The Alaska Association of School Business Officials (ALASBO) serves members with professional development opportunities throughout the year.

Contact: Darcy Carter, Executive Director or Melody Douglas, Associate Executive Director, alasbo@alasbo.org.

ALASBO New Business Manager Institute

The Alaska Association of School Business Officials (ALASBO) is pleased to offer an opportunity for those new to school business in Alaska. The New Business Manager Institute (NBMI) is a three-year program designed to deliver a comprehensive program through a series of in-person and virtual sessions, instructed by experienced school business practitioners. This program is adapted from a successful 10-year program at Oregon ASBO. The curriculum includes 7 modules delivered over a three-year period:

- Managing District Finances (year 1)
- Managing Self and Personal Skills (year 1)
- Working with People (year 2)
- Managing HR in Schools (year 2)
- Risk Management (year 3)
- Managing School Facilities (year 3)
- Ancillary Services (year 3)
- Prep for the ASBO School Finance and Operations (SFO) certification exam – attendance optional

Target audience:

- New school business managers, including those new to Alaska (< 3 years)
- Those aspiring to school business manager positions within 1-3 years
- Those who want to know about school business

The NBMI is a significant time commitment:

- 2020 Cohort - Full–day kick-off session on Friday, July 17, 2020 in Fairbanks (in conjunction with Summer Leadership)
- Virtual meetings every other week to introduce curriculum and review activity assignments, with an estimated time commitment of 2-4 hours a week
- In-person meetings twice/year during the three years, scheduled in conjunction with ALASBO’s July and December conferences

The current cost of the NBMI is $250 per module, with payment charged up front to include the modules instructed during each year of the program. The current total cost for all seven NBMI modules delivered over a three-year program is $1,750. This includes the cost of the School Business Academy held in December for first year participants. Module prices are subject to change.

Participants will need to purchase the most current edition of three paperback resource books to be discussed periodically each year:

- Year 1 - 5 Levels of Leadership by John Maxwell
- Year 2 - Emotional Intelligence 2.0 by Travis Bradberry & Jean Greaves
- Year 3 - Crucial Conversations: Tools for Talking When Stakes are High by Patterson, Grenny, McMillan, Switzler

The School Business Academy covers in-depth the following topics:

- Managing the School Business Manager Role
- State Foundation Funding Program
- Fund Accounting & Chart of Accounts
- Budgeting
- Resources/contacts

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