Tammy White, Contractor
Iditarod Area Schools
524-1225 twhite@mosquitonet.com

David Means
Juneau Borough Schools
523-1770 david.means@juneauschools.org

Lonnie Cavanaugh
Kake City Schools
785-3995 lmcavanaugh@kakeschools.com

Antonia Moses
Kashunamiut Schools
858-7713 amoses@chevakschool.org

Dave Jones
Kenai Peninsula Borough Schools
714-8838 djones2@kpbsd.k12.ak.us

Adam Thompson
Ketchikan Gateway Borough Schools
247-2116 adam.thompson@k21schools.org

Director Seat C – Lisa Pearce ---Fairbanks North Star
Borough Schools 452-2000x11302
lisa.pearce@k12northstar.org

Yodean Armour
Klawock City Schools 755-2220x232
yodean.armour@klawockschool.com

Roger Studley
Kodiak Island Borough Schools
481-6105 rstudley01@kibsd.org

Martha Morgan
Kuspuk Schools 675-4250x253
mmorgan@kuspuk.org

Laura Hylton
Lake and Peninsula Borough Schools
246-4280x310 lhylton@lpsd.com

Blair Alden
Lower Kuskokwim Schools
543-4820 Blair_Alden@lksd.org

Vacant
Lower Yukon Schools
591-2411

(Continued on page 8)

(Continued from page 7)

Luke Fulp
Mat-Su Borough Schools
746-9277 luke.fulp@matsuk12.us

Director Seat D – Cassee Olin ---Sitka
966-1254 olinc@sitkaschools.org

Carl Horn
Nenana City Schools
832-5400x230 chorn@nenanlynx.org

Paula Coffman
Nome Public Schools
443-6190 pcoffman@nomeschools.com

Greg Stone
North Slope Borough Schools
852-5311 greg.stone@nsbsd.org

Steve Garritson
Northwest Arctic Borough Schools
442-3472x232 sgarritson@nwarctic.org

Royce Mattson
Pelican City Schools
735-2236 rmattson@pelicanschool.org

Karen Quitslund
Petersburg City School District
772-4271 business@pcsd.us

Tammy White, Contractor
Pribilof Island Schools
546-3324 twhite@mosquitonet.com

Director Seat E --- Melissa Bell --- EED
465-8697 melissa.bell@alaska.gov

Davey Shields, Contractor
Saint Mary's Schools
245-0651 davey@acsalaska.net

Cassee Olin
Sitka Borough Schools
966-1254 olinc@sitkaschools.org

Cindy O'Daniel
Skagway City Schools
983-2960x2 busmgr@skagwayschool.org

Lucienne Smith, Contractor
Southeast Island Schools
677-9263 lucienne.smith@akebs.com

Ryan Ayars
Southwest Region Schools
842-8207 rayars@swrsd.org

Stefani Dalrymple, Contractor
Tanana Schools
479-9863 stefani@yukonac.com

Holly Holman
Unalaska City Schools
581-3151 hholman@ucsd.net

Director Seat F -- Carl Horn --- Nenana
832-5400 chorn@nenanlynx.org

Amber Cockerham
Valdez City Schools 835-4700
acockerham@valdezcityschools.org

Pam Roope
Wrangell City Schools 874-2347x250
proope@wrangellschools.org

Teri Dierick, Contractor
Chatham Schools
586-6806x235 terid@serrc.org

Andrew Leavitt
Yukon Flats Schools
662-2515x32 andrew.leavitt@yukonflats.org

Jenny Martens
Yukon-Koyukuk Schools 374-9409
jmartens@yksd.com

Joann Slats
Yupit Schools
825-3603 jeslats@yupit.org

School Business Academy Mentor Assignments

Mentor—Jenny Martens Business Manager
Yukon-Koyukuk, 374-9409, jmartens@yksd.com
Therese Aston, Superintendent
Tanana Schools, 366-7203,
tashton@aktcsd.org

Mentor—Cassee Olin Business Manager,
Sitka, 966-1254 olinc@sitkaschools.org
Ryan Ayars, Business Manager
SW Region, 842-8207
rayars@swrsd.org

Mentor—Yodean Armour Business Manager
Klawock 755-2220x232
yodean.armour@klawockschools.com
Susan Erickson, Accounts Payable
Yukon Koyukuk 374-9408
serickson@yksd.com

(Continued on page 9)

(Continued from page 8)

Mentor—Alicia Hobbs Accounting Supervisor

Mat-Su 746-9225 alicia.hobbs@matsuk12.us
Susan Erickson, Accounts Payable
 Yukon Koyukuk 374-9408
 serickson@yksd.com

Mentor—Laurie Olson Director of Finance

Kenai, 714-8888, lolson@kpbsd.k12.ak.us
Karen Gaborik, Superintendent
 Fairbanks, 452-2000x11041,
 Karen.gaborik@k12northstar.org

Mentor—Jimmy Love Payroll Specialist

Kenai jlove@kpbsd.k12.ak.us
Kathryn Gearhart, Personnel Officer
 Copper River, 822-3234x2233,
 kgearhart@crsd.us

Mentor—Mark Vink Business Manager

Bering Strait, 624-4256, mvink@bssd.org
Bernie Grieve, Superintendent
 Chatham, 788-3302, bgrieve@chathamssd.org

Mentor—Laura Hylton Business Manager

Lake and Pen 246-4280x310 lhylton@lpsd.com
Bill Hill, Superintendent
 Bristol Bay, 246-4225 bhill@bbbsd.net

Mentor—Robin Mullins Director of Business Services

Fairbanks, 452-2000x11303,
 robin.mullins@k12northstar.org
Patrick Mayer, Superintendent
 Wrangell, 874-2347x224 pmayer@wpsd.us

Mentor—Jim Farrington Treasurer

Anchorage, 742-4397, farrington_james@asdk12.org
David Nielsen, Business Manager
 Aleutians East, 383-5222, dnielsen@aebssd.org

Mentor—Jenny Myhand Accountant

Lake and Pen 246-4280x307, jmyhand@lpsd.com
Krystian Roehl Purchasing/Travel Tech
 SW Region, 842-8208, kroehl@swrsd.org

Mentor—Kim Johnson Business Manager

Delta/Greely 895-4657x25 kjohnson@dgsd.us
Tami Rump Purchasing
 Yukon Koyukuk, 374-9437, trump@yksd.com

Mentor—Luke Fulp Asst Supt of Business & Ops

Mat-Su 746-9277, luke.fulp@matsuk12.us
Lincoln Saito, Chief Operating Officer
 North Slope, 852-9662,
 Lincoln.saito@nsbsd.org

Mentor—Dave Jones Asst Superintendent

Kenai, 714-8838, davejones@kpbsd.k12.ak.us

Roger Studley, Chief Financial Officer
 481-6105, rstudley01@kibsd.org

Mentor—Holly Holman Business Manager

Unalaska, 581-3151, hholman@ucsd.net
Adam Thompson Business Manager
 Ketchikan, 247-2116,
 adam.thompson@k12schools.org



ALASBO Financials

*You can now review ALASBO's latest **financial statements** on our website, www.alasbo.org, in the About-Operations & Financials section.*

The FY15 statements are for the period ending March 31, 2015. We have now completed two full years with the new fiscal year schedule, so these statements show two comparable years side-by-side.

Thanks to the Audit Committee, ALASBO Treasurer Jenny Myhand and the ALASBO Board for their diligence in keeping ALASBO's financial house in order!

Upcoming Events

- **December 6-9, 2015 – ALASBO Annual Conference, Anchorage**
- **February 18-20, 2016 – ASBO Executive Leadership Forum, Las Vegas**