

ALASBO News Link...



May 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 Krossschell, North Slope

Meridith Boman, DEED

Andy Ratliff, Anchorage

Kristy Andrew, Cordova

Ryan Ayars, Southwest Region

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

Cassee Olin, Sitka School District



It's hard to believe that it's May and the school year is just about finished up. As school business officials, we all know that once school is out, this is when the school business staff around the state begin to pick up the pace, closing out fiscal years, preparing for audits, and preparing to open a new fiscal year. This year has been once again a stressful time for business managers, with the uncertainty about funding from the state. Hopefully, within the next few weeks, the legislature will wrap up and we can begin to finalize our budgets, but as we all know this is a hope and a prayer.

(Continued on page 2)

Contents

1-2	President's Message
3	Executive Director's Message
3	Grant & Scholarship Deadlines
3	Power Lunch Schedule
3-4	SOP Project update
4-5	ALASBO Spotlight: Robbie MacManus
6	Budget Transparency
6-7	New Business Mgr Institute Pilot
7	David Arp's Move to Morocco
8	Send Us Your Pictures Reminder
8-10	Liaisons & Mentors
10	Upcoming Events
11	ALASBO on Social Media
11	Twelve Habits of Productive People

(Continued from page 1)

Last month, I attended the **Legislative Fly-In** with ten other ALASBO members, along with elementary principals, secondary principals, and superintendents. The ALASBO members attending the Fly-In represented the following districts: Anchorage, Fairbanks, Mat-Su, Juneau, Kenai, Nenana, Southwest Region, and Sitka. We were able to bring a strong message to legislators about our common goals and our Joint Position Statements (JPS), which are posted on the ALASBO website.



ALASBO Board Members Carl Horn and Ryan Ayars outside House Chambers.

During the Fly-In, we reminded legislators that we have been asking them to develop a fiscal plan for over ten years. I feel that our message was strong and heard throughout many legislative offices, and I felt that there was a positive message being spread throughout the capital with regard to education funding. As always, we still have hope that we may see a BSA increase in the final moments of the legislature, but we will have to wait to see and keep our fingers crossed.

The association presidents presented to the Joint Education Committees on Monday, April 9. The presentations highlighted exciting ways that districts are innovating for our students, and also showed ways that efficiencies are being realized. We emphasized to legislators, though, that when changes to education funding are unknown until

the end of the session, there is a devastating impact on districts. Efficiencies in purchasing, planning for student travel, and contracting are greatly impaired with such a small window before the start of the school year. Hiring is negatively impacted, with a scramble to fill positions at the last minute if they have been held until legislative action has been taken, or layoff notices are sent.

*Just within the past few days, legislators and the governor responded to our message about early funding with the **passage of HB287, which guarantees a minimum of flat BSA funding for FY19.** This information is very helpful for districts to have before the end of session, though we continue to advocate for a BSA increase!*

The next event on the ALASBO calendar is our **Summer Leadership**, held in Nenana/Fairbanks this year. This event starts Friday, July 20 in Fairbanks, with our board meeting and vendor presentations in the late afternoon and evening, and continues on Saturday with ALASBO planning meetings. In the late afternoon, we will drive to Nenana to tour the school and town. On Sunday, July 22 after more meetings, we will enjoy an afternoon rafting trip on the Nenana River near Denali National Park, with a BBQ dinner immediately following.

Remember that lodging and meals for Summer Leadership are provided by our generous sponsors and there is no fee to register. Transportation is the only cost for this conference, and there are Swarner grants available for first-time attendees to help with the cost. Use the application on our website to apply by June 1! Please check your summer schedule and consider attending this great conference – we need your input! The registration deadline is June 30.

The annual **ASBO International Conference** is scheduled for September 21-24 in Kissimmee, Florida! The ASBO International conference is a great opportunity to learn and network with school business officials from around the world. More information and links to ASBO International are on the ALASBO website. I look forward to seeing you at upcoming events!



Executive Director's Message

Amy Lujan, Executive Director

Happy spring to all!

President Cassee's article summarizes our Fly-In and other upcoming events. I hope to see as many of you as possible at **Summer Leadership** – it's always a really fun time, and we get important work done on ALASBO planning. This year, we will be focusing on the Executive Director transition and the New Business Managers Institute pilot project (NBMI – see separate article). Partners and family members are welcome to join us!

Believe it or not, I'm already working toward the **December annual conference**, signing up vendors. Planning for this event will be another important part of Summer Leadership, and we need your input!

In addition to legislative activity, I've been working with ALASBO's Ad Hoc Committee members to finalize the **Standard Operating Procedures (SOP)** document, which we hope to have available to ALASBO members later this month. We're hopeful that this document will be useful to many districts where staff want to improve their procedures (see separate article).

Finally, our **SFO Certification Study Group** got off the ground this spring, with a dedicated group of members meeting bi-weekly to prepare for the ASBO SFO Certification exam. I encourage you to consider whether this credential would be right for you, and perhaps you'll want to listen in on a study group session to help you make that decision. All are welcome.

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 and events registration links on our website, www.alasbo.org!

Grant and Scholarship – DUE JUNE 1!

- **ASBO's Emerging School Business Leaders Scholarship** (in profession for five or fewer years) to attend ASBO International Conference, September 21-24 in Florida
- **ALASBO's Swarner Shaping the Future Grant** for first-time attendees to attend Summer Leadership July 20-22 in Fairbanks/Nenana

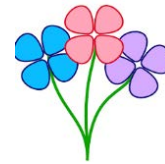
See www.alasbo.org and www.asbointl.org for details!

Power Lunch Schedule

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

May 8 Audit Prep

See Power Lunch page on website for documents and audio from prior month sessions and latest scheduled topics!



Standard Operating Procedures (SOP) Project Update

Melody Douglas, Honorary Member

The ALASBO Board approved an Ad Hoc Committee to review and revise Standard Operating Procedures (SOP) created a number of years ago and made available to ALASBO by Jeff Frier and Lucienne Smith. The focus of this project was to create a set of operating procedures that a school district could use to adopt and/or adapt for implementation. Standardized processes and procedures posted to a district's website would provide access to all district employees with the goal of improved operational efficiency.

Melody Douglas chaired the initial review and Robin Mullins and Mark Vink chaired the project wrap up process. Amy Lujan incorporated some ALASBO partner input to present to the Board. Sarah Jahn served as the scribe through much of the project with Linzey White and Yodean Amour assisting when Sarah was on vacation. Other ALASBO members who served on this SOP Committee include Therese Ashton, Lucienne Smith, Genevieve Hollins, Holly Holman, Tammy White, Robbie McManus, Amy Stevenson, Phil Hulett, Lucy Nelson, Tammy Knitter, and Pam Roope.

ALASBO's AIM project and Board Policy are referenced as appropriate and an implementation recommendation will accompany the SOP's when they are released. The SOPs will be available through the ALASBO website and Ed Connector.

(Continued on page 4)

(Continued from page 3)

The Standard Operation Procedures include:

1. Communications
2. Human Relations
3. Workers Compensation
4. Payroll Processing
5. Purchasing
6. Receiving
7. Travel
8. Student Travel
9. Accounts Payable
10. Budget Revisions
11. Account Reconciliations
12. Bank Reconciliations
13. Adjusting Journal Entries
14. Food Service Meal Accounting
15. Cash Handling
16. Fundraising Activities
17. Equipment – Inventory
18. Equipment – Lending
19. Equipment – Disposal or Sale
20. Consulting Contracts (MOA)
21. Student Data Reporting
22. Food Service and Fuel Inventory
23. Grants Purchasing
24. Grants Reporting
25. Facility Use
26. Volunteers

The following partners reviewed and provided input on the SOP document: Norm Wooten with AASB, Barbara Thurston with APEI, Katie Stachow with Altman, Rogers, & Co. and John Sedor of Sedor Wendlandt Evans Filipi. The support of all these ALASBO partners is greatly appreciated.

The ALASBO Board is slated to consider the Standard Operating Procedures for approval at the May Board meeting, after which time they will be made available to members.



ALASBO President Cassee Olin and member Sarah Jahn enjoy a break during the Fly-In.

ALASBO



Member Spotlight

Robbie MacManus, Alaska Gateway

Q: Tell us about your school district

A: Alaska Gateway School District lies in the Interior of Alaska, encompassing 26,000 square miles. We have eight sites including our correspondence program. With a total student population of 400 students, our largest school has 200 students and our smallest has 10. Central Office is located in Tok, and all of our schools are on the road system. Eagle is accessible April through October and via air during the winter months.

For a small school district, we are very progressive. We have a biomass plant which helps us save power and energy for our largest school. The heat from this plant allows us to heat not only the school, but our greenhouse year round, and in the near future the plant will heat our multi-purpose facility that houses our skating rink and rifle range.

Q: How long have you been in school business?

A: I have worked for Alaska Gateway since May 8th, 1998.

Q: How did you get into this business?

A: My husband was hired as a teacher in Tok in August 1997. A job came open at the Alaska Gateway Business Office and I applied. I was the successful applicant and the rest is history.

Q: What do you like best about your job?

A: I love the challenge. Our district has 25 grants that allow our District to hire more staff and do some pretty exciting things. We have great people working at the district office and in our schools. We are team players and with this combination, coming to work is something that I look forward to. We work hard and we have fun too! I have an air horn at work and I know how to use it. lol

(Continued on page 5)

(Continued from page 4)

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

A: Don't sweat the small stuff! Don't try to reinvent the wheel, but instead reach out to other people working in your same position. When I started in our office, I did payroll, accounts payable, purchasing, student activities, inventory, etc. Having owned a business for ten years prior helped me going in. I was hired as the Business Manager at year ten of my employment with the District. Attending trainings will help you understand your job better. There is always something new to learn. Be a leader and a good coworker.

Q: How have you benefited from membership in ALASBO?

A: I love ALASBO! I have worked for 20 years in our office, and I first started attending the ALASBO conference in 1998. I skipped a few years because of other commitments. There is so much information and most importantly, the opportunity for networking with people who are doing the same job as you.

When I was hired as the Business Manager, I attended the ALASBO School Business Academy training, which is held the day before the Annual Conference. I was assigned a mentor, Isabelle Harrington, one of the best Business Managers in the state. You also meet people at the conference whom you are corresponding with weekly or monthly during the year. You can put names with faces. You can ask questions and get input from people who are going through what you are going through. Do yourself a favor: be a part of this organization.

Q: What do you like to do for fun?

A: I am a homebody. In the summer you can find me working in my yard, tending to my flowers, working in the garden, taking my dogs on adventures. We have Aslan our Golden Retriever and recently acquired our new fur baby Walter, the Rottweiler. We take our boat and 5th wheel to Valdez in the summer and leave them there, and then we can run down and go fishing on the weekends when time permits. My husband and I take short mini-vacations during the winter to warmer climates to break up the cold months. I love spending time with our boys and their families. We have two sons, two daughters- in-law and two granddaughters.

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

A: I would love to go to Europe, and we are saving that for retirement because we don't want

to spend just a few days. We want to go for a longer time and explore. Italy and the Mediterranean have always fascinated me: the history, the Roman Empire, the blue water (!)

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

A: I am not fond of traveling by myself; it is terrifying, actually! I am directionally challenged, and my husband will confirm this. If I am with someone, I am "all good". There is a story of me getting lost right behind my house, no joke!

In 1987, my husband was hired as a new first year teacher in Saint Mary's. We did not have any money so when it came time to leave in June, we boated (husband built the boat) 1,000 miles from Saint Mary's to Fairbanks. We were two adults, two children under five and twelve sled dogs. We made this trip three times, twice to Fairbank and once from Fairbanks to Saint Mary's. These trips were highlights of our lives; we plan on doing that one more time, minus the sled dogs.



Q: What is your proudest accomplishment?

A: This is a hard one as I am not one to toot my own horn, but I can say I am an example of "it is never too late to go to school". I went to work right out of high school. I did not attend college, since for me it was not an option at that time in my life. I have worked my entire adult life except for six months after each of our sons were born. In 2004, I started online classes hoping to achieve a degree in Business Management. While working full time and taking care of our family, it took me five years, but I received my Bachelor's Degree in Business Management in 2009. If you think you can't.....you most definitely can! I would not have been able to accomplish this without my biggest supporters, my husband Scott, and our sons Vince, Peter and their families.

The Value of Budget Transparency and Speaking a Common Language

Andy Ratliff, Anchorage School District

Spring is here and, more excitingly, so is budget season! What better way to spend it than by developing charts, graphs, and explanations that clearly articulate how our districts are spending the funding we receive.

Over the nearly twelve years I've spent in school business with Anchorage School District, there have been multiple changes in school board personalities, superintendents and CFO's, all of whom wanted to see things presented differently and to varying degrees of detail. Some wanted excruciating levels of detail to include every employee by range and step and a description of how every supply dollar was to be spent, while others simply wanted to show the highest level of detail that could be considered governance.

For FY19, ASD is preparing its budget document differently again, only this time it is being done to conform to state standards as well as adopting some of the ASBO International meritorious budget award criteria, with the ultimate goal of receiving the award in a couple of years. The current administration has been supportive of this change and recognizes that there are clear benefits to adopting a new presentation, including:

- Using the State Chart of Accounts to prepare the budget will allow comparability between Anchorage and the rest of the state.
- Adopting ASBO standards and receiving the MBA will demonstrate transparency and accountability to the public and alleviate some of the arguments over whether or not the information is presented fairly.
- Having a budget based on state and national standards for transparency and accountability will be more likely to remain unchanged even as administrations and elected officials turn over, which will help facilitate year-to-year comparisons in the future.

A few benefits of the new presentation of our budget document have already been realized. Schools and departments can now see clearly the FTE assigned to them, as well as the metrics that have been used to develop the budget and assign staff. This has alleviated many of the questions that used to come from principals

regarding how staffing is assigned and how it compares to other schools.

Another benefit was seen when it came time to have the budget passed by the assembly. We had a work session with the assembly members prior to approval and had few questions regarding the content of the document. The questions they did have could be answered by directing them to a specific page number. When it came time to vote on the district's budget, there was only one question to answer about the budget and it passed the assembly 11-0.

As we look towards FY19 and are completing our budgets or, hopefully by the time this is printed, we may be revising them to account for an increased BSA, it is important to remember that transparency and comparability are cornerstones to being accountable to the public. While being transparent isn't always the most comfortable thing to do, it always seems to help out in the long run.



Display outside Andy's office demonstrates transparency regarding funding available!

ALASBO to Launch New Business Manager Institute Pilot Program

Melody Douglas, Honorary Member

Oregon ASBO has developed a New Business Manager Institute (NBMI) based on a similar program, created originally in England and used internationally, that ALASBO is exploring for use in Alaska. Amy Lujan, Colleen Fitzgerald, Dennis Niedermeyer, David Means, Jenny Martens, Holly Holman, Robin Mullins and Melody Douglas teleconferenced recently with Oregon ASBO Executive Director Angie

(Continued on page 7)

(Continued from page 6)

Peterman, about implementation and adaptation of their program for ALASBO. Tammy White will also be working on this project.

The NBMI consists of seven modules delivered over several years:

- Managing District Finances
- Managing Self and Personal Skills
- Managing HR in Schools
- Working with People
- Managing School Facilities
- Managing Risk in Schools
- Managing Ancillary Services – Transportation and Nutrition Services

The Oregon NBMI program involves several face-to-face meetings a year, with most content work done through an on-line delivery system using the Canvas learning management system. In addition, cohorts connect every two weeks with facilitators to work through the content, answer questions and to introduce what is next in the course material.

The Ad Hoc Committee will be working through planning the best process for ALASBO and its members in the next few months. In the future, it may be possible for a NBMI cohort to meet at the ALASBO Summer Leadership and in conjunction with the ALASBO Annual Conference in December.

The committee will be working through the NBMI content, establishing registration fees, developing communication and implementation information in the months ahead with the pilot project cohort likely beginning in the fall of 2018. If you or someone in your office is interested in participating in this pilot project, send an email to Melody Douglas at douglas.melody@gmail.com.

Former ALASBO Member David Arp Headed to Morocco!

Reported by Amy Lujan, Executive Director

David Arp left his position as Business Manager in Sitka several years ago to work in Washington state, but he continued to consult on occasion with Alaskan school districts, so he maintained his ALASBO membership. We even saw him at some ASBO events, notably while bowling in Phoenix during the 2016 conference!

Now, he's headed to Morocco! Dave explains:

"I worked through Search Associates (www.searchassociates.com), they provide an online placement service directed specifically toward teachers and administrators who want to work internationally. To be entirely honest I wasn't really figuring we'd find anything but then I got the call from the George Washington Academy (<https://www.gwa.ac.ma/>) in Casablanca, Morocco. After multiple interviews they made an offer. We accepted and now we vacillate between overwhelming excitement and nausea..."

Dave has acknowledged the ASBO affiliates for helping him achieve his professional success. He says:

"I have had the privilege of working with schools in two states and the combination of my local ASBO chapter and ASBO International has been integral to my professional growth in this industry. I relied heavily on ALASBO to help me learn school finance and understand the role of a school fiscal officer. This affiliation led me to my membership in ASBO International, which, through Career Central, guided me to my current position in Washington State. Since arriving here I have leveraged both WASBO and ASBO International to provide critical professional development for mef and my team.

I can honestly say that without these organizations I would not have achieved the success in this work that I continue to enjoy. In fact my SFO has been key in leading me to my next adventure as the Director of Finance and Operations at an American school in Casablanca, Morocco! I cannot thank you enough ALASBO, WASBO, and ASBO!"

We DO NOT want to encourage any of our members to leave Alaska! But it's fun to follow their successful adventures when they do.



Dave Arp and Past President Mark Vink prepare to bowl in Phoenix during the 2016 ASBO conference.

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

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

Chelsea Sternicki
Aleutian Region Schools
277-2648 csternicki@aleutregion.org

Trina Snyder
Aleutians East Borough Schools
383-5222 tsnyder@aebsd.org

Jim Anderson
Anchorage School District
742-4369 anderson_jim01@asdk12.org

Ashley Coila
Annette Island Schools
886-2272 acoila@aisd.k12.ak.us

Mark Vink
Bering Strait Schools
624-4256 mvink@bssd.org

Secretary -- Karen Quitslund --- Petersburg, 772-4271, business@pcsd.us

Laura Hylton
Bristol Bay Borough Schools
246-4225 lhylton@bbbsd.net

Teri Hoover, Contractor
Chatham Schools
523-7235 terih@serrc.org

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

Kathy Gearhart
Copper River Schools
822-3234x298 kgearhart@crsd.us

Kristy Andrew
Cordova City Schools
424-3265 kandrew@cordovasd.org

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

Director Seat A – Ashley Bjornson --- Matsu, 746-9225, ashley.bjornson@matsuk12.us

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

Reena Voivedich
Denali Borough Schools
683-2278x5015 reenavoivedich@dbbsd.org

Lucienne Smith, Contractor
Dillingham City Schools
301-5050 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
766-6734 jerekson@hbsd.net

Amy Stevenson
Hoonah City Schools 945-3611x224
stevensona@hoonahschools.org

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

Director Seat B -- Lila Krosschell --- North Slope, 852-9669, lila.krosschell@nsbsd.org

Lucienne Smith, Contractor
Hydaburg City Schools
301-5050 lucienne.smith@akebs.com

Tammy White, Contractor
Iditarod Area Schools
460-0047, tammywhite@coreak.org

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

Lonnie Cavanaugh
Kake City Schools
785-3741
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 -- Meridith Boman --- EED,
465-8683, meridith.boman@alaska.gov

Yodean Armour

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

Sandy Daws

Kodiak Island Borough Schools
486-7556 sdaws01@kibsd.org

Martha Morgan

Kuspuk Schools 675-4250x253
mmorgan@kuspuk.org

Laura Hylton

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

Gary Fredericks

Lower Kuskokwim Schools
543-4820 gary_fredericks@lksd.org

Andrew Leavitt

Lower Yukon Schools
591-2411x2011 aleavitt@lysd.org

Luke Fulp

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

Director Seat D -- Andy Ratliff --- Anchorage, 742-4330, Ratliff_andrew@asdk12.org

Carl Horn

Nenana City Schools
832-5400x230 chorn@nenanalynx.org

Genevieve Hollins, Contractor

Nome Public Schools
230-2169 genevieve.hollins@akebs.com

David Nielsen

North Slope Borough Schools
852-9664 david.nielsen@nsbsd.org

Lucy Nelson

Northwest Arctic Borough Schools
442-1819 lnelson@nwarctic.org

Royce Mattson

Pelican City Schools
735-2236 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
301-5050 lucienne.smith@akebs.com

Ryan Ayars

Southwest Region Schools
842-8207 rayars@swrsd.org

Teri Hoover, Contractor

Tanana Schools
523-7235 terih@serrc.org

Danielle Whittern

Unalaska City Schools
581-3151 dwhittern@ucsd.net

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

Amber Cockerham

Valdez City Schools 835-4705
acockerham@valdezcityschools.org

Pam Roope

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

Teri Hoover, Contractor

Yakutat City Schools
523-7235 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
Yupit Schools
825-3603 jstackhouse@yupit.org

School Business Academy Mentor Assignments

Mentor—Cassie 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—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@dbsd.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@dbsd.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@lksd.org



Upcoming Events

- *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*

ALASBO on Social Media

If you haven't signed into Ed Connector or ASBO's Global School Business Network lately, you're missing out! Here are some recent topics:

Ed Connector

- Facility Use policies
- Classified probationary periods
- Paper vs. digital records
- Sample Board investment policies
- Classified leave without pay
- Request for info on Food Service
- Timber Receipts/SRSA
- ASBO budget samples link (Resources)
- State and federal data updates (Resources)

All ALASBO members have access to Ed Connector! If you can add to these discussions or make use of these resources, sign in today! If you've lost track of your login credentials:

- 1) Go to www.edconnector.org
- 2) Type your name in the user ID field
- 3) Click on "request new password" for an email to reset your password.

Global School Business Network (GSBN)

- Absence tracking/substitute locator software
- Implementing meal charge policies
- Guidelines for fundraisers
- Cell phone reimbursements
- Budget presentation samples

All ALASBO members have access to ASBO's GSBN!

- 1) Go to www.asbointl.org
- 2) Click on Network (right side)
- 3) If you're lost your login credentials, email Theresa: tboulware@asbointl.org.

Twelve Habits of the Most Productive People

Adapted from Gwen Moran

High performance starts with a mind-set that translates into the things you do. Here are twelve behaviors to focus on.

- 1) **Focus on What Matters** – 80% of what you do doesn't matter; focus on the 20% that does!
- 2) **Distinguish between "important" and "urgent"** – Don't get sidetracked by unimportant, urgent issues. Focus on the truly important things you need to get done.

- 3) **Plan Your Day** – Keep a daily "to do" list that includes specific goals.
- 4) **Know Where to Find What You Need When You Need It** – Your desk doesn't have to be pristine, but you do need an organization style that works for you!
- 5) **Stick to Set Routines** – Basic daily routines for sleep, choosing clothing and meals save wasted time.
- 6) **Salvage Wasted Time** – Make use of time waiting in lines, before your next meeting, etc.
- 7) **Only Attend Meetings with a Purpose** – Tips for successful meetings:
 - a. The right people are in the room
 - b. Roles are clearly defined
 - c. Purpose of meeting is stated upfront
 - d. Set objectives for the meeting
 - e. Define next steps and action items
- 8) **Do the Things You Don't Want to Do** – Sometimes you have to overcome procrastination and "eat the frog"!
- 9) **Don't Be a Perfectionist** – You don't need to do ten drafts...!
- 10) **Leave Gaps in Your Schedule** – If you're too tightly scheduled, things are likely to go wrong! If you have extra time, find ways to use it well.
- 11) **Multitask Wisely** – Make sure the activities are compatible, such as listening to a news update while driving or exercising.
- 12) **Quit Strategically** – Winners quit all the time! Ditch things you shouldn't be doing when they're not worth your time or can be delegated.

Quitting strategically frees up energy and then you're back to #1 – **Focus on What Matters!**

