

# ALASBO

## News Link...



August 2006

*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.

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the above address. The format is Acrobat PDF.*

## ***President's Message***

*Elizabeth Frances, Dillingham School District*

Leadership in Four Directions was the theme of this year's ASBO Eagle Institute. It was held in July and I am very glad that I took advantage of the training opportunity. It was excellent. Leadership in Four Directions means that we do not just lead our staff. We also lead our peers, our bosses and we lead ourselves. This means that each and every one of us is a leader.

Most often when we think of leadership we think of leading from the top down – we lead our staff. When we lead our staff we do so in many ways. One of the most important ways is by our

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### President's Message (Continued)

example. Often it is not what we say but what we do that guides our staff in making decisions. We also lead by providing training and instruction. Our staff may look to us not only to show them what to do but also how to get it done properly. Leadership involves creating an environment of support, trust and teamwork - working together to do the job well.

Another direction that we lead is upward – we lead our boss. We don't often see ourselves as leaders of our bosses but in fact we are. Our bosses are usually consumed by a larger and more global set of issues. They rely on us to take on a specific subset of those issues in greater detail. We lead them by providing valuable feedback based on our analysis of the issues. An accounts payable clerk leads the accounting manager by providing information on a better way to set up vendors to make 1099 processing more effective just as a business manager leads the superintendent by making recommendations on better ways to integrate various revenue streams into the overall budget picture.

We also lead to the side by leading our peers. This is often the most important element in accomplishing the overall mission of department or school district. We lead our peers by utilizing good listening skills, practicing honest communication, encouraging expression of all sides of an issue and facilitating the integration of all parts for the good of the whole.

Finally, we lead inwardly by leading ourselves. We make decisions daily as we strive to do our best professionally, support our families and keep ourselves happy and healthy. We must lead ourselves in a manner that balances all of these aspects.

As we do our jobs daily and work hard we must keep these four aspects of leadership in mind. The choices we make travel up, down, sideways and inward and affect many people. Leadership is one role we all have and that we should take seriously.

I would like to conclude by thanking the ALASBO members who made the commitment to participate in ALASBO's 2<sup>nd</sup> Annual Leadership Conference earlier this month. They took their commitment to leadership seriously, did some very hard work and produced some excellent outcomes as we worked on ALASBO's mission statement, strategic plan and the annual conference. The outcome of the work on the

annual conference you will be able to see by looking at the At-A-Glance Schedule included in this newsletter. It will be an excellent conference packed with timely information, networking opportunities and lots of fun. I encourage everyone to register early and plan on attending. I hope to see you there!



**Team ALASBO  
Educating Alaska  
Annual Conference  
December 4-6, 2006**

### ASBO International News

*Melody Douglas, ASBO President, Kenai Peninsula Borough School District*

As you can imagine, the ASBO Board of Directors has been particularly busy since the first part of April primarily due to the resignation of ASBO's Executive Director, Dr. Anne Miller. Luckily, it worked out for the Board to handle the search and hiring process for a new Executive Director without hiring a search consultant. It was approximately two months between the announcement of the position vacancy until John Musso, RSBA was hired as ASBO's new Executive Director.

John Musso resigned his seat on the ASBO Board when he was offered the position. Dr. Ron Everett (Illinois ASBO past Executive Director) assisted the ASBO Board to ensure impartiality and appropriate processes and procedures were used in determining candidate selection for interviews and throughout the hiring process. The ASBO Board decided not to fill the vacant seat on the Board.

ASBO's Assistant Executive Director, Ron Skinner served as Interim Executive Director. It was a busy few months during the interim with all ASBO projects full steam ahead. The ASBO Board approved an updated Strategic Plan, initiated a Credentialing Task Force and an Affiliate Relations Task Force along with a number of other initiatives. I believe this is the first time in ASBO's history that two task forces have been initiated in one year.

The ASBO Board met as scheduled early in August to address ASBO committee leadership appointments, 2007 Annual Agenda, meeting dates, affiliate visitations and affiliate liaison

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**ASBO International News (Continued)**

appointments, and various ASBO program updates.

As you may or may not know, there will be no ASBO election this fall. This is the year that the Bylaws change to eliminate the vice-president position goes into affect; this decision was made a number of years ago. In addition, there are only two candidates for two vacant seats on the ASBO Board so they are automatically elected by default. Ed Emond from New Hampshire and Chuck Linderman from Pennsylvania will be joining the ASBO Board in January. In the meantime, they are exercising their right as ASBO members to attend the ASBO Board Meetings for the remainder of this year to get a leg up on the internal workings of the ASBO Board. Their service to the membership in this manner is greatly appreciated.



Plans are underway for ALASBO members able to attend the ASBO Conference in Pittsburgh. In addition to the learning opportunities offered at the conference, it should be a good time for all!

Register today, if you haven't already done so. Check out [www.asbointl.org](http://www.asbointl.org) for more information about this conference. Plan to come and share in the festivities while learning the latest information and tools to help you be more effective in your role as a school business official.

Please let me know of any concerns, suggestions and ideas you would like addressed concerning ASBO International. I may be reached at 907-714-8847 or [mdouglas@kpbsd.k12.ak.us](mailto:mdouglas@kpbsd.k12.ak.us).

**Board of Director  
Nominations**

*David Means, Juneau School District*

The nominating committee will be nominating three members for ALASBO's board of directors. The job duties of a director read:

"Directors assist in planning the annual conference and arranging for sectional speakers as assigned. Directors are requested to help prepare conference packets on the Sunday afternoon before the annual conference begins.

Directors function as the ALASBO liaison with specific school districts that are assigned by Board seat. Directors will communicate situations and issues relative to their assigned school districts as appropriate to the ALASBO President or Executive Director. Suggested communication techniques include:

- Monthly email communication
  - Contact relative to attending ALASBO's Legislative Fly-in
  - Contact relative to attending ALASBO's Annual Conference
  - Query business managers about desired training opportunities
  - Solicit feedback from those who may be on ALASBO committees
  - Query business managers about situations when ALASBO may be of assistance (colleague support)
  - Change in District staff
- Quarterly telephone call"

Directors usually meet by telephone. This year there were monthly meetings for about an hour each. In addition, directors are expected to meet the day before the annual convention, and immediately afterwards. They are encouraged to attend the annual leadership retreat in the summer time, and to prepare at least one article during their tenure for the quarterly newsletter.

The standard director term is two years. It is a fun, exciting opportunity to exercise leadership skills, work with colleagues from across the state, and to grow professionally.

Nominations can be made at the annual meeting, or by contacting a member of the nominating committee. Members may self-nominate. David Means, immediate past president, is chair of the Nominating Committee.

## **Support Melody in Pittsburgh!!**

**Laurie Olson, Kenai Peninsula Borough School District**

Another school year is starting and many of us have made reservations to attend ASBO International's Annual Meeting in Pittsburgh October 13 -16. Our own Melody Douglas presides this year as President. Wow. Her election was a group effort, made easier because she has a gift for making friends everywhere she goes. It will be a real celebration for all of us, whether we can attend or not.

I have worked for Melody (I know the school district pays my salary, but I work for Melody) for over 14 years and have seen her in action in many types of situations. She never changes --- always dedicated to seeking the best solution, willing to give 'til it hurts, genuinely interested in the well-being and success of those around her and sincere in her desire to support school business in general and individual school business officials, personally and professionally. And by "school business official", I mean every single person in every school business department worldwide.



Lucky for us she is from Alaska! ALASBO and Alaska school districts were beneficiaries of her drive to succeed and her interest in moving forward for many years before she became known and loved in the larger arena of ASBO. I believe she would protest and say that she is what she is because of the people who came before her who set the stage and supported her. And that's true -- nobody succeeds in a vacuum. Now we have the opportunity to follow her example and continue to strive for improvement and excellence as we move forward.

Melody never shies from the hard work and has always led by example. When things happen, and they always do, she says, "It is what it is." and starts searching for a solution. One thing I have learned from her is that in every new situation, the biggest gains are from meeting new people and building relationships. ASBO is a great place to do that --- the opportunities are endless. If you haven't gone to ASBO in the past, this would be a great year to attend!

## **OASIS Training Schedule**

**Dennis Niedermeyer, ALASBO Contractor**

The State of Alaska Department of Education and Early Development has electronic reporting requirements for foundation funding reporting. Districts are required to submit their individual student membership information in electronic format to the Department of Education by November 10, 2006 for the 20 school day count period ending October 27, 2006.

The Alaska Association of School Business Officials is again providing training and technical assistance opportunities to school districts in order to assist you in meeting this requirement. These half-day training sessions are tentatively scheduled to be held at:

- 5:00 PM on Wednesday October 18, 2006, Bristol Bay Borough School District in Naknek, Alaska
- 9:00 AM October 27<sup>th</sup> at Ketchikan High School in Ketchikan, Alaska
- 9:00 AM October 28, 2006 at Juneau High School in Juneau, Alaska and;
- 9:00 AM Saturday October 21, 2006 at the Anchorage School District Boniface Training Center in Anchorage, Alaska.

Topics will include: incorporating the required State Student ID into the reported data; understanding the reporting requirements and regulations; required special education student reporting for FY2007; using existing student records systems to meet the requirements; strategies and methods for extracting data from existing systems; using the ALASBO/OASIS database programs to assist in updating checking and submitting data; getting prepared to send the data; data security, and any updated requirements resulting from regulatory changes.

If you plan to attend, please provide the following information by email to [dennism@alasbo.org](mailto:dennism@alasbo.org): Name, School District, telephone #, session you plan on attending, and a fax number.

Space is limited and registration will be on a first come first serve basis. Limited travel reimbursement may be available from DOEED.

ALASBO will also be conducting OASIS update and project planning sessions at the ASBO conference in October and at the ALASBO conference in December in Anchorage.

If you have any questions, please feel free to contact me at [dennism@alasbo.org](mailto:dennism@alasbo.org).



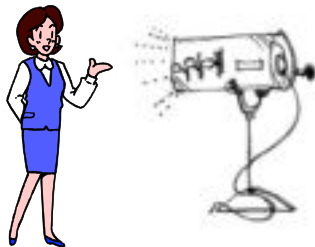
## Member Spotlight: Amy Lujan

For this quarter's edition of the "Member Spotlight" feature, Holly Holman has picked your newsletter editor Amy Lujan for the spotlight!

**Tell us about your school district –** Nome Public Schools encompasses Nome Elementary School, Nome-Beltz Jr./Sr. High School, Anvil City Science Academy (charter school), Nome Youth Facility and Extensions Correspondence School. Total enrollment is about 780 students. We are a city school district surrounded by the Bering Strait School District REAA. Nome Public Schools has been in operation for over 100 years.

**How long have you been in school business?** Since 1994.

**How did you get into this business?** I came to Alaska with my husband Stan, who was Assistant Superintendent at Kuspuk School District. I was working as City Manager in Aniak when the school district business manager resigned. Superintendent Bobette Bush came to the City Office and slapped her hand on the desk: "You need to come work for the school district!"



**What do you like best about your job?** I like the diversity of tasks, though sometimes it feels like I wear a few too many hats! I have also worked with great staff over the years.

**What advice do you have for those new to school business?** Even though you may be the only person in your community with your job description, don't forget that Alaska as a whole is one big community! Reach out and take part in ALASBO.

**How have you benefited from membership in ALASBO?** ALASBO conferences were a lifeline early in my school business career, and I'll never forget that. I've enjoyed the camaraderie and the assistance provided on many projects. Each year, I return from the conferences with many new ideas!

**What do you like to do for fun?** There's no place better to spend time than at our beach cabin on the Bering Sea, just 10 miles from town. It's really an oasis – (not the one you have to plug data into)! Spending time with my nieces (ages 3 and 6) on family vacations is also one of my greatest joys.

**If you could visit anyplace in the world, where would you go and why?** I'm going to Africa in December! Stan and I love to travel. We love to hike and see new parts of the world.

**Tell us something about yourself that most people don't know?** My ALASBO colleagues may not know that during the "first part" of my life I lived in Chicago, Paris, New York and San Francisco. Seems funny that people probably think of me as "rural" now!

**What is your proudest accomplishment?** My husband is Superintendent here in Nome, and I am proud to have supported his career and our mission here for the past five years. Working so closely and in the public eye has not been easy, but we are feeling a sense of accomplishment seeing renovations come to fruition, improved test scores, exciting programs for our students and successful graduates.

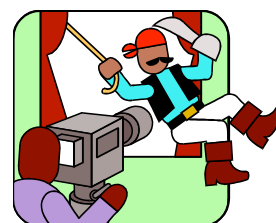
**Are you going to ASBO in Pittsburgh??** I've got my ticket!

### Call to All Photographers, professional and amateur!!

We need photographs! It is your pictures that make the slide show great!! The show is a hit at the annual ASBO conference, as well as at our ALASBO luncheon.

Please keep your cameras handy and snap pictures from all over Alaska for our slide show. Forward pictures to:

elizabeth@dlgsd.org or if not digital to Elizabeth Frances c/o DCSD, P.O. Box 170, Dillingham, AK 99576.



## **Marcy White Memorial Scholarship**

*Robin Mullins, Fairbanks North Star Borough  
School District*

Duane Oliphant, ALASBO Past President, retired from the Anchorage School District, donated a one-time scholarship in the name of Marcy White, retired from the Copper River School District, for \$500.

Both Duane and Marcy are ALASBO Past Presidents and honorary members of ALASBO. Their professional careers were highly respected by their peers.

Congratulations to Thor Jones, Kodiak High School, winner of the \$500 scholarship!

Thanks to Duane Oliphant, to Tammy White for coordinating and to Mike Fisher for chairing the scholarship committee!!



## **Nomination Form Available for SBO of the Year Award**

Enclosed with this newsletter is the nomination form for the most prestigious ALASBO peer recognition award, the School Business Official of the Year, sponsored by PenAir.

This award recognizes outstanding service, innovative plan design and implementation, or other exemplary business practices within school business management. Nominations will be accepted from ALASBO Active or Honorary Members, immediate supervisors, and local boards of education. Self-nominating applications will be rejected. Applications must be postmarked by October 31.

The winner is announced at the ALASBO Annual Conference in December and will receive: a check for \$500; two Roundtrip PenAir tickets; recognition in news and trade media; and an engraved plaque.

Past winners are:

- Dennis Niedermeyer, Lake and Peninsula Borough School District
- Isabelle Harrington, Iditarod Area School District
- Clara Langton, Nome Public Schools
- Lucienne Harger, North Slope Borough School District
- Tammy White, Yukon-Koyukuk School District
- Eddy Jeans, Alaska Department of Education and Early Development
- Loreen Kramer, Copper River School District

**REGISTER NOW** for this year's annual ALASBO conference, to be held December 4-6 at the Captain Cook Hotel in Anchorage. Can you believe it's our 33<sup>rd</sup> annual conference? This year's theme is "Team ALASBO – Educating Alaska". The conference will be packed with useful information to help school business officials perform their jobs more effectively. The vendor show and networking opportunities are not to be missed! So, mark your calendar and send in the enclosed registration **today!**

## **POWER Lunches!**

Please join us each month for our ALASBO Power Lunches where current topics are presented and discussed with district officials around Alaska. These conference calls help connect all of us and provide an opportunity to learn more about the exciting topics of school business and serve as a sounding board for great new ideas.

Upcoming topics include:

- September - Student Activities
- October - Oasis / Foundation
- November - Feedback from National Conference
- December - 1099's and W-2's

Dates will be forthcoming through email via ALASBO mailing list. To participate in any upcoming Power Lunch, the standard conference call line is 218-862-6100. Please use code 8421060

New topics are always encouraged. If you have an idea or request, please contact Chad Stiteler at stiteler\_chad@asdk12.org.



**This is the year! Melody Douglas of Kenai Peninsula Borough School District is our ASBO International President. Please plan to attend the conference Team ALASBO has been waiting for.**

**Register today @ [www.asbointl.org](http://www.asbointl.org)**

This year's conference is sure to be the finest yet. Please plan on attending. Much more information is also available on the ASBO website about the fabulous professional development opportunities available at the conference.

The tentative schedule for ALASBO members will include:

October 13 <sup>th</sup>	Alaska Lunch
	Open Mixer
	Alaska's Reception
October 15 <sup>th</sup>	Alaska Gathering for Steeler's Game
October 16 <sup>th</sup>	President Reception



Obviously there is much much more, including pre-conference workshops. I would encourage everyone to arrive in time for a bit of rest prior to lunch on the 13<sup>th</sup>. Once that day comes most everyone goes non-stop until we relax after the "must attend" President Reception.

Your ALASBO board has been very busy this summer. A new strategic plan has been developed and plans for the December conference are well on the way to being completed. The schedule at a glance is included.

Looking forward to seeing you in Pittsburgh,  
Tammy L White, Executive Director, ALASBO



**Alaska Association of  
School Business Officials**

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## ***Mark Your Calendars!***

- ***October 13 – 16 – ASBO International Conference,  
Pittsburgh***
- ***December 4 – 6 – ALASBO Annual Conference,  
Anchorage***