



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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President's Message

Rene' Spracklen, Copper River School District

It has been nearly a year since Elizabeth Frances passed the ALASBO presidential gavel to me. It has been a rewarding year made possible through the support of the ALASBO board, our new and past Executive Director and our Committee members. I encourage all ALASBO members to step up and volunteer your time to help your local association. Get involved in an ALASBO committee, be willing to serve on the board of directors, be a mentor to help other members. ALASBO NEEDS YOU!

We had a great Alaska attendance at ASBO in Toronto in October. It was an excellent conference with three great keynote speakers. The training sessions concentrated on the new 403(b) regulations and the fraud issues in the schools. It was great to see and spend time with everyone.

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- Conference Schedule at a Glance
- Preconference Registration
- Proposed Bylaws Changes
- EMA Training

President's Message (Continued)

I hope you are planning to send as many staff as possible to our 35th Annual ALASBO Conference this December 3 – 5, 2007. We have tried to provide training sessions for all areas of our business offices, since this is sometimes the only training that staff is able to attend during the year. Remember we are having three Pre-conference sessions on December 2 at no charge; topics are Payroll, Accounting 101 and Impact Aid. As ASBO states "...school districts cannot meet the challenges of an increasingly demanding and diverse clientele without an efficient and effective business and financial framework..." I hope to see you at the conference to continue improving our framework.



ALASBO - Needs You! Annual Conference December 3-5, 2007

School is well underway, winter is coming to greet us all and we face a new day each morning. I hope all is going well for each of you personally and in your districts.

"Your attitude...reflects your past, describes your present and predicts your future."
Lee J. Colan

Executive Director's Message

Duane Guiley, ALASBO Executive Director

Finally! We got that hour back we all lost last spring. Surely, now we can catch up on all those things we haven't had enough time to complete. You know those pesky things on the "to do" list that don't seem to move off and those others that you are sure you will get done before they are due, but maybe no sooner than that. For the Board and conference planning committee the "to do" list has been long, and it has involved many contacts with presenters, exhibitors, contractors, and guests. I can say most definitely that this year's annual meeting will provide members with access to new and continuing vendor exhibits, several options for staff development, and time to network with new and old colleagues, due to the efforts of many people working behind the scenes.

We are planning timely and informative presentations by national and state experts, collaborative and interactive sessions to discuss your individual concerns, and sponsored daily and evening opportunities for casual interaction with your peers from throughout the state. This is your annual meeting and the success of the association depends on your active participation. If you haven't already registered, update your "to do" list, mark your calendars, make your travel arrangements and book that room at the Hotel Captain Cook for December 3 through 5. Come early and participate in one of three pre-conference activities on December 2 designed for new and continuing education related to payroll issues, business office basics and federal impact aid.

In October, several of us attended the 93rd ASBO International Meeting in Toronto. Alaska was well represented at the meeting in a general session lead by our own Melody Douglas, the ASBO choir with Amy Lujan and Laurie Olson, and by several others in committee meetings and planning sessions for up coming activities. During the annual meeting, representatives from AIG/Valic, AXA Equitable, ING, and MetLife were recognized as continuing Platinum Sponsors of ASBO, Intl, and Virco's Donald Friesz was honored with a Corporate Leader Award and recognition for attending his 50th consecutive ASBO Intl meeting.

Bill Strickland, President, Manchester Craftsmen's Guild and Bidwell Training Center and John Amatt, Canadian mountain climber and adventurer, each shared their life stories and very different roads to success, with packed auditoriums of attendees. Both speakers shared an ability to overcome significant obstacles, recognize opportunities, and inspire success in others, through vision and commitment.

Four days of pre-annual meeting workshops, discussion groups, and "Thought Leader" and "Gold Mine" sessions, were somewhat exhausting, but as a group we gained much through attendance. We participated in discussions related to a first western states affiliate executive director's meeting in December of this year, the summer national affiliate director's meeting to be held in Charleston, South Carolina, and the February 2008 national leadership meeting in Denver, in preparation for the next annual ASBO International Meeting in October 2008. Planning has already begun for the 100th Annual Meeting.

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Executive Director's Message (Continued)

Toronto wasn't all work. The first evening about a dozen members were able to enjoy a Canadian Football League game right from the comfort of our hotel restaurant located above and immediately adjacent to the playing field. On Saturday evening, 19 members and guests enjoyed the wonder of Niagara Falls, thanks to Ryan Petersen, with American Fidelity, who arranged sponsorship of roundtrip bus transportation. We arrived in time to see the falls in the daylight and lingered long enough to enjoy many colored spotlights that randomly lit the falls after dark. Every evening there were hosted activities available to members, some of which were overlapping.



In closing I ask that each one of you take a moment to reflect on the importance of your own work. Regardless of your working title or job description, each and every one of us has an important role in the overall success of the public school system and the lives of more than 100,000 students and families. Though it may seem that most of our work provides only indirect benefit and often goes unnoticed, we need to continue to perform to the highest ethical standards we can achieve, with pride and a sense of accomplishment. We need to consider our own well-being and, if necessary, even give ourselves a pat on the back to keep the spirits up. Life is a fragile thing and sometimes gets cut short when we least expect it. Take time for yourselves and your loved ones, refresh your spirit, and renew your commitment to excellence.

Scholarship Announcement

Robin Mullins, Fairbanks North Star Borough School District

It is a pleasure to announce the winners of the McClain J. "Mack" Easton Memorial Scholarships for FY2007-08. This year, sixty-three students representing about fifteen different Alaskan school districts and twenty-six different high schools applied for the scholarships. We had so many deserving

students that it was tough to narrow the pool down to only three award winners. The scholarship committee selected the following students for awards:

\$1,000 Award Winner

Alexander Sweeney, Kodiak High School
Kodiak Island Borough School District

\$500 Award Winner

Caleb Reilly, Palmer High School
Matanuska-Susitna Borough School District

\$500 Award Winner

Robert Laule, Dimond High School
Anchorage School District

Best of luck to the winners and to all the applicants! And thanks to this year's Scholarship Committee members: Linda Gronewold, Fairbanks; Isabelle Harrington, Iditarod; Elizabeth Hayes, Kenai; Lana King, Kenai; Robin Mullins, Fairbanks; Dennis Niedermeyer, King Salmon; Rose Stokes, Anchorage.

IRS Guidance on 403(b)'s Coming Soon

Laura Hylton, Lake & Peninsula School District

IRS 403(b) regulation expert Robert J. Architect presented detailed information on the recent 403(b) regulations at the 2007 ASBO conference in Toronto. The power point and audio of this session and several others on 403(b) regulations can be found on ASBO's Live Learning Center at <http://asbointl.org/> under Meetings, 2007 Sessions. Additional 403(b) resources are also available at the 403(b) Resources page of the ASBO website.

It was interesting to see that the IRS and the panel of experts did not agree on the details of implementing the new regulations. One point they disagree on is whether or not information sharing agreements should be signed now or by the January 1, 2009 implementation date. Mr. Architect said no hurry, so long as agreements are in place by January 1, 2009, but the expert panel advised to execute information sharing agreements immediately if you plan to allow transfers.

The IRS is planning to clarify a number of the provisions in the final 403(b) regulations over the next few weeks. Guidance will be provided on the following topics:

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IRS 403(b) Guidance (Continued)

- Contract exchanges under 403(b) arrangements made to unapproved vendors after September 24, 2007, where no information sharing agreement is in place by January 1, 2009
- Orphan contracts, i.e., contracts issued by a formerly approved vendor that is no longer approved under the plan
- Grandfathered contracts issued by unapproved vendors before September 25, 2007
- Model plan document language for public schools.

The IRS is also reportedly drafting additional guidance on salary reduction agreements, since temporary FICA regulations are scheduled to expire in November 2007. And the IRS is expected to address the fact that the final 403(b) regulations made a large number of revenue rulings obsolete.

Keep your eye out for the upcoming guidance and take advantage of the resources on the ASBO website and at www.irs.gov/ep as you work to implement the new regulation requirements in your district.

Get Out Your Cameras!

Do you watch the slideshow at ALASBO every year and WISH you'd submitted updated pictures from your district? NOW is the time to get those pictures in!

Please send digital photos of students, events, buildings, and 'fun stuff' from your district to Yodean Armour:
yodean.armour@klawockschool.com.

When you watch the slide show this year, you'll be glad you got it



ALASBO Proposed Bylaws Changes

At this year's annual meeting in December, one of the agenda items will be to vote on proposed bylaws changes that have been approved by the ALASBO Board.

Please review the enclosed bylaws excerpt, which includes the proposed changes. Complete bylaws are available at any time at www.alasbo.org and will be available at the annual meeting.

Member Spotlight: Mike Fisher

For this quarter's edition of the "Member Spotlight" feature, Edith Hildebrand has picked Mike Fisher for the spotlight!

Tell us about your school district – The Fairbanks North Star Borough School District...

- serves about 14,300 students in K - 12
- encompasses 7,361 square miles (roughly the size of Rhode Island, Delaware and Connecticut combined)
- has schools that range in size from less than 100 students to more than 1,150 students.
- has 35 school sites (19 elementary, 4 middle, 1 junior/senior high, 4 senior highs, 3 charter schools, 1 correspondence program, and several alternative learning sites)
- has an annual operating fund budget of about \$148 million.

How long have you been in school business? 12 years. I started as Director of Accounting for the Fairbanks School District in September 1995, and became the Chief Financial Officer in July 1999. Before that I held a number of position with the Fairbanks North Star Borough, but that qualifies more for "in their business" then "in the business".

How did you get into this business? I was a late entry into the business field. I received a BS in Natural Resources (geology concentration) from UAF in 1976. I used that diploma to cover a hole in my wall while I sowed my oats. I returned to UAF for an accounting

Member Spotlight (Continued)

degree in 1982, and entered the work force with a mechanical pencil, pocket protector, and "not a clue" in 1984. I spent just enough time at a local CPA firm to earn my CPA certificate, and then began working for the Fairbanks North Star Borough in 1986. Except for a two year stint back with public accounting, I stayed at the Borough until the School District's Director of Accounting position became available in 1995. Public education presented a whole new challenge and I appreciated the opportunity given me.

What do you like best about your job? The satisfaction that the school business official's decision-making process usually results in knowing that to the best of our abilities we are doing what's best for kids. And to that end, the job presents new and different challenges every day. There is absolutely nothing routine about the daily routine.

What advice do you have for those new to school business? As a business official, you will undoubtedly spend a lot of your time working with bureaucratic processes, personnel problems, unrealistic time lines, numerous complaints, and broken copiers. When you can least afford the time, get out of the office and visit a school or attend a student production or event. It helps put it all back into perspective. It's rejuvenating to see the inspired learning, student achievement, and creative effort that goes on out there.

And, be willing to ask for help from fellow ALASBO members, and likewise, be willing to share your successes and failures with others. It is often just as beneficial to know what did not work and why, as it is to hear about a final solution.

How have you benefited from membership in ALASBO? Aside from relying on the experiences and knowledge of seasoned membership for help in dealing with the day-to-day issues, it has greatly helped broaden my understanding of public education issues across the state, not just in my community. Membership also provides a means to meet face-to-face with your peers and discuss the common issues we all struggle with. Our membership really can make a difference in public education in our state.

What do you like to do for fun? I am just starting to get into digital photography. A fairly

nice camera, a few lenses, and photoshop, and you can change the world. Not really, but if they don't look too close, you can make them think you can. It also fits in well with one of my other interests, Alaska Nanook Hockey. Go Nooks!

If you could visit anyplace in the world, where would you go and why? I'm not that adventurous at this point in my life, but if I could visit any place in the world I think it would be Tammy White's mind. Just think of all the stories it could tell.



Tell us something about yourself that most people don't know? I used to be more adventurous about 30 years and 50 lbs. ago. I have ridden a bicycle from Banff, Canada, down to Tucson, Arizona, and have also spent time biking around parts of New Zealand. I've spent many an hour with the wind in my face and hair. Ah yes, hair...how I fondly remember it.

What is your proudest accomplishment? I do not appear to have messed up my thirteen-year-old daughter's life too badly yet. She is a sweetheart and definitely makes me proud of her, so I will unjustly take credit and count her as my (and my wife's) proudest accomplishment. But I do get the feeling from her that I'm not near as cool or as smart as I used to be. Don't tell her, but that started happening way before she was born.

Newsletter Editor Needed!

OK, after seven years, this is REALLY it – I will be passing the newsletter on to new hands. Yours??

I would love to be able to train the new editor through the spring editions. Each quarter, it takes about 4-6 hours in total to put together the newsletter in Word; wine, music and "Undo" are helpful! I then send it on to our "production" volunteer, currently Cindy Reilly, for distribution (thanks, Cindy!) The newsletter falls under the jurisdiction of the Service Committee.

I really have enjoyed editing the newsletter and hope you have found it useful. Please contact me if you're ready to try your hand!

- Amy Lujan, Nome Public Schools



**Alaska Association of
School Business Officials**

C/o Cindy Reilly
Matsu Borough School District
501 N. Gulkana
Palmer, AK 99645

Make Your Travel Plans Today!

***ALASBO Annual Conference, Anchorage
December 3-5, 2007***

BY-LAWS of ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

ARTICLE I PURPOSES

The purpose for which the corporation is formed is:

- (a) To provide the means whereby those engaged in the business administration of the schools in the State of Alaska can meet and discuss and study all phases of school business administration.
- (b) To cooperate with any organization for the betterment of education.
- (c) To strive constantly for the highest standards of ethics, efficiency, and economy in business methods and practices.
- (d) To serve in an advisory and consultant capacity to school districts and other organizations in matters relating to school business administration.
- (3) To work for the improvement of qualifications of school business officials.
- (f) To conduct, sponsor, or join with others in conducting or sponsoring research concerning school business management and administration of schools.

ARTICLE II MEMBERSHIP

Section 1. Membership in the organization shall consist of:

- (a) Individuals directly employed or independently contracted in the functions of business administration of schools, public or private, in the State of Alaska.
- (b) Officials and employees of the offices of School Districts, Superintendents of Schools, and the State Department of Education particularly concerned with the business administration of the schools in the State of Alaska.
- (c) Associate Members: Those individuals who have either a direct or indirect influence in the area of school business and do not qualify for membership under Article II, Section I, (a) or (b). Associate members may not hold office in the Association or vote on Association matters.
- (d) Honorary Members: Past Presidents and recipients of the School Business Officials of the Year Award of the Association may be awarded membership upon

their retirement from public school service. No dues shall be required of Honorary Members. Honorary Membership shall be ~~by nomination~~^{by} current members in writing to the Executive Committee and shall be elected by the Executive Committee.

ARTICLE III OFFICERS

Section 1.

(a) The officers of the Association shall be President, a President-Elect, Treasurer, and Secretary.

(b) The Secretary shall serve the first year as the Secretary the second year as President-Elect and the third year as President.

(c) The President shall appoint a treasurer for his/her term of office.

(d) The Board shall appoint an Executive Director for a term of one (1) year.

Section 2.

(a) The term of office shall be from the adjournment of one annual meeting to the adjournment of the next succeeding annual meeting, except as herein before provided; or until their successors have been elected.

Section 3.

(a) The president shall be the executive officer of the Association and shall preside over all business meetings. He/She shall appoint all committees and shall be an ex-officio member of all committees and shall perform such other duties as usually pertain to the office of the President.

(b) The President-Elect shall assume the duties and responsibilities of the President in his/her absence and shall assume all other duties as usually pertain to the Office of the President-Elect.

(c) The Treasurer shall collect all monies due the Association and shall keep an accurate accounting of all revenue and expenditures of the Association and make an annual report of the same to the membership.

(d) The Secretary shall keep the records of membership, attendance, and proceedings of all annual meetings and special meetings of the Association, and the minutes of all meetings of the Executive Committee. He/She shall perform the usual duties pertaining to the office of Secretary.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1.

(a) The Executive Committee (also known as the Board of Directors) shall consist of the President, President-Elect, Secretary, and six (6) members-at-large, who shall be elected for two (2) year terms. The immediate Past President and the Treasurer shall be ex-officio members.

Seats A, B, and C, shall be elected in odd-numbered years and Seats D, E, and F, shall be elected in even-numbered years.

Section 2.

(a) Five (5) members of the Executive Committee shall constitute ea quorum.

(b) The Executive Committee shall have the power to fill, by appointment, any vacancies in its membership. An officer or a member-at-large appointed or elected to fill a vacancy shall serve for the unexpired term of his/her predecessor.

Section 3.

(a) The Executive Committee shall be vested with the power to act in the name of the Association between annual meetings on all matters pertaining to the operation and welfare of the organization.

(b) The Executive Committee may not incur any indebtedness in excess of the estimated revenues, including prior year fund balance unless authorized by majority vote at an annual meeting.

Section 4.

(a) Officers may not receive remuneration in form of a salary for services to the Association.

Section 5.

(a) The Executive Director shall be responsible for the daily operations of ALASBO.

ARTICLE V MEETINGS

Section 1.

(a) Unless otherwise ordered by the Association or by the Executive committee, one annual meeting shall be held at such time and place as shall be determined by the Executive Committee. It shall be for the purpose of election of officers, receiving reports of officers, and committees, and for any other business that may arise.

Section 2.

(a) Other meetings may be called when in the judgment of the Executive Committee a meeting is necessary.

Section 3.

(a) A majority of those enrolled in attendance at the annual meeting of the Association shall constitute a quorum. A simple majority of the votes cast is adequate to act on the affairs of the Association.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1.

(a) All officers and members of the Executive Committee except ex-officio members shall be elected at the annual meeting of the Association except as specified in Article IV, Section 2, (b).

Section 2.

(a) The President shall appoint a Nominating Committee of four (4) members, all shall be past presidents, which shall submit a slate of at least one name for each vacancy to be filled at the annual meeting. Nominations shall be solicited from the members by the nominating committee and shall be accepted from the floor.

ARTICLE VII REVENUE

Section 1.

(a) Dues shall be payable on the date of the annual meeting for the year following, and shall be in an amount as from year to year determined by the Executive Committee.

Section 2.

(a) The Executive Committee is authorized to charge a registration fee for the annual meeting, which such a fee is necessary to defray any part of the cost of the annual meeting.

ARTICLE VIII

AFFILIATION

Section 1.

(a) The Alaska Association of School Business Officials shall be an affiliate of the Association of School Business Officials International.

Section 2.

(a) Affiliation with the Association of School Business Officials International shall be in accordance with the Proposals for Affiliation document as adopted at the August 21, 2001, annual convention of ASBO.

(b) Adopted at an Executive Committee meeting of the above-named corporation, this 18th day of April, 1975.

ARTICLE IX

BY-LAW AMENDMENT

Section 1.

(a) Changes or additions to the By-Laws may be proposed at any time. Such proposals for changes or additions shall be referred to the Committee on By-Laws for recommendation. The Committee shall then submit the resolution, along with their recommendation. The Committee shall then submit the resolution, along with their recommendation to the Board of Directors for comment not later than thirty (30) calendar days prior to distribution to the membership. Distribution to the membership shall occur not later than thirty (30) calendar days before the annual meeting of the Association. Such changes or additions must be acted upon by the Association.

Attest:

Secretary

APPROVED at the Annual meeting of April 20, 1979

Revised April 1996

Revised 2004

December 2005