

# ALASBO News Link...



February 2018

*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 2017**

### **President**

**Cassee Olin, Sitka**

**President-Elect**

**Carl Horn, Nenana**

**Past-President**

**Holly Holman**

**Secretary**

**Karen Quitslund**

**Treasurer**

**Kim Johnson, Delta/Greely**

**Executive Director**

**Amy Lujan**

### **Directors**

**Ashley Bjornson, Matsu**

**Lila Krosschell, North Slope**

**Meridith Boman, DEED**

**Andy Ratliff, Anchorage**

**Kristy Andrew, Cordova**

**Ryan Ayars, Southwest Region**

[www.alasbo.org](http://www.alasbo.org)

**For publishing information, contact:**

**Amy Lujan**

**e-mail: [alasbo@gci.net](mailto:alasbo@gci.net)**

**Editing and layout by**

**Edith Hildebrand, Galena City Schools**

**[edith.hildebrand@galenanet.com](mailto: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**

*Cassee Olin, Sitka School District*



I would first like to thank Holly Holman, Amy Lujan, and members of the board for a great ALASBO conference. I am always impressed by how much information is presented by so many colleagues and partners at our conference in the very few days that we have. I hope to carry your efforts forward in the upcoming year.

It's hard to believe that February is almost done and March is upon us. I hope this newsletter finds you all well. I know that this year has gone extremely fast for me with the Legislature underway and our budget process here in Sitka in full swing.

*(Continued on page 2)*

## **Contents**

1-2	<b>President's Message</b>
2	<b>Send Us Your Pictures</b>
2-3	<b>Executive Director's Message</b>
3	<b>ALASBO School Business Official of the Year</b>
4	<b>Grant Scholarship Deadline</b>
4	<b>Executive Director Transition</b>
5	<b>Power Lunch Schedule</b>
5	<b>Uniform Guidance Changes</b>
5-6	<b>Prof Development Updates</b>
6-7	<b>ALASBO Spotlight: Amber Cockerham</b>
7	<b>Website Updates</b>
7-8	<b>Promises, Promises Training</b>
8-11	<b>Liaisons &amp; Mentors</b>
11	<b>Upcoming Events</b>
11-12	<b>Take a Stress Break!</b>

(Continued from page 1)

This time of year is always stressful for everyone involved in our budget processes. As we ponder our budgets and try to figure out the best way to handle the cuts within each of our districts, I want to remind everyone that in the end, *we're all this together*. Together we can make these very trying and stressful times manageable for all involved.



Carl Horn, Amy Lujan, Tammy White and I just returned from Austin, TX, where I might add, the weather felt a lot like the southeast in the springtime. We attended the ASBO Executive Leadership Forum, February 8-10. This intensive, two and half day program covered Strategic Governance, Cybersecurity, a presentation called "Leading at the Edge", a tour of the Circuit of the Americas, and a program called "Promises, Promises", which focused on trust, effective communication, teamwork, maximizing your resources, and improving your negotiation skills. I found the last program in particular to be very interesting and it has given me new insight on strategies to maintain and grow trusting relationships. I would encourage anyone who has not attended the Executive Leadership Forum to attend and learn a great wealth of information.

The next event on the calendar for 2018 is our **Legislative Fly-In, which will be held April 8-11, in Juneau, AK**. This will be the third year that ALASBO and ACSA have had a joint fly-in. There will be several events held jointly, as well as ALASBO's traditional visits to many legislators on our own, so please consider attending this very important event. With the fiscal crisis upon us, it is more important than ever let legislators know that we're all in this together for Alaska's youth.

I am looking forward to the coming year and representing ALASBO, though these are trying and stressful times. ***We're all in this together is this year's theme.*** There will be many challenges facing us this year, and I look forward to facing these challenges with all of you, whether our districts are big or small, rural or urban. In the end, we are all here for our Alaskan youth.

**Send us your pictures** – anytime you're traveling around the district, take a photo for the ALASBO annual meeting slideshow!

Send them to:  
yodean.armour@klawockschool.com

## Executive Director's Message

Amy Lujan, Executive Director

Our **annual conference** was another great success! Thanks to all the presenters, vendors and participants who made it happen. Most of all, I hope you made connections that will help you work through the challenges you face this year. If some of your colleagues couldn't attend this year, they can still become members, using the membership form on the left side of our website; it's just \$75!

Already in the new year, I've had several opportunities to work closely with President Cassee Olin and President Elect Carl Horn, and I think we have a great leadership team. We participated in **strategic planning for ACSA** in January, and we attended the **ASBO Executive Leadership Forum** earlier this month.



Tammy White tries out REAL Formula 1 car at Circuit of the Americas during ASBO Leadership

Now, much of the focus is on the **legislative session**. It's been good to hear discussion of how legislators can ease the pain of this fiscal crunch on districts, with earlier funding or perhaps even an increase to the BSA. But we're a long way from being done with this year's session. I encourage all of you to consider attending the Legislative Fly-In, April 8-11.

Another exciting development in recent weeks has been the work of the Ad Hoc Committee on **Standard Operating Procedures (SOP)**. This committee met nearly weekly from mid-December to mid-February to produce a comprehensive draft that I think will be useful to many districts. Right now, the draft is being reviewed by some of

(Continued on page 3)

(Continued from page 2)

our partner organizations. We welcome your comments as well. You can find the draft on Ed Connector. Eventually, the final document will be available in Word, so districts can easily adapt the SOP's for their own use. Special thanks to Melody Douglas, Sarah Jahn and Mark Vink for their leadership on this committee.



Meanwhile, the proposed revision to the **Chart of Accounts**, also the work of an ALASBO Ad Hoc Committee is in the middle of the official public comment period, which runs through March 17. We have scheduled a Power Lunch to review the changes on March 13.

Finally, I'm excited to announce some details about this year's **Summer Leadership!**

DATE: July 20-22

PLACE: Fairbanks/Nenana

In summary, we'll start with the Friday opening dinner in Fairbanks, which includes vendor presentations. After meetings in Fairbanks on Saturday, we'll drive about an hour to Nenana, where we'll have a tour of Nenana School District, which is a unique district in that they have local students, boarding school students and correspondence students. We'll stay overnight in Nenana. On Sunday, we'll break mid-day and enjoy rafting on the Nenana River, near Denali National Park!

Summer Leadership is a really fun event, and all members are welcome. Registration will open in April, and there will be grant funds available for first time attendees. Partners and family members are also welcome for the meals and Sunday activity; hope you can join us!

If you have questions about any ALASBO program, please do not hesitate to contact me at [alasbo@gci.net](mailto:alasbo@gci.net), or 907-723-7415. You'll also find useful information at: [www.alasbo.org](http://www.alasbo.org).

*PenAir*

THE SPIRIT OF ALASKA

## Colleen Fitzgerald Named ALASBO School Business Official of the Year

Congratulation to Colleen Fitzgerald, Retired from Fairbanks North Star Borough School District, who was named the Alaska School Business Official of the Year at ALASBO's December 2017 annual conference in Anchorage. Candidates for this prestigious award are nominated by their colleagues within the Alaska school business profession. Annually, a panel of previous recipients selects a deserving individual from the nominees submitted based upon their recognized outstanding service, innovative plan design and implementation, and the use of exemplary business practices within school business management.



*SBO of the Year award recipient Colleen Fitzgerald with Fairbanks School District colleagues*

**The award has been sponsored for the past nineteen years by Penair.** The recipient receives roundtrip travel certificates, a check for \$500 and an engraved plaque.

Colleen Fitzgerald's colleagues praised her character and technical expertise. Her leadership as Director of Accounting for the Fairbanks district ensured professional recognition with a Certificate of Excellence in Financial Reporting during her entire tenure in that position, from 1999 to 2017. Her collaboration with colleagues across the accounting field has resulted in improved accounting standards and practices. Since her retirement in May 2017, Colleen has continued to contribute her technical expertise for the benefit of her association colleagues.

***Congratulations, Colleen on this well deserved honor!***

(Continued on page 4)

(Continued from page 3)

Nominations for the 2018 SBO of the Year award will be accepted next fall with an October 31 deadline. Nominations are accepted from ALASBO members, immediate supervisors and local board of education members. Application forms are available on our website, [www.alasbo.org](http://www.alasbo.org), under Resources-Awards.

### **Grant and Scholarship Deadlines!**

- *ALASBO's Freeman Grant to attend the September ASBO International Conference – due February 28 – sponsored by CORE, Inc.*
- *ALASBO's Easton Scholarships for graduating high school seniors – due March 31 - sponsored by GCI Education*
- *ASBO's Emerging School Business Leaders Scholarship (in profession for five or fewer years) to attend ASBO International Conference – due June 1*

See [www.alasbo.org](http://www.alasbo.org) and [www.asbointl.org](http://www.asbointl.org) for details!

## **Executive Director Transition**

*Amy Lujan, Executive Director, ALASBO*

I recently informed the ALASBO Board that 2018, my 10<sup>th</sup> year as Executive Director, will be my last! It's hard to believe that I've been in the job this long – the longest tenure at any position in my career. So, it seems time for a change for me personally and for the association.



The ALASBO Board has established a subcommittee, chaired by President Cassee Olin to plan for the transition. Candidates will likely be asked to apply in the late summer/fall of 2018, to start training in December and assume full duties in January 2019.

To launch this process, and as food for thought for all ALASBO members, I wanted to let you know a little more about the “behind the scenes” characteristics of this job. It has been a great experience for me, and I'm hopeful that the next Executive Director will find it a good fit as well.

First, the Executive Director (ED) position is **very different from working in a school district!** The ED must work independently and be almost entirely self-motivated. I never realized how different organizing a conference is from attending that same conference, until the tables were turned. In the ED position, school business background is helpful, but it's not the main job skill. Most important are strong organizational skills, and a willingness to do what it takes – from copying and figuring out how to print nametags, to testifying before the Legislature.

An impossible job description, you say? There are benefits, and one of them is being able to **work part-time**, from almost any location. Residence in Juneau or Anchorage is not essential. In my current family situation and with a desire to pursue many hobbies, this has been ideal for me. I've held teleconferences and sent email from literally all over the world! The month of November is very busy, due to final preparations for the Annual Conference, but during other months I've had considerable flexibility and sometimes work less than 20 hours/week.

Another tremendous benefit has been the **travel to outside conferences**. The training that ASBO provides is tremendous. This includes a June conference that is specific for the ASBO Executive Directors Group (AEDG) members from across the country and Canada, which has been particularly helpful. It's been great to get to know some of our ASBO colleagues quite well. The travel has also helped me keep in contact with my lower 48 family members, since I've sometimes added travel days at my own expense.

By far the greatest benefit of this position has been **working with dedicated ALASBO and ASBO colleagues**, and I'm sincere about that. All are dedicated to public education and to improving the level of professionalism in school business, and this is truly impressive. I'm so fortunate to have 20+ -year relationships with many of you. Perhaps we could make more money doing other work, but there is tremendous value to doing meaningful work!

**I would be very happy to discuss this position further with anyone who may be interested in the job, or who may know of an appropriate candidate.** The Board subcommittee process for reviewing the job description and hiring process will be taking place over the next few months, and I'm certain they would welcome your input.

## Power Lunch Schedule

11 AM to noon, via teleconference;  
call 605-472-5814, code 533-330-891

---

Mar 6	Ed Connector Overview
Mar 13	Chart of Accounts Revisions

---

## Uniform Guidance Changes

Ashley Bjornson, Matsu School District

ALASBO has helped prepare Alaska school districts for the implementation of the Uniform Guidance (2 CFR 200) by holding sectionals on this topic at both the 2016 and 2017 December conferences. If you missed "Procurement Rules – Federal Grant Compliance" with Altman, Rogers, & Company or "Procurement Rules – Federal Grant Compliance" with BDO, I would encourage you to view the presentations from the December 2017 Conference available on ALASBO's website (Resources-Information Library).



In response to the guidance, Mat-Su Borough School District's planning efforts consisted of a collaboration among multiple individuals representing a cross section of departments, including business and accounting, purchasing, federal programs, and student support services. Three major needs were identified as priorities by the team: process, policy, and training.

Upon review of 200.320 Methods of procurement to be followed, it was determined that sufficient district policies and procedures existed (with minor adjustments) for micro-purchases, procurement by small purchase procedures, procurement by sealed bids, and procurement by competitive proposals requirements. However, Mat-Su did not have a documented process for procurement by noncompetitive proposals and our Board's competitive threshold of \$25,000 had to be reduced to meet the guidance when utilizing federal funds. The following outlines the steps Mat-Su has implemented:

**Process:** A workflow was created in our accounting system that routed all requisitions utilizing federal funds from the requisition creator to an employee identified and trained as the federal funds approver. Upon approval, the requisition then routes through our standard workflow process.

A Federal Funds Procurement by Non-Competitive Proposals Request form was created to standardize and document procurement by non-competitive proposals. Individuals are required to provide justification for single source, emergency, or inadequate competition purchases and obtain pre-approval for their noncompetitive request. A template letter was also created to send to a Federal awarding agency or pass-through entity to request non-competitive proposals procurement authorization.

**Policy:** After process workflows were created, a policy needed to be written to support the changes. While not submitted and approved by our Board, we have drafted an administrative regulation that outlines competitive procurement requirements when using federal funds.

**Training:** The final implementation step was to train staff. The team worked together to organize a half-day training for administrative secretaries. In addition to the training, the Non-competitive Proposals Request form was deployed and the workflow went live.

Since implementation, the Purchasing Department has organized invitations to bid and requests for proposals, and staff have solicited quotes, posted craigslist advertisements, etc. Some staff have embraced the spirit of the guidance and have come up with unique deployment methods. If you have any questions about our implementation process or if your district has implemented something that you think would benefit others, I would love to hear about it!

## Professional Development: Updates and Opportunities

Amy Lujan, Executive Director, ALASBO

How can you continue nurturing your career year-round, with high quality professional development, even when travel funds are very tight?? I would like to provide some updates on professional development opportunities promoted by ALASBO.

First, I would encourage all ALASBO members to make an effort to attend **ASBO International training events** whenever possible. Grant funding is often available (see Grants and Scholarships box on page 4 of this newsletter!)

(Continued on page 6)

(Continued from page 5)

Also, ALASBO will fund your travel to certain ALASBO events if you serve as President, President Elect or Executive Director. As often highlighted in this newsletter, these events provide excellent professional development and networking, (and FUN!)

Second, the **ASBO SFO Certification program** is a way for you to reinforce your skills and demonstrate your proficiency. There are currently 11 ALASBO members who have earned their SFO Certification, and several more who earned the SFO and then left the state.

Recently, the SFO program has been changed to require just ONE test, and the process for keeping the certification up-to-date has been improved. There are many locations in Alaska where you can take the test. Also, both ASBO and ALASBO provide both funding study-group support for you to earn the SFO:

- 1) Enroll in ASBO's "SFO by September" program by March 31, take the test during the ASBO conference in Florida in September and your application fee (\$150 for ASBO members) will be waived.  
([http://asbo.informz.net/asbo/pages/SFO\\_by\\_September](http://asbo.informz.net/asbo/pages/SFO_by_September))
- 2) Participate in at least five of eight ALASBO test prep teleconferences and your \$150 application fee will be waived.
- 3) Access videos and other study resources on the ASBO website.  
(<http://asbointl.org/certification/resources>)
- 4) Thanks to generous funding by Melody Douglas, ALASBO members can submit receipts for reimbursement of test fees by ALASBO, a \$400 value for ASBO members.

Finally, I would recommend the Bachelor's and Master's level programs and offered in school business by **Wilkes University**. ALASBO has recently begun a cooperative agreement with Wilkes, but these programs have been promoted by other state ASBO affiliate associations for years. ALASBO President Cassee Olin has started taking the Master's level courses and has reported that they are excellent and relevant.

Additional information on the Wilkes programs can be found on the ALASBO website under Resources. We will also be scheduling a Power Lunch soon on this topic.

# ALASBO



## Member Spotlight

*Amber Cockerham, Valdez City Schools*

### **Q: Tell us about your school district**

*A: Valdez City Schools has about 654 students between in-seat and home school students. We employ about 120 staff, which makes us one of the major employers in Valdez. Our school district is small, but we offer a lot of activities and services to our families, despite our size. Our district is funded to the maximum by our city.*



*The City of Valdez and Valdez City Schools have a great relationship, something I'm not sure all of the districts can brag about.*

### **Q: How long have you been in school business?**

*A: This is my 25<sup>th</sup> year in school business. Before coming to Alaska I was the school business manager for a small district outside of Billings, MT. But since I'm only in my mid to late 30's ish, you do the math.*

### **Q: How did you get into this business?**

*A: Totally by accident! I wanted to be an investment broker and the business manager at the school, who was a friend of mine, was having twins and asked if I would just fill in for her for a couple of months while she was on maternity leave. Well....25 years later...she's grateful she was a stay at home mom and I'm grateful she was too.*

### **Q: What do you like best about your job?**

*A: I love the numbers. It's like solving a big, challenging puzzle. Most of all though, I love the opportunity to have real relationships with the kids. When you walk down the*

(Continued on page 7)

(Continued from page 6)

hallways and the kids high five you, or fist bump you on their way past, nothing better. It is like having one big happy family.

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

A: We all make mistakes, so when you make one, own it. Be who you are to everyone. Most of the time, we are the ones who have to deliver the budget news, be it good or bad. It isn't personal, so don't take it that way when people vent their frustrations at you. When you run into a problem, there is always another business manager in the state who has dealt with what you are dealing with, so ask for help. But most of all, **BE TRUSTWORTHY!!**

**Q: How have you benefited from membership in ALASBO?**



A: The biggest benefit to the ALASBO membership is the wealth of knowledge available! There is always someone who has the answer. None of us are on an island when it comes to what we do (well literally some of us are, but not figuratively).

**Q: What do you like to do for fun?**

A: I have a grown son, and a daughter who is a freshman in high school. My son still lives and works in Valdez, so the three of us really enjoy spending time together. I volunteer a lot at the school sporting events and enjoy watching my daughter play volleyball and basketball. I love to travel and try a new yoga studio everywhere I go.



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

A: If I could visit anywhere, it would be Bali for the food, the sunshine and the yoga.

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

A: I am a certified yoga instructor

**Q: What is your proudest accomplishment?**

A: This sounds so cliché, but my children are definitely the best thing I have ever done. They are both really good, kind people.

**Website Update**

New material is added regularly on [www.alasbo.org](http://www.alasbo.org)!

- Annual conference presentation materials (Resources-Information Library) and photos in the Gallery
- Power Lunch schedule, materials and recording links for past dates (link on left side of site)
- Events schedule and registration links

In addition, you can dialogue with your colleagues and access resources on our social media platforms, Ed Connector (Alaska only) and ASBO's Global School Business Network (GSBN). Don't re-invent the wheel – reach out! For more info on the social media platforms, click the link on the left side of our website.

**Promises, Promises!**

Amy Lujan, Executive Director, ALASBO

In her Presidents' Message, Cassee Olin mentioned this training program, which we participated in during the ASBO Executive Leadership Forum. I agree that it was one of the most unique training sessions I've been involved in. Also notable was that **our own President Elect Carl Horn came up with the key to success for our entire continental group!**

This half-day training session was presented by a group called Eagle's Flight. According to their website, they have provided training to more than 50% of all Fortune 500 companies over the past 27 years. "Promises, Promises" is an example of their Experiential Learning programs to build leadership skills.

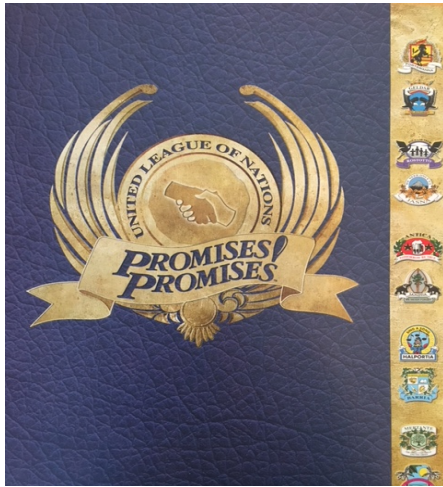
At the beginning of the training, we were split into table groups of 5-6/table, each representing a fictional country. The tables were then grouped into continents, represented by different colored scarves. There were ten countries per continent.

At our country table, we had limited information about our country (Meritante), props to represent our resources of food, environmental assets and wealth, and rules about which of the other nine countries we could talk to.

(Continued on page 7)

(Continued from page 6)

We then got up from our tables and started negotiating with the other countries to meet our countries' needs! This occurred during a series of 12-minute years. If we were short on meeting our resource goals for any given year, we could be challenged by another country and lose more resources! Game monitors made sure that we adhered to the rules about who we could talk to and about exchanging resources.



**The key insight that Carl Horn provided was that there were enough resources to go around, but that if every country focused on their own needs only, we would not provide the best solution for our continent as a whole, which was one of our tasks.** We had to break out of our "limited information" situation to help other countries meet their needs, even when we couldn't immediately see how our individual countries would be helped.

Fortunately, all the ASBO continental groups figured out the best solution to the game. As we discussed the exercise, the facilitators summed it up with the insight that **"fear is at the root of poor communication"**. I wrote down these additional insights:

- 1) Seek to learn the needs of others; ask and observe
- 2) Look for fears that motivate actions

**Can we use these insights to seek win-win solutions??**

I would highly recommend this type of Experiential Learning, which the ASBO Executive Leadership Forum provides, due to its small group format (maximum of 300 participants). The training was fun and enlightening!

## ALASBO 2018 Liaison and Mentor Assignments

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

**Past-President – Holly Holman** -- Retired, 359-2662, [unalaskaholly@gmail.com](mailto:unalaskaholly@gmail.com)

### **Robbie MacManus**

Alaska Gateway Schools  
883-5151x109 [rmacmanus@agsd.us](mailto:rmacmanus@agsd.us)

### **Chelsea Sternicki**

Aleutian Region Schools  
277-2648 [csternicki@aleutregion.org](mailto:csternicki@aleutregion.org)

### **Trina Snyder**

Aleutians East Borough Schools  
383-5222 [tsnyder@aebdsd.org](mailto:tsnyder@aebdsd.org)

### **Jim Anderson**

Anchorage School District  
742-4369 [anderson\\_jim01@asdk12.org](mailto:anderson_jim01@asdk12.org)

### **Ashley Coila**

Annette Island Schools  
886-2272 [acoila@aisd.k12.ak.us](mailto:acoila@aisd.k12.ak.us)

### **Mark Vink**

Bering Strait Schools  
624-4256 [mvink@bssd.org](mailto:mvink@bssd.org)

**Secretary -- Karen Quitslund** --- Petersburg, 772-4271, [business@pcsd.us](mailto:business@pcsd.us)

### **Laura Hylton**

Bristol Bay Borough Schools  
246-4225 [lhylton@bbbsd.net](mailto:lhylton@bbbsd.net)

### **Teri Hoover, Contractor**

Chatham Schools  
586-6806x235 [terih@serrc.org](mailto:terih@serrc.org)

### **Adrienne Fleming**

Chugach Schools 522-7400  
[afleming@chugachschoools.com](mailto:afleming@chugachschoools.com)

### **Kathy Gearhart**

Copper River Schools  
822-3234x298 [kgearhart@crsd.us](mailto:kgearhart@crsd.us)

### **Kristy Andrew**

Cordova City Schools  
424-3265 [kandrew@cordovasd.org](mailto:kandrew@cordovasd.org)

### **Cynthia Bennett**

Craig City Schools  
826-3274 x3004  
[cbennett@craigschools.com](mailto:cbennett@craigschools.com)



**Director Seat A – Ashley Bjornson** --- Matsu, 746-9225, [ashley.bjornson@matsuk12.us](mailto:ashley.bjornson@matsuk12.us)

**Kim Johnson**  
Delta/Greely Schools  
895-4657x25 [kjohnson@dgsd.k12.ak.us](mailto:kjohnson@dgsd.k12.ak.us)

**Reena Voivedich**  
Denali Borough Schools  
683-2278x5015 [reenavoivedich@dbsd.org](mailto:reenavoivedich@dbsd.org)

**Lucienne Smith, Contractor**  
Dillingham City Schools  
677-9263 [lucienne.smith@akebs.com](mailto:lucienne.smith@akebs.com)

**Lisa Pearce**  
Fairbanks North Star Borough Schools  
452-2000x11302  
[lisa.pearce@k12northstar.org](mailto:lisa.pearce@k12northstar.org)

**Edith Hildebrand**  
Galena City Schools 656-1883x108  
[edith.hildebrand@galenanet.com](mailto:edith.hildebrand@galenanet.com)

**Judy Erikson**  
Haines Borough Schools  
766-6725 [jerekson@hbsd.net](mailto:jerekson@hbsd.net)

**Amy Stevenson**  
Hoonah City Schools  
945-3611 [stevensona@hoonahschools.org](mailto:stevensona@hoonahschools.org)

**Director Seat B -- Lila Krosschell** --- North Slope, 852-9669, [lila.krosschell@nsbsd.org](mailto:lila.krosschell@nsbsd.org)

**Lucienne Smith, Contractor**  
Hydaburg City Schools  
677-9263 [lucienne.smith@akebs.com](mailto:lucienne.smith@akebs.com)

**Tammy White, Contractor**  
Iditarod Area Schools  
460-0047, [tammywhite@coreak.org](mailto:tammywhite@coreak.org)

**David Means**  
Juneau Borough Schools  
523-1770  
[david.means@juneauschools.org](mailto:david.means@juneauschools.org)

**Lonnie Cavanaugh**  
Kake City Schools  
785-3995  
[lmcavanaugh@kakeschools.com](mailto:lmcavanaugh@kakeschools.com)

**Jennifer Anderson**  
Kashunamiut Schools  
858-7713 [janderson@chevakschool.org](mailto:janderson@chevakschool.org)

**Dave Jones**  
Kenai Peninsula Borough Schools  
714-8838 [djones2@kpbsd.k12.ak.us](mailto:djones2@kpbsd.k12.ak.us)

**Adam Thompson**  
Ketchikan Gateway Borough Schools  
247-2116  
[adam.thompson@k21schools.org](mailto:adam.thompson@k21schools.org)

**Director Seat C -- Meridith Boman** --- EED, 465-8683, [meridith.boman@alaska.gov](mailto:meridith.boman@alaska.gov)

**Yodean Armour**  
Klawock City Schools 755-2220x232  
[yodean.armour@klawockschool.com](mailto:yodean.armour@klawockschool.com)

**Sandy Daws**  
Kodiak Island Borough Schools  
481-2283 [sdaws01@kibsd.org](mailto:sdaws01@kibsd.org)

**Martha Morgan**  
Kuspuk Schools 675-4250x253  
[mmorgan@kuspuk.org](mailto:mmorgan@kuspuk.org)

**Laura Hylton**  
Lake and Peninsula Borough Schools  
246-4280x310 [lhylton@lpsd.com](mailto:lhylton@lpsd.com)

**Gary Fredericks**  
Lower Kuskokwim Schools  
543-4820 [gary\\_fredericks@lkisd.org](mailto:gary_fredericks@lkisd.org)

**Andrew Leavitt**  
Lower Yukon Schools  
591-2411 [aleavitt@lysd.org](mailto:aleavitt@lysd.org)

**Luke Fulp**  
Mat-Su Borough Schools  
746-9277 [luke.fulp@matsuk12.us](mailto:luke.fulp@matsuk12.us)

**Director Seat D – Andy Ratliff** --- Anchorage, 742-4330, [Ratliff\\_andrew@asdk12.org](mailto:Ratliff_andrew@asdk12.org)

**Carl Horn**  
Nenana City Schools  
832-5400x230 [chorn@nenanalynx.org](mailto:chorn@nenanalynx.org)

**Genevieve Hollins, Contractor**  
Nome Public Schools  
677-9263 [gevenieve.hollins@akebs.com](mailto:gevenieve.hollins@akebs.com)

**David Nielsen**  
North Slope Borough Schools  
852-9664 [david.nielsen@nsbsd.org](mailto:david.nielsen@nsbsd.org)

**Lucy Nelson**  
Northwest Arctic Borough Schools  
442-1819 [lnelson@nwarctic.org](mailto:lnelson@nwarctic.org)

**Royce Mattson**  
Pelican City Schools  
735-2236 [rmattson@pelicanschool.org](mailto:rmattson@pelicanschool.org)

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

**Lisa Pearce, Contractor**  
Pribilof Island Schools  
942-0624 birchwoodpro@outlook.com

**Director Seat E --- Kristy Andrew** – Cordova,  
424-3265 kandrew@cordovasd.org

**Davey Shields, Contractor**  
Saint Mary's Schools  
245-0650 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

**Teri Hoover, Contractor**  
Tanana Schools  
586-6806x235 terih@serrc.org

**Holly Holman**  
Unalaska City Schools  
359-2662 unalaskaholly@gmail.com

**Director Seat F -- Ryan Ayars** --- Southwest  
Region, 842-8207, rayars@swrsd.org

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

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

**Teri Hoover, Contractor**  
Yakutat City Schools  
586-6806x235 terih@serrc.org

**Nancy Shewfelt**  
Yukon Flats Schools  
662-2515x32  
nancy.shewfelt@yukonflats.net

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

**John Stackhouse**  
Yupiiit Schools  
825-3603 jstackhouse@yupiiit.org

## **School Business Academy Mentor Assignments**

**Mentor—Judy Erikson, Business Manager**  
Haines, 766-6734, jerekson@hbsd.net

**Jennifer Anderson, Finance Director**  
Kashunamiut, 420-7717,  
janderson@chevakschool.org

**Mentor—Cassee Olin Business Manager**  
Sitka, 966-1254 olinc@sitkaschools.org

**Ashley Coila, Business Manager**  
Annette Island, 886-6332, acoila@aisdk12.org

**Mentor—Dennis Niedermeyer, Honorary Member**  
830-7000, dennis@niedserv.com

**Monica Goyette, Superintendent**  
Matsu, 746-9255,  
monica.goyette@matsuk12.us

**Mentor—Robbie Macmanus, CFO**  
AK Gateway, 883-5151, rmacmanus@agsd.us

**Rayna Hartz, Superintendent**  
Yupiiit, 825-2662, rhartz@yupiiit.org

**Mentor—Jenny Myhand, Accountant**  
Lake & Pen, 246-4280, jmyhand@lpsd.com

**Philip Hulett, AP/Purchasing/PR**  
Dillingham City, 842-3318, phulett@dlgsd.org

**Mentor—Karen Quitslund, Finance Director**  
Petersburg, 877-526-7656, business@pcsd.us

**Irene Johnson, Purchasing/Travel  
Technician**  
SW Region, 842-5287, ijohnson@swrsd.org

**Mentor—Jimmy Love, Accountant**  
Kenai, 714-8850, jlove@kpbsd.k12.ak.us

**Janelle Otton, Payroll Specialist**  
Nome, 443-2231, jotton@nomeschools.org

**Mentor—Andy Ratliff, Exec Dir, Mgmt & Budget**  
Anchorage, 742-4330, Ratliff\_andrew@asdk12.org

**Amy Stevenson, Business Manager**  
Hoonah, 945-3611,  
stevensona@hoonahschools.org

**Mentor—Jenny Martens, Business Manager**  
Yukon Koyukuk, 374-9409, jmartens@yksd.com

**Danielle Whittern, Business Manager**  
Unalaska, 581-3151, dwhittern@ucsd.net

## Others Requesting Mentor Assignments

**Mentor—Mark Vink, Business Manager**  
Bering Strait, 624-4256, mvink@bssd.org  
**Sarah Jahn, Finance Officer**  
Juneau, 523-1780,  
sarah.jahn@juneauschools.org

**Mentor—Katie Gardner, Exec Dir of HR**  
Matsu, 746-9264, Katherine.gardner@matsuk12.us  
**Robin Joksic, Coord of HR & Benefits**  
North Slope, 852-5311, robyn.joksic@nsbsd.org

**Mentor—Kim Johnson, Business Manager**  
Delta/Greely, 895-4657.25, kjohnson@dgsd.us  
**Salena Mirasole, AP/Payroll**  
Denali, 683-2278, salenamirasole@dbbsd.org

**Mentor—Bjornson, Ashley, Director of Finance**  
Matsu, 746-9260, Ashley.bjornson@matsuk12.us  
**Emily Proper, Purchasing Agent**  
Fairbanks, 462-2000,  
Emily.proper@k12northstar.org

**Mentor—Sandy Daws, Business Manager**  
Kodiak, 486-7556, sdaws01@kibsd.org  
**Reena Voivedich, Business Manager**  
Denali, 683-2278, reenaVoivedich@dbbsd.org

**Mentor—Lucy Nelson, Director of Admin Svcs**  
NW Arctic, 442-1819, lnelson@nwarctic.org  
**Gary Fredericks, Business Manager**  
Lower Kuskokwim, 543-4834,  
gary\_fredericks@lkisd.org



### Upcoming Events

- *ACSA Legislative Fly-In, Juneau, AK, April 8-11*
- *ALASBO Summer Leadership, Fairbanks/Nenana, AK, July 20-22*
- *ASBO International Conference, Kissimmee, FL, September 21-24*
- *ALASBO Annual Conference, Anchorage, AK, December 2-5*

## Take a Stress Break!

Kim Ratz, Speaker

In some situations when anxiety/stress grates at you, try simply taking a deep breath, or two. Certified meditation coaches tell us that by just becoming aware of your breathing and taking some long, deep breaths you help yourself transition from a sympathetic response (Fight/Flight/Freeze) to a para-sympathetic response (Rest/Digest). One specific technique to do this is called the "**4-6-8**"; here's how it works:

- \* **Inhale for 4 seconds,**
- \* **Hold your breath for 6 seconds** to saturate your bloodstream with fresh oxygen,
- \* **Exhale slowly for 8 seconds** to release as much carbon dioxide and toxins as possible.

Focusing on the counting helps distract you from the situation causing anxiety, and the chemical reaction starts to lower your stress and anxiety immediately, helping you feel more calm and at ease.

The above technique is a good way to respond when stress and tension start to grate at you and you feel distracted or pulled away from what you want to be doing. Yet some people want to also be proactive, given today's ubiquitous technology and stress-inducing environment. So how can you slow yourself down and reflect on the more important things that often seem shoved out of the way by the "**tyranny of the immediacy**" of things that while less important, seem so urgent?

For example, former Secretary of State George Shultz (a VERY high stress job) would regularly schedule one hour a week to shut the door to the outside world and not take calls (except from his wife and the President) and then with a pen and paper to record his thoughts he quietly reflected on the more important aspects of his work. Otherwise he felt he was always being sidetracked by other issues, and unable to get to what he felt were the bigger challenges. His premise: The only way to do great work, in any endeavor, is to consider the bigger and harder questions.

Yet haven't we all heard someone brag about "how busy they are," or how proud they are to take no or few vacation days, how many overtime hours they work, or how they sent emails or posted on social media while a life-changing event was taking place, instead of being in the moment! We carry a supercomputer with us everywhere we go now, and even put it on a table next to our heads while we sleep (and some people even use their smart

(Continued on page 12)

(Continued from page 11)

phones in their sleep without knowing it because it's such a habit) ...

Whether you reserve one hour each week to quietly reflect on the larger questions in your life you didn't have time for last week, or just put away the technology for awhile and take a walk to free up your mind from all the "stuff" that clutters and distracts your attention -- give your brain a break from the "tyranny of the immediacy" and let it wander among great thoughts and dreams that can inspire you, and clarify what you need and want to do next.

**To finish, here are some quotes about stress you may be able to relate too:**

*The greatest weapon against stress is our ability to choose one thought over another. - William James*

*If you don't think your anxiety, depression, sadness and stress impact your health, think again. All of these emotions trigger chemical reactions in your body, which can lead to inflammation and a weakened immune system. Learn how to cope, sweet friend. There will always be dark days. - Kris Carr*



*It's not stress that kills us, it is our reaction to it. - Hans Selye*

*One of the best pieces of advice I ever got was from a horse master. He told me to go slow to go fast. I think that applies to life. We live as though there aren't enough hours in the day but if we do each thing calmly and carefully we will get it done quicker and with much less stress. - Viggo Mortensen*

*Letting go helps us to live in a more peaceful state of mind and helps restore our balance. It allows others to be responsible for themselves and for us to take our hands off situations that do not belong to us. This frees us from unnecessary stress. - Melody Beattie*

*There's a terrible price to pay for stress in your life - it really takes a hit on your heart. - Leeza Gibbons*

*We all have those things that even in the midst of stress and disarray, they energize us and give us renewed strength and purpose. These are our passions. - Adam Braun*

*The time to relax is when you don't have time for it. - Sydney Harris*

*Worry and stress affects the circulation, the heart, the glands, the whole nervous system, and profoundly affects heart action. - Charles Mayo, M.D.*

*There can't be a stressful crisis next week. My schedule is already full. - Henry Kissinger*

*That the birds of worry and care fly above your head, this you can't change. But that they build nests in your hair, this you can prevent. - Chinese Proverb*

*Stress is when you wake up screaming, and then realize you haven't fallen asleep yet. - Unknown*

*Tension is who you think you should be, Relaxation is who you are. - Chinese Proverb*

*Slow down and everything you are chasing will come around and catch you. - John De Paola*

*When I look back on all these worries, I remember the story of the old man who said on his deathbed that he had had a lot of trouble in his life, most of which never happened. - Winston Churchill*

*Kim Ratz is a former Alaskan educator, now a professional "speaker, trainer, troubadour and author" who has provided the keynote speech at the ALASBO annual conference*



*Amy Lujan's turn in Formula 1 car during ASBO Executive Leadership Forum – WHOOSH!*