

ALASBO

News Link...



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

Karen Goodwin, Northwest Arctic

I recently had a student approach me with a joke: "What season is it when you are on a trampoline? Spring-time!". As we near the end of our fiscal and school year, it is more important than ever to keep our youthful sense of humor on the front burner.

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It has been a long tough winter for us in the arctic – we even had snow days! Now that winter is coming to an end (hopefully) we anticipate the subsequent flooding that is expected to come with all this snow!

Like the trampoline in the joke, school business offices are springing every which way during "that time of year". We are busy with our end-of-year closeouts, inventories and other asset management's, the many different accounts that need balancing, final reports being submitted, grant closures, and the preparation for the annual audits. We are actively "Creative Budgeting 101" as we develop FY 2009/2010 budgets. The Easter bunny is not the only busy one during the spring.

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As School Business Officials we have a professional responsibility to advocate for the necessary funding to educate the children of our districts. Please take the time that is needed to correspond with legislators and let's stand strong and united in our efforts to improve education in Alaska.



While schools "front line" personnel take their much needed and deserved summer vacations, we at the district office anticipate the "calm quiet" that comes when school is out. Although there is much to do and prepare during this "down" time, it is an excellent opportunity to reconnect with administrators, co-workers, and subordinates. Monthly office luncheons or afternoon snack breaks pave the way to reconnecting with those employees who are vital to our success. Relationship building aside, the increase in communication between personnel levels is a good check for all to ensure that we are working towards the same vision, our goals are consistent with the mission, and that we are truly "walking the walk".



ALASBO 2009

"Vision without action is a dream, action without vision is simply passing the time, and action with vision is making a positive difference."



Executive Director's Message

Amy Lujan, ALASBO Executive Director

Happy spring to all! We've had a LOT of snow in Juneau this year. But I love to listen to that drip-drip melting sound all day long outside my window. I remember fondly what an exciting time break-up and graduation season is in the villages.

It's been a busy quarter, what with the state and federal government activity keeping our heads spinning! I've listed some highlights below.

- **Legislative Fly-In February 25-27, Juneau** – We held another successful Fly-In, with visits to twenty legislators or their aides. A summary report and our Talking Points are on the ALASBO website, www.alasbo.org, under the news tab. Just after the Fly-In, federal stimulus news became the hot topic, and I've been keeping you informed of resources. The ASBO site is a good one: <http://asbointl.typepad.com/economicrecovery/>.
- **District Cost Factors Working Group** - We held our first teleconference in April. The DCF Commission, established by the legislature, has not yet met but may become active this spring/summer. ALASBO Legislative Chair Dave Jones of Kenai SD has been appointed by the Governor to this Commission. Our ALASBO Working Group will be ready to review, assist and respond to the work of the DCF Commission.
- **ASBO Leadership Conference** – Karen Goodwin, Laura Hylton and I attended this conference in Chicago in February. The conference provided excellent leadership training, a chance to network with other state ASBO leaders, and also a preview of this fall's conference in Chicago!
- **Leadership Conference July 24-26, Kodiak** – Planning is underway for this meeting, where we plan for the annual conference and review ALASBO's strategic plan. Think about enjoying this beautiful part of the state while you help ALASBO plan for the future, read my article elsewhere

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- in this newsletter, and make plans to attend!
- **Top Vendor Survey** – Thanks to all who've responded to my email request, which will help me make sure we're gathering as much support as possible for ALASBO from the vendors our districts support all year long. If you haven't yet sent me your "top ten" vendor list (excluding local-only vendors and the state), I would still like to have that information.

Finally remember to take advantage of ALASBO's programs throughout the year. These include **Board Liaisons** assigned to each district, **School Business Academy mentors**, monthly **Power Lunch** teleconferences, **committee** work, and **email Q&A**. If you have questions about any of these programs, please do not hesitate to contact me at alasbo@gci.net, or 907-500-9086. Our website is also getting better all the time: www.alasbo.org



Time and Energy Management Tips

Today's fast-paced world requires that you manage both your time and energy extremely well. Here are seven very important tips for you:

1. If it takes two minutes or less to complete a task, live the Nike slogan and "Just Do It." It's not worth taking the time to write it down or commit it to your memory.
2. Highly effective executives avoid multi-tasking. Instead, they "spotlight." They focus

(spotlight) their attention, even if very briefly, on the task/encounter immediately at hand. It appears as if these executives are multi-tasking because a lot gets done in a very short period. It is their laser focus that gets results—not their ability to diffuse their attention.

3. An old boss once told me, "Finding your quiet time to handle paperwork and high priority tasks is a lot like slicing a ring of baloney. You can cut a chunk off either end or you can cut a chunk out of the middle. I don't care if you find your quiet time during the early morning, around noon or in the evening, but you must find it each day. It's what productive people do." I have never forgotten his advice.

4. Ninety percent of our behavior is dictated by habit. Embrace your positive habits (rituals) like daily exercise, eating healthy food, etc. Indeed, these things sustain you and keep you sane. Enlist the help of a buddy to rid yourself of negative rituals like smoking, procrastination, and so on. Peer pressure is a very powerful thing.

5. Keep a master list. This is not a daily to-do list. It is a running list (warehouse) of everything you don't want to forget—books to read, gifts to buy, ideas, etc. The mind can be a leaky warehouse. As soon as you think it, ink it—either electronically or on paper. Don't let it escape—capture it! Then, you can scan it and prioritize it on a regular basis.

6. The mind needs a break every 90-120 minutes. Build "air pockets" into your day. Get up and walk around, do some brief exercises, etc. An office manager tells me that she goes on a "lion hunt" several times each day and catches some of her co-workers "leading the organization with the heart of a lion." She makes time to praise her colleagues, and then goes back to her office. This technique rejuvenates her as well as her staff.

7. One of my favorite musicians, James Taylor, said, "The secret to life is to enjoy the passing of time." Time is not money. You can always enjoy time without money. Think of time as honey—not money. Learn to savor it and "drink it in" without regrets.

We are living in a do-more-with-less-and-do-it-faster world. May you continue to enjoy your work as well as your time away from it.

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ALASBO Leadership



Needs You!

Amy Lujan, Executive Director

Mark your calendars for the ALASBO Leadership Conference July 24-26, 2009 in Kodiak, Alaska!

This will be the 2nd year that the ALASBO Leadership Conference is held in Kodiak. Last year's fishing trip has already become part of ALASBO legend. Kodiak Business Manager and ALASBO Secretary Luke Fulp has once again promised great weather and great fishing! We'll be meeting at a beautiful new research facility. Also, check out the beautiful website: www.kodiak.org, to whet your appetite for a visit to Kodiak.

WHAT IS THE ALASBO LEADERSHIP CONFERENCE?

The Leadership conference is where ALASBO Board members, past-presidents and committee members gather to focus on strategic planning issues and on annual conference planning. The School Business Academy launched at last year's annual conference was a direct result of planning last year in Kodiak's inspiring surroundings!

WHO CAN ATTEND?

Even if you are not a Board member, past-president or committee member, if you are interested in helping develop ALASBO, we would like to invite you to the Leadership Conference. We need all interested members to be involved in ALASBO's future!

WHAT'S THE COST?

Thanks to our vendor sponsors and because of ALASBO's belief in the importance of this event, meals and hotel rooms in Kodiak for participants

are provided. Your major cost is airfare to Kodiak. There is a \$100 fee for the fishing trip on Sunday afternoon, if you wish to participate.

GRANT OPPORTUNITY

This year, we are able to offer a new \$500 professional development grant in memory of the late Dick Swarner to a committee member who would like to attend ALASBO Leadership for the first time. Details are available on our website, www.alasbo.org, under opportunities-grants. The deadline is June 1.

SCHEDULE

- Friday, July 24, 5 PM – Opening Reception at the Kodiak Inn
- Saturday, July 25 – meetings all day at Fisheries Research Center; evening dinner
- Sunday, July 26 – meetings; 4 PM - dark fishing trip
- Monday AM, July 27 – depart Kodiak (or Sunday evening, if not fishing!)

The registration form for ALASBO Leadership is included with this newsletter and is available on our website, www.alasbo.org. Please turn it in by June 15. I look forward to seeing many of you this summer in Kodiak!



2009 ALASBO Board Liaisons

Cindy Reilly, Past-President – 746-9225
Cindy.Reilly@matsuk12.us

- Alaska Gateway Schools
- Aleutian Region Schools
- Aleutians East Borough Schools
- Anchorage School District
- Annette Island Schools
- Bering Strait Schools

Luke Fulp, Secretary – 481-6105
lfulp01@kodiakschools.org

- Bristol Bay Borough Schools
- Chatham Schools
- Chugach Schools
- Copper River Schools
- Cordova City Schools
- Craig City Schools

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Kim Johnson, Director – 895-4657

kjohnson@dgsd.k12.ak.us

- Delta/Greely Schools
- Denali Borough Schools
- Dillingham City Schools
- Fairbanks North Star Borough Schools
- Galena City Schools
- Haines Borough Schools
- Hoonah City Schools

Mark Vink, Director – 624-4256

mvink@bssd.org

- Hydaburg City Schools
- Iditarod Area Schools
- Juneau Borough Schools
- Kake City Schools
- Kashunamiut Schools
- Kenai Peninsula Borough Schools
- Ketchikan Gateway Borough Schools

Pamela Roope, Director – 874-2347

proope@wrangellschools.org

- Klawock City Schools
- Kodiak Island Borough Schools
- Kuspuk Schools
- Lake and Pen Borough Schools
- Lower Kuskokwim Schools
- Lower Yukon Schools
- Mat-Su Borough Schools

Jim Farrington, Director – 465-2748

james.farrington@alaska.gov

- Nenana City Schools
- Nome Public Schools
- North Slope Borough Schools
- NW Arctic Borough Schools
- Pelican City Schools
- Petersburg City Schools
- Pribilof Island Schools

*Haven't heard from your liaison lately?
Give him/her a jingle! Networking is
what ALASBO is all about!*

Eunice Boston, Director – 742-4342

Boston_Eunice@asdk12.org

- Saint Mary's Schools
- Sitka Schools
- Skagway City Schools
- Southeast Island Schools
- Southwest Region Schools
- Tanana Schools
- Unalaska City Schools

Jenny Martens, Director – 443-6190

jmartens@nomeschools.com

- Valdez City Schools
- Wrangell City Schools
- Yakutat City Schools
- Yukon Flats Schools
- Yukon-Koyukuk Schools
- Yupiit Schools

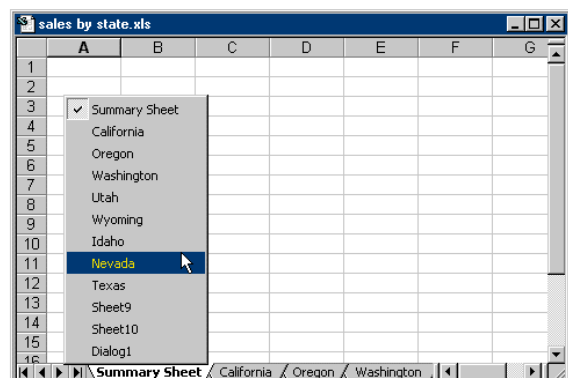


Your Moment of EXCEL Zen

Most Excel users know that they can navigate to a different sheet in a workbook by clicking its sheet tab. Keyboard users tend to use the Ctrl-Page Up to go to the previous sheet, and Ctrl-Page Down to go to the next sheet.

But when a workbook contains many sheets (think NCLB Application) and not all of the sheets' tabs fit on the screen, you may find it tedious to scroll through the tabs or use the keyboard to navigate to those worksheets that are out of view.

Here's a little-known trick that will allow you to bypass repeated scrolling or typing: Display a pop-up list of sheet names by right-clicking one of the arrows to the left of the sheet tabs that are located at the bottom of the worksheet window (see the figure below). Select a sheet from the list, and you're there in a flash.



Power Lunch Schedule

11 AM to 12 PM, the 3rd Tuesday of each Month

June 23	- Taxable Fringe Benefits
July 21	- Security/Crisis Response
August 18	- Grants - Reimbursement Forms & Budget Revisions
September 15	- Indirect Cost Form
October 20	- Grants - Time & Effort Reporting
November 17	- 1099/W2's
December	- ALASBO CONFERENCE

To connect, call 218-862-6100.
The pass code is 252726

Also Mark Your Calendars For...

ALASBO Leadership Conference

July 24-26, 2009

Kodiak, Alaska

See article in this newsletter!



ASBO International Conference

October 23-26, 2009

Chicago, Illinois

Registration available now at www.asbointl.org/

ALASBO will have a suite at the Hyatt.

If you've been in school business five years or less, you can apply for a \$2,000 Bridges to the Future scholarship through ASBO, sponsored by MetLife. Application deadline is July 1!

ALASBO Annual Conference

December 7-9, 2009

Anchorage, Alaska

Registration available soon!

Check out the ALASBO Website!

If you haven't checked the ALASBO website, www.alasbo.org for awhile, please do so! We are working on making the website useful and the Service Committee welcomes your suggestions at any time!

Here are some things you can find on the website:

- copies of past newsletters (news tab)
- information about past and future conferences (events tab)
- Power Lunch schedule and notes from past presentations (events-workshops)
- Useful downloads on a variety of topics
- General info about ALASBO
- Membership form – sign up your colleagues!



A few items posted recently include:

Procurement card info and links – If you've been considering signing up for the p-card program coordinated by ALASBO and Illinois ASBO, the information you need to get started is on the website at resources-downloads

2009 EED Legislative Session Summary Memo – This useful memo is available under the news tab.

ALASBO Annual Conference Sponsor & Exhibitor Registration Packet – Vendors are already registering for the December conference! If you've been wondering why a certain vendor isn't at our conference, make sure they sign up this year! The packet is under events-conferences-upcoming.

ALASBO Annual Conference Call for Presentations – This is your chance to share your knowledge at our conference. Sharing experience among our members is what makes ALASBO work! The form is available under events-conference-upcoming.