

ALASBO News Link...



November 2014

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.

BOARD OF DIRECTORS 2014

President

Jim Farrington, Anchorage

President-Elect

Robin Mullins, Fairbanks North Star

Past-President

Laurie Olson, Kenai Peninsula

Secretary

Mark Vink, Bering Strait

Treasurer

Jenny Myhand, Lake & Peninsula

Executive Director

Amy Lujan

Directors

Holly Holman, Unalaska

Rebecca Wright, Matsu Borough

Martha Morgan, Kuspuk

Cassee Olin, Sitka

Melissa Bell, EED

Carl Horn, Nenana

www.alasbo.org

For publishing information, contact:
Amy Lujan
e-mail: alasbo@gci.net

Editing and layout by
Edith Hildebrand, Galena City Schools
edith.hildebrand@galenanet.com

*Would you like to receive this newsletter in print,
rather than e-mail? Send a message to Amy Lujan at
the above address.*

President's Message

Jim Farrington, Anchorage School District

Make Every Dollar Count

It's hard to believe that the ALASBO Annual Conference is just around the corner, December 7-10 in Anchorage. Don't miss out on the great professional development opportunities we have planned. From picking up the tips you need to save hours of time and frustration on one of the many tasks you're asked to deal with, to networking with colleagues you'll be able to call on the next time you're not sure what to do next, the ALASBO conference offers tremendous value to school business officials at all levels. Get the skills and tools you need to "Make Every Dollar Count" in your school district!

(Continued on page 2)

Contents

1-2	President's Message
2-3	Executive Director's Message
3	Like Herding Cats
4	2014 ASBO International Conference
4-5	Member Spotlight: Lorrie Terry
5	2014 ALASBO Conference Reminder
5	Power Lunch Schedule
5	ALASBO Financials
6	ASBO Recognition
6-8	2014 ALASBO Liaisons & Mentors
8	Upcoming Events
8	Photos Reminder

(Continued from page 1)



Now that we are all back into another school year and settled into the groove of what we do every day, I wanted to take a few moments to share some insightful knowledge I recently had the opportunity to hear again.

This past month I had the privilege to attend the ASBO International conference in Florida. This is the annual event that brings together school business officials from around the globe for a week of professional learning opportunities. When reading through the conference program, I was pleased to see many sectionals and discussion groups related to cash handling and controls for school and district funds. As school business officials, this is something that we engage in daily, managing the cash flow needs of our respective districts.

Even though school business officials do this on a daily basis at their respective districts, it is something that every district employee should at least be aware of. This could include the teacher collecting money for a field trip, a custodian ordering supplies, a class fundraiser, a principal wanting a new chair, or a coach wanting another assistant. Where do the funds come from? Who makes a deposit to the bank and when? Who authorized the expense and who signed for the receipt of the goods? These are just a few examples of the items that could come up every day in a school or any district facility. Do you know the answers to these questions? Or do you care?



Here are a few of the take-a-ways that I have from one of the sessions that I attended in Florida. This session was on how to strengthen internal controls, improve efficiency and reduce fraud risk in student activity funds. This session addressed some of the items above and questions to consider for your district. These include:

- Cash collection procedures for teachers; do you have them and when was the last time they were updated?
- Do you have a district/board policy on fundraisers and is it being followed?
- Do you occasionally have someone observe the cash collection process at games and/or events?

- At the conclusion of the game/event do you have someone escort the person with the cash box to the safe to secure it?
- If you give out pre-numbered tickets, do you reconcile the total tickets issued to the deposit?

As simple as these concepts are, the fact is that most of us probably have not implemented or reviewed them recently. I go back to our ALASBO theme for this year: Make Every Dollar Count!! By taking the time to at least review one of the processes above, you can strengthen your district's bottom line by adopting better internal controls and reducing the risk of fraudulent activity. This is just one way that we can all make every dollar count.

Executive Director's Message

Amy Lujan, Executive Director

I'm busy with final preparations for our 42nd annual ALASBO conference, December 7-10!

I know that funds are tight in all districts, and there are many demands on your time. But can you really afford NOT to attend this year's conference? Take a look at the fantastic program detailed on our registration website and think about the challenging issues you and your staff are facing within your district. **If you don't have the time and support to attend ALASBO, how can you do your job efficiently and effectively??**

You can reach our registration site from our main site, www.alasbo.org, through the events-conferences-upcoming page. Note that we also have some fantastic preconference sessions on Sunday. Let me know if you have questions!

In other news, twenty-two ALASBO members and their guests attended the ASBO International conference in Florida in September. We enjoyed great professional development sessions and networking with our colleagues from around the world. **Thanks for American Fidelity** for a fun outing to Medieval Times!



If you've not yet attended an ASBO conference, please consider taking advantage of the

(Continued on page 3)

(Continued from page 2)

opportunity to apply for funding to attend next year's conference, October 23-26, 2015 in Grapevine, Texas!

Thanks to CORE, Inc., you can apply for the Tom Freeman professional development grant to attend ASBO. Forms will be available at the annual conference.

Also, registration is now open for **ASBO's Executive Leadership Forum**, which will be held February 19-21 in San Diego. This is another great professional development opportunity! Training will be provided by leadership experts from the University of San Diego, and there will be a special behind-the-scenes tour at Sea World. You can register at: www.asbointl.org.

Prior to the annual conference, you will be hearing more from me about the **ALASBO Improvement Model (AIM)**, which we have been developing over the past several years. The project, formerly called the Management Review, has come a long way, with hours of work by ALASBO members. We're ready to enter a new phase as we introduce the AIM rubric and ask members to begin using it and providing feedback! There will be several sessions at ALASBO to learn more about AIM.

If you have questions about any ALASBO program, please do not hesitate to contact me at alasbo@gci.net, or 907-500-9086. You'll also find useful information at: www.alasbo.org.

...Like Herding Cats!

Cassee Olin, Sitka School District

This summer I took a class from the University of Alaska Fairbanks called "Leadership and Theory Development". I'd like to provide some highlights from one of the books on the syllabus, which was quite an eye-opening read for me. I highly recommend it to all my colleagues.

"Managing People Is Like Herding Cats" was written by Warren Bennis, Distinguished Professor of Business Administration and Founding Chairman of The Leadership Institute at the University of Southern California. This book spells out the dilemma facing our society, details the qualities that successful leaders must have, and explores the challenges that today's leaders must face as they move toward change.

It is 222 pages in length and divided into 30 short chapters.

This book is filled with wit and wisdom based on Warren Bennis' personal experience, astute observations, and four decades of teaching and research. Warren Bennis states that, "Leaders, not managers, are the ones who will pass the test. In the meantime, frustrated managers will attempt to command, order and predict a world that demands teamwork, synergy and empowerment. They try to do what can't be done; they try to herd cats. Cats, of course, won't allow themselves to be herded. They may, however, be coaxed, cajoled, persuaded, adored and gently lead." He challenges our complacency and asks some serious leadership questions:

- What is the difference between a leader and a manager?
- Can leaders be made? If so, how?
- What are the qualities and personality traits of effective leaders?

Bennis advocates that we are going to need a new generation of leaders, not managers. The distinction is an important one. Here are some of the differences:

- The manager administers; the leader innovates.
- The manager is a copy; the leader is an original.
- The manager maintains; the leader develops.
- The manager relies on control; the leader inspires trust.
- The manager has a short-range view; the leader has a long-range perspective.
- The manager asks how and when; the leader asks what and why.
- The manager has his eye on the bottom line; the leader has his eye on the horizon.
- The manager accepts the status quo; the leader challenges it.
- The manager is a classic good soldier; the leader is his own person.
- The manager does things right; the leader does the right thing.

Leaders must be developed - nurtured in such a way that they acquire the qualities of leadership. Warren Bennis discusses the ten traits of dynamic leaders along with the four competencies of great leaders.

This book is a **MUST** read for anyone interested in leadership development. It's another book to add to your professional collection to read and re-read.



2014 ASBO International Conference

Karen Quitslund, Petersburg School District

The Alaska Association of School Business Officials offers some amazing professional development opportunities to its members. In September 2014, I was able to attend the ASBO Conference in Kissimmee, FL with the generous assistance of ALASBO's Lowell Thomas Freeman Professional Development Grant. I am sincerely grateful to ALASBO and CORE, Inc for the opportunity and sponsorship.

There were many highlights to the conference but I want to share the three aspects that I found most valuable. First, I took a half-day workshop on Health Care Reform which was very informative. The presenters were concise with outlining the timelines and resources for ensuring compliance. I work in a small district and wear many hats, as many of us do; having this compact "crash course" was highly beneficial as the compliance timelines draw near.



The second half-day workshop that I attended was about ASBO's Meritorious Budget Award. The presenters outlined the best practices of budget documents and presentation. The budget documents submitted for this award are peer reviewed using a rubric. The presenters had us break into small groups and analyze a recent recipient's budget using the MBA rubric for the award program. My professional take-away is not about achieving the award but creating the budget document template as a best practice model. As a result of this opportunity, this is a long term goal for Petersburg School District.

The third highlight of the conference was networking with ASBO members but especially with our amazing ALASBO members. Since there were so many people that attended the conference, it was easy to gravitate to our Alaska group in the different sessions and during breaks. I really appreciate getting to know

each of these members better and building those networks within our own state.

Thank you to ALASBO and to CORE, Inc for providing this professional development opportunity to attend this conference. I really learned so much more than I can express in words and I look forward to attending another ASBO conference in the future.

ALASBO



Member Spotlight

Lorrie Terry, Denali Borough School District

Tell us about your school district

Denali Borough School District consists of three K-12 brick and mortar schools and a K-12 homeschool correspondence program. DBSD has a combined total of roughly 900 students. The brick and mortar schools are located in Anderson, Cantwell and Healy, whereas our homeschool correspondence program is based in Anchorage.

How long have you been in school business?

School business is a relatively new endeavor. This past July marks the beginning of my third year in the realm of the public sector.

How did you get into this business?

Many, many moons ago I was employed as an AP clerk with a small mining company in Idaho. The position opened many new doors for me as I was allowed to grow professionally, beginning as an AP clerk and ending as the Finance Supervisor.

The confidence instilled in me by the Controller of that small mining company has never left me and has kept my career focus in the area of finance.

What do you like best about your job?

Being a business manager is fast paced, full of questions in search of instant resolution,

(Continued on page 5)

(Continued from page 4)

demands more reporting documentation than in the private sector and certainly there are no dull moments. In reality, I love my job because everything I do has the ability to impact the success of students.



What advice do you have for those new to school business?

- Don't be afraid to ask questions
- Planning is key
- Prioritizing makes a world of difference
- Communication, communication, communication

How have you benefited from membership in ALASBO?

The ability to communicate with knowledgeable and experienced business professionals throughout the State of Alaska has been, and continues to be, a source of support and information unique to this profession.

What do you like to do for fun?

My husband Charles and I have four children. The majority of our "fun time" is spent with them, whether it be at a sporting event watching them play soccer, volleyball, or basketball, cruising the Alaskan countryside on a four-wheeler, or experiencing some outdoor activity like hunting, fishing or trekking the outdoors. In short, our fun time is family time.

If you could visit any place in the world, where would you go and why?

Ireland...a few years back I designed a family website for my mom, as a Christmas gift, for her side of the family, the Sullivan's. I became very involved in the genealogy of the Sullivan family, during the creation of the site.

My great-great grandfather, Cornelius Sullivan, came to America from Ireland. Like many Irishman at that time, he came to America intent on making a fresh start. Part of that fresh start was earning enough money to acquire passage for the remainder of the family still living in Ireland. Although many of the Irish were intent on finding a better life, they still missed the motherland, Ireland. The concept has always intrigued me and I look forward to the day when I can experience Ireland for myself.

Tell us something about yourself that most people don't know?

History is very entertaining. My favorite historical character is Sacajawea. I am sure that the historians will never get the story completely

correct as there are so many conflicting accounts regarding this very unique individual. I read everything I can get my hands on where this historical character is concerned.

What is your proudest accomplishment?

Without a doubt that would have to be my four children: Jack, Ashley, Ryan and Emily.

Not yet registered for the annual conference? Register today at:
<https://www.regonline.com/alasbo2014annualconference>

If you've already registered but want to add a preconference session or have questions, contact Executive Director Amy Lujan: alasbo@gci.net

Power Lunch Schedule

*11 AM to noon, usually the 3rd Tuesday of each month via teleconference;
 call 267-507-0370, code 252726# (spells ALASBO!)*

Nov 18	Indirect Cost Proposal
Nov 20	US Dept of Ed – Impact Aid (noon – 2 PM; must preregister)
Dec 7-10	Annual Conference

Curious about ALASBO's financial status?

You can review ALASBO's financial statements from FY05 to FY14 on our website, www.alaska.org. Click on "about ALASBO".

Thanks to our Audit Committee and volunteer Treasurers for keeping things in good order! We continue to make improvements, such as the recent change in fiscal year, to make ALASBO's financials easier to understand and to manage.

ASBO International Recognition

Congratulations to the following districts that have been recognized by ASBO International for their financial documents!

Certifications of Excellence in Financial Reporting – FY13 Statements

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

Meritorious Budget Award – FY14 Budget

- Juneau School District
- Kenai Peninsula Borough School District
- Matanuska-Susitna Borough School District

ALASBO 2014 Liaison and Mentor Assignments

Liaison/Mentor match-up's are a two-way street; contact your match today!

Past-President –Laurie Olson

Kenai 714-8888 lolson@kpbsd.k12.ak.us

Robbie MacManus

Alaska Gateway Schools
883-5151x109 rmacmanus@agsd.us

Chelsea Sternicki

Aleutian Region Schools
277-2648 csternicki@aleutregion.org

David Nielsen

Aleutians East Borough Schools
383-5222 dnielsen@aebd.org

Mark Foster

Anchorage School District
742-4369 foster_mark@asdk12.org

Charlene Jimenez

Annette Island Schools
886-6332x2265
cjimenez@aisd.k12.ak.us

Mark Vink

Bering Strait Schools
624-4256 mvink@bssd.org

Secretary -- Mark Vink --- Bering Strait
624-4256 mvink@bssd.org

Sherry Kern

Bristol Bay Borough Schools
246-4225 skern@bbbsd.net

Teri Dierick

Chatham Schools
586-6806x235 terid@serrc.org

Adrienne Fleming

Chugach Schools 522-7400
afleming@chugachschools.com

Loreen Kramer

Copper River Schools
822-3234x225 lkramer@crsd.k12.ak.us

Verna Reedy

Cordova City Schools
424-3265 vreeedy@cordovasd.org

Cynthia Bennett

Craig City Schools
826-3274 cbennett@craigschools.com

Director Seat A – Holly Holman --- Unalaska
581-3151 hholman@acsd.net

Kim Johnson

Delta/Greely Schools
895-4657x25 kjohnson@dgsd.k12.ak.us

Lorrie Terry

Denali Borough Schools
683-2278 lorrieterry@dbd.org

Lucienne Smith, Contractor

Dillingham City Schools
677-9263 lucienne.smith@akebs.com

Mike Fisher

Fairbanks North Star Borough Schools
452-2000x301 mike.fisher@k12northstar.org

Edith Hildebrand

Galena City Schools 656-1883x108
edith.hildebrand@galenanet.com

Judy Erikson

Haines Borough Schools
766-6725 jerekson@hbsd.net

Judy Hankla

Hoonah City Schools
945-3611x203 hanklaj@hoonahschools.org

(continued on page 7)

(continued from page 6)

Director Seat B – Rebecca Wright ---Matsu
746-9260 rebecca.wright@matsuk12.us

Lucienne Smith, Contractor
Hydaburg City Schools
677-9263 lucienne.smith@akebs.com

Morganza Byrd
Iditarod Area Schools
524-1225 mbyrd@iditarodsd.org

David Means
Juneau Borough Schools
523-1770 david_means@jsd.k12.ak.us

Lonnie Cavanaugh
Kake City Schools
785-3995 lmcavanaugh@kakeschools.com

Antonia Moses
Kashunamiut Schools
858-7713 amoses@chevakschool.org

Dave Jones
Kenai Peninsula Borough Schools
714-8838 djones2@kpbsd.k12.ak.us

Adam Thompson
Ketchikan Gateway Borough Schools
247-2120 adam.thompson@k21schools.org

Director Seat C -- Martha Morgan--- Kuspuk
675-4250 mmorgan@kuspuk.org

Yodean Armour
Klawock City Schools 755-2220x232
yodean.armour@klawockschool.com

Roger Studley
Kodiak Island Borough Schools
481-6105 rstudley01@kibsd.org

Martha Morgan
Kuspuk Schools
675-4250x253 mmorgan@kuspuk.org

Laura Hylton
Lake and Peninsula Borough Schools
246-4280x310 lhylton@lpsd.com

Blair Alden
Lower Kuskokwim Schools
543-4820 Blair_Alden@lksd.org

Jenny Martens
Lower Yukon Schools
591-2411x220 jmartens@loweryukon.org

Luke Fulp
Mat-Su Borough Schools
746-9277 luke.fulp@matsuk12.us

Director Seat D – Cassee Olin ---Sitka
966-1254 olinc@sitkaschools.org

Carl Horn
Nenana City Schools
832-5400x230 chorn@nenanalynx.org

Paula Coffman
Nome Public Schools
443-6190 pcoffman@nomeschools.com

Tammy White
North Slope Borough Schools
852-9683 tammy.white@nsbsd.org

Karen Goodwin
Northwest Arctic Borough Schools
442-3472x232 kgoodwin@nwarctic.org

Royce Mattson
Pelican City Schools
735-2236 rmattson@pelicanschool.org

Karen Quitslund
Petersburg City School District
772-4271 business@pcsd.us

Dennis Niedermeyer
Pribilof Island Schools
546-3324 dennis@niedserv.com

Director Seat E --- Melissa Bell --- EED
465-8697 melisa.bell@alaska.gov

Davey Shields, Contractor
Saint Mary's Schools
245-0651 davey@acsalaska.net

Cassee Olin
Sitka Borough Schools
966-1254 olinc@sitkaschools.org

Cindy O'Daniel
Skagway City Schools
983-2960x2 busmgr@skagwayschool.org

Lucienne Smith, Contractor
Southeast Island Schools
677-9263 lucienne.smith@akebs.com

Ryan Ayars
Southwest Region Schools
842-8207 rayars@swrsd.org

Stefani Dalrymple, Contractor
Tanana Schools
479-9863 stefani@yukonac.com

Holly Holman
Unalaska City Schools
581-3151 hholman@ucsd.net

(continued on page 8)

(continued from page 7)

Director Seat F -- Carl Horn --- Nenana
832-5400 chorn@nenanlynx.org

Amber Cockerham
Valdez City Schools 835-4700
acockerham@valdezcityschools.org

Pam Roope
Wrangell City Schools 874-2347x250
proope@wrangellschools.org

Ricardo Tejeda
Yakutat City Schools
784-3317x225 ricardot@yakutatschools.org

Andrew Leavitt
Yukon Flats Schools
662-2515x32 andrew.leavitt@yukonflats.org

Vacant
Yukon-Koyukuk Schools – hiring in process!

Michele George
Yupit Schools
825-3603 mgeorge@yupit.org

Mentor—Holly Holman Business Manager
Unalaska, 581-3151, hholman@ucsd.net
Bernadette Villaroya Accountant III
Kodiak, 481-6116, bvillaroya01@kibsd.org

Upcoming Events

- **December 7-10, 2014 – ALASBO Annual Conference – Anchorage**
- **February 19-21, 2015 ASBO Executive Leadership Forum – San Diego, CA**
- **February/March 2015 ALASBO Legislative Fly-In, Juneau**
- **July 2015 – ALASBO Summer Leadership Conference**
- **October 23-26, 2015 ASBO International Conference – Grapevine, Texas**

School Business Academy Mentor Assignments

Mentor—Jenny Martens Director of Budget & Finance
Lower Yukon, 591-2411, jmartens@loweryukon.org
Therese Aston, Superintendent
Tanana Schools, 366-7203,
tashton@aktcsd.org

Mentor—Laurie Olson Director of Finance
Kenai, 714-8888, lolson@kpbsd.k12.ak.us
Virginia Durant, Asst Business Manager
Lower Yukon 591-2411
vdurant@loweryukon.org

Mentor—Jimmy Love Payroll Specialist
Kenai, 714-8888, jlove@kpbsd.k12.ak.us
Kathyn Gearhart, Personnel Officer
Copper River, 822-3234, kgearhart@crsd.us

Mentor—Lee Ann Andrew Dir. Of Admin Svcs
SW Region, 842-8207, landrew@swrsd.org
Jim Holien, Principal
Klawock, 755-2220,
jim.holien@klawockschool.com

Mentor—Jim Farrington Treasurer
Anchorage, 742-4397, farrington_james@asdk12.org
David Nielsen, Business Manager
Aleutians East, 383-5222, dnielsen@aebd.org

See you all soon in Anchorage!!



Send us your pictures – anytime you're traveling around the district this spring, take a photo for ALASBO! Send them to yodean.armour@klawockschool.com.