

Alaska Association of School Business Officials Annual Conference



Do What Is Right, Not What Is Easy

December 9-11, 2024

Preconference Activities • December 7-8, 2024



ALASBO founded in 1974

Alaska Association of School Business Officials
Annual Conference
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Welcome to ALASBO's Annual Conference!

Do What Is Right, Not What Is Easy

December 7 – December 11, 2024

Welcome to ALASBO's 50th Annual Conference!

Dear ALASBO Members, Newcomers, Special Guests, and Past Presidents,

It is my great honor to welcome you to ALASBO's 50th annual conference! Whether this is your first conference or you've been with us for many years, we are thrilled to have you here as we celebrate this milestone together.

This year's conference marks a unique moment in our history—a time to reflect on five decades of dedication to supporting Alaska's schools and a time to look forward to what the future holds. As I noted in our most recent newsletter article, this gathering isn't just a celebration; it's a call to action. "Doing what is right, not what is easy" is more important now than ever as we work together to make lasting, meaningful impacts in our schools and communities.

To our newcomers, welcome! We're delighted that you're here, and we hope you feel the support and camaraderie that has been the foundation of ALASBO's success. You are now part of a community that values integrity, collaboration, and a shared mission to serve Alaska's students.

To our special guests and past presidents, thank you for joining us and for the legacy of leadership you have built. Your dedication has paved the way for future generations of school business officials, and we are honored to have you with us as we celebrate this milestone.

To all members and guests, this conference is an opportunity to renew our commitment to the mission we share. Let's take advantage of the sessions, discussions, and networking opportunities over the next few days to inspire one another, share best practices, and set the stage for the next 50 years of success.

Thank you for being here, and here's to a memorable and impactful conference!

Warm regards,

Heather L. Heineken

Heather L. Heineken
ALASBO 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

Do What Is Right, Not What Is Easy

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. In addition to the Exhibit Hall, this year we will have some booths in the Registration Alcove. 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

2024 BOARD OF DIRECTORS

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Heather Heineken, SFO
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 Galena City School District
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Secretary:

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Immediate Past President:

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 Email: yodean.armour@klawockschool.com

Treasurer: **Laura Hylton**, SFO, Finance Director
 Lake and Peninsula School District
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 Ph: 907-745-7090
 Email: lhylton@lpsd.com

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 2024**

Andrew Leavitt, Chief of Budget & Finance
 Lower Yukon School District
 PO Box 32089
 Mountain Village, AK 99632
 Ph: 907-591-2411
 Email: aleavitt@lysd.org

Seat D**December 2025**

Nicole "Nico" Herbert, CPA, Director of Accounting Services
 Fairbanks North Star Borough School District
 520 Fifth Ave
 Fairbanks, AK 99701
 Ph: 907-452-2000, ext 11312
 Email: nicole.herbert@k12northstar.org

Seat B**December 2024**

Katie Gardner, Deputy Superintendent of Business & Operations
 Matanuska Susitna Borough School District
 501 N Gulkana St
 Palmer, AK 99645
 Ph: 907-746-9264
 Email: katherine.gardner@matsuk12.us

Seat E**December 2025**

Amber Cawley, Director of Business Services
 Valdez City School District
 PO Box 398
 1112 W Klutina
 Valdez, AK 99686
 Ph: 907-834-4700
 Email: acawley@valdezcityschools.org

Seat C**December 2024**

Jason Fastenau, IT Director
 Cordova School District
 PO Box 1330
 Cordova, AK 99574
 Ph: 907-424-3265
 Email: jfastenau@cordovasd.org

DEED Seat**(Ex-Officio non voting)**

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



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS COMMITTEES ~ 2024

Members Name

School District

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

Katie Parrott, Chair

Anchorage 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

AK Department of Education & Early Development

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

Mark Vink, Chair

Bering Strait 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

Yodean Armour, Chair
Immediate Past President

Klawock City School District

Professional Development Committee~ Develops training opportunities for ALASBO membership

Phil Hulett, Chair
President Elect

Galena City School District

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

Yodean Armour, Chair

Klawock City School District

Sponsorship Committee~ Establishes fundraising criteria and implementation plan

Darcy Carter, Chair

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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.



GCI is proud to sponsor

**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
2022	Andy Ratliff	Anchorage School District
2023	Mark Vink	Bering Strait School District

ALASBO INVOLVED IN ASBO INTERNATIONAL

Certificate of Excellence in Financial Reporting – FY 2023

Anchorage School District — 40+ years
Fairbanks North Star Borough School District — 30+ years
Kenai Peninsula Borough School District — 30+ years
Matanuska-Susitna Borough School District — 15 years

Meritorious Budget Award – FY 2023-2024

Kenai Peninsula Borough School District — 20+ years
Matanuska-Susitna Borough School District — 10+ years

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

Kristy Andrew, Consultant
Melody Douglas, Honorary Member
Luke Fulp, formerly with Matanuska-Susitna Borough School District
Heather Heineken, Alaska Department of Education & Early Development
Philip Hulett, Galena 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, Alaska Department of Education & Early Development
Robin Mullins, Honorary Member (not active)
Cassee Olin, formerly with Juneau School District
Laurie Olson, Honorary Member (not active)
Lisa Pearce, Consultant
Andrew Ratliff, Anchorage School District
Cindy Reilly, Consultant
John Stackhouse, formerly with Yupiit School District
Czarina (Reena) Voivedich, Kenai Peninsula Borough School District

Doing the right thing isn't always easy - in fact, sometimes it's real hard - but just remember that doing the right thing is always right.

 David Cottrell

ALASBO INVOLVED IN ASBO INTERNATIONAL

Outstanding Service to the Profession Eagle Award – 2003

Dave Jones, Kenai Peninsula Borough School District

Distinguished Professional Eagle Award — 2008

Melody Douglas, SFO, Retired, Kenai Peninsula Borough School District

Pinnacle of Achievement Award

Lucienne Smith, Retired, North Slope Borough School District – 2006

Jim Anderson, Anchorage School District – 2020

Emerging Leaders Scholarship

Sandy Friendshuh, Copper River School District– 2022

ALASBO Members Serving On ASBO International Committees

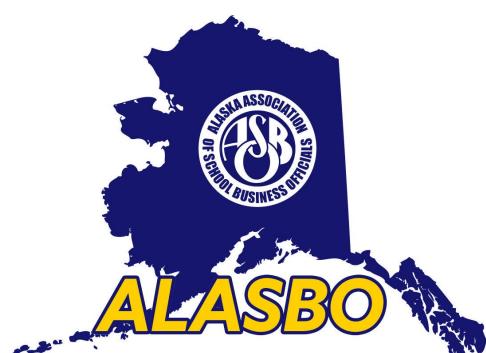
Heather Heineken, SFO Education Advisory Committee, Vice Chair

Heather Heineken, SFO Education Advisory Committee, Ancillary Services Lead

Darcy Carter Affiliate Executive Directors Committee

Melody Douglas, SFO Vision35 Futures Task Force

Cindy Reilly, SFO SFO Commission, Secretary



**ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL**

Thank You to our Sponsors!

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!**

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Dave Jones Memorial Student Scholarship

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ALASBO

Richard "Dick" Swarner Shaping The Future Leadership Grant

ALASBO

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PRECONFERENCE ACTIVITIES — Saturday and Sunday, December 7-8, 2024**Conference Agenda, December 9–11, 2024 – Hotel Captain Cook****SCHEDULE AT A GLANCE****Monday, December 9**

7:30 – 8:30	Exhibit Hall Visits & Breakfast Open
8:30 – 10:00	Welcome & Keynote Speaker: Clint Swindall
10:15 – 11:30	Vendor Introductions and Networking Activity
11:30 – 12:15	Exhibit Hall Visits
12:15 – 1:00	Luncheon & NBMI Recognition
1:00 – 2:00	Exhibit Hall Visits
2:00 – 4:45	Roundtables and ½ hour break for Exhibit Hall Visits
5:00 – 8:00	Reception sponsored by Altman, Rogers & Co. & Quarter Deck

Tuesday, December 10

7:30 – 8:30	Exhibit Hall Visits & Breakfast
8:30 – 10:00	Welcome & Speakers & Past ALASBO President Panel
10:00 – 10:50	Exhibit Hall Visits
11:00 – 12:30	Extended Professional Learning
12:30 – 1:30	Luncheon & SBO Of Year Award
1:45 – 4:35	Breakout Sessions
6:00 – 10:00	Banquet & Best 1950s Outfit & Casino Karaoke Night

Wednesday, December 11

7:30 – 8:30	Breakfast
8:30 – 9:20	Job-Alike Sessions
9:30 – 10:20	Like-Size Districts Sessions
10:30 – 12:20	Breakout Sessions
12:30 – 1:45	Luncheon and Annual Meeting



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

PRECONFERENCE AGENDA

Saturday, December 7, 2024

Breakfast On Your Own
Includes Lunch

9:00 – 4:30 **New Business Manager Institute**
Endeavor
Cohorts 2022, 2023 and 2024

Sunday, December 8, 2024

Breakfast and Lunch On Your Own

8:30 – 4:30 **SCHOOL BUSINESS ACADEMY**
Endeavor 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 **Most Things Budget** (offered jointly with Pre-Conference morning session)
Presenter: *Katie Parrott, Senior Director, Office of Management and Budget, Anchorage School District*
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.

1:00 – 2:30 **Foundation Funding Formula/Foundation Report**
Presenters: *Lori Weed, School Finance Manager and Jared DeLara, School Finance Specialist, Alaska Department of Education & Early Development*
This post OASIS funding formula session will include an Education Funding Formula Overview, and an explanation of the Foundation Report will be provided. Bring your funding and/or OASIS questions to be answered by the experts.

2:45 – 4:15 **Ethics and Internal Controls**
Presenter: *Cindy Reilly, Past ALASBO President*
This session will explore ethical principles and some moral or ethical problems business managers may encounter relevant to individuals and the school district. Internal controls are the process, rules, and procedures in place to insure financial and accounting integrity, promote accountability and prevent fraud. This session will include segregation of duties, physical controls, reconciliations, policies and procedures (SOPs) and regular reviews of system reports and activity.

8:30 – 12:00 **PRECONFERENCE SESSIONS**

Endeavor **Most Things Budget** (offered jointly with SBA morning session)
Presenter: *Katie Parrott, Senior Director, Office of Management and Budget, Anchorage School District*
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.



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

PRECONFERENCE AGENDA

Sunday, December 8, 2024

Lunch on Your Own

8:30 – 12:00

Adventure

PRECONFERENCE SESSIONS (continued)**Human Resources and Employee Management for School Districts***Presenter: Kristin Wouk, Director 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 questions answered.

Quadrant

Federal Programs & Grants*Laura Hylton, SFO, Finance Director, Lake & Peninsula School District and Sandy Daws, Retired, Kodiak Island Borough School District*

This session will provide an in-depth look at the fundamentals of grants management including levels of compliance and assurances, budget revision and submission, requesting grant reimbursement and audit prep. We will also review the tools available to streamline reporting and recordkeeping.

1:00 – 4:30

Adventure

Reviewing TRS and PERS Topics*Presenters: Natasha Golovatiuk, Regional Senior Benefits Counselor, Anchorage Office and Juneau DRB staff via Zoom, State of Alaska Division of Retirement and Benefits*

This session offers a detailed overview of managing TRS (Teacher Retirement System) and PERS (Public Employees Retirement System) program components for district administrators. Key topics include: Transitioning teachers with lapsed certifications to PERS. Understanding the agreements for employee enrollment in PERS. Guidelines on documenting breaks in service for employees. Clarification on Social Security agreements, including how Medicare is handled. A new system for delivering benefits more effectively. Resources for employers to manage TRS and PERS programs. The session will include a Q&A to address additional questions and any other relevant topics.

Quadrant

Unlocking Productivity: Harnessing AI Tools for School Business Officials*Presenters: Justin Michaud, PMP— Senior Program IT Manager, Matanuska-Susitna Borough School District and Jethro Jones, Founder, Transformative Principal*

Join us for an engaging and hands-on pre-conference session tailored for School Business Officials looking to enhance their productivity through AI technology. This immersive session will introduce you to the fundamentals of AI, with a focus on practical tools like ChatGPT, Bard, Copilot, and how they can streamline various tasks in your daily operations. You'll discover how AI can assist with routine tasks, automate processes, and simplify complex workflows, allowing you to save time and work more efficiently. Designed for those new to AI, this session ensures an accessible and straightforward learning experience, with practical takeaways you can immediately apply in your work. Don't miss the opportunity to harness AI's potential and transform how you approach your day-to-day responsibilities!

Voyager

Streamlining Teacher Certification: Introducing the District Communication Hub*Presenter: Colleen Walker, Education Administrator, DEED*

Confused about the requirements for teacher, administrator or special service provider 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? Accessing the New TEACH-AK online certification hub? Attend this session to have your questions answered.

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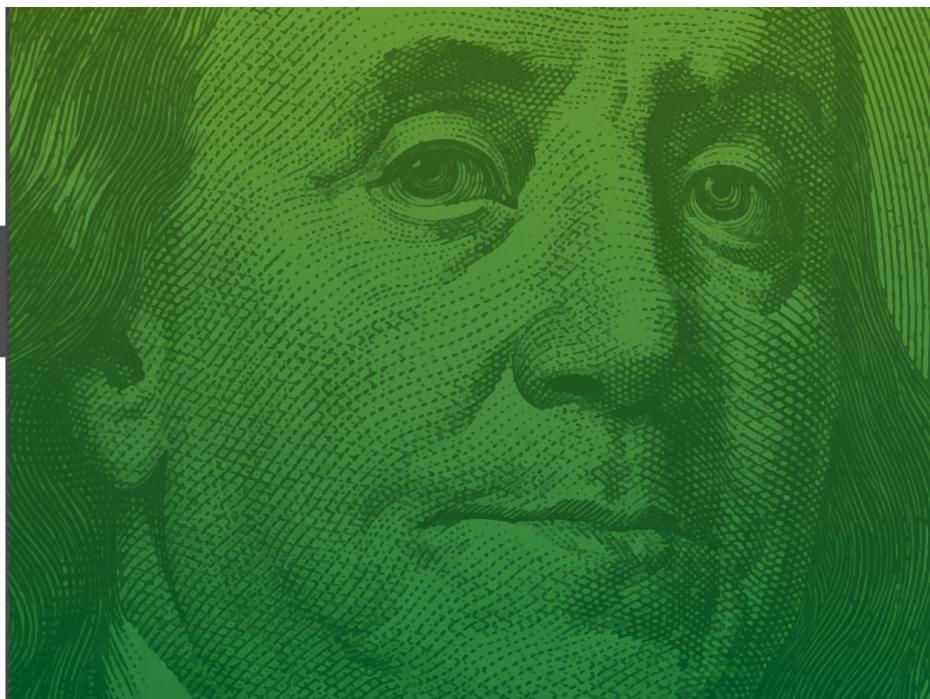
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ALASKA PRINCIPALS ASSOCIATION

ASB

Alaska Association of School Business Officials

Do What is Right, Not What is Easy

December 9-11, 2024

KEYNOTE SPEAKERS



Clint Swindall



Jethro Jones

Monday, December 9, 2024

**Immediately following
8:30 Welcome**

Mindset Matters!

Tuesday, December 10, 2024

**Immediately following
8:30 Welcome**

***Using AI To Improve
Human Relationships***

Mindset Matters!

Employee engagement is the lifeblood of any thriving organization, and it hinges on two critical factors: the mindset of employees and the skillset of leaders. In this keynote, Clint will discuss the role mindset plays in creating a culture of engagement. He'll share the multiple opposing mindsets that hold us back from being successful, with a focus on negativity vs. positivity. He'll share some simple things we all can do to overcome negativity in our lives.

Using AI To Improve Human Relationships

Jethro Jones will lead participants through exercises with AI that will help them improve relationships with those they work with and those they serve. He will demonstrate some tools that help with that and share some insights into how to use these tools to build us up, rather than divide us.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Monday, December 9, 2024

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	West Anchorage High School Cheer Team Diane Johnson, Director
8:30 – 10:00 Fore Deck	WELCOME <ul style="list-style-type: none">• Heather Heineken, SFO, President• Dr. Jharrett Bryant, Superintendent, Anchorage School District• Karen Morrison, SFO, Deputy Commissioner, AK Department of Education & Early Development
	KEYNOTE SPEAKER Clint Swindall, Engagement Specialist Mindset Matters!
10:00 – 10:15	BREAK
10:15 – 11:30	VENDOR INTRODUCTIONS and NETWORKING ACTIVITY
11:30 – 12:15	EXHIBIT HALL VISITS
12:15 – 1:00 Fore Deck	LUNCHEON <ul style="list-style-type: none">• NBMI Recognition
1:00 – 2:00	EXHIBIT HALL VISITS
2:00 – 4:45	ROUNDTABLES [1/2 hour break for Exhibit Hall Visits]
Fore Deck	New ALASBO "Your Membership" YM Website Platform <i>Presenter: Leslie Young, Member Service Director, Alaska Association of School Business Officials</i> How are you utilizing ALASBO's new "Your Membership" platform? This all-in-one solution offers a range of tools designed to enhance your experience, including event and member management, job boards, an online community, and a wealth of learning resources. Join us to explore how this platform can streamline your work and provide valuable support for ALASBO members.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
CONFERENCE AGENDA

Monday, December 9, 2024

2:00 – 4:45 **ROUNDTABLES** (continued) [1/2 hour break for Exhibit Hall Visits]
Fore Deck

Child Nutrition Program Overview

Presenter: Debbie Soto, Education Associate, CNS Program, Alaska Department of Education & Early Development

Child Nutrition Programs deliver meals to children during the school day via the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The Child and Adult Care Food Program (CACFP) delivers meals to children outside of the school day and to day cares and the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) provide schools with an opportunity to feed children outside of the school year.

E-Rate and Broadband Assistance Grant (BAG) Update

Presenter: Faye Tanner, Program Coordinator, Alaska Department of Education & Early Development

Have questions about the latest changes in Federal E-Rate or State Broadband Assistance Grant programs? Come to the roundtable session to hear a quick overview and updates on the programs, especially on the application process and timelines. Bring any questions that are specific to your school districts.

Fund Balance Report

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

Alaska school districts are required to report current fund balances twice annually under HB 268. Join us to review the guidelines for completing this mandatory reporting, ask questions, and gain practical tips to simplify the process.

PPE Reporting: What's In and What's Out?

Presenter: Alenita Danner, School Finance Specialist, Alaska Department of Education & Early Development

Under the Every Student Succeeds Act (ESSA), all states must collect and report per-pupil expenditures down to the school level. Let's briefly discuss the reporting process, clarify what to include and exclude, and explore tips to streamline the report before the December 16 deadline. Join us to ensure accurate and efficient reporting!

AI – How Are You Using It?

Presenters: Heather Heineken, SFO, Finance and Support Services Director, Alaska Department of Education & Early Development and Nicole "Nico" Herbert, CPA, Director of Accounting Services, Fairbanks North Star Borough School District

Are you currently utilizing AI? Which areas are you already applying it, and where should you consider expanding its use? What AI-powered tools, best practices, and policies are available?



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Monday, December 9, 2024

2:00 – 4:45 Fore Deck	ROUNDTABLES (continued) [1/2 hour break for Exhibit Hall Visits]
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DOL – Unemployment Forms

Presenters: Keith Graham, Employment Security Analyst and Teresa Johnson, Employment Security Analyst, Department of Labor and Workforce Development

Responding to Unemployment Insurance requests for school district employees. Federal law prohibits the use of base period wages to establish monetary eligibility for unemployment benefits between and within school terms if the wages are based on services performed for educational employers when a contract of reasonable assurance exists. This discussion will address how to respond to Unemployment Insurance requests for school district employees during an established and customary vacation period or holiday break.

Improving Teacher Retention and Professional Development in Rural Alaska

Presenter: Tim Jester, Ed.D., Professor, Teaching and Learning, University of Alaska Anchorage

This presentation discusses a partnership program to improve teacher retention and support professional development in rural schools. Educators in partner districts earn the M.Ed. in Teaching and Learning from UAA by completing online graduate courses and a three-year school and community-based experiential learning process. The presentation describes the model, shares research findings and discusses opportunities for other rural school districts.

Secure 2.0 Act

Presenters: Juergen Schatzer, CRPC, Financial Advisor and Jodi Detwiler, Financial Advisor, Principal

Act's Provisions affecting 403(b) plans and their sponsors

How to Invest Public Funds 101

Presenter: Chris Bateman, Vice President, Time Value Investments

Have you ever wondered whether to keep your district's funds in a checking account, a money market fund, or in a CD at the local bank? Please join us for an entry-level discussion of how to assess the benefits (and potential risks) associated with how your district's funds are currently positioned. We will discuss FDIC insurance limits at local banks as well as strategies that districts currently employ to potentially increase interest earnings. If you ever had that nagging feeling that your public funds could be working harder but didn't know where to start, this is the round table for you!

Managing Student Safety

Presenter: Clark Cripps, Strategic Risk Advisor, HUB International Northwest LLC

Identifying and analyzing risk related to policies and procedures for school districts. Steps to provide safety for students from Physical injury, Cyber-Bullying, Sexual Misconduct and / Harassment.



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Monday, December 9, 2024

2:00 – 4:45 ROUNDTABLES (continued) [1/2 hour break for Exhibit Hall Visits]
Fore Deck

Alaska ASBO p-Card program: Questions and Answers

Presenters: Holly Wallace, Senior Manager of Member Programs, Illinois ASBO and Mark Bockelmann, CTP Treasury Consultant, Institutional Markets

Do you have questions about the Alaska ASBO p-Card program? Do you need help with the application or the online management tool? Come to this table for assistance.

Educating Employees About Retirement Plan Savings

Presenter: Nicole Buras State Manager, American Fidelity

This presentation is a review of how employers can help their employees prepare for retirement. It provides insight to what retiree spending looks like today, includes plan design education and an overview of investment types.

Increasing Student Engagement in Your Dining Commons

Presenter: Ted Paull, Manager Education Partnerships, AmTab Manufacturing

Schools are constantly trying to figure out how to get more students participating during breakfast and lunch. Learn how you can transform your cafeteria into a beautiful student food court and the impact that can have on your students, outcomes, community, finances, and more.

Navigating the Board - Superintendent - Business Official Triad

Presenter: Lon Garrison, Executive Director, Alaska Association of School Boards

This roundtable discussion will examine the importance and complexity of the relationships, roles, and responsibilities among the board, superintendent, and school business official. Now more than ever, school districts are under significant scrutiny from constituents, the Legislature, and the Governor regarding their accounting and business practices. Fostering an environment of transparency and shared leadership is essential for the district's success.

Audit Prep Documentation

Presenter: Joe Bergene, CPA, Partner, Altman, Rogers & Co

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.

Intro to CMMS

Presenter: Joshua Peach, Sales Leadership, OperationsHERO

Join our "Intro to CMMS" roundtable to explore the basics of Computerized Maintenance Management Systems (CMMS). Learn how CMMS can streamline maintenance operations, improve asset management, and enhance efficiency. This session will offer insights into key features, benefits, and implementation tips and best practices.

Importance of Facility Inspections, Maintenance and General Housekeeping in Schools

Presenters: Kirsten Vesel, Risk Control Specialist, AMLJIA and Cole Cummins, Loss Control Manager, APEI

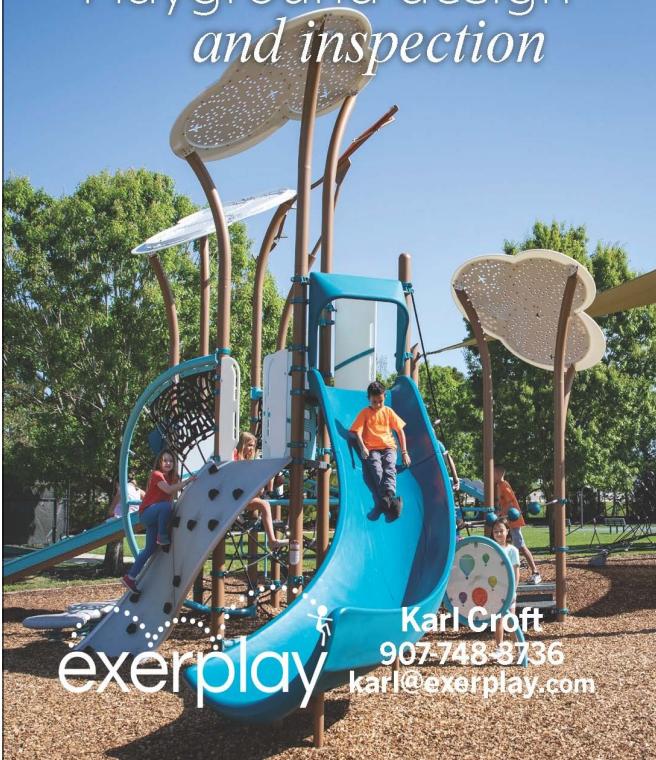
Facility inspections are a critical tool that schools can use to help identify maintenance needed to address safety hazards or dangerous conditions that could result in injuries to students, employees, or others. Housekeeping goes hand-in-hand with routine inspections and maintenance to alleviate clutter that could potentially lead to life and safety issues. This session will discuss hazards we've observed in our members' schools, best practices for conducting a building inspection, the impact of maintenance and housekeeping on risk management, and situations that warrant calling in an outside expert.

5:00 – 8:00
Quarter Deck

Reception
Altman, Rogers & Co.



Playground design and inspection

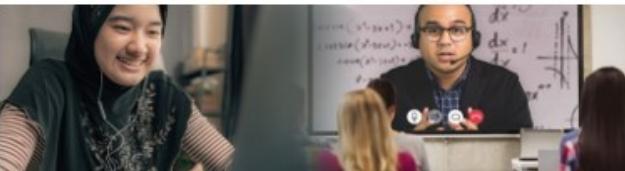


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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 10, 2024

7:30 – 5:00	REGISTRATION
7:30 – 8:30 Fore Deck	LIGHT BREAKFAST
8:00	BARTLETT HIGH SCHOOL BASKETBALL CHEER TEAM Director, Tenesha Williams
8:30 – 10:00 Fore Deck	WELCOME Heather Heineken, SFO, President KEYNOTE SPEAKER Jethro Jones, Founder, Transformative Principal Using AI To Improve Human Relationships
	PANEL OF PAST ALASBO PRESIDENTS Moderated by: Dennis Niedermeyer, Past President, 1994 Panelists: 1996 Melody Douglas 2005 David Means 2016 Mark Vink 2021 Jimmy Love
	Dr. Lisa Parady, Executive Director, ACSA
10:00 – 10:50	EXHIBIT HALL VISITS
11:00 – 12:30	EXTENDED PROFESSIONAL LEARNING
Endeavor	PERS/TRS Retiree Rehire Presenter: Natasha Golovatiuk, Regional Senior Benefits Counselor, State of Alaska Division of Retirement and Benefits, Anchorage Office This presentation will cover impact of reemployment in a PERS- or TRS-eligible position on PERS or TRS retirees' benefits. Employer responsibilities when hiring a PERS or TRS retiree. Senate Bill 185 (SB 185) TRS Retiree Rehire Process.
Adventure	Improving Business Processes with AI and Automation Presenters: Justin Michaud, PMP, Senior IT Program Manager, Matanuska-Susitna Borough School District and Jethro Jones, Founder, Transformative Principal This 90-minute session is designed for school business officials ready to explore the power of Artificial Intelligence (AI) in a more in-depth, hands-on way. We'll go beyond the basics and delve into practical applications, real-world case studies, and the strategies to effectively implement AI in school finance and operations. Attendees will leave with a clear understanding of how AI can revolutionize their work, improve efficiency, and enhance decision-making in key areas like budgeting, human resource allocation, and reporting to enhance efficiency and transform their approach to everyday responsibilities.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 10, 2024

11:00 – 12:30 EXTENDED PROFESSIONAL LEARNING (continued)

Quadrant	Benefits Bootcamp <i>Presenter: Nicole Buras, State Manager, American Fidelity</i> An in-depth look into benefits. It also covers important topics like the history of benefits, compliance, taxation, Section 125, retirement, and employee wellness. Walk away knowing: • The history of benefits and the differences in insurance offerings • About federal programs that could affect your organization and how to stay compliant • Section 125, reimbursement accounts, and retirement programs that could prove valuable to your organization • The importance of benefits.
Voyager	Audit Prep — Not Just a Year End Task <i>Presenter: Katie Stachow, Audit Partner, Altman Rogers & Co.</i> Tips for successful audit planning throughout the year and year-end.
Whitby	Standard Operating Procedures (SOPs) <i>Presenter: Sarah Jahn, formerly of the Juneau Borough School District</i> Developing policy-based procedures for better work flows and internal controls.
Resolution	Teacher Retention and Recruitment (TRR) Playbook: Updates and Challenge <i>Presenter: Dr. Barbara L. Adams, Consultant, Adams Analytic Solutions</i> The Teacher Retention and Recruitment (TRR) Playbook was released August 31, 2023, to suggest how stakeholders could take action on the recommendations from the TRR Action Plan of 2021. Engagement and input from a wide variety of stakeholders guided all of the work from the start of the Governor's Working Group on TRR in 2020. The aim of the Playbook is to empower education partners at all levels with actionable steps they can take to enhance the retention and recruitment of Alaska educators and to expand the partners involved in the efforts. A long-term goal of the TRR work holistically is to create alignment across the education system so that it becomes an integrated network of support for districts. This session will guide participants in engaging in the implementation strategies and action steps within the Playbook to support their development of a TRR plan for their own organization. Participants will also learn of examples of the many practical, professional, and policy efforts already in place stemming from the Playbook. <i>Bring a laptop or device to access the online Playbook.</i>
Easter Island	AVTEC—Training and Apprenticeship Opportunities <i>Presenters: Colin Stewart, Instructional Administrator, Alaska Vocational Technical Center</i> AVTEC will be presenting training and apprenticeship opportunities for a wide variety of school district staffing needs. Topics to cover but not limited to: Facilities Maintenance Apprenticeship and how AVTEC can help serve your needs; Business and Office remote training courses; IT training and apprenticeship; custom contract training for a multitude of topics and more!

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 10, 2024

12:30 – 1:30 LUNCHEON & SBO Of Year Award

1:45 – 2:35 BREAKOUT SESSIONS

Endeavor	DEED Updates <i>Presenters: Alaska Department of Education & Early Development Staff</i> Join us for an interactive session with DEED staff to discuss current reporting requirements, upcoming opportunities, and recent staffing updates. This is a great chance to connect directly with DEED team members, ask questions, and stay informed on important developments!
Adventure	Leadership Matters! (Part One) <i>Presenter: Clint Swindall, Engagement Specialist</i> Research indicates that over two-thirds of employees are disengaged, and leaders must possess the necessary skills to enhance engagement. In this program, Clint will discuss the leader's role in building a culture of employee engagement. He'll introduce the three aspects of Engaged Leadership, and will share specific takeaways for everyday leadership.
Quadrant	EMPOWER Service Overview <i>An Empower Plan Advisor and Natasha Golovatiuk, Regional Senior Benefits Counselor, State of Alaska Division of Retirement and Benefits, Anchorage Office</i> Role of Empower plan advisor including participant experience and how Empower can help you with Defined Contributions plans (PERS 4/TRS 3).
Voyager	Understanding Your Financial Statements <i>Presenter: Katie Stachow, Audit Partner, Altman Rogers & Co.</i> A roadmap to understanding your audited financial statements, where to find specific information, and reconciling the differences in presentation between internal financial statements and the audited basic financial statements. Bring your recently issued financials to follow along!
Whitby	Manage and Detect Threats Before They Become A Breach <i>Presenter: Sam Hamilton, Account Executive, Cybersecurity Division, Tyler Technologies</i> There's no silver bullet when it comes to Cybersecurity, but school districts can take steps to proactively defend their networks. We will discuss real-life examples of cyberattacks, how a risk-based cybersecurity approach can enhance your district's resiliency, the details of building a cybersecurity strategy — including funding available to schools, and actionable tips on where to start/focus your energy. Attend this session to: • Get practical tips to modernize your cybersecurity program • Better understand the patterns of a cyberattack • Understand how the right tools can thwart an attack • Learn about funding for cybersecurity programs available to school districts • See methods for achieving the best return on your cybersecurity investment • Learn how to put together a holistic cybersecurity strategy.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 10, 2024

1:45 – 2:35	BREAKOUT SESSIONS (continued)
Resolution	Demographic Shifts Impacting School Age Population <i>Presenter: Lorne Woods, Vice President and K-12 Planner, MGT</i> This presentation will detail how demographic shifts in the U.S. significantly impact school enrollment. Natural changes, such as birth rates and aging, combined with domestic and international migration, create varying regional trends. Urban areas may experience growth while rural areas decline. These shifts contribute to a plateau in the U.S. population, influencing school planning and resource allocation.
Easter Island	Managing Your P-Card Program <i>Presenters: Holly Wallace, Senior Manager of Member Programs, Illinois ASBO and Mark Bockelmann, CTP, Treasury Consultant Institutional Markets, BMO Commercial Bank</i> Is your district part of the Alaska ASBO p-Card program? Join this interactive session to review best practices, the online management tool and Spend Dynamics. Please bring your questions and be ready to receive answers.
2:45 – 3:35	
Endeavor	Predicting the Unpredictable: Forecasting Labor and Employment Costs <i>Presenter: Clint Campion, Attorney, Sedor Wendlandt, Evans & Filippi</i> A discussion of how labor and employment laws impact school district budgets, staffing, and operations, including collective bargaining, statutory protections, healthcare, and pension costs.
Adventure	Leadership Matters! (Part Two) <i>Presenter: Clint Swindall, Engagement Specialist</i> Employee disengagement is a source of ongoing frustration for leaders of any organization. Not only does it irritate the leaders, it demoralizes the productive employees who carry the majority of the workload. Through a mix of presentation and hands-on application, Clint will share additional key takeaways to develop leadership skills that drive engagement, boost productivity, and foster a positive workplace culture.
Quadrant	Intermediate Excel <i>Presenter: Kristy Andrew, President, K12 Business Services Inc.</i> Requires basic knowledge of Excel. Class will cover intermediate topics to help save you time during data analysis. Advanced formulas and functions, Pivot Tables, Named Ranges, and more! Part of this session will be hands-on, so bring your laptop!
Voyager	School District Liability - Intentional or Negligence? <i>Presenter: Greg Russell, Police Consultant, AMLJIA</i> While a school's primary goal is to educate, another priority is providing a safe environment. Students can, and do, get hurt. When they do, many blame the school or district. This presentation will discuss the school or district's role in student safety in matters of school shootings, sexual misconduct, bullying/harassment, suicide, and physical injury.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 10, 2024

2:45 – 3:35 BREAKOUT SESSIONS (continued)

Whitby

Procurement, Partnerships, and Performance*Presenter: Josh Olds, Account Executive, Convergint Alaska*

From design to deployment, school district systems can be designed to protect Alaskan communities, safeguarding students, staff, and facilities for maximum value and compliance.

Resolution

Streamlining School District Operations: Automating Manual Business Processes*Presenter: Nick Duell, Subject Matter Expert, Droplet*

Discover how school districts across Alaska and beyond are transforming manual finance processes into streamlined, automated systems that save time and reduce errors. Nick Duell, a former teacher and administrator, will share strategies for digitizing tasks like travel requests and mileage reimbursements, drawing on real-world successes from Alaskan districts. This session will also feature insights from a local district partner, highlighting how tailored solutions are making a significant impact. Join us to learn how you can bring these efficiencies to your own district.

Easter Island

Navigating CMMS Upgrades: Essential Strategies for Successful Replacement and Implementation*Presenter: Bob Bittner, Principal Consultant at Next Level Facility Management, Advisor to OperationsHERO*

Join us for an insightful session on mastering the complexities of replacing and implementing a new Computerized Maintenance Management System (CMMS). This presentation will provide you with proven strategies to ensure a smooth transition and maximize the benefits of your new system. Discover best practices for conducting a thorough needs assessment, selecting the right vendor, and crafting a detailed project plan with clear milestones.

Learn how to manage data migration effectively, ensuring accuracy and integrity as you transfer critical information to your new CMMS. We will cover the importance of phased implementation, starting with a pilot phase to troubleshoot potential issues before a full rollout. Gain valuable insights into designing an effective training program to support user adoption and minimize resistance.

By attending this session, you will be equipped with actionable strategies to streamline your CMMS upgrade process, reduce disruptions, and leverage your new system's capabilities to enhance operational efficiency. Don't miss this opportunity to transform your maintenance management with expert guidance and practical tips.

3:45 – 4:35

Endeavor

School Facilities: Essential Insights for the Business Department*Presenter: Wanda Erb, Vice President, ASBO International*

This presentation will equip business officials and business department staff with essential knowledge about school facilities management. Attendees will gain insights into the most common challenges faced by school facilities directors and learn important terminology that every business department should understand. By bridging the gap between the business and facilities teams, this session aims to foster better communication and collaboration, ensuring the smooth operation of school facilities.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Tuesday, December 10, 2024

3:45 – 4:35 **BREAKOUT SESSIONS** (continued)

Adventure

Payroll - Discussion Group

Presenters: Jimmy Love, Chief Accountant, Kenai Peninsula Borough School District and Heather Heineken, SFO, Finance and Support Services Director, Alaska Department of Education & Early Development

Join us for a collaborative discussion focused on addressing key payroll challenges faced by school districts. This group will explore a range of topics including tax compliance, state retirement systems, and other critical payroll issues. Whether you're dealing with unique district-specific challenges or seeking to streamline processes, this forum is designed to provide practical insights and peer support for payroll professionals in education.

Quadrant

Capital Planning for Alaska School Districts

Presenter: Alex Watts, Facilities Review Assistant, 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 Facility Condition Index (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.

Voyager

Violent Intruder Response Options

Presenter: Greg Russell, Police Consultant, AMLJIA

Lock down isn't always the best tactic when faced with a violent intruder, and it certainly isn't the only option. This introductory session will provide additional response options when faced with a violent intruder on campus.

Whitby

Don't Take Child Nutrition for GRANTed

Presenter: Waverli Stowe, CNS Program Coordinator, Alaska Department of Education & Early Development

Child nutrition programs play a vital role in supporting student health and readiness for learning, yet child nutrition programs can be costly to operate and administer. Federal grants can provide needed financial assistance to reduce cost, improve efficiency, or expand meal service. Learn about grant opportunities offered through Alaska Child Nutrition Programs, many of which have low or no matching requirements and minimal reporting.

JDOLAW

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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
CONFERENCE AGENDA

Tuesday, December 10, 2024

3:45 – 4:35 **BREAKOUT SESSIONS (continued)**

Resolution

S125: Review and Refresh Presentation

Presenter: Nicole Buras, 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, what benefits qualify and do not qualify under a Section 125 Plan and tax-savings tools such as HSAs, FSAs and HRAs

Easter Island

Optimizing Payment Acceptance Technology for Government Entities

Presenter: Todd Reed, Lead Merchant Services Product Sales Consultant, Wells Fargo
Topics will include: the future of payment technologies, demystifying fees, service fees vs convenience fees vs surcharges, and what to include when issuing an RFP for merchant services.

6:00 – 10:00

BANQUET ↳ BEST 1950s OUTFIT ↳ CASINO KARAOKE NIGHT

Fore Deck

Mid/Aft Deck



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ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
CONFERENCE AGENDA

Wednesday, December 11, 2024

7:30 – 12:00	REGISTRATION
7:30 – 8:30 Fore Deck	LIGHT BREAKFAST
8:30 – 9:20 Endeavor Adventure Quadrant Voyager Whitby Resolution	JOB-ALIKE SESSIONS 1. BUSINESS MANAGERS: Katie Parrott, Anchorage School District 2. ACCOUNTING: Reene Voivedich, SFO, Kenai Peninsula Borough SD 3. HUMAN RESOURCES: Nate Crabtree, Kenai Peninsula Borough SD 4. PAYROLL: Nicole "Nico" Herbert, CPA, Fairbanks North Star Borough SD 5. PURCHASING/PROCUREMENT, Beth Munson, Mat-Su Borough School District 6. OPEN FORUM: Amy Lujan, SFO, Retired and Leslie Young, ALASBO
9:30 – 10:20 Fore Deck	LIKE-SIZE DISTRICTS See page 36 for a list of districts and meeting rooms
10:30 – 11:20	BREAKOUT SESSIONS
Endeavor	AI for School Business Beginners <i>Presenter: Jethro Jones, Founder, Transformative Principal</i> In this introductory session, school business officials will explore the fundamentals of Artificial Intelligence and its practical applications in school finance and operations. You can start automating routine tasks, generate powerful data insights, and help your systems work better. Perfect for those new to AI, this session will demystify the technology and offer actionable steps to get started with AI-driven solutions in your district.
Adventure	ASBO Jeopardy: Leading School Business Forward <i>Presenter: Wanda Erb, Vice President, ASBO International</i> ASBO International and Alaska ASBO work together to lead school business forward! This interactive session will provide an overview of the various programs and services offered by ASBO International that support school business officials in their professional development and daily operations. Experience ASBO's unique twist on the classic game show, Jeopardy! All attendees will have the chance to participate in this fun and informative game, testing their knowledge of ASBO International's offerings while competing for ASBO Bucks. These Bucks can be used towards ASBO programs and events, providing an exciting incentive to learn and engage. Key Takeaways: Gain insights into ASBO International's key programs and services that support professional growth and operational excellence, enjoy a lively and interactive Jeopardy game, enhancing your knowledge in a fun and memorable way and earn ASBO Bucks that can be redeemed for valuable ASBO programs and events.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Wednesday, December 11, 2024

10:30 – 11:20 BREAKOUT SESSIONS (continued)

Quadrant	Special Education – Maintenance of Effort (MOE) <i>Presenter: Alenita Danner, School Finance Specialist, Alaska Department of Education & Early Development</i> Has your district faced challenges with Special Education Maintenance of Effort (SPED MOE) compliance in the past, or are you looking to ensure ongoing compliance? In this session, we'll demystify SPED MOE requirements, explain how it's calculated, and discuss the consequences of non-compliance. Plus we'll share practical tips to help streamline your SPED MOE calculations in future years. Join us for insights and strategies to keep your district on track!
Voyager	Promoting Staff Mental Health <i>Presenter: Greg Russell, Police Consultant, AMLJIA</i> How do people overcome challenging life events and experiences, like the death of a loved one, losing a job, or being diagnosed with a serious disease? Most react with a surge of negative affect and uneasiness, yet over time they somehow adjust and adapt. Resilience is not a trait that people either have or do not have. It involves behaviors, thoughts, and actions that can be learned and developed in anyone. This discussion will help unpack personal resources for resilience by giving a framework to bring out what specifically works for them. "He who has a why to live can bear almost any how." — Friedrich Nietzsche
Whitby	Pupil Transportation Overview <i>Presenter: Linda Hall, Audit and Review Analyst, Alaska Department of Education & Early Development</i> Join us for an informative session on the history of Pupil Transportation, essential forms, and key federal regulations. Discover the allowable uses for Pupil Transportation funds and get answers to your Pupil Transportation questions. Don't miss this opportunity to deepen your understanding and make the most of available resources!
Resolution	<i>Making The Most of Your Budgets while Ensuring High-Quality Instruction with School Services</i> <i>Presenter: Olivia Saunders, Alaska Account Executive, Imagine Learning</i> As business and HR managers in the education sector, you're all too familiar with the twin challenges of staffing shortages and budget constraints. These issues don't just exist in isolation—they are deeply interconnected and significantly impact the effectiveness of our educational systems. We invite you to join us for a dynamic session where we'll delve into the world of school services and uncover how they can be a game-changer in tackling these challenges. We'll explore innovative strategies and practical approaches that can help schools manage staffing shortages, enhance staff retention, and make the most of their budgets. We'll discuss actionable insights into evaluating and selecting the right service providers, ensuring that every dollar spent delivers maximum value. This is an opportunity to gain valuable perspectives on streamlining processes, optimizing resources, and ultimately driving better outcomes for the districts you support.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
CONFERENCE AGENDA

Wednesday, December 11, 2024

10:30 – 11:20 **BREAKOUT SESSIONS (continued)**

Easter Island

K-12 Discretionary Grant Strategies

Presenter: Eleanor Sawyer, Project Support Specialist, Anchorage School District

Federal spending on education helps mitigate shortfalls and inequities in public education funding. The financial strategy proposed today prioritizes student outcome benefits and stakeholder investment while also considering the education funding crisis Alaska continues to face, including the likelihood of budget shortfalls in upcoming school years.

11:30 – 12:20

Endeavor

Chart of Accounts -Overview & Updates

Presenters: Heather Heineken, Committee Chair and Lori Weed, School Finance Manager, Alaska Department of Education & Early Development

Overview and discussion of pending changes of the Uniform Chart of Accounts and Account Code Descriptions for Public School Districts 2018 edition.

Adventure

Risk Management and Insurance for School Districts

Presenters: Barbara Thurston, Executive Director, APEI and Brennan Hickok, Deputy Director, AMLJIA

This will include a discussion of insurance issues that are currently affecting school districts and their ability to achieve their mission of education students. Topics may include Sexual Abuse and Molestation lawsuits, recent increases in property insurance costs, as well as upcoming changes to the coverages available to school districts.

Quadrant

E-Rate and Broadband Assistance Grant (BAG) Update

Presenter: Faye Tanner, Program Coordinator, Alaska Department of Education & Early Development

Alaska school districts rely on the federal E-rate program to help with expensive Internet connection and management cost. Rural school districts also rely on the state Broadband Assistance Grant program to help bring their internet speed to the minimum Broadband download speed of 100Mbps set by FCC. Many changes have happened to both programs in 2024. Come and discuss these changes, the application processes and timelines for these grants with school finance in this presentation for the new funding year.

Voyager

School Resource Officer (SRO) – Essentials, Recommendations and Best Practices

Presenter: Greg Russell, Police Consultant, AMLJIA

School-based law enforcement is an essential component of community-oriented policing. The purpose of a successful school resource officer program is to build positive and trusting relationships between law enforcement and students. This is best accomplished by using SRO Triad Model: Law Enforcement Officer, Public Safety Educator, and Informal Counselor/Mentor.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA

Wednesday, December 11, 2024

11:30 – 12:20	BREAKOUT SESSIONS (continued)
Whitby	Protecting the Health and Wellbeing of Students' Lungs by Keeping Radon Out! <i>Presenters: Art Nash, Associate Energy Professor, University of Alaska Fairbanks and Paul Goodfellow, Environmental Program Specialist, Alaska Division of Natural Resources</i> Radon is the second leading cause of lung cancer (next to tobacco smoke). It is in fact odorless, invisible and tasteless, thus the only way to know if the radioactive gas is coming into home or work building is to test for it. If it is found in high concentrations in schools, the Alaska State Indoor Radon Grant can work complimentarily with building custodians to adjust zone ventilation so as to bring down the exposure level per teachers, students and staff!
Resolution	Statewide Teacher Survey - Project Overview and Input Session <i>Presenters: Dayna DeFeo and Staci Corey, Researchers, ISER</i> UAA's Institute of Social & Economic Research (ISER) is working with DEED to develop a statewide survey of teachers. Please attend this session to hear about the project scope and to share your priorities and ideas around how such an instrument could serve your needs!
Easter Island	Fixed Asset, Inventory Management <i>Presenter: Bob Bittner, Principal Consultant at Next Level Facility Management, Advisor to OperationsHERO</i> A fixed asset inventory helps a District manage assets, prevent misuse, support audits, aid in insurance claims, and inform budgeting. It should be regularly updated with major purchases and items in use.
12:30 – 1:45 Fore Deck	LUNCHEON / ANNUAL MEETING <ul style="list-style-type: none">• Welcome• Membership Business• Officers Oath of Office• Drawings and Door Prizes





LIKE-SIZE DISTRICTS

Small Single Site & Borough Districts Whitby Room

Facilitator: Phil Hulett

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

Mid-Size City & Borough Districts Quadrant Room

Facilitator: Jessica Stowe

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

Large City & Borough Districts Endeavor Room

Facilitator: Katie Parrott

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

Mid-Size & Small REAA Districts Adventure Room

Facilitator: Heather Heineken

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

Large REAA & Similar Borough Districts Voyager Room

Facilitator: Lila Peterson

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

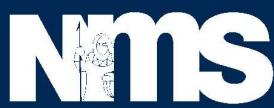
Integrity is doing the right thing, even when no one is watching —

paraphrase of a Charles Marshall quote in *Shattering the Glass Slipper*

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****For Approval by the ALASBO Membership at the 2024 Annual Meeting******Alaska Association of School Business Officials****December 6, 2023****Minutes of Annual Membership Meeting**

President Yodean Armour called the meeting to order at 12:59pm and welcomed the membership to the annual meeting.

Secretary Phil Hulett presented the minutes from the 2022 Annual Meeting, referencing the minutes on page 36 and 37 of the conference booklet. Heather Heineken moved and Terry Hoover seconded the motion to approve the minutes of the December 7, 2022, meeting. Motion passed.

The Awards committee report was presented by Liz Hayes as follows:

McLain J “Mack” Easton Memorial Scholarship

Ella Stockhausen, Ketchikan Gateway Borough School District

Alison Benda, Haines Borough School District

Dick Swarner Leadership Grant

Amy Blessing, Lake & Peninsula Borough School District

Lowell Thomas Freeman Professional Development Grant

Phil Hulett, Dillingham City School District

President Yodean Armour asked Heather Heineken to provide a By-Laws Committee report. President-elect Heather Heineken reported updates to the by-laws included authorizing electronic voting and established a districtwide level membership, and thanked the membership for approving the changes.

President Yodean Armour reported two notable accomplishments on behalf of the association: on-demand professional development will be offered beginning in 2024, and the Board approved implementing an association management system to support membership as we grow. More will be shared about these two initiatives in the months to come.

President Yodean Armour honored the 2023 Board Members for their service, and expressed her deep thanks for the help and support provided to her by Board Members during her presidency.

President Yodean Armour asked Andy Ratliff, Chair of the Nominations committee to update the membership on the elections and swear in the 2024 Board of Director positions.

Bill Sutter, ASBO Immediate Past President administered the Oath to the 2024 Board of Directors:

Executive Committee:

- President: Heather Heineken, Yukon-Koyukuk School District
- Immediate Past President: Yodean Armour, Klawock City School District
- President Elect: Phil Hulett, Dillingham City School District
- Secretary: Katie Parrott, Anchorage School District
- Executive Director: Darcy Carter

Directors:

- Seat A: Reena Voivedich, Denali Borough School District
- Seat B: Katie Gardner, Matanuska Susitna Borough School District
- Seat C: Jason Fastenau, Cordova City School District
- Seat D: Nicole “Nico” Herbert, CPA, Fairbanks North Star Borough School District
- Seat E: Amber Cawley, Valdez City School District
- Seat F: Alenita Danner, Department of Education & Early Development

Past President Yodean Armour honored outgoing Director David Neilsen, who completed his term on the ALASBO Board of Directors, and thanked outgoing Past President Andy Ratliff for his service.

President Heather Heineken presented her comments as newly installed President, and expressed commitment to the work of serving Alaska’s kids and families alongside all school business officials across the state, those in attendance and those not able to attend.

The President’s gavel was exchanged between Past President Yodean Armour and President Heather Heineken.

Jim Farrington moved to adjourn the meeting and Jimmy Love seconded the motion. The 2023 ALASBO annual meeting adjourned at 1:17pm.

Note for the Record: Mark Vink received the ALASBO 2023 School Business Office of the Year Award.

Respectfully Submitted,

Katie Parrott



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

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

- 2000
 - ALASBO worked with EED on Chart of Accounts Revision
 - ALASBO contracted with EED to complete OASIS II
 - 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

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

- 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
- 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 Rooth 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

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

- 2020
 - 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
- 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
 - 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
- 2023
 - Cindy Reilly hired as ALASBO's Education Director
 - Bylaws Updated
 - Policy Manual Updated
 - Dave Jones Scholarship Established
 - MOA with ASTE Approved
- 2024
 - Approved on-demand PD program - the program is slated for implementation in 2025
 - ALASBO implemented YourMembership (YM) association management system that includes an updated website
 - DEED/ALASBO Ad-Hoc Committee reviewed Fund Balance Regulation 04.09.160
 - Summer Leadership Conference sponsorships expanded again
 - Heather Heineken appointed Vice Chair of the ASBO Education Advisory Committee 2024-2025
 - Cindy Reilly served as Secretary of the ASBO SFO Commission
 - School Secretary Workshop series initiated
 - Standard Operating Procedures (SOPs) updated
 - Melody Douglas served on the ASBO Vision 35 Committee focused on ASBO's future relevance to members
 - Strategic Plan updated
 - Leslie Young hired as Member Services Director
 - ALASBO/DEED collaborated on updating the Alaska Chart of Accounts, chaired by Heather Heineken

ALASBO Memorial Scholarships

ALASBO scholarships are awarded annually to graduating high school seniors.

Recipients are selected by the Awards Committee.

DAVE JONES MEMORIAL STUDENT SCHOLARSHIP



Dave's 20 plus years of impactful ALASBO leadership focused on students.

This \$1,000 scholarship was awarded to:

- Kylee Verkuilen, Kenai Peninsula Borough School District

Please see page 11 for sponsorship recognitions.



McCLAIN J. "MACK" EASTON MEMORIAL STUDENT SCHOLARSHIP

Named for a school business official who died tragically while serving the Fairbanks North Star Borough School District.

The 2024 recipient of the \$1,000 scholarship was:

- Iris White, Juneau School District

Please see page 11 for sponsorship recognitions.

Please take the time to read about these extraordinary individuals on our website at www.alasbo.org

School Business Officials – or SBOs for short – are key members of a school district's administrative leadership team. Whether a finance, business, food service, transportation, IT or maintenance professional, an SBO's role is to secure, allocate and effectively manage resources to support the educational goals of the school district.

Richard "Dick" Swarner Shaping the Future Leadership Grant



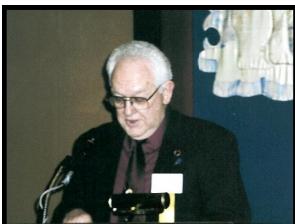
The Dick Swarner Shaping the Future Leadership Grant is named for a deceased Kenai Peninsula Borough School District business official and a founding ALASBO member. This grant is sponsored by the Swarner family and provides funding for ALASBO member(s) to attend the ALASBO Summer Leadership Conference.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

Please see page 11 for sponsorship recognitions.

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	Yupiit School District
2018	John Stackhouse	Yupiit School District
	Gavin Atchak	Kashunamuit School District
2019	Jennifer Stackhouse	Yupiit School District
	Antonia Moses	Kashunamuit School District
2022	Terri Kohn	Southeast Island School District
	Becca Moore	Delta/Greely School District
	Michelle Shatswell	Chatham School District
2023	Amy Blessing	Lake & Peninsula Borough School District
2024	Wayne "Woody" Woodgate	Yupiit 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. Recipients are selected by the Awards Committee. Please see page 11 for sponsorship recognitions.

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
2023	Philip Hulett	Dillingham City School District
2024	Michelle Shatswell	Chatham School District



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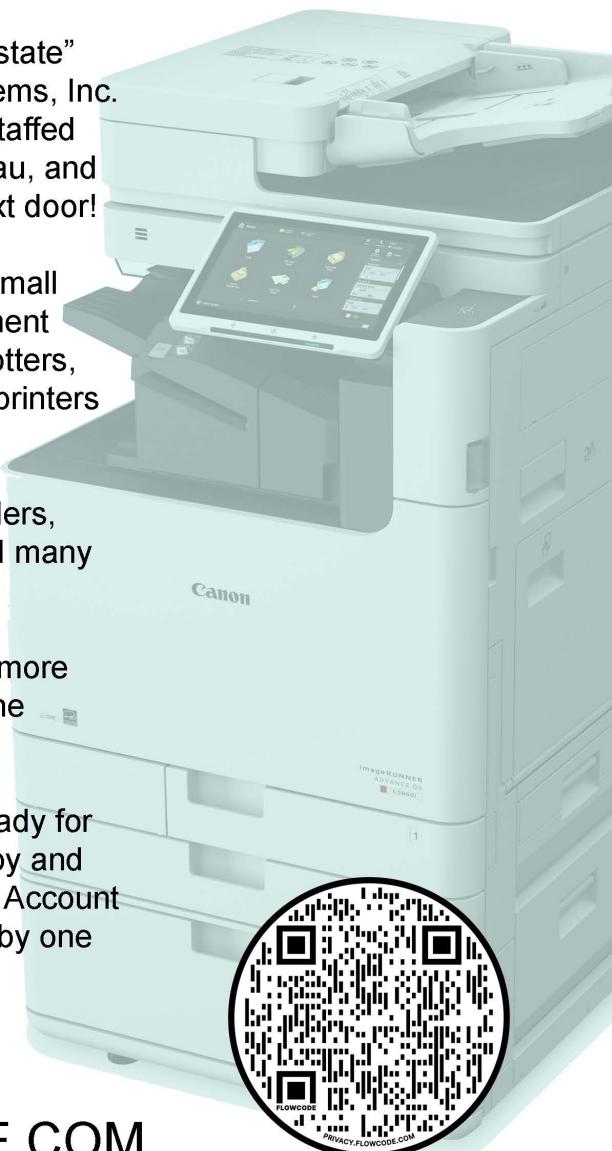
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NOTES

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.

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 reviewed 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.

2025 Workshop Series

ALASBO HR Workshops

These eight, two-hour workshops provide focused training on a diverse set of topics critical for effective human resources and district management. Covering practical areas like onboarding, reference checking, hiring and the evaluation process. These sessions ensure participants gain the essential skills and knowledge needed for efficient HR management. Additionally, the workshops delve into specialized subjects such as legal issues in employment and PTPC (Professional Teaching Practices Commission), addressing dispute resolution and maintaining professional standards in education. These are held on Zoom.

ALASBO Administrative Assistant/School Secretary Workshops

These six one-hour workshop series cover all the essential aspects of the school level administrative assistants and school secretary roles, from operational efficiency and financial management to HR protocols and cutting-edge technology. You'll gain practical tips and tricks to streamline your daily tasks and excel in your position. These are held on Zoom.

Power Lunches: These one-hour sessions provide mini-training and discussion across a broad spectrum of topics essential for the efficient and compliant operation of school districts. Discussion from Fund Balance reporting, OASIS, TRS/PRS and Audit Prep and other relevant news and information. These are held on Zoom.

Visit alasbo.org for more information

HOTEL CAPTAIN COOK

Lower Level

