

Alaska Association of School Business Officials Annual Conference



Working for Alaska's Students

December 5-7, 2022

Preconference Activities • December 3-4, 2022

ALASBO founded in 1974

Alaska Association of School Business Officials Annual Conference **TABLE OF CONTENTS**

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Welcome to ALASBO's Annual Conference!

Working for Alaska's Students

December 3 — December 7, 2022

Welcome friends and colleagues to ALASBO's annual conference!

I can't begin to tell you how great it is to have this conference back in person again! While we can get professional development and business done over video conference, it is no substitute for the camaraderie and connections we make when we are all together. The friendships we develop from being together are just as beneficial as any professional development. Having someone to bounce ideas off, get a different perspective from, or just being able to vent to a person who understands your situation helps keep us on track and maintain our sanity. On that note, I look forward to seeing you all in some of the great sessions being offered including:

- **Preconference, SBA and NBMI** sessions on December 3rd and 4th
- **Monday Lunch** will feature the SBO of the Year Award
- **Keynote speakers** including Janice Litvin helping us Banish Burnout and Clint Campion giving us a legal update
- **Roundtables** on Monday to give a quick overview of various topics
- **Discussion Groups** that guide robust conversations about current topics
- **Sessions** that allow our resident experts to present best practices
- **Vendor Exhibit Hall** where sponsors showcase new and innovative ways to help us serve our students
- **Annual Meeting** on Wednesday at lunch to welcome our new ALASBO Board, conduct our annual business and give out great door prizes!

Being able to serve ALASBO as President for a year has been a wonderful experience. The friendships I've made and lessons I've learned will serve me for a lifetime. I am forever grateful that it culminates in being together again at our annual conference; however, none of this would be possible without the hard work and dedication of our ALASBO staff— Darcy, Melody and Jennifer who pulled this all together as well as all our generous sponsors who help make this wonderful event possible.

I'd like to thank our Board of Directors for their commitment to ALASBO and helping guide our organization to best serve our students and members. I'd also like to thank the Anchorage School District for encouraging and supporting my involvement in ALASBO and understanding the value that is gained from being part of this organization. Knowing that there may be rough roads ahead, I want to thank you all for *Working for Alaska's Students!*

Andy Ratliff

President

Alaska Association of School Business Officials (ALASBO)

Mission

To promote the highest standards in school business practices.

Vision

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

Values

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

—Adopted October 2009

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ALASBO Annual Conference

Working for Alaska's Students

CONFERENCE INFORMATION

VENDOR EXHIBITS

Suppliers of school related materials and services will be featured in the Mid Deck and Aft Deck on Monday all day and on Tuesday morning. Take the opportunities available within the schedule to visit all the vendors. An Exhibit Hall floor plan will be provided. Please thank the participating vendors for supporting ALASBO!

EVALUATION

The conference evaluation will be done online! The link will be sent to you via email after the conference. Please take a few minutes to complete the surveys so we can continue to improve our programs.



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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

2022 BOARD OF DIRECTORS

President:

Andy Ratliff, Senior Director, OMB
Anchorage School District
5530 E. Northern Lights Blvd
Anchorage, AK 99504
Ph: 907-742-4330
Email: ratliff_andrew@asdk12.org

President Elect:

Yodean Armour, Business Manager
Klawock City Schools
PO Box 9
Klawock, AK 99925
Ph: 907-755-2220
Email: yodean.armour@klawockschool.com

Secretary:

Heather Heineken, Chief Financial Officer
Yukon-Koyukuk School District
4762 Old Airport Way
Fairbanks, AK 99709
Ph: 907-374-9454
Email: hheineken@yksd.com

Immediate Past President:

Jimmy Love, Chief Accountant
Kenai Peninsula Borough School District
148 N. Binkley Street
Soldotna, AK 99669
Ph: 907-714-8850
Email: jlove@kpbsd.k12.ak.us

Treasurer: (Ex-Officio - voting)

Cassee Olin, Administrative Services Director
Juneau School District
10014 Crazy Horse Dr
Juneau, AK 99801
Ph: 907-523-1770
Email: cassee.olin@juneauschools.org

Executive Director: (Ex-Officio - non voting)

Darcy Carter, Executive Director
600 Barrow St, #603
Anchorage, AK 99501
Ph: 907-744-0719
Email: darcy.carter@alasbo.org

DIRECTORS (Two Year Term)**Seat A****December 2022**

Phil Hulett, Business Manager
Dillingham City School District
PO Box 170
Dillingham, AK 99576
Ph: 907-842-6711
Email: phulett@dlgsd.org

Seat D**December 2023**

Robbie MacManus, Chief Financial Officer
Alaska Gateway School District
PO Box 226
Tok, AK 99780
Ph: 907-883-5151, ext 109
Email: rmacmanus@agsd.us

Seat B**December 2022**

Megan Williams, Director of Administrative Services
Northwest Arctic Borough School District
PO Box 51
Kotzebue, AK 99752
Ph: 907-442-1819
Email: mlwilliams@nwartctic.org

Seat E**December 2023**

Katie Parrott, Business Manager
Ketchikan Gateway Borough School District
333 Schoenbar Rd
Ketchikan, AK 99901
Ph: 907-247-2116
Email: katie.parrott@k21schools.org

Seat C**December 2022**

Alenita Danner, School Finance Specialist
Alaska Department of Education & Early Development
PO Box 110500
Juneau, AK 99811-0500
Ph: 907-465-2890
Email: Alenita.danner@alaska.gov

Seat F**December 2023**

David Nielsen, Business Manager
Aleutians East Borough School District
PO Box 429
Sand Point, AK 99661
907-383-5222
Email: dnielsen@aebdsd.org

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS COMMITTEES ~ 2022

Members Name

School District

Audit Committee~ Reviews and recommends approval of financial reports prepared by a CPA firm for Alaska

Reena Voivedich, Chair

Denali Borough School District

Awards Committee~ Selects recipients of ALASBO administered grants and scholarships

Liz Hayes, Chair

Kenai Peninsula Borough School District

Bylaws Committee~ reviews and modifies the ALASBO Bylaws as appropriate in accordance with Bylaws Article IX

Heather Heineken, Chair

Yukon-Koyukuk School District

Legislative Committee~ Coordinates ALASBO's legislative activities. NOTE: The Legislative Committee is determined by ALASBO Policy

Cassee Olin, Chair

Juneau School District

Nominations Committee~ Recommends a slate of officers to the membership for a vote at the annual meeting. NOTE: The Nominations Committee is determined by the By-laws

Jimmy Love, Chair
Immediate Past President

Kenai Peninsula Borough School District

Professional Development Committee~ Develops training opportunities for ALASBO membership

Yodean Armour, Chair
President Elect

Klawock City School District

Services Committee~ Oversees the slideshow, works with the Historian and provides support for conferences

Yodean Armour, Chair
President Elect

Klawock City School District

Sponsorship Committee~ Establishes fundraising criteria and implementation plan

Darcy Carter, Chair

ALASBO



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School Business Official of the Year Award – Nominations are accepted each fall for this prestigious award, sponsored by GCI. The recipient is selected by a committee made up of past recipients of the award.



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ALASBO's**

School Business Official of the Year Award

Congratulations to all past recipients:

1999	Dennis Niedermeyer	Lake & Peninsula School District
2000	Isabelle Harrington	Iditarod Area Schools
2001	Clara Langton	Nome Public Schools
2002	Lucienne Smith	North Slope Borough School District
2003	Tammy White	Yukon-Koyukuk School District
2004	Braxton "Eddy" Jeans	AK State Dept. of Education & Early Development
2005	Loreen Kramer	Copper River School District
2006	Kerry Jarrell	Bering Strait School District
2007	Melody Douglas	Kenai Peninsula Borough School District
2008	Laura Hylton	Lake & Peninsula School District
2009	Janet Stokesbary	Anchorage School District
2010	René Spracklen	Copper River School District
2011	David Means	Juneau School District
2012	Dave Jones	Kenai Peninsula Borough School District
2013	Jenny Martens	Lower Yukon School District
2014	Holly Holman	Unalaska City School District
2015	Laurie Olson	Kenai Peninsula Borough School District
2016	Kim Johnson	Delta/Greely School District
2017	Colleen Fitzgerald	Fairbanks North Star Borough School District
2018	Karen Goodwin	Honorary Member
	Amy Lujan	Honorary Member
2019	Luke Fulp	Matanuska-Susitna Borough School District
2020	Karen Morrison	Petersburg School District
2021	Robbie MacManus	Alaska Gateway School District

ALASBO INVOLVED IN ASBO INTERNATIONAL

Certificate of Excellence in Financial Reporting – FY 2021

Anchorage School District — 25 years or more
Fairbanks North Star Borough School District — 25 years or more
Kenai Peninsula Borough School District — 25 years or more
Matanuska-Susitna Borough School District

Meritorious Budget Award – FY 2021-2022

Kenai Peninsula Borough School District — 15 years or more
Matanuska-Susitna Borough School District

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

Kristy Andrew, Consultant
Melody Douglas, Associate Executive Director, ALASBO
Luke Fulp, Matanuska-Susitna Borough School District
Heather Heineken, Yukon-Koyukuk School District
Philip Hulett, Dillingham City School District
Laura M. Hylton, Lake & Peninsula School District
Andrew Leavitt, Lower Yukon School District (not active)
Amy Lujan, Honorary Member
Jenny Martens, Honorary Member
Karen Morrison, Petersburg City School District
Robin Mullins, Honorary Member (not active)
Cassee Olin, Juneau School District
Laurie Olson, Honorary Member (not active)
Lisa Pearce, Consultant
Andrew Ratliff, Anchorage School District
John Stackhouse, formerly with Yupiit School District
Czarina (Reena) Voivedich, Denali Borough School District

ALASBO INVOLVED IN ASBO INTERNATIONAL

Outstanding Service to the Profession Eagle Award – 2003

Dave Jones, Kodiak Island Borough School District

Pinnacle of Achievement Award

Lucienne Smith, North Slope Borough School District – 2006

Jim Anderson, Anchorage School District – 2020

Distinguished Professional Eagle Award — 2008

Melody Douglas, Kenai Peninsula Borough School District

Emerging Leaders Scholarship – 2022

Sandy Friendshuh, Copper River School District

ALASBO Members Serving On ASBO International Committees

Melody Douglas, ALASBO

Ethics Committee, Chair

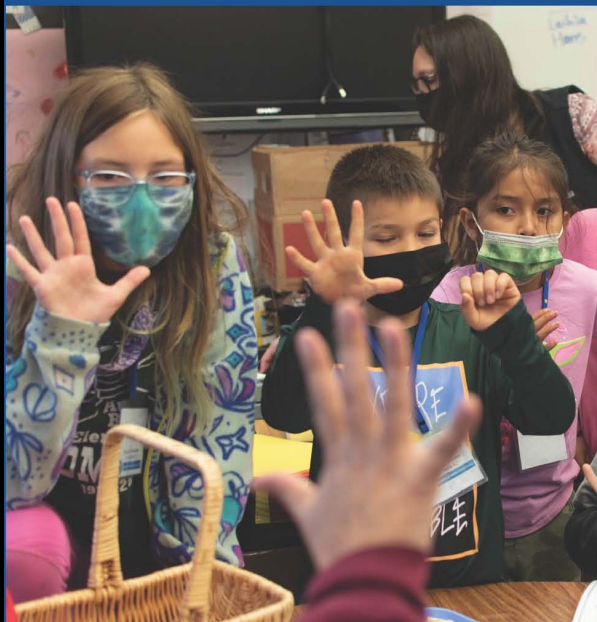
Heather Heineken, Yukon-Koyukuk SD

Education Advisory Committee

Darcy Carter, ALASBO

Affiliate Executive Directors Committee

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Facilities services

Maintenance management, capital improvement projects, education specs and facility planning, grant and construction management, condition surveys and facility appraisals, asbestos inspections



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Thank You to our Sponsors!

The Alaska Association of School Business Officials is a professional association with a mission to promote the highest standards in school business practices. Our sponsor organizations have been instrumental in helping ALASBO fulfill its mission by providing professional and financial support. Please reference the descriptions of their products and services which will be included in an email to be sent prior to the event. **Please thank them for their support!**

2022 Conference Sponsors

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GCI

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CORE, Inc.

Douglas Enterprises, LLC

Mack Easton Memorial Student Scholarship

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Juneau, AK 99801
Phone **907-586-3993**
Fax 907-586-3918

Soldotna

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Fax 907-262-6107

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PRECONFERENCE ACTIVITIES — Saturday and Sunday, December 3-4, 2022
Conference Agenda, December 5 – 7, 2022 – Hotel Captain Cook

SCHEDULE AT A GLANCE

Monday, December 5 th		Tuesday, December 6 th		Wednesday, December 7 th	
7:30 – 5:00	REGISTRATION	7:30 – 5:00	REGISTRATION	7:30 – 12:00	REGISTRATION
7:30 Mid/Aft Deck	EXHIBIT HALL OPENS	7:30 – 8:30 Fore Deck	Light Breakfast	7:30 – 8:30 Fore Deck	Light Breakfast
7:30 – 8:30 Mid/Aft Deck	Light Breakfast	8:30 – 9:00 Fore Deck	WELCOMING SESSION	8:30 – 9:00 Fore Deck	WELCOMING SESSION • Committee Meetings
8:00 – 8:20 Endeavor	New Attendee Welcome • Melody Douglas	9:00 – 10:30 Fore Deck	KEYNOTE SPEAKER • Janice Litvin <i>Banish Burnout: Move from Stress to Success</i>	9:15 – 10:00	Like-Size Districts Meet
8:30 – 9:00 Fore Deck	WELCOMING SESSION • Andy Ratiff President • Darcy Carter, Executive Director	10:45 – 11:30	EXHIBIT HALL VISITS	10:15 – 11:00	SESSIONS • Grant Management • IT Program Mngt • New Transportation • Payroll Issues • S125 Review/Refresh • Teacher Housing
9:00 – 10:00 Fore Deck	KEYNOTE SPEAKER • Clint Campion, Esquire <i>Wait, now I am a construction project manager too?</i>	11:45 – 12:30	SESSIONS • Build Awareness Banish Burnout • Legislative Update • Orientation Finance Statements • PERS/TRS Rehired Retirees • Reads Act Update • Successful Capital Project Admin	11:15 – 12:00	SESSIONS • E-Rate/ECF Updates • Learning Language • Let's Talk Leaves • Minimizing Risk • NSLP Food Services • Student Activities • Prep for Bargaining
10:00 – 10:15	BREAK	12:30 – 1:30	LUNCHEON • Bill Sutter, President, ASBO International	12:15 – 1:30 Fore Deck	LUNCHEON ANNUAL MEETING • Membership Business • Officers Oath of Office • Drawings and Door Prizes
10:15 – 11:00	Vendor Introductions	1:45 – 2:30	SESSIONS • 7 Ways Enrollment Preparation • Capital Planning for Districts • ERPs— Bank Integration • Procurement Challenges • Special Education Maintenance • Teacher Certification	1:45 Resolution	ALASBO Board Meeting
11:00 – 11:30	Ice Breaker	2:45 – 3:30	SESSIONS • ADA, AFLA , FMLA, WP Overlap • Budgeting in Uncertainty • COVID Relief Funds • Edgar Overview • Project Management w/ Google • The Superintendent / Business Manager Relationship • TRS Non-Certification Reporting		
11:30 – 12:15	EXHIBIT HALL VISITS	3:45 – 4:30	SESSIONS • Excess Cost Calculation • HR Issues • Repair with Self-Care • State Tribal Education • Strategic Substitute Management • Tips & Tricks— Word Documents		
12:15 – 1:00 Fore Deck	LUNCHEON • SBO of the Year Award • Slide Show • NBMI Recognition				
1:00 – 2:00	EXHIBIT HALL VISITS				
2:00 – 4:00 Fore Deck	ROUNDTABLES • ACA Reporting for 2022 • Audit Prep • Benefits Verification • Best Practices: Public \$ • DEED Grant Rankings • Grant Management • HRA Tax-Free Solutions • Information Security • Inspiring Integrity • Internal Controls • Managing Nutrition • Protect Data Disposal • RFP Best Practices • Succession Planning • Tracking Fixed Assets • Working with Budgets				
4:15 – 5:00	EXHIBIT HALL VISITS	6:00 – 10:00 Fore Deck Mid/Aft Deck	Banquet, Ugly Sweater Contest, Casino and Karaoke Night		
5:00 – 8:00 Quarter Deck	Reception— Altman, Rogers & Co.				



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

PRECONFERENCE AGENDA**Saturday, December 3, 2022***Breakfast and Lunch Included***8:30 – 4:30
Endeavor****New Business Manager Institute**

NBMI Cohorts 2020, 2021 and 2022 continuing sessions

Sunday, December 4, 2022*Breakfast and Box Lunch Included For All-Day Attendees***8:30 – 4:30
Endeavor****School Business Academy**

Targeted training for new school business managers (<3 years on the job), new Alaska superintendents and other school business officials interested in this training.

8:30 – 12:00**PRECONFERENCE SESSIONS****Endeavor****All Things Budget***Presenters: Andy Ratliff, Senior Director, Office of Management & Budget, Anchorage School District and Dennis Niedermeyer, Honorary Member, ALASBO*

This session will provide school business officials with guidance for preparing the district annual budget. Each budget development stage will be reviewed, from initial planning to communicating the final budget.

Quadrant**Alice/Intruder Training***Presenter: Greg Russell, Professional Police Consultant, AMLJIA*

When facing extreme violence, a passive lockdown-only response may not always keep us safe. In fact, it's no longer the preferred response of federal and state agencies. People need options to respond based on their circumstances. Proactive options-based strategies help them feel empowered to make the best decision rather than hopelessly endure a difficult situation.

Adventure**Human Resources and Employee Management for School Districts***Presenter: Katherine "Katie" Gardner, Associate Superintendent of Human Resources, Mat-Su Borough School District*

In this session, we will discuss various topics in the area of school district human resources including performance management, record keeping and retention, hiring dos and don'ts and addressing employee complaints. Learn beyond the basics and get your specific questions answered.

1:00 – 4:30**PRECONFERENCE SESSIONS****Adventure****Basic Payroll***Presenters: Jimmy Love, Chief Accountant, Kenai Peninsula Borough School District and Danielle Weisz, Accountant I, Alaska Gateway School District*

A basic overview of what is required to process payroll from beginning to end, with plenty of time for Q&A and unique discussions/situations.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

PRECONFERENCE AGENDA**Sunday, December 4, 2022****1:00 – 4:30****PRECONFERENCE SESSIONS (continued)****Voyager****Benefits Boot Camp***Presenter: Scott Florsheim, Regional Manager, American Fidelity*

This session will provide an in-depth look into benefits. It also covers important topics like the history of benefits, compliance, taxation, Section 125, retirement and employee wellness.

Quadrant**Certification***Presenter: Sondra Meredith, Teacher Certification Administrator, Alaska Department of Education & Early Development*

Confused about requirements for teacher, administrator or special service providers certification, renewal and reinstatement? Want to know more about the Limited Type M certification for Career and Technical Education, Alaska Native Languages and military science? How about the new Emergency Certificate for Teachers and Administrators? Mandatory Training Requirements? Recent regulatory and statutory changes? Attend this session to have your questions answered.

**SEDOR WENDLANDT EVANS FILIPPI**

Alaska Association of School Business Officials *Working for Alaska's Students*

December 3-7, 2022

KEYNOTE SPEAKERS



Clint Campion, Esquire

**Sedor, Wendlandt,
Evans & Filippi, LLC**

Monday, December 5, 2022

9:00 a.m.

***Wait, now I am a construction
project manager too?***



Janice Litvin, President

**National Speakers Association of
Northern California**

Tuesday, December 6, 2022

9:00 a.m.

***Banish Burnout:
Move from Stress to Success***

Wait, now I am a construction project manager too?

Clint will provide an overview of the history of teacher housing projects in Alaska focusing on the legal considerations for school districts and their business managers.

***Banish Burnout: Move from Stress to Success*— SHRM CECs**

In this lively, very interactive session, Janice shows you how to manage your stress to prevent burnout. Her methodology is based on the premise that you can change your reactions to stress from the inside out. This is done through building awareness and then converting negative thoughts into positive self-talk. You will come away with specific tools you can start using immediately to begin your journey of preventing burnout. All you need is awareness, the desire to change and the willingness to do the work.

Janice's book, *Banish Burnout Toolkit*, takes you further and deeper on the journey of understanding and modulating your stress emotions. Books will be made available for each attendee at the event. Bring your workbook, "Banish Burnout Toolkit" to the session.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Monday, December 5, 2022**

7:30 – 5:00 Outside Fore Deck	REGISTRATION
7:30 Mid/Aft Deck	EXHIBIT HALL OPENS
7:30 – 8:30 Mid/Aft Deck	Light Breakfast
8:00 – 8:20 Endeavor	New Attendee Welcome <ul style="list-style-type: none">Melody Douglas, Associate Executive Director, ALASBO
8:30 – 9:00 Fore Deck	WELCOMING SESSION <ul style="list-style-type: none">Andy Ratiff, President, ALASBODarcy Carter, Executive Director, ALASBO
9:00 – 10:00 Fore Deck	KEYNOTE SPEAKER Clinton Campion, Esquire <i>Wait, now I am a construction project manager too?</i>
10:00 – 10:15	BREAK
10:15 – 11:00	Vendor Introductions
11:00 – 11:30	Ice Breaker
11:30 – 12:15	EXHIBIT HALL VISITS
12:15 – 1:00 Fore Deck	LUNCHEON <ul style="list-style-type: none">SBO of the Year AwardSlide ShowNBMI Recognition
1:00 – 2:00	EXHIBIT HALL VISITS
2:00 – 4:00 Fore Deck	ROUNDTABLES ACA Reporting Requirements for Calendar Year 2022 <i>Presenter: Jimmy Love, Chief Accountant, Kenai Peninsula Borough School District</i> What employers need to know as you prepare for ACA reporting for calendar year 2022. Audit Prep Documentation <i>Presenter: Joe Bergene, CPA, Partner, Altman, Rogers & Co.</i> Discussion of ideal audit support. What is useful vs. piles of information? The types of documents, schedules and other support that auditors prefer to see.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Monday, December 5, 2022****2:00 – 4:00**
Fore Deck**ROUNDTABLES** (continued)**Benefits of a Dependent Verification Review***Presenter: Nicole Cruickshank, State Manager, American Fidelity*

Dependent Verification Reviews are an important part of enrollment. This presentation will help you understand the steps needed to manage costs and maintain compliance with federal law. We'll help you understand: What a Dependent Verification Review (DVR) is, why you should conduct one and how we can help.

"Best Practices" Public Funds Investment Policy*Presenter: Chris Bateman, Vice President, Time Value Investments*

Join us as we discuss the risks, attributes and variety of commonly allowed public entity investments to include in your district's investment policy. In this session we'll review an actual public entity investment policy and discuss "best practices" for creating your own. Participants will receive sample investment policy templates that can be tailored to each district's unique needs. Whether or not you ever choose to invest school district funds, you will benefit by learning the common investment constraints imposed by this useful document.

DEED Capital Project Grant Rankings*Presenter: Lori Weed, School Finance Specialist II, Alaska Department of Education & Early Development (DEED)*

Did your district miss out on an allocation of the \$150 million in CIP funding for FY2023? Is your district in the running for next year? Facilities staff will provide insight on CIP scoring and the FY2024 ranking lists. Bring your project-specific or general process questions.

Grant Organization and Management*Presenter: Brian Krosschell, Grants Administrator, North Slope Borough School District*
Grant Organization and Management – strategies to organize grant awards, grant applications and timely spending of funds.**HRAs (circa 2022) — A Tax-Free Solution for Retiree Health Care Expenses***Presenter: Larry Stein, Tax Advantaged Benefits Specialist, OneBridge Benefits*

The IRS provides for a tax-free (not tax-deferred) benefit that helps employees pay for their family's escalating healthcare costs – pre and post retirement. Funded HRAs are IRS approved vehicles designed for public employers that provide for special tax savings for their employees to help pay for their many health related expenses. Those include health insurance and Medicare premiums, deductibles, co-pays, dental, vision, etc. for the employee, spouse and qualified dependants. Learn how employers have achieved tax-freedom for both the employer and employee by adopting a funded HRA.

Information Security Principles*Presenter: Mike Mason, Information Security Officer, First National Bank Alaska*
Securing your information: Confidentiality, Integrity, Availability**Inspiring Integrity***Presenter: Gina Lanier, Controller, Aurora Public Schools, Colorado*

Join Gina as she facilitates a conversation to inspire integrity and find true happiness and contentment by prioritizing what is most important to you.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Monday, December 5, 2022****2:00 – 4:00**
Fore Deck**ROUNDTABLES** (continued)**Internal Controls around Information Technologies***Presenters: Bikky Shrestha and James Doughty, Assurance Partners, BDO USA, LLC*

We will discuss common pitfalls and best practices when designing and monitoring controls around Information Technologies.

Managing Your School Nutrition Program*Presenter: Gavin M. Northey, Student Nutrition Assistant Director, Anchorage School District*

We will discuss the business aspects of school nutrition programs including: sources of revenue and expense, free & reduced-price eligibility, community eligibility provision (CEP), menu planning and food cost, labor cost, and current technology, as well as efficiencies we have found in our programs.

Protect Data with the Proper Disposal of Electronic Equipment*Presenter: Carleen Mitchell, Deputy Director, APEI*

Protecting your organization's data is not only important on active equipment, but also when disposing of equipment, including computers, copiers, fax machines and other devices that may store protected information. Learn about best practices for ensuring your information doesn't fall into the wrong hands.

RFPs Best Practices*Presenter: Emily Proper, Director of Procurement & Warehouse, Fairbanks North Star Borough School District*

Connect with other Purchasing Professionals to learn and share methods for successful procurement.

Succession Planning— 7 Step Process*Presenter: Melody Douglas, SFO, Associate Executive Director, ALASBO and Heather Heineken, CFO, Yukon-Koyukuk School District*

Build a succession plan using 7 easy steps. Learn steps to identify staff for promotion opportunities.

Tracking Fixed Assets*Presenter: Teresa Van Buren, Sales Manager, Black Mountain Software*

Benefits of using software specifically designed to track your fixed assets and inventory vs. just a spreadsheet.

Working with Administration and Schools Regarding Budget*Presenters: Sandra Weaver, Budget Specialist II and Nicole "Nico" Herbert, Director of Accounting Services, Fairbanks North Star Borough School District,*
Working with Schools and Administration regarding budget.**4:15 – 5:00****EXHIBIT HALL VISITS****5:00 – 8:00**
Quarter Deck**RECEPTION**

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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2022****7:30 – 5:00 REGISTRATION****7:30 – 8:30**
Fore Deck Light Breakfast**8:30 – 9:00 WELCOMING SESSION**
Fore Deck**9:00 – 10:30 KEYNOTE SPEAKER**
Fore Deck Janice Litvin, Wellness Speaker
*Banish Burnout: Move from Stress to Success***10:45– 11:30 EXHIBIT HALL VISITS****11:45– 12:30 SESSIONS****Adventure Build Awareness to Banish Burnout— SHRM CECs**
Presenter: Janice Litvin, Wellness Speaker

In this lively interactive session Janice will dive deep into how to begin to banish burnout in your life, breaking down the first two tools in her Banish Burnout Toolkit, #1 S-T-O-P and Audit and #2 Know Your Stress – Spin Your Stress. This session will be impactful, yet fun and full of experiential learning. Bring your workbook, “Banish Burnout Toolkit” to the session.

Resolution Legislative Update
Presenter: Dr. Lisa Parady, Executive Director, ACSA
Join this sectional to get a current update regarding legislative happenings related to education in the State of Alaska. Learn about what is happening now and about the forecast for the upcoming session for 2022-2023. Also hear tips for communicating effectively with your legislators.**Quadrant Orientation of the Annual Financial Statements (Discussion Group)**
Presenter: Katie Stachow, CPA, Senior Audit Manager, Altman Rogers and Co.
Learn how the financials are organized, how to find what you are looking for and gain a clear understanding of the bits “the auditors do”.**Whitby PERS/TRS Rehired Retirees**
Presenters: Natalia Golovatiuk, Regional R&B Counselor and Traci Walther, R&B Payroll Supervisor, State of Alaska Division of Retirement and Benefits

PERS/TRS rehired retirees:

- Bona Fide Separation from Employment and how it applies when rehiring newly retired PERS/TRS members.
- Working after retirement in non-TRS/PERS positions
- Returning to work in PERS-, TRS-covered positions of PERS- or TRS-retirees
- SB185 (concerning reemployment of retired teachers)

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2022****11:45 – 12:30****SESSIONS** (continued)**Endeavor****Reads Act- Updates for Business Managers**

Presenter: Heidi Teshner, Acting Commissioner, Alaska Department of Education & Early Development (DEED)

DEED is responsible for supporting and training pre-kindergarten through third grade teachers, curriculum specialists and other educators by providing evidence-based instructional strategies on literacy. In June 2022, Governor Mike Dunleavy signed the Alaska Reads Act into law (HB114, Chapter 40, SLA 2022), creating four (4) new programs to support early literacy and to assist Alaska's students to learn to read at grade level by the third grade. Join this session to learn more about what this means for school districts and what grant funding may be available.

Voyager**Successful DEED Capital Project Administration**

Presenter: Lori Weed, School Finance Specialist II, Alaska Department of Education & Early Development

The 2022 state budget provided more school capital project funding than the last six years combined. Many districts may be new to the process of managing this type of grant and project. Join us for an overview and discussion of key elements for success in managing school capital projects including project eligibility, accounting structures, procurement requirements, payment submittals and more. General and project-specific questions welcome.

12:45 – 1:30**LUNCHEON**

- Bill Sutter, President, ASBO International

1:45 – 2:30**SESSIONS****Voyager****7 Ways to Prepare for Enrollments**

Presenter: Scott Florsheim, Regional Manager, American Fidelity

This presentation highlights how to prevent enrollment slip-ups before they occur. Use the strategies provided to help better understand, prepare and lower stress caused by enrollment. This presentation will help you learn: how to prepare for open enrollment, where to add benefits education in your professional development days, how to ensure your Section 125 document is current before enrollment, ways to save money and how to identify the best enrollment type for your organization.

Whitby**Capital Planning for Alaska School Districts**

Lori Weed, School Finance Specialist II, Alaska Department of Education & Early Development

Your facilities are aging. Building systems are beginning to fail, maintenance costs are up and big-ticket costs are looming. Someone just asked you what your FCI was. What's a business manager to do? Enter, capital planning. Join DEED Facilities for an overview of what is entailed in forecasting district capital needs and how that process ties into the state's capital improvement project (CIP) program process.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2022****1:45 – 2:30****SESSIONS** (continued)**Adventure****ERPs – Integrating with your Bank (Discussion Group)**

Presenters: Gurleen Pannu and Mark Haggen, Treasury Management Consultants, Wells Fargo Bank

We will provide an overview of ERP/accounting systems and what organizations need to consider as they embark on a change or upgrade. We will also cover the importance of internal communications and ensuring everyone's voice is heard to have the best integration possible between their organization and banking partner. Ensuring all applicable areas are represented and communication lines are open is integral to a successful conversion or upgrade. Otherwise, it may translate to missed enhancements / improvements that could have been addressed and potential ways your banking partners could assist in the project.

Quadrant**Procurement Challenges and Solutions (Discussion Group)**

Presenter: Emily Proper, Director of Procurement & Warehouse, Fairbanks North Star Borough School District

Connect with other purchasing professionals to learn and share methods for successful procurement.

Resolution**Special Education Maintenance of Effort**

Presenters: Alenita Danner, School Finance Specialist and Elwin Blackwell, School Finance Manager, Alaska Department of Education & Early Development

Has your district struggled with the Special Education Maintenance of Effort (SPED MOE) in the past? Or do you just want to make sure your district stays in compliance? In this session we'll cover what the SPED MOE is, how it's calculated and what happens if a district doesn't pass. We'll even give you tips for SPED MOE calculations in future years.

Endeavor**Teacher Certification / J-1 Visa Applicant Process**

Presenter: Sondra Meredith, Teacher Certification Administrator, Alaska Department of Education & Early Development

Alaska School Districts are utilizing J-1 Visa applicants to fill their hard to fill positions. This session will provide an opportunity to participants to learn about the certification process and other considerations when hiring J-1 Visa applicants. Time will be provide for Q & A and participant sharing.

2:45 – 3:30**SESSIONS****Adventure****Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Alaska Family Leave Act (AFLA) and Workers' Compensation (WC) Overlap**

Presenter: Carleen Mitchell, Deputy Director, Alaska Public Entity Insurance

The Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Alaska Family Leave Act (AFLA) and Workers' Compensation (WC) Overlap: ADA, FMLA and WC are called the "Devil's Triangle of HR". This is further complicated by AFLA, which applies in many but not all cases. This presentation demystifies how these laws work together to protect your district and your employees.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2022****2:45 – 3:30****SESSIONS (continued)****Endeavor****Budgeting in Uncertainty**

Presenter: Andy DeGraw, Chief Operations Officer, Fairbanks North Star Borough School District

Budgeting in uncertainty strategies to navigate the pitfalls of budgeting in uncertain and challenging times.

Quadrant**COVID Relief Funds**

Presenter: Joel Roylance, Program Coordinator 2 Covid Relief Funding, DEED
COVID Relief Funds explained

Whitby**Edgar? (is changing) Overview of What EDGAR is.**

Presenters: Erica Cuzzort, Audit and Review Analyst and Heidi Teshner, Acting Commissioner, Alaska Department of Education & Early Development

What is EDGAR (the Education Department General Administrative Regulations)? Come learn what this is and why you need to know it. We will highlight the major sections of EDGAR, including the administrative requirements, cost principles and audit requirements within 2 CFR Part 200 (Uniform Grant Guidance).

Resolution**Project Management Using Google Workspace**

Presenter: Brian Krosschell, Grants Administrator, North Slope Borough School District
Project Management Using Google Workspace and Microsoft Outlook – strategies to use applications within Google Workspace for managing multiple projects and tasks.

Voyager**The Superintendent-Business Manager Relationship**

Presenters: Robbie MacManus, CFO and Scott MacManus, Superintendent, Alaska Gateway School District

An effective relationship between the superintendent and business manager starts with both having a clear understanding of the district's vision, mission and values and their role in achieving these goals. It is important to not only have an effective relationship but also a healthy relationship. A healthy relationship includes open communication, understanding and respect. It is important to know when to stay in your own lane and when it is time to cross over and work hand-in-hand. Scott and Robbie will share their secrets on how they successfully worked together and how they continue to do great things for their district.

Easter Island**TRS Non-Certification Reporting and PERS/TRS Event Reporting Pitfalls**

Presenters: Traci Walther, R&B Payroll Supervisor and Natalia Golovatiuk, Regional R&B Counselor, State of Alaska Division of Retirement and Benefits

Teacher Non-Certifications: How to correct a Teachers Retirement system Service and contributions when it is discovered that a teacher is not compliant with Alaska Teacher Certification Program.

Reporting Pitfalls: How to avoid common event reporting errors and importance of timely reporting to PERS/TRS— specifically at school year end.

BEARS Employer Reporting System Update: An update on the Division of Retirement and Benefits system modernization project called BEARS (BEnefits And Retirement System) will be provided.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2022****3:45 – 4:30****SESSIONS****Quadrant****Excess Cost Calculation**

Presenters: Erica Cuzzort, Audit and Review Analyst and Elwin Blackwell, School Finance Manager, Alaska Department of Education & Early Development

The purpose of the Excess Cost Calculation is to determine if the district complied with the requirement in the prior year (Compliance calculation) and to create an estimate of what is needed to be spent in the current year (Base calculation). Come for an overview of the Excess Cost spreadsheet, what it is, and how to fill it out.

Endeavor**HR Issues (Discussion Group)**

Presenters: Meghan McManamin and Amanda Graham, Talent Management Team, Anchorage School District

This session will be an open discussion about HR topics, i.e., FML and all recruitment with some of the HR team from the ASD Talent Management Team.

Adventure**Repair with Self-Care— SHRM CECs**

Presenter: Janice Litvin, Wellness Speaker

In this interactive session Janice will dive deep into Tools #4 Practice Self-Care and #5 Set Healthy Boundaries from her Banish Burnout Toolkit. This session will be impactful, yet fun and full of experiential learning. Bring your workbook, “Banish Burnout Toolkit” to the session.

Whitby**State Tribal Education Compacting**

Presenter: Joel Isaak, Director of Tribal Affairs, Alaska Department of Education & Early Development (DEED)

The effort for State Tribal Education Compacting in Alaska stemmed from the Alaska Education Challenge committee that meets on the topic of Inspiring Tribal and Community Ownership of Educational Excellence. The committee put forward the recommendation to create the option for self-governance compacting for the delivery of education between the State of Alaska and Tribes or tribally-empowered Alaska Native organizations. Senate Bill 34 Demonstration State-Tribal Education Compact was passed and signed into law this year. DEED is working with Tribes to put forward a report to the legislature for what is needed to carry out demonstration compact schools. This sectional will give a broad overview of what Tribal compacting is, the current status of the implementation of SB 34, and ample time for discussion and Q&A.

Voyager**Strategic Substitute Management**

Presenter: Jim O'Halloran, Consultant, Red Rover

Substitutes play a critical role in student instruction but are not often well integrated into school operations. Strategic Substitute Management is the intentional development and deployment of improved substitute teaching resources to directly support student instruction.



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 **Benjamin Franklin**

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2022****3:45 – 4:30****SESSIONS (continued)****Resolution****Tips & Tricks on Accessible Word Documents***Lori Weed, School Finance Specialist II, Alaska Department of Education & Early Development*

More documents are being put out on the internet and provided electronically. How can you ensure your work products meet federal accessibility requirements under Section 504 and the Americans with Disabilities Act? Come learn the basics, expand your knowledge about styles and formatting and share your insights and experiences with your peers.

6:00 – 10:00**Fore Deck****Mid/Aft Deck****Banquet, Ugly Sweater Contest, Casino and Karaoke Night**

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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Wednesday, December 7, 2022****7:30 – 12:00****REGISTRATION****7:30 – 8:30
Fore Deck**

Light Breakfast

**8:30 – 9:00
Fore Deck****WELCOMING SESSION**
Committee Meetings**9:15 – 10:00
Fore Deck****LIKE-SIZE DISTRICTS MEET**See **page 31** for a list of districts and meeting rooms**10:15– 11:00****SESSIONS****Endeavor Room****Grant Management 101***Presenter: Karen Morrison, SFO, Finance Director, Petersburg School District*

This session will be an overview of grants management with relevant information, best practices and tips and tricks on how to manage, track and ensure appropriate and timely expenditure of grant funds. Documents will be shared and electronic record-keeping strategies provided for successful financial audits.

Voyager**IT Program Management***Presenter: Justin Michaud, PMP– Senior Program IT Manager, Mat-Su Borough School District*

Building a successful program takes communication and collaboration with many individuals in your organization and documenting your organization's needs. Start with identifying what is needed to run your IT Program, from network infrastructure, devices, software, security, services and connectivity. Next, identify your equipment costs and define the refresh cycle for equipment. With this information you can then determine the total cost then what funding sources, including but not limited to general funds, grants, E-Rate and others can be used to help fund the program.

Resolution**New Transportation Contract Start-Up***Presenter: Crystal Smith, Pupil Transportation Supervisor, Mat-Su Borough School District*

In the fall of 2022, the Mat-Su Borough School District entered a new contract with Durham School Services. Durham will become the primary bus provider for our largest service area. At this session, you will learn about Mat-Su's start-up challenges, recommendations and best practices for a transportation contract start-up.

Adventure**Payroll Issues (Discussion Group)***Presenters: Jimmy Love, Chief Accountant, Kenai Peninsula Borough School District and Danielle Weisz, Accountant I, Alaska Gateway School District*

Open forum to share, discuss and present any topics that are pressing or concerning relating to payroll.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Wednesday, December 7, 2022****10:15 – 11:00****SESSIONS (continued)****Quadrant****S125: Review and Refresh Presentation***Presenter: Nicole Cruickshank, State Manager, American Fidelity*

Explains the basics of what a Section 125 Plan is, reviews tax savings tools under Internal Revenue Code and dives into some common compliance mistakes organizations make. Learn important takeaways like: how Section 125 Plans benefit employees, legal requirements and how to make sure you are staying compliant and tax-savings tools such as HSAs, FSAs and HRAs.

Whitby**Teacher Housing and Contracts***Presenter: Heather Heineken, Chief Financial Officer, Yukon-Koyukuk School District*

How to leverage teacher housing as recruitment and retention tool. What is important in helping maintain happy teachers?

11:15 – 12:00**SESSIONS****Whitby****E-Rate and the Emergency Connectivity Fund (ECF) Updates***Presenter: Valerie Oliver, Alaska E-rate Coordinator for Libraries and Schools, Alaska Department of Education & Early Development*

This presentation will highlight the current program rules for the Universal Service/E-Rate Program.

Resolution**Learning a New Language: Becoming Fluent in Grant Writing***Presenter: Katie Roberts, Development Director, Anchorage School District*

Grant writing can seem daunting to some; I get it. Formula vs. Competitive, Private and Public funders, RFPs, EIN, SAM and the list of acronyms never ends. However, once you learn the language of a grant, whom you are writing for and what excites them, many of these initial barriers fade away. In my presentation I hope to give you the tools to become fluent in grant writing. There are grants for everyone; you just have to know what to look for and where!

Adventure**Let's Talk about Leaves (Discussion Group)***Presenter: Karen Morrison, SFO, Finance Director, Petersburg School District*

This will be an open discussion about certificated and classified leave types including sick leave, personal leave, annual leave, professional and other leaves. Leaves are often governed by collective bargaining agreements. Join in a lively discussion about the various nuances surrounding school district employee leave programs. This is an opportunity to learn about what other districts are doing, hopefully get your questions answered and to learn what could be discussed during your district's next round of collective bargaining.



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Wednesday, December 7, 2022****11:15– 12:00****SESSIONS (continued)****Voyager****Minimizing Risk: Practical Approaches Within Your Reach**

Presenters: Ariel Johannes, Treasury Management Consultant and Kristen Trivison, Market Executive, Wells Fargo Bank

The only constant in fraud security is change. The magnitude of the threat is growing and increasingly digital, while criminals' tactics continue to evolve. Outsmarting fraudsters and protecting your agency requires a new way to think about fraud. An integrated approach involves everyone in the organization, layers of fraud security and technology-based tools. Join the Wells Fargo Treasury Management team to discuss the evolution of B2B and B2C payments, ways to optimize your back office and the latest in fraud and security trends.

Easter Island**NSLP Food Services**

Presenters: Rachel Spencer, Food Service Specialist, Yukon-Koyukuk School District and Gavin Northey, Student Nutrition Assistant Director, Anchorage School District

A conversation on NSLP best practices and other programs available to support feeding students. What can a school do to ensure all students are eating while maintaining the USDA guidelines?

Endeavor**Overseeing Student Activities**

Presenters: Teodor Dornea, Assistant Director of Accounting Services and Nicole "Nico" Herbert, Director of Accounting Services, Fairbanks North Star Borough School District

Facilitate a conversation regarding best practices overseeing student activities; including but not limited to booster clubs, parent-teacher agencies/organizations (PTA/PTO) and fundraising.

Quadrant**Preparing for Bargaining (Discussion Group)**

Presenters: Andy Ratliff, Sr. Director OMB, Anchorage School District, Cassee Olin, Director of Administrative Services, Juneau School District and Heather Heineken, Chief Financial Officer, Yukon-Koyukuk School District

This discussion group will focus on strategies and preparation for negotiating collective bargaining agreements.

12:15– 1:30**Fore Deck****LUNCHEON / ANNUAL MEETING**

- Membership Business
- Officers Oath of Office
- Drawings and Door Prizes

1:45**Resolution****ALASBO Board Meeting**

"School is a building which has four walls with tomorrow inside."

– Lon Watters



LIKE-SIZE DISTRICTS

Small Single Site & Borough Districts

Resolution Room

Facilitator: Melody Douglas

- Annette Island
- Bristol Bay
- Galena
- Hoonah
- Hydaburg
- Kake
- Klawock
- Nenana
- Pelican
- Pribilof
- Skagway
- St. Mary's
- Tanana
- Yakutat

Mid-Size City & Borough Districts

Voyager Room

Facilitator: Phil Hulett

- Cordova
- Craig
- Denali
- Dillingham
- Haines
- Ketchikan
- Kodiak
- Mt. Edgecumbe
- Nome
- Petersburg
- Sitka
- Unalaska
- Valdez
- Wrangell

Large City & Borough Districts

Endeavor Room

Facilitator: Andy Ratliff

- Anchorage
- Fairbanks
- Juneau
- Kenai Peninsula
- Mat-Su

Mid-Size & Small REAA Districts

Quadrant Room

Facilitator: Robbie MacManus

- Alaska Gateway
- Aleutians East
- Aleutian Region
- Chatham
- Chugach
- Copper River
- Delta/Greely
- Iditarod
- Kashunamiut
- Kuspuk
- Lake & Peninsula
- Southeast Island
- Southwest Region
- Yukon Flats
- Yukon-Koyukuk
- Yupiit

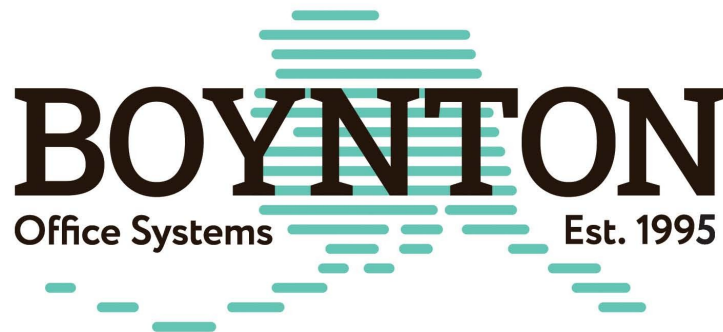
Large REAA & Similar Borough Districts

Adventure Room

Facilitator: Megan Williams

- Bering Strait
- Lower Kuskokwim
- Lower Yukon
- North Slope
- Northwest Arctic





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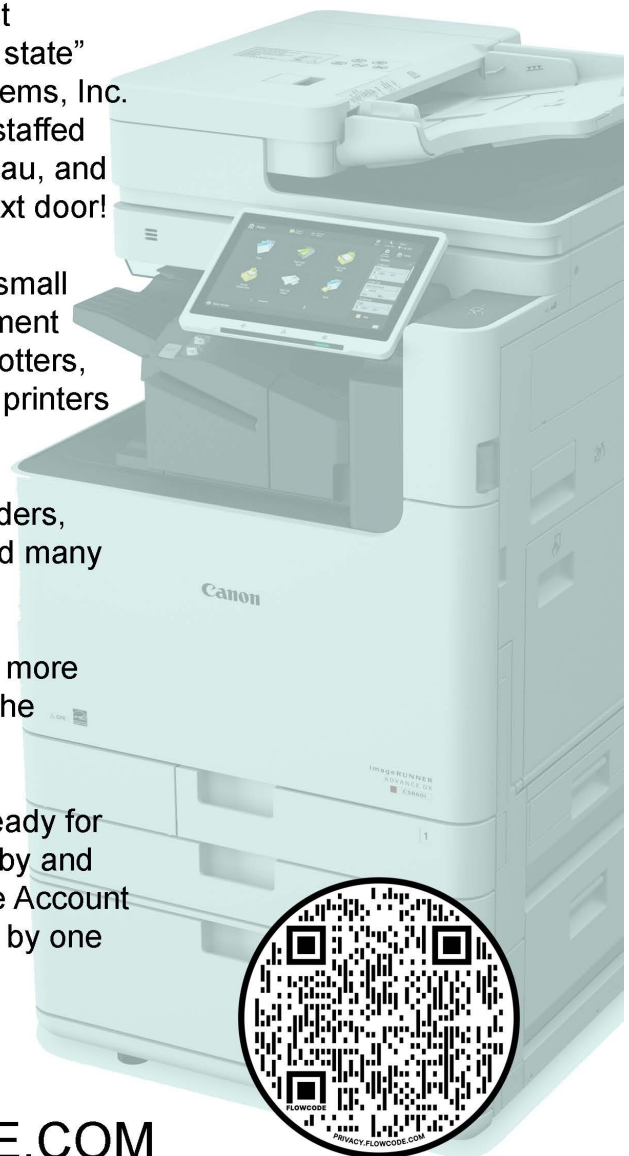
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****For Approval by the ALASBO Membership at the 2021 Annual Meeting****

Alaska Association of School Business Officials

December 8, 2021

**Minutes of Annual Membership Meeting
Held Virtually**

President Jimmy Love called the meeting to order at 11:00 a.m. and welcomed the membership to the annual meeting.

Secretary Yodean Armour presented the minutes from the 2020 Annual Meeting referencing the minutes on pages 46 and 47 of the conference booklet. Andrew Ratcliff moved and Heather Heineken seconded the motion to approve the minutes of the December 8, 2021 meeting. The vote via Zoom by the membership was unanimous.

Treasurer Cassee Olin reported that as of November 30, 2021, ALASBO had a balance of \$27,549.43 in the checking account and \$195, 722.58 in the savings account with accounts receivable pending for the fall HR workshop and annual conference as well as some accounts payable pending for the annual conference. The Treasurer's report was accepted as presented.

The Awards Committee report was presented as follows:

McLain J “Mack” Easton Memorial Scholarship

- Breanna Gentry, Ketchikan Gateway School District
- Madison Blackburn, Wrangell City School District

Dick Swarner Leadership Grant

- No applications were received

Lowell Thomas Freeman Professional Development Grant

- Faith Link, Kenai Peninsula Borough School District

President Jimmy Love thanked Karen Morrison, Sandy Daws, Heather Heineken and Andrew Leavitt for their service on the 2021 ALASBO Board of Directors.

President Jimmy Love asked Karen Morrison, Chair of the Nominations Committee to update the membership on the elections and to swear in the 2022 Board of Director positions.

Jimmy stated that due to the virtual format, it was necessary to change the annual election process. The ALASBO Board set aside the rules to conduct this year's election and this information was shared prior to the conference with membership electronically.

Karen Morrison administered the Oath to the 2022 Board of Directors:

President — Andy Ratliff, Anchorage School District

Immediate Past President — Jimmy Love, Kenai School District

President Elect — Yodean Armour, Klawock City School District

Secretary — Heather Heineken, Yukon-Koyukuk School District

Executive Director — Darcy Carter

Associate Executive Director — Melody Douglas

Directors:

Seat A — Phil Hulett, Dillingham City School District

Seat B — Megan Williams, NW Arctic Borough School District

Seat C — Alenita Danner, DEED

Seat D — Robbie MacManus, Alaska Gateway School District

Seat E — Katie Parrot, Ketchikan Gateway School District

Seat F — David Nielsen, Aleutians East Borough School District

President Jimmy Love thanked the ALASBO membership and organization for continued service and dedication.

Jimmy Love introduced Andy Ratliff as President. President Ratliff appointed Cassee Olin as the Treasurer. Andy announced his theme of "50 Years of Education and Fellowship."

Karen Morrison moved to adjourn the meeting and Robbie MacManus seconded the motion. The 2021 ALASBO annual meeting adjourned at 11:18 a.m.

Note for the Record: Robbie MacManus received the ALASBO 2021 School Business Officer of the Year Award.

Respectfully Submitted,
Heather Heineken



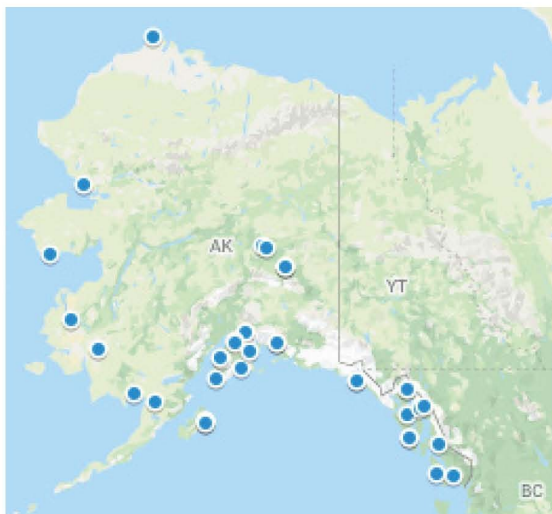
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ALASBO — Year-By-Year

December 2021	<i>Together Towards Tomorrow</i> <i>President: Jimmy Love, Kenai Peninsula Borough School District</i>
December 2020	<i>Leading Together</i> <i>President: Karen Morrison, SFO, Petersburg School District</i>
December 2019	<i>Building the Team</i> <i>President: Carl Horn, Nenana City School District</i>
December 2018	<i>We're All In This Together</i> <i>President: Cassee Olin, Sitka School District</i>
December 2017	<i>Pulling Together for Alaska's Youth</i> <i>President: Holly Holman, Unalaska School District</i>
December 2016	<i>Stepping Up To the Challenge</i> <i>President: Mark Vink, Bering Strait School District</i>
December 2015	<i>Achieving Success Together</i> <i>President: Robin Mullins, Fairbanks North Star Borough School District</i>
December 2014	<i>Make Every Dollar Count</i> <i>President: Jim Farrington, Anchorage School District</i>
December 2013	<i>Leadership that Count\$</i> <i>President: Laurie Olson, Kenai Peninsula Borough School District</i>
December 2012	<i>Forty Years of Success Through Networking</i> <i>President: Jenny Martens, Lower Yukon School District</i>
December 2011	<i>Strength in Numbers</i> <i>President: Luke Fulp, Kodiak Island Borough School District</i>
December 2010	<i>Everyone a Leader</i> <i>President: Laura Hylton, Lake & Peninsula School District</i>
December 2009	<i>ALASBO—VISION</i> <i>President: Karen Goodwin, Northwest Arctic Borough School District</i>
December 2008	<i>ALASBO—The Next Generation</i> <i>President: Cindy Reilly, Mat-Su Borough School District</i>
December 2007	<i>ALASBO—Needs You!</i> <i>President: René Spracklen, Copper River School District</i>
December 2006	<i>Team ALASBO Educating Alaska</i> <i>President: Elizabeth Francis, Dillingham City School District</i>
December 2005	<i>We Are ALASBO</i> <i>President: David Means, Juneau School District</i>
December 2004	<i>Facing Challenges - Forming Friendships</i> <i>President: Mike Fisher, Fairbanks North Star Borough School District</i>

ALASBO — Year-By-Year

December 2003	<i>Our Professional Family</i> <i>President: Betty Zabielski, Alaska Gateway Borough School District</i>
December 2002	<i>Thirty Years of Dedication to Alaska's Youth</i> <i>President: Dave Jones, Kodiak Island Borough School District</i>
December 2001	<i>Building A Strong Future</i> <i>President: John Sanbei, Juneau School District</i>
December 2000	<i>Making Our Voices Heard</i> <i>President: Lucienne Harger, North Slope Borough School District</i>
December 1999	<i>Work Hard! Play Hard!</i> <i>President: Tammy White, Alaska Voc/Tech Center, Seward</i>
December 1998	<i>Working Together!</i> <i>President: Eddy Jeans, Alaska DEED</i>
April 1998	<i>Making the Best Better</i> <i>President: Robert Shefchik, Fairbanks North Star Borough School District</i>
April 1997	<i>Are We Successful Yet?</i> <i>President: Loreen Kramer, Copper River School District</i>
April 1996	<i>Leading the Way</i> <i>President: Melody Douglas, Kenai Peninsula Borough School District</i>
April 1995	<i>Winners Thrive on Stress</i> <i>President: John Tongen, Valdez City School District</i>
May 1994	<i>Professional Commitment - Let's Give a Little Back</i> <i>President: Dennis Niedermeyer, Lake & Peninsula School District</i>
April 1993	<i>Taking Care of Business</i> <i>President: Barbara Martin, Fairbanks North Star Borough School District</i>
April 1992	<i>SYNERGISM</i> <i>President: Barbara Martin, Fairbanks North Star Borough School District</i>
April 1991	<i>Challenges Abound</i> <i>President: Laraine Glenn, Juneau School District</i>
April 1990	<i>Providing Leadership in the '90s</i> <i>President: Patti Carlson, Bering Strait School District</i>
April 1989	<i>Preparing for the '90s</i> <i>President: Gary E. Epperson, Mat-Su Borough School District</i>
April 1988	<i>Accepting the Challenges</i> <i>President: Melvin J. Greaves, Jr., Anchorage School District</i>

ALASBO — Year-By-Year

April 1987	<i>Facing Tough Times Together</i> <i>President: Marcy White, Copper River School District</i>
April 1986	<i>Providing the Best</i> <i>President: Tom Bibeau, Anchorage School District</i>
April 1985	<i>Striving for Excellence</i> <i>President: Joyce Healy, Kodiak Island Borough School District</i>
April 1984	<i>ALASBO In High Gear - Team Commitment</i> <i>President: Martin Mhrye, Southwest Region School District</i>
April 1983	<i>We Got Class</i> <i>President: Bill Haring, Delta/Greely School District</i>
April 1982	<i>Continuing Our Professional Education</i> <i>President: Guy G. Bellville, Anchorage School District</i>
April 1981	<i>ALASBO of the '80s - Managing Professionals</i> <i>President: John Rogers, Northwest Arctic Borough School District</i>
April 1980	<i>ALASBO of the '80s - Cost Effective Professionals</i> <i>President: Duane L. Oliphant, Anchorage School District</i>
April 1979	<i>The Eighties - A New Beginning</i> <i>President: Richard Swarner, Kenai Peninsula Borough School District</i>
April 1978	<i>Better Planning Means Progress</i> <i>President: Norm Rousey, Mat-Su Borough School District</i>
April 1977	<i>Challenges of a Changing Society</i> <i>President: Larry Baker, Anchorage School District</i>
April 1976	<i>The Spirit of '76</i> <i>President and Founder: Tom Freeman, Anchorage School District</i>
April 1975	<i>ALASBO - In the Lead</i> <i>President and Founder: Tom Freeman, Anchorage School District</i>
November 1974	<i>ALASBO - On the Move</i> <i>President and Founder: Tom Freeman, Anchorage School District</i>



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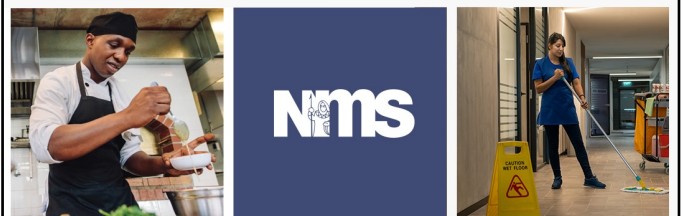
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McCLAIN J. "MACK" EASTON MEMORIAL SCHOLARSHIP

The Mack Easton Memorial Scholarship is sponsored by ALASBO and NANA Management Services (NMS). Recipients are selected by the Awards Committee.

Please take the time to read Mack's inspiring biography on our website at www.alasbo.org



Named for a school business official who died tragically while serving the Fairbanks North Star Borough School District. These scholarships are awarded annually to graduating high school seniors.

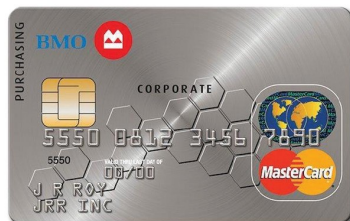
The 2022 recipients of \$1,000 scholarships were:

- Corina Rose Morrision-Quitslund, Petersburg School District
- Jacob Pattison, Ketchikan Gateway Borough School District

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Executive Director

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Richard “Dick” Swarner Shaping the Future Leadership Grant

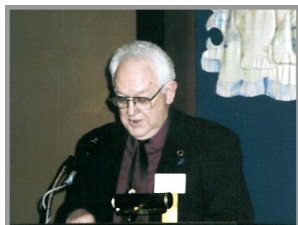


The Dick Swarner Shaping the Future Leadership Grant is named for a deceased Kenai Peninsula Borough School District business official and a founding ALASBO member. This grant is sponsored by the Swarner family and provides funding for ALASBO member(s) to attend the ALASBO Summer Leadership Conference. Recipients are selected by the Awards Committee.

Please take the time to read Dick’s inspiring biography on our website at www.alasbo.org

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

Year	Recipient	District
2009	Yodean Armour	Klawock School District
2010	David Arp	Sitka School District
2011	Lee Ann Andrew	Southwest Region School District
	Martha Morgan	Kuspuk School District
	Cathi Wojtanek	Nome Public Schools
2012	Teri Dierick	Southeast Regional Resource Center
	Cassee Olin	Kodiak Island Borough School District
	Ricardo Tejeda	Yakutat School District
2013	Jenny Myhand	Lake & Peninsula Borough School District
	Karen Quitslund	Petersburg School District
2014	Judy Hankla	Hoonah City School District
	Nichole Wood	Fairbanks North Star Borough School District
2015	Ryan Ayars	Southwest Region School District
2016	Kristy Andrew	Cordova School District
	Krystian Roehl	Southwest Region School District
2017	Alicia Campbell	Mat-Su Borough School District
	Maisha Ekamrak	Yupit School District
2018	John Stackhouse	Yupit School District
2019	Gavin Atchak	Kashunamuit School District
	Jennifer Stackhouse	Yupit School District
2022	Antonia Moses	Kashunamiut School District
	Terri Kohn	Southeast Island School District
	Becca Moore	Delta/Greely School District
	Michelle Shatswell	Chatham School District



Lowell Thomas Freeman Grant – Named for the “founding father” of ALASBO, Anchorage School District business official Tom Freeman, who we were saddened to hear passed away in 2021. This grant, sponsored CORE, Inc., provides funding for an ALASBO member to attend the ASBO International Conference. Recipients are selected by the Awards Committee.

LOWELL THOMAS FREEMAN PROFESSIONAL DEVELOPMENT GRANT RECIPIENTS

ASBO Year	Recipient	District
1998	Amy Lujan	Kuspuk School District
	Laurie Olson	Kenai Peninsula Borough School District
1999	Maribel Miller	Kodiak Island Borough School District
2000	Jimmy Love	Kenai Peninsula Borough School District
	John Sanbei	Juneau School District
2001	Rose Stokes	Anchorage School District
2002	Jeff Frier	North Slope Borough School District
2003	Laurie Olson	Kenai Peninsula Borough School District
2004	René Spracklen	Copper River School District
2005	Nancy Munoz	Mat-Su Borough School District
2006	René Spracklen	Copper River School District
	Diane Simmons	Southwest Region School District
	Lana King	Kenai Peninsula Borough School District
2007	Amy Lujan	Nome Public Schools
2008	Laurie Olson	Kenai Peninsula Borough School District
2010	Lee Ann Andrews	Southwest Region School District
	Pamela Roope	Wrangell Public Schools
2011	Carl Horn	Nenana School District
2012	David Arp	Sitka School District
2013	Loreen Kramer	Copper River School District
2014	Karen Quitslund	Petersburg City School District
2015	Tammy Grove	North Slope Borough School District
2016	Elizabeth Hayes	Kenai Peninsula Borough School District
2017	Sarah Jahn	Juneau School District
2018	Reena Viovedich	Denali Borough School District
2019	Jimmy Love	Kenai Peninsula Borough School District
2020	Faith Link	Kenai Peninsula Borough School District
2021	Antonia Moses	Kashunamiut School District
2022	Katie Parrott	Ketchikan Gateway Borough School District

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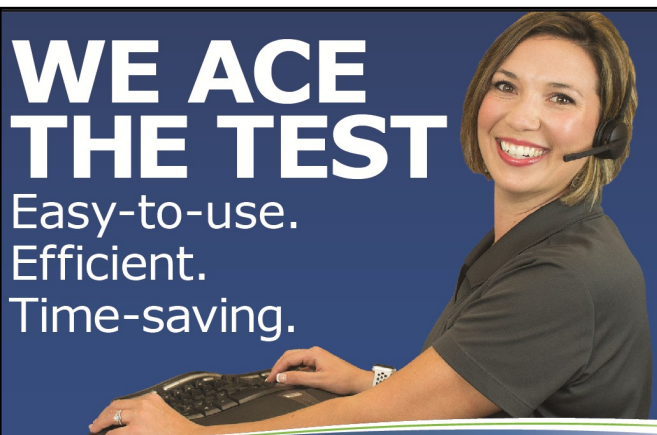
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Significant Events in the History of the Alaska Association of School Business Officials

- 1974 • ALASBO founded by Lowell Thomas Freeman
- 1975 • By-Laws adopted
 - Incorporated in State of Alaska
- 1976 • Established Accounting, Basic Foundation Program Study, By-Laws, Conference Planning, Educational, Legislative, and Nominations committees
- 1977 • First Treasurer appointed
 - ALASBO President starts attending ASBO Annual Conference
 - Post-conference Board Meeting established
 - Exhibitors invited to participate in Annual Conference
- 1980 • ALASBO establishes Executive Director position
 - Scholarship Committee established
 - ALASBO begins sending president to ASBO Annual Leadership Conference
- 1981 • ALASBO included in Department of Education Directory
 - Duane Oliphant appointed Executive Director
- 1982 • Tom Freeman elected to ASBO Board of Directors
- 1983 • ALASBO holds first Board Meeting via teleconference
 - ALASBO invited by DOE to review State Finance Study data
- 1984 • Guy Belleville appointed Executive Director
- 1985 • Tom Freeman candidate for ASBO Vice President
- 1986 • Duane Oliphant appointed Executive Director
- 1987 • Tom Bibeau appointed Executive Director
- 1989 • Mack Easton Memorial Scholarship established
- 1991 • ALASBO invited by DOE to participate in Chart of Accounts Revision
 - President Laraine Glenn appointed to Special Presidential Committee of Education
- 1992 • Tom Wolfe appointed Executive Director
- 1993 • ALASBO joins Alaska Council of School Administrators
- 1994 • ALASBO contracted with DOE to revise Chart of Accounts
 - Walt Ramsey appointed Executive Director
- 1995 • Tom Freeman appointed Executive Director
- 1996 • ALASBO Newslink initiated
 - Tom Bibeau appointed Executive Director
- 1997 • Professional Development Grants initiated
 - Lowell Thomas 'Tom' Freeman, Richard 'Dick' Swarner, Duane Oliphant, and John 'Jake' Rogers named honorary lifetime members
- 1998 • Annual Conference moved from April to December
 - Exhibitors Committee established
 - Website established
 - ALASBO's 1st Summer Meeting held in Seward, with a skills training focus
 - Melody Douglas appointed Executive Director
- 1999 • ALASBO established Board/District liaisons
 - ALASBO contracted by EED to develop OASIS project
 - Blood Bank of Alaska blood drive initiated at Annual Conference
 - Exhibitors Professional Development Grant initiated
 - School Business Official of the Year award program initiated, sponsored by PenAir
- 2000 • ALASBO worked with EED on Chart of Accounts Revision
 - ALASBO contracted with EED to complete OASIS II

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

- 2000 • 1st Annual Legislative Workshop held in Juneau
 - John Tongen named honorary lifetime member
 - Melody Douglas elected to ASBO Board of Directors
 - Professional Development Grants renamed in honor of Lowell Thomas Freeman
 - Strategic Plan developed
- 2001 • Melody Douglas chaired ASBO International's Affiliate Executive Directors Group
 - ALASBO contracted by EED for continued development of OASIS project
- 2002 • Policy Manual Adopted
 - Committee Manual Revised
 - ALASBO work group worked with AIR consultants on School Cost Study survey instrument
 - Implemented formal Financial Statements
- 2003 • Dave Jones received ASBO Eagle Award for Service to Community
 - Melody Douglas elected as Vice President of ASBO International, to serve in 2004
 - Tammy White appointed Executive Director
 - Resource CD developed for new business managers
- 2004 • Melody Douglas serves as Vice President of ASBO International
 - Dave Jones serves as Vice Chair of ASBO International Legal Aspects Committee
- 2005 • Melody Douglas serves as President–Elect of ASBO International
 - Power Lunch program launched
 - Lucienne Smith serves as Vice Chair of the ASBO International Purchasing and Supply Management Committee
 - ALASBO Board held the first Summer Leadership meeting and completed reorganization of the committees and the election process
 - CORE, Inc. becomes sponsor for the Lowell Thomas Freeman Professional Development Grant
- 2006 • Melody Douglas presided as President of ASBO International during the ASBO Annual Meeting and Exhibits in Pittsburgh, PA **"Shaping the Future"**
 - Lucienne Smith honored with Pinnacle of Achievement award at ASBO International Conference
 - Board held the second Summer Leadership meeting to review and revise ALASBO's Mission Statement and Strategic Plan. The end result was a plan to hire a part time Executive Director
- 2007 • Melody Douglas served her last year on the Board of ASBO International as the Immediate Past President
 - Duane Guiley hired as ALASBO's first paid part-time Executive Director
 - Dave Jones began a 2-year term as Chair of the ASBO Legal Aspects Committee
 - ALASBO begins participating in Illinois ASBO procurement card (p-card) program
- 2008 • The first School Business Academy is held
 - Melody Douglas received ASBO's Distinguished Professional Eagle Award for Service
 - Richard M. Swarner: Shaping the Future Leadership Grant is announced, sponsored by the Swarner family
 - Kerry Jarrell, Clara Langton, and Betty Zabielski are named honorary lifetime members
- 2009 • Melody Douglas, Duane Guiley and Dennis Niedermeyer named honorary lifetime members
 - Amy Lujan hired as part-time Executive Director
 - Shift to development of Legislative Joint Position Statements and closer involvement with ACSA
 - Jenny Martens serves ASBO International on the Job Task Analysis Panel to begin the work of what will become ASBO's Certification in School Finance and Operations (SFO) program
- 2010 • ALASBO adopted ASBO International Professional Standards and Code of Ethics
 - Janet Stokesbary named honorary lifetime member
 - Jenny Martens and Dave Jones serve ASBO International on the Certification Exam Committee and Dennis Niedermeyer serves on the Cut Score Committee for the SFO program
 - ALASBO members take SFO beta test

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

- 2011 • Eddy Jeans named honorary lifetime member
- 2012 • ALASBO celebrates 40th annual conference
 - Management Review Ad Hoc Committee established to create program to assist school districts with a review of business operations
 - Patti Carlson named honorary lifetime member
- 2013 • Lisa Pearce serves as Vice Chair of ASBO International School Food & Nutrition Committee
 - Cindy Reilly serves as Vice Chair of ASBO International Professional Development Committee
 - René Spracklen and Pam Chenier named honorary lifetime members
 - ALASBO announces SFO certification scholarship sponsored by Douglas Business Management Services
- 2014 • ALASBO Improvement Model (AIM) Introduced
- 2015 • ALASBO launches new website
 - Tammy White named honorary lifetime member
- 2016 • Loreen Kramer, Robin Mullins and Karen Goodwin named honorary lifetime members
- 2017 • Laurie Olson, Colleen Fitzgerald and John Sanbei named honorary lifetime members
 - Chart of Accounts Ad Hoc Committee established to recommend changes to the State Chart of Accounts
- 2018 • Holly Holman, David Means, Jenny Martens and Pam Roope named Honorary Lifetime Members
 - Standard Operating Procedures (SOP) Committee releases SOP template documents integrated with AIM rubric
 - DCR Forfeitures Ad Hoc Committee formed to help resolve FY18 accounting issues
 - New Business Manager Institute (NBMI) Ad Hoc Committee prepares and launches new training program December 1st
 - Melody Douglas appointed Associate Executive Director
 - Cvent conference registration system implemented
- 2019 • Amy Lujan named honorary lifetime member
 - Melody Douglas named Interim Executive Director in January
 - Darcy Carter named Executive Director in September
 - Legislative Liaisons added to support the Legislative Committee
 - ALASBO newsletter upgraded to electronic format
 - Ad-hoc Board Policy/Standard Operating Procedures Committee established
 - Bylaws were reviewed, revised and presented to the membership for action
 - Revised Internal Controls
 - Quickbooks software implemented to account for ALASBO financial activity
 - Amy Lujan wrote Alaska Funding Chapter published in 'Funding Public Schools in the United States and Indian Country'
- 2020 • Meetings previously held by phone conference calls were updated to being held on Zoom
 - The Alaska Community was established on the ASBO International platform which provides an excellent communication tool for our members
 - First ever Virtual Summer Leadership Conference held
 - First ever Virtual Annual Conference held
 - Revised the Committee Manual
 - Adopted a new sponsorship model
 - Updated ALASBO job descriptions
 - Approved a new ALASBO logo
 - Revised Board Policy
 - Extended complimentary registration to superintendents to attend the ALASBO Annual Conference
 - Initiated exploration of expanding professional development offerings to ALASBO members
 - Jim Anderson, Anchorage School District, honored with Pinnacle of Achievement Award from ASBO International

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

- 2021
 - Jennifer Schmitz hired as ALASBO's Education Director
 - ALASBO expanded PD to include HR, IT and Maintenance
 - Revised School Business Academy Program
 - Cassee Olin appointed Treasurer
 - Amy Lujan updated Alaska funding chapter for a new publication of funding U.S. schools first published in 2019
 - ALASBO awarded a DEED grant to support PD expansion
 - ALASBO Summer Leadership Conference held virtually
 - ALASBO Annual Conference held virtually
- 2022
 - Strategic Plan updated
 - Maintenance Training Program created
 - AASB/ALASBO/ASA Work Group Completed Review of AASB Article 3— Business and Non-Instruction and Select Other Model Board Policies and Administrative Regulations
 - ALASBO Bylaws Updated
 - Alaska Schools Data Protection Work Group Collaborated to Create BP/AR Implementation/Compliance Template
 - Standard Operating Procedures Work Group Created to Revise SOPs per Updated AASB Model Policies
 - Adopted updated ASBO Code of Ethics and Professional Standards




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ALASBO Professional Development Programs

The **New Business Manager Institute (NBMI)** is a three-year program designed to deliver an in-depth program through a series of in-person and virtual sessions, instructed by experienced school business practitioners. Cohorts are able to network, ask questions and learn from others about school business.

Coming in 2023 in collaboration with AASB— Facilities and Maintenance Training Program — This training is based on the book *Good School Maintenance* that is the basis for a similar program offered by Illinois ASBO. The Alaska School Maintenance Work Group is reviewing the training material with the help of one of the authors to ensure the guidance is pertinent to Alaska school districts. The goal of this professional development program is best practices in school facility management and maintenance.

HR 2022-2023 Workshop Series

- October 18:** Certifications and Visas presented by Sondra Meredith, DEED
- November 15:** Background Checks and other Hiring Tips and Legal Interviewing and Making a Selection presented by Carleen Mitchell, APEI
- January 17:** Personnel Action Forms and Hiring of Classified Staff presented by John Sedor, Esquire
- February 21:** Record Keeping, Investigations and Due Process (presenter TBA)
- March 21:** FMLA, ADA, AFLA and Workman's Comp presented by Carleen Mitchell, APEI
- April 11:** Negotiations and Negotiated Agreements (presenter TBA)

All sessions run 9:00 a.m. to 11:00 a.m. and will be held via Zoom.

There will be an option to stay on the call after it concludes to visit/consult/brainstorm with your colleagues about any topic on your mind.

Note: These sessions are recorded. You can still register for this professional development series by contacting Darcy Carter at darcy.carter@alasbo.org

Power Lunches are one-hour meetings on a variety of timely topics held the second Tuesday of most months at 11:00 a.m. These sessions are recorded.

HOTEL CAPTAIN COOK MEETING ROOM MAP

