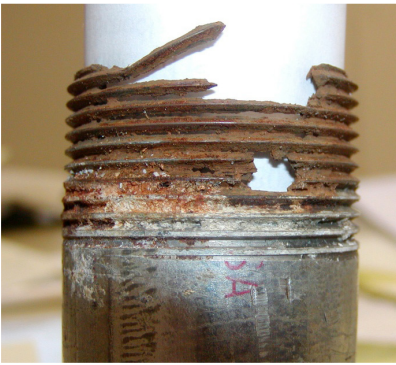


## RESUMES

# Increasing Resilience of Rural, Disadvantaged School Districts in Alaska



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# Lori Weed

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School Finance Manager

907-465-2785 | [lori.weed@alaska.gov](mailto:lori.weed@alaska.gov) | P.O. Box 110500, Juneau, AK 99811-0500

## WORK EXPERIENCE

**School Finance Manager** | Department of Education and Early Development | April 2023 - Present

- Oversee state educational formula funding programs exceeding \$1.3 billion
- Oversee internal audit for state and federal reporting
- Assist with capital improvement project application evaluations and ranking
- Responsible for professional and performance development of 5 direct reports

**School Finance Specialist** | Department of Education and Early Development | July 2013 - April 2023

- Administer school construction and major maintenance funding programs in accordance with state statutes and regulations; including calculation and distribution of funds
- Assist with capital improvement project application evaluations and ranking
- Manage department-owned state land, including title search and issuing title documents
- Communicate and collaborate with school district grant recipients, design firms, and stakeholders regarding project execution and best practices.

**Legal Secretary** | Legislative Affairs – Legal Services | December 2005 - June 2013

- Edit and proofread memos and legal opinions
- Communicate with multiple level of stakeholders

## EDUCATION

ASSOCIATE OF ARTS | University of Alaska Southeast

2001

# Karen B Morrison

4134 Aspen Avenue, Juneau, AK 99833

ebbnflow4life@yahoo.com

(907)518-4333

## Education

Wilkes University, PA

Masters of Science, School Business Leadership

Graduation: January 19, 2020

- Major: School Business Leadership
- GPA 4.0

**Related course work:** public relations and school communications, school facility management, financial operations of school district, financial planning and management for school business, human resources in education, materials management in schools, information technology in education, student transportation, food service in education and leadership for school business

Bachelor of Business Administration

Graduation: December 18, 2011

- Major: Accounting
- GPA 3.90

**Related course work:** business communications, grant writing, personnel management, business management, business law, macroeconomics, microeconomics, statistics, marketing, basic and intermediate accounting, cost accounting, government accounting, federal taxation, corporate taxation, and auditing

## Employment

Finance and Support Services Director

July 2023– Current

State of Alaska

Department of Education and Early Development

PO Box 289

Petersburg, AK 99833

907-465-2276

**Tasks Include:** Oversee and lead the School Finance, School Facilities and Child Nutrition Programs and teams. Support schools and districts in areas of education funding, budget and audit reviews, pupil transportation, capital improvements projects and school nutrition programs. Interpret, explain, and apply the provisions of State and Federal statutes and regulations, policies, and procedures for a variety of stakeholders including school district leadership, legislators, and the public.

Director of Finance

June 2011 – Current

Petersburg School District

PO Box 289

Petersburg, AK 99833

**Tasks Include:** Managing all financial transactions in the school district from Accounts Payable, Accounts Receivable, Grant awards and payroll. Federal and State reporting requirements for payroll. Annual operating budget as well as two revisions during the school year. All grant reporting requirements from grant program writing, initial budget and subsequent revisions and quarterly reimbursement requests. Major accomplishments at the school district to date include implementing Frontline Absence Managements program, adopting new accounting software, Infinite Visions and implementing electronic timecards

# Alexander Watts

## Facilities Review Assistant

828-289-6951 | acwatts57@gmail.com | Anchorage, AK | <https://www.linkedin.com/in/alexander-watts1/>

## SKILLS

**PROFESSIONAL SKILLS** Secret DoD Clearance | Analytical Problem-Solving | Project Management | Team Leadership  
Excellent Communication | Collaboration | Planning | Continuous Process Improvement  
Attention to Detail | Integrity

**TECHNICAL SKILLS** MS Excel | Google Sheets | MS Office | OSHA 30 | Lean Six Sigma

## WORK EXPERIENCE

**FACILITIES REVIEW ASSISTANT** Department of Education and Early Development | Anchorage, AK | November 2023 – Present

- Reviews school construction documents for conformance to standards.
- Assists with managing capital improvement projects through project agreements.
- Creates and maintains data for facilities analysis.
- Assists with capital improvement project application evaluations and ranking.
- Assists in developing standards and criteria for the design, construction, operation, and maintenance of public school facilities in the State of Alaska.

**PROGRAM MANAGER** US Marine Corps | Beaufort, SC | October 2019 – August 2023

- Directly managed 6 - 8 full-time employees.
- Spearheaded the role of environmental compliance coordinator to meet environmental regulations.
- Conducted new employee training in the process and requirements of their job.
- Maintained logs and records of 2,000+ analyzed reports and ensured all data was accurate.
- Performed all work while successfully adhering to Naval publications.
- Built and maintained relationships with coworkers to ensure the timeliness and accurateness of deliverables and conduct status report meetings.
- Responsible for both professional and performance development of 8 direct reports to include annual evaluations and professional mentoring.

**RAMP SUPERVISOR** UPS | Anchorage, AK | April 2018 – April 2019

- Met strict time requirements & guided employees in their duties.
- Ensured employees were adequately trained & adhered to safety policies.
- Provided innovative and effective leadership that fostered a working relationship with all levels of personnel.
- Supervised the accurate loading and unloading of UPS aircraft.
- Managed the day-to-day operations for assigned flights.

## EDUCATION

**BACHELOR OF SCIENCE IN APPLIED TECHNOLOGIES LEADERSHIP** | University of Alaska Anchorage

- Focus in project controls and project management

**GOOGLE PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE**

October 2023 – Present

# ANNE BAILEY

3380 C Street, Suite 205 Anchorage, AK 99503 - (907) 274-7580 – [abailey@aeboro.org](mailto:abailey@aeboro.org)

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## **Summary**

Anne Bailey began working for the Aleutians East Borough in 2010. Since then, she has held almost every position in the Borough's Anchorage office including Receptionist/Grants Assistant, Community Development Coordinator, Assistant Administrator and Administrator.

Anne has experience in initiating and monitoring maintenance and capital projects; strategic planning; finances; writing and managing grants; lobbying for Borough needs; overseeing human resources and is well-versed in managing municipal government operations.

## **Work History**

### **BOROUGH ADMINISTRATOR**

#### **ALEUTIANS EAST BOROUGH, ANCHORAGE, AK • MAY 2017-PRESENT**

Serves as the Borough Administrator; manages the Borough which includes six rural, geographically isolated communities; manages a permanent fund and oversees the Borough finances; provides project and program management for Borough maintenance and capital projects; oversees human resources; prepares leases, agreements and other documents; develops and manages grants; lobbies for Borough needs at a state and Federal level; conducts strategic planning and other governmental operations.

### **ASSISTANT BOROUGH ADMINISTRATOR**

#### **ALEUTIANS EAST BOROUGH, ANCHORAGE, AK • JULY 2014 – MAY 2017**

Served as the Borough Administrator's executive officer; provided project and program management for Borough capital projects; conducted Borough personnel administration; developed and managed grants; prepared leases, agreements and other documents for the Borough; and responsible for initiating, operating and managing helicopter operations in Akutan, Alaska.

### **COMMUNITY DEVELOPMENT COORDINATOR**

#### **ALEUTIANS EAST BOROUGH. ANCHORAGE, AK • SEPT 2011 – JUNE 2014**

Conducted all aspects of grant writing for the Borough and provided project management for capital improvement projects.

### **RECEPTIONIST/GRANTS ASSISTANT**

#### **ALEUTIANS EAST BOROUGH. ANCHORAGE, AK • APRIL 2010-OCTOBER 2011**

Completed all administrative duties for the Anchorage Borough office and assisted in grant writing and reports.



## **Project History**

### **SAND POINT SCHOOL MAJOR MAINTENANCE PROJECT**

The Aleutians East Borough School District received a \$2,900,000 State of Alaska Department of Education and Early Development Major Maintenance Grant to renovate the Sand Point School. The Borough is managing the grant and is overseeing the design and construction. Additional funds are needed to complete the project.

### **SAND POINT HARBOR FLOAT PROJECT**

Successfully received \$4,125,000 in State of Alaska Harbor Facility Grant Funds and \$5,365,000 in Port Infrastructure Development Program Funds, to construct and install Float A in the Sand Point Harbor. The Borough is managing this project and is in the process of completing the Federal Grant Requirements. Anticipate construction to begin in 2025.

### **COLD BAY CLINIC CONSTRUCTION PROJECT**

The Borough received a \$2,000,000 Health Resources and Services Administration Grant to conduct major renovations to the health clinic located in Cold Bay, AK. The Borough is managing the grant and overseeing the project. Anticipate construction to begin in the fall of 2024.

### **COLD BAY DOCK**

The Cold Bay Dock needs to be replaced. The Borough completed a Reconnaissance/Feasibility Study for the Dock. The State of Alaska recently was awarded a \$43.3 million Port Infrastructure and Development Grant for the design and construction of a new dock. The Borough will be involved throughout the life of the project.

### **AKUTAN HARBOR FLOAT PROJECT**

The Borough successfully built Float A within the Akutan Harbor. The total project cost was ~\$3.38 million, which included a \$1,000,000 Economic Development Administration grant that was administered by the Borough.

### **COLD BAY TERMINAL ADDITION**

The Borough constructed a \$1.8 million addition to the Cold Bay Terminal Facility. This included design work and construction.

### **MAINTENANCE**

The Borough is responsible for major maintenance and capital improvements for the Borough-owned schools. In 2017, the Borough conducted condition assessments of all the schools. The Borough has completed numerous maintenance projects, a few of the recent projects completed are listed below:

- False Pass School
  - Electrical Improvements
  - Water Tank Replacement and Air Handling Unit Repairs
  - Boiler Replacement
- King Cove School
  - Pipe Corrosion Project
- Sand Point School
  - Boiler Repairs
  - Painting Project

## MICHAEL S. FRANKLIN

P.O. Box 331 • Sand Point, AK 99661 • (907) 386-6351 • [mfranklin@aebsd.org](mailto:mfranklin@aebsd.org)

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### EDUCATION

LEWIS AND CLARK COLLEGE, PORTLAND, OR

- Professional Administrator License, June 2021

UNIVERSITY OF MICHIGAN, ANN ARBOR, MI

- M.A. in Secondary Education, English and History Certification, June 1996

UNIVERSITY OF MONTANA, MISSOULA MT

- B.A. with Honors in English, May 1995

### EXPERIENCE

#### Superintendent

March 2023-Present

ALEUTIANS EAST BOROUGH SCHOOL DISTRICT, SAND POINT, AK

- Develop Student-Centered Budget
- Supervise and Evaluate District Administration
- Serve as Title IX Coordinator
- Director of ESEA Consolidated Grants
- Director of Curriculum and Professional Development
- Oversee Capital Projects

#### Emergency Medical Technician

Jan 2021-Feb 2023

BEYOND THE EDGE, REDMOND, OR

- Served as Rope Rescue Technician on Wildland Fire REMS team
- Designed and implemented curriculum for Wildland Firefighter Trauma Care and Resilience

#### Principal

July 2018-June 2021

SKYLINE HIGH SCHOOL, BEND, OR

- Developed new alternative high school for Bend-La Pine Schools
- Developed and taught health and advisory programs
- Maintained and drove bus for service-learning opportunities
- Managed discretionary budget and secured grant funding for supplementary programs
- Developed and ran PD for academic curriculum, instructional practices, distance learning, and mindfulness
- Education chair for the district Sustainability Committee

#### Assistant Principal

July 2015-July 2018

MOUNTAIN VIEW HIGH SCHOOL, BEND, OR

- Managed administrative duties: Student Discipline, Instructional Leadership, Teacher and Staff Evaluation, Supervision of Athletics and Facilities
- Developed *Foundations* program with 9<sup>th</sup> grade faculty team
- Developed school-wide *Restorative Practices* with behavior team



**High School Teacher****August 2014-June 2015**

SUMMIT HIGH SCHOOL, BEND, OR

- Designed and taught integrated *Connections Program* (Math, Language Arts, History, and Mindfulness)
- Taught *AP Language and Composition*

**Assistant Dean, Dorm Head and High School Teacher****August 2006 – December 2013**

THE HAWAI'I PREPARATORY ACADEMY, KAMUELA, HI

- Designed and implemented a teacher and dorm parent evaluation system in collaboration with the Dean of Academics and the Dean of Students.
- Served as faculty leader in hiring and professional development for the K-12 Faculty.
- Taught *AP World History*, *US History*, *Algebra*, *English* and *Sustainable Living*.
- Designed the *AP World History* and *Sustainable Living* programs.
- Served as the Head Coach Cross Country and Track.
- Served as Dorm Head (2009-2012).

**Mathematics Department Chair****October 2005 – June 2006**

HIGH SCHOOL OF THE PACIFIC, KEALAKEKUA, HI

- Taught *Algebra* and *Geometry*.

**Head Teacher (K-12)****August 2003 – June 2005**

GUSTAVUS SCHOOL, GUSTAVUS, AK

- Served as Site administrator and taught 6<sup>th</sup>-12<sup>th</sup> Grade integrated English, history and math.
- Advised Student Government and Yearbook.

**High School Teacher****August 1999 – June 2003**

PETERSBURG HIGH SCHOOL, PETERSBURG, AK

- Taught 9<sup>th</sup>-12<sup>th</sup> grade *English* and *Algebra* and founded the *Creative Writing Workshop* and Literary Journal.
- Served as the Head Coach Cross Country and Assistant Coach Swimming.
- Led community service learning projects as the Outdoor Activities Leader.

**Head Teacher (K-12)****August 1998 – June 1999**

LARSEN BAY SCHOOL, LARSEN BAY, AK

- Managed site administration duties and taught all subjects, 6<sup>th</sup> – 12<sup>th</sup> grade.
- Designed and implemented an integrated K-12 curriculum.
- Served as the Community Outdoor Activities Director.

**Language Arts Teacher****August 1997 – June 1998**

LUMMI HIGH SCHOOL, BELLINGHAM, WA

- Designed and implemented the 9<sup>th</sup>-12<sup>th</sup> grade *Humanities* curriculum.
- Advised yearbook and served as chair on *Curriculum Development Committee*.

**Commercial Fisherman****Summers 2000-2004**

F/V ERIN K, NAKNEK, AK

- Crewed on a drift gillnet boat.

## **CERTIFICATIONS AND HONORS**

- Alaska Type B Administrative Certification: Superintendent Endorsement
- Alaska Professional Teaching Certification: Social Studies, History, and English (7-12)
- Oregon Professional Administrator License
- Oregon Professional Teaching License: Health, Social Studies and Language Arts (PK-12)
- Emergency Medical Technician (NREMT and Oregon Health Authority, EMS and Trauma)
- Rope Rescue Technician
- Elbogen Meritorious Teaching Award, 2010
- BIIF Cross Country Coach of the Year, 2006, 2008-2012
- Commercial Drivers License with School Bus Endorsement

## **PROFESSIONAL REFERENCES**

Jay Mathisen, Superintendent, Jefferson County Schools (541) 475-6192 ext 2207; [superintendent@509j.net](mailto:superintendent@509j.net)

Fred Wawner, Head of School, Hawai'i Preparatory Academy (434) 962-5517; [fwawner@hpa.edu](mailto:fwawner@hpa.edu)

Ryan Kelling, Director of Recruitment & Retention, Bend-La Pine Schools (415) 202-8007;  
[ryan.kelling@bend.k12.or.us](mailto:ryan.kelling@bend.k12.or.us)

Katie Legace, Deputy Superintendent, Bend-La Pine Schools (541) 383-3069; [katie.legace@bend.k12.or.us](mailto:katie.legace@bend.k12.or.us)

Patrick O'Leary, Director of Alumni Affairs, Hawai'i Preparatory Academy (808) 938-2153;  
[poleary@hpa.edu](mailto:poleary@hpa.edu)

Sean Corrigan, Human Resources Director, Crook County School District; [sfc243@gmail.com](mailto:sfc243@gmail.com)

Michael McDonald, Principal, Summit High School (541) 355-4200; [michael.mcdonald@bend.k12.or.us](mailto:michael.mcdonald@bend.k12.or.us)



Civil Engineer

Construction &  
Maintenance Manager

## Education

Bachelor of Science  
Civil Engineering  
South Dakota School of  
Mines and Technology  
2007

## Licenses

Professional Engineer:  
Alaska #12961

## Years of Experience

16

## Professional Affiliations

American Society of Civil  
Engineers • Food Bank of  
Alaska CANstruction

## Professional Experience

Prior to joining DOWL, Eric worked for a general contractor for seven years. He poured concrete, built custom homes, and learned the value hard work and building with his hands. During Eric's 16-year tenure at DOWL, he's contributed to a wide variety of projects and gained considerable experience to help his clients. He spent the first three to five years as a design engineer, where he applied his engineering education to actual, real-world design projects. Throughout his career, Eric's past work history and interest in construction drew him to the field to help inspect projects designed by him or others. Eric's hands-on practical construction, inspection, and engineering experience has proven a very valuable skill compared to his peers and provides his client's considerable benefit.

With his background of practical application of engineering and construction, Eric has found a niche during the past eight years acting as an extension of his client's engineering or technical staff. Eric has fulfilled roles including leading civil engineering, capital projects development, building operations and maintenance, and being an all-encompassing project manager who can apply his skills to deliver his clients projects.

## Project Experience

***Aleutians East Borough (AEB) Engineering Services and Project Management/Owner's Representation (PM/OR) Term Contract, Various Locations.*** Since 2015, DOWL has held the PM/OR term contract for the AEB and has been acting as an extension of their staff and their own in-house engineer and maintenance staff. Since 2017, Eric has led efforts for the AEB with a heavy emphasis on maintenance and operations, project scoping, solicitation, selection, and execution. Eric has worked closely with AEB Administrator, Anne Bailey, since his work on this project began and he and Anne have a long-standing trusting relationship.

***Norton Sound Health Corporation (NSHC) PM/OR Term Contract, Various Locations.*** In 2018, thanks to the firm's long-standing relationship with NSHC, DOWL earned a renewal of our professional services term contract to assist NSHC with various engineering and professional services projects. Amongst other things, Eric's work on this contract has included overseeing construction of clinics, staff housing, and operations buildings. Eric works closely with NSHC's engineering, maintenance, and operations team to execute projects with challenging maintenance and operational needs.

## **B r a n z o n   E .   A n a n i a**

**PO Box 152 Aniak, AK 99557 / 907.629.4555 / [branzon@kuspuk.com](mailto:branzon@kuspuk.com)**

Over 25 years of experience working in various construction trades, beginning with home construction and pole barns through a work-study program in high school. These skills were used to support my education through Commercial Dive School where I continued to increase my knowledge, focusing on marine construction and nuclear plant work including red badge access and refuel services. In 2001, I established Branzon Communications, installing networks, security systems, fire, and facility controls primarily in retail businesses (e.g. Wal-Mart, Home Depot, Target, CVS, and Lowes). My diverse skills, education, and experiences have assisted me in not only succeeding, but also excelling in numerous remote job sites throughout Alaska.

### **E x p e r i e n c e**

#### **Kuspuk School District, 100 Boundary Ave. Aniak, AK**

**2023 - Current**

Position: Facilities and Maintenance Director of Maintenance / Project Management

District-wide management of staff and facilities

- Managing all aspects of maintenance, building projects, RFP's, CIP's, facilities, housing units, commercial and domestic vehicles, district airplanes and three water plants. Managing staff and contractors in multiple locations including remote locations. Managing a yearly budget, multiple large projects outside of the basic budget in different locations, including Grant projects, CIP projects.

#### **Southeast Islands School District, 1010 Sandy Beach Rd. Thorne Bay, AK**

**2018 - 2023**

Position: Director of Maintenance / Project Management

District-wide management of staff and facilities

- Managing all aspects of maintenance, building projects, RFP's, CIP's at nine separate facilities, twenty-eight housing units, commercial and domestic vehicles and two water plants in Southeast Alaska. Managing staff and contractors in multiple locations including remote locations only accessed by boat or float plane. Managing a yearly budget, multiple large projects outside of the basic budget in different locations, including RAC projects, CIP projects and project management of new school.

#### **Bethel Services Inc. 2605 Denali St. Anchorage, AK**

**2016 – 2018**

**Superintendent / General Forman / Carpenter**

Provides construction, environmental, and procurement services to Federal, School, and Environmental construction projects:

YKHC 54 Unit Housing Project Bethel, AK

Position: Foreman

- Working on all aspects of site prep, groundwork, ground insulation, pilings, setting steel, and material staging. This was a modular set on our site; all steel, porches, concrete and outside work completed by BSI. After project became an insurance claim on the modular set, I took over all documentation and quality control for mitigation and local / contract work delivering reports directly to Procure for customer, insurance and office review.

Napaskiak School Napaskiak, AK

Position: Carpenter

- Duties included application of outside wood siding, structural insulated panels, and outdoor finishes while focusing on management and review of additional tasks performed by subcontracting staff on site

Ketchikan USCG Paint Project Ketchikan, AK

Position: Superintendent

- Responsible for Project Management initiation through completion, exceeding Coast Guard expectations in abatement, repair, prep, and paint of Coast Guard administration building

Gulkana FAA Building Demolition Gulkana, AK

Position: Superintendent

- Charged with safety and success of abatement and demolition of building, six large outlying towers, site cleanup and restoration.

Kwethluk School Kwethluk, AK

Position: General Foreman

- Oversaw interior demolition of fire-damaged school, overseen the pile driving crew, general job start up, staging of conex and equipment, remodeling building to produce a 50-occupant camp

**Arctic Slope Regional Corporation 3900 C Street Ste. 701 Anchorage, AK  
2011 – 2016**

**Superintendent / General Foreman / Carpenter**

Supported ASRC Energy Services through various construction operations including maintenance, construction, fabrication, and other services while working with SKW, ASRC Federal, ASRC Civil, ASRC Builders, and ABL on federal, school, and road projects:

Point Hope School Project - Point Hope, AK

Position: Carpenter

- Responsibilities ranged from barge landing and piling to structural completion of building including decking, steel structural panels, trusses, pan deck, and all interior rough-in with a team consisting of four other carpenters and local hires.

Port Alsworth School Project - Port Alsworth, AK

Position: Carpenter

- Responsibilities ranged from barge landing to structural completion and finishing of outside building consisting of demolition of existing structure, site cleanup / layout, forms, framing, trusses, roof decking, finishing in metal foam core panels over building and roof, and all exterior finishes, porches and decks

Shaktoolik School Project - Shaktoolik, AK

Position: Carpenter

- Focused on siding, windows, framing, FRP, finishes within the building, gym equipment, and rollout seating

Airport FAA Building - Dillingham, AK

Position: Foreman

- Charged with overseeing outside siding and all finish work including doors, signage, pour of self-leveling subfloor (tile work), and coordination with other trades where necessary

Lower Yukon Road Project - Saint Mary's, AK

Position: Acting Superintendent

- Tasked with creation of camp at multiple locations throughout town, setting up commercial kitchen, staging all equipment from barges to work area and pits, and building scale stations

Ignatius Beans School - Mountain Village, AK

Positions: Carpenter, Foreman, Superintendent

- Responsible for various aspects of project including the following: Doors, flooring, fencing, basketball decks, playground decks and equipment, setup of large native art around building, finishing of ground work, installation of new generator building and moving of existing building for storage, finishing and overseeing all final checklist work

**Branzon Communications - United States****2001 – 2011****Owner / CEO**

Established and managed successful communications company over ten years from conception through hiring, training, management, and sale of business. Duties included Installation, maintenance, and upgrading of voice, data, PA, security, fire alarms, and Environmental Controls in retail environments, network operations centers, and towers throughout the United States

**American Oilfield Divers – Lafayette, LA****1994 - 2001****Marine Construction Diver**

Employed in the commercial dive industry, performing diving, marine construction and environmental services to offshore oil and gas industries. Duties included marine construction, maintenance, inspections, and repair work in and on nuclear plants and other steam based energy works, bridges, municipal wastewater facilities, potable works, ports, water towers, casinos, inland and offshore oil facilities, and transfer pipelines

**S k i l l s   &   C e r t i f i c a t i o n**

- The ability to communicate, manage and motivate individuals of all backgrounds and abilities to their highest potential
- Interpretation and communication of blueprints, construction and scope of work documents to determine project directives
- Establishment, adherence and enforcement of job site safety regulations including weekly site safety meetings, and morning tool box meetings (safety plan and schedules) while consistently maintaining strong and professional relationships with crew, subcontractors and support staff
- Designed, installed, and performed on-going inspection of temporary protection, temporary railings, and fall protection systems and equipment
- Thorough understanding of building layout, including building location, elevation, slope and grade
- Ability to provide leadership for jobsites, while ensuring the safety of all craft staff by complying with the general safety requirements and site specific safety plan
- Thorough knowledge of plans and specifications, skilled at administration of plans and schedules while maintaining close communication with home office, owner, and subcontract staff
- Proven success managing highly diverse teams while working under strict time constraints on multiple complex projects throughout the United States
- Effective at building collaborative relationships with internal and external customers within multiple levels of organizations to assure successful implementation
- Leadership roles include complex industrial construction and team building across diverse skill levels
- Water plant operations level 1, water plant distribution level 1

Microsoft Office ● Remote Desktop Training and Problem Resolution

Construction ● Demolition ● Subcontractor & Crew Supervision ● Confined Spaces ● Forklift ● Man Basket ● Scissor Lift ● Scaffolding ● Rigging ● PPE ● Heavy Machinery Operation ● OSHA – 10 ● Lead Awareness ● First Aid ● CPR

**E d u c a t i o n**

Cardinal Stritch University - 6801 N. Yates Rd. Milwaukee, WI 53217  
Perusing MBA

Salina Area Technical College - 2562 Centennial Rd. Salina, KS 67401  
Welding Technology

The Ocean Corporation - 10840 Rockley Rd. Houston, TX 77099

Offshore Oilfield Diving Operations ● Inland Diving Operations ● Surface and Underwater Welding and Cutting  
● Mixed-Gas and Lock-Out Diving ● Recompression Chamber Operations ● Nuclear/Contaminated Environment  
Diving ● Rigging Certification ● Hazardous Environment Intervention ● Offshore Survival and Safety ●  
Nondestructive Testing



## **Martha M. Morgan**

### **Business Manager – Kuspuk School District**

Address:

234 Spruce Avenue

Aniak, AK 99557

Contact Information:

Work: [mmorgan@kuspuk.org](mailto:mmorgan@kuspuk.org) Personal email: [wmorganm@gmail.com](mailto:wmorganm@gmail.com)

Phone: 907-675-4250 ext. 312

## **SUMMARY**

Thirteen years' experience working in a Rural Alaska school district as the Business Manager for Kuspuk School District. Previously, over 16 years experience in many areas of the Business office department, Purchasing, Accounts Payable, and Classified and Certified Payroll. Background mainly in the School Business Office setting.

## **PROFESSIONAL EXPERIENCE**

- Business Manager, Kuspuk School District, Aniak, AK:  
February 2010 - Present
- Classified/ Certified Payroll Clerk, Kuspuk School District, Aniak, AK:  
1997 – 2010
- Accounts Payable / Purchasing, Kuspuk School District, Aniak, AK:  
1993 -1997

Currently responsible for maintaining the financial integrity of Kuspuk School District including all areas of the operations of the Business Office. Main job duties and responsibilities include but are not limited to developing a budget of over 14 Million for the operation of the District as well as over 11 Million in additional Federal and State funds, Educate new superintendents and board of budget process. Work with Department of Education with the operating budget and grants budgets, oversee all payroll, accounts payable, accounts receivable departments, Purchasing, Processing Grants financial reports quarterly each year, preparation of Annual Audits, supervising of the Food Service Department, participating in different committees and staff development teams for Kuspuk School District.

## **OTHER PROFESSIONAL WORK EXPERIENCE**

- Clerk / Typist, Kuskokwim Native Association, Aniak AK:  
May 1991 – August 1992
- Ticket Agent, MarkAir Express, Aniak, AK:  
March 1990 – November 1990

## **TRAINING / PROFESSIONAL DEVELOPMENT**

Annually attend ALASBO (Association of Alaska School Business Officials) Conference for Professional Development, updates and trainings that they offer for many years throughout working in the Business office with Kuspuk School District.

## **SKILLS**

Staff management, Planning, Budget process, Microsoft Office - Excel, Word, Google, Multi-Tasking, Leadership experience, Grants Management System

## **EDUCATION**

Russian Mission High School  
Russian Mission, Alaska 99657  
Graduate – May 10, 1989

University of Alaska – Fairbanks  
1989 – 1 Semester, 14 credits

# Brandon Blackham

## Work Experience

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### Director of Property Services

Northwest Arctic Borough School District Kotzebue, AK 99752

May 2022 to Present

Responsible for the maintenance of all Northwest Arctic Borough School District properties including 14 school buildings and teacher housing in 10 communities in a District that covers 38,000 square miles with no road access. Supervises a staff of seven that includes licensed plumber and electrician, carpenters, mechanic and preventive maintenance personnel. Oversees construction of in-house projects that include construction of new teacher housing and vehicle garages and repairs of school buildings. Issues contracts for repairs and upgrades of District facilities and for ongoing services, in accordance with District and State procedures. Responsible for prioritizing future projects, scheduling and assignment of current work and responses to unanticipated repairs required to keep facilities in operation during the school year. Responsible for budgeting and financial reporting for the Property Services Department. Oversees compliance with Alaska Department of Education Preventive Maintenance requirements and annual code required building inspections.

### Lead Electrician

Northwest Arctic Borough School District Kotzebue, AK 99752

May 2018 to May 2022

Responsible for overseeing all existing maintenance and of new school projects such as, teacher housing construction and upgrades. Boiler controls, HVAC controls, VFD installs, Zone Valve controls, Sound System installs, Cat 6 Cable installs for phone systems and wireless install for internet, new service installs and maintenance of existing service equipment, lighting upgrade additions of new circuits for kitchen equipment and outlet additions.

- \* Fire alarm systems trouble shooting and upkeep, CCTV installs and placement of Cameras and hook up.
- \* Equip and maintain 14 schools in the district.
- \* Work with various types of cableways, conduits, and other electrical raceways (Rob Roy, Rigid, EMT,)
- \* Update service record files on equipment drawings and history.
- \* Install, test, and modify circuit breakers, controls, fuses, lights, and motors.
- \* Demonstrate expertise in the use of Blueprint reading, troubleshooting live and DE energized Circuits.

- \* Maintain a working area that is clean, safe, and stocked with appropriate equipment and supplies
- \* Work on call and extended hours on weekday and weekend projects as needed
- \* Manage all material quotes and order all necessary electrical materials for the entire district

## **Owner /Job foreman / Master Electrician**

Blackham Electric LLC - Boise, ID April 2002 to May 2018

Projects worked new and old Dental Offices throughout Idaho. Casa Mexico, Bown Crossing, Boise Idaho Tavern, Idaho Flat Bread Pizza Meridian Idaho, Meridian Vet Clinic Meridian Idaho, Grey Loch cabinet company Meridian Idaho, Data Projections at Home Media Boise Idaho Paradise Swimming Pools Meridian Idaho.

- \* Installing all electrical systems and equipment for all the dental offices, installing all electrical wiring systems for commercial kitchen equipment
- \* Installing all electrical service equipment and underground for swimming pools
- \* Installing all MDP and Sub Equipment for commercial cabinet building shop installing all Electrical systems for Commercial cabinet building shop
- \* Installed buck and boost transformers and step-down transformers for equipment \* Installed, tested, and modified circuit breakers, controls, fuses, lights, and motors.
- \* Fabricated specific electrical component parts and assemblies worked with various types of cableways, conduits, and other electrical raceways
- \* Update service record files on equipment drawings and history

## **Electrical Foreman**

Koontz-Wagner Custom Controls - Caldwell, ID  
March 2017 to May 2018

Electrical foreman in Charge of all electrical on generators, generator enclosures, switchgear houses, control houses, and more. Most of the work went to Amazon, Facebook, Boeing and QTE for their Data Centers. Work with Fuel alarm panels generator controls and addition of breakers to Generators

Journeyman Electrician

Micron Technology, Inc. - Boise, ID  
December 2016 to March 2017

- \* Worked with various types of cableways, conduits and other electrical raceways Maintenance on pumps, switchgear, lighting and more
- \* Consulted with the supervisor electrician regarding the likely risks associated with the assigned job

## **Electrician**

St Luke's Medical Center - Boise, ID  
December 2015 to September 2016

In charge of Electrical maintenance, work orders, contractor work. Worked on budgets and ordered needed parts and material. Worked on install of pumps, motors, lighting upgrades and more. LIM panel's, clocks, timers for ER rooms and more.

## **Education**

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Education Associate in Education Boise State University - Boise, ID 1992 to 1996 Skills

- Management (10+ years)
- Training (10+ years)
- Solar
- Time Management
- Data Entry
- Customer Service
- NEC
- Programmable Logic Controllers
- Electrical Experience
- Blueprint Reading
- Low Voltage
- Boiler
- High Voltage

## **Certifications and Licenses**

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Master Electrician August 2016 to Present

Master Electrician Number - 011780 Journeyman Electrician number - 13194

Master Electrician Wyoming August 2017 to Present

General Supervisor license Oregon November 2017 to Present valid driver's license

Additional Information

University of Alaska Southeast Adjunct Professor - Superintendent Endorsement Program  
ED\_S644: Educational Finance & ED\_S646 District Operations

September 2022- current

University of Alaska Southeast  
11066 Auke Lake Way  
Juneau, AK 99801

**Tasks include:** Presenting and preparing course content for the Education Finance and School District Operations courses for the UAS Superintendent Endorsement Program, provide student support outside of class time and class participation

Self Employed: Karen Quitslund Bookkeeping Services

May 2002- December 2016

Synthesis, LLC  
106 Gjoa Street  
Petersburg, AK 99833  
(907)650-7228

Josef Quitslund, owner

March 2015- November 2016

Mitkof Island Dance Troupe Non-profit Board  
PO Box 1915  
Petersburg, AK 99833

**Tasks include:** Accounts receivable, accounts payable, manual and electronic payroll, Petersburg City sales tax, filing state and federally required tax forms, prepare, budgeting, analyze and explain financial statements, consultation for federal requirements (specifically with non-profits)

## Professional Affiliations

- Region V of Alaska School Activities Association- July 2018 – current; serving as Secretary/Treasurer
- Alaska Council of School Administrators- December 2018- current
  - Joint Position Statement Committee- December 2018- current
- Alaska Association of School Business Officials, December 2015 – 2021; served as President in 2020
  - New Business Manager Institute Mentor- December 2018- current
  - Education Funding Work Group Committee- December 2019- current
  - Standard Operating Procedures Work Group- November 2022- current

## Honors and Memberships

- Mabel Crawford Memorial Scholarship
- Southeast Conference Scholarship, 2008/2009 & 2010/2011
- Icicle Seafood Scholarship, 2008/2009 & 2010/2011
- Ellis Award for Excellence in Accounting, Spring 2012
- UAS Outstanding Graduate in May 2012
- Certified Administrator of School Finance and Operations (SFO) since August 2014
- 2020 ALASBO School Business Official of the Year

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## MEGAN WILLIAMS

907-830-9504

[meganw99752@gmail.com](mailto:meganw99752@gmail.com)

3113 W. 42nd Ave.  
Anchorage, AK  
99517

### **Skills**

School District Accounting professional experienced in working in fast-paced environments demanding strong organizational and interpersonal skills. I am trustworthy, ethical and I work really well with coworkers/stakeholders. My Capabilities include:

- Customer Service
- Word Processing and Typing
- Accounts Payable/Receivable
- Filing and organization
- Office equipment operation
- Telephone Reception
- General Accounting
- Problem Solving

### **Work Experience**

Director of Administrative Services

Northwest Arctic Borough School District, Kotzebue, AK

August 2019 - Present

Supervisor- Terri Walker, Superintendent

- Manage the Business Office functions including: Accounts Payable, Accounts Receivable, Purchasing, Payroll, Food Service, and GL accounting
- Process AP/Payroll Checks
- Monitor payments and expenditures
- Reconcile Bank Statements
- Submit quarterly 941 & Unemployment reports
- Manage vendor issues
- Maintain updated vendor files
- Provide general support to the accounting and payroll departments
- Preliminary & Year-end financial audit management
- Process and deposit all incoming cash/checks/money orders/direct deposits
- Submit Quarterly capital improvement project reports
- Monthly financial and Board reporting
- Manage District health insurance plan amendments
- Duties as assigned by Superintendent



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Comptroller

North Slope Borough School District, Utqiagvik, AK

July 2018 - August 2019

Supervisor- Lila Peterson, Business Manager

- Verify and process all accounts payable
- Run AP/Payroll Checks
- Monitor payments and expenditures
- Reconcile Bank Statements
- Submit quarterly 941 & Unemployment reports
- Manage vendor issues
- Maintain updated vendor files
- Provide general support to the accounting and payroll departments
- Assist with yearly audit
- Process and deposit all incoming cash/checks/money orders/direct deposits
- Assist with quarterly grant reimbursement requests
- Assist manager with budgeting
- Process journal entries
- Duties as assigned by supervisor

Human Resources Associate- Recruiting

Norton Sound Health Corporation, Nome, AK

January 2018 - July 2018

Supervisor- Rose Marie Mayer, Professional Recruiter

- Assist in all professional recruiting at NSHC
- Conduct interviews for all professional positions (Bachelor's or higher)
- Process applications
- Fingerprinting and background checks
- Communicate with advertisement agencies
- Put together travel and agendas for potential employee site visits
- Manage & maintain employee files
- Assist with new staff orientations twice a month
- Travel to villages for site visits
- Organize relocation travel & coordinate with housing manager
- Duties as assigned by supervisor

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### Accounts Payable/Receivable Assistant Officer

Northwest Arctic Borough School District, Kotzebue, AK

May 2015 - October 2017

Supervisor- Lucy Nelson, Director of Administrative Services

- Verify and process all accounts payable
- Run AP Checks
- Monitor payments and expenditures
- Reconcile vendor statements
- Resolve invoice discrepancies
- Manage vendor issues
- Maintain updated vendor files
- Process vendor 1099's
- Report lobbying costs to the state
- Process purchase orders
- Maintain employee self service web portal for IVisions
- Maintain IVisions users and train new users as needed
- Provide general support to the accounting and payroll departments
- Assist with audit prep
- Process and deposit all incoming cash/checks/money orders/direct deposits
- Duties as assigned by supervisor

### Accounts Receivable/Payable Clerk

Northwest Arctic Borough School District, Kotzebue, AK

February 2013 - May 2015

Supervisor- Karen Goodwin, Director of Administrative Services

- Reviewed and matched invoices
- Processed invoices for payment
- Verified and processed employee per diem and travel expenses
- Communicated with vendors
- Researched invoice discrepancies
- Invoiced for grants and other receivables
- Processed and deposited all incoming cash/checks/money orders/direct deposits
- Provided general support to the Accounting Department

### Accounting Technician

Northwest Arctic Borough School District, Kotzebue, AK

October 2011- February 2013

Supervisor- Karen Goodwin, Director of Administrative Services

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- Enter purchase requisitions
  - Pay & reconcile district utility accounts
  - Sort all incoming mail
  - Keep mail room organized and send out mail on a regular basis
  - Organize office files and keep filing area clean
  - Answer the school district main telephone line
  - Assist with accounts payable when needed

### **Secretary II**

Northwest Arctic Borough School District, Kotzebue, AK

September 2007- September 2010

Supervisors- Linda Mason, Principal & Ralph King, Assistant Principal

- Answered the phones
- Make orders for classroom and office supplies
- Sorted all incoming mail
- Made copies for teachers
- Made phone calls to parents when students were absent
- Kept all student records current
- Delivered messages to students/teachers
- Helped lunch clerk as needed
- Duties as assigned by Principal

### **Temporary work**

NWABSD Youth Leader Advisor

5/2015-9/2015

- Worked with the Teck John Baker Youth Leader Program.

NWABSD Temporary Tech

7/2015-6/2016

- Data entry in powerschool system and part time registrar.

Drama Club at June Nelson Elementary School

03/2010- 04/2010

- Helped run a drama club at JNES

### **Technical Skills**

- MS Office
  - AS400 accounting software
  - IVisions accounting software - Tyler Technologies
  - Kronos - UKG Ready
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- Data entry and management
  - Knowledge of key accounting principles and procedures
  - ADP Employee Management software
  - Powerschool data entry and report writing

### **References**

Terri Walker (Current Supervisor)  
907-885-7052

Lila Peterson (Prior Supervisor)  
907-717-8686

Jenny Martens (Mentor)  
907-650-7026



#### **Education**

University of Idaho  
Master of Architecture, 1999  
BS in Architecture; Minor in Art, 1999  
University of Northern Iowa  
BA in Marketing, 1994

#### **Professional Credentials**

- Registered Architect: AK AELA13067
- Former LEED Green Associate
- Energy Auditor-in-Training
- Former Energy Management Professional

#### **Areas of Specialization**

- Project Opportunity Development and Analysis
- Strategic Planning
- Project Delivery alternatives
- Project Management
- Contract Administration
- Grant Writing/Administration
- Public Engagement
- Document Review/Quality Assurance Reviews
- Energy Efficient Design
- Alternative Energy Design
- Code and Conditions Surveys
- Code Analysis

#### ***Dena D. Strait, Principal - Career and Project Experience***

Dena D. Strait is the Principal Consultant behind DD Strait Consulting, LLC. An Alaska resident since 2002, Dena is a Registered Architect with more than 25 years of experience, 22 of which included providing project design and construction management services to Alaskan clients. She has collaborated with a variety of clients and worked on a wide range of building types. Dena has focused her career on assisting clients who typically don't have in-house expertise, specifically school districts, small tribal and municipal entities, and nonprofits.

Dena's passion is always working for the Owner's best interests as she truly believes the project belongs to the Owner, and her job is to deliver the best possible project for them. She uses open, honest, and straight forward communication to build relationships of mutual trust and respect. Her high level of personal integrity and personal responsibility guides her work each and every day. Dena is a seasoned project manager of architectural and construction projects, and her work is guided by attention to detail, accuracy, thoroughness, and fairness. Project funders, clients, design teams, and contractors value her organizational skills, appreciation of each team member, and ability to establish productive working relationships.

Her recent services include Capital Project Management Services for NWABSD, Capital Projects Manager for Yukon-Koyukuk SD, Project Management mentorship to Lower Kuskokwim SD's Project Managers, Project Manager for Bristol Bay Borough School District Renovations, Bettisworth North Architects and Planners (Architectural Project Manager/Energy Programs Manager, 2014-2019), Alaska Housing Finance (Commercial Building Energy Specialist, 2011-2014).

#### ***References – see projects for project references***

Kathy Christy, Project Resources Capital Projects Manager, (907) 223-2999, [christykathy2@gmail.com](mailto:christykathy2@gmail.com)

Adam Wilson, Senior Mechanical P.E, RSA Engineering, (907) 865-0587 [awilson@rsa-ak.com](mailto:awilson@rsa-ak.com)

Michelle DeWitt, Executive Director of Bethel Community Services Foundation, (907) 545-6052, [michelle@bcsfoundation.org](mailto:michelle@bcsfoundation.org)

#### ***Boards and, Organizational Roles***

Cold Climate Housing Research Center, Board member 2016-2022  
Association for Learning Environments, President, member since 2014  
Member of Alaska-based Global Grant Writing Collective since 2020

## LUCIENNE SMITH, WITH ALASKA EDUCATION & BUSINESS SERVICES, INC.

### SKILLS & ABILITIES

Accountant, business consultant, and business owner with 35+ years of experience in accounting, audit preparation, budget preparation, financial and business management, and software conversions. Direct experience with a wide variety of entities including non-profits, tribal governments, cities, school districts and for-profit companies. Experienced in several accounting applications including alio®, Black Mountain, Tyler, AS400, QuickBooks Enterprise.

### EXPERIENCE

#### **ALASKA EDUCATION & BUSINESS SERVICES, INC., ANCHORAGE, ALASKA, NOW WORKING FULLY REMOTE FROM HOME OFFICE IN ROYSE CITY, TEXAS**

10/2006-Current	Co-Owner of AKEBS
06/1998-2006	Director of Finance, North Slope Borough SD
06/1990-06/1998	Business Mgr., Yupiit School District

Clients and experience at AKEBS include:

#### *Southeast Island School District (09/2007 - Date)*

Provide business management, oversight of business office staff, reconcile general ledger, bank reconciliations, setup Standard Operating Procedures, cash receipts, audit prep, Board finance reports, annual W2s, 1099s, update Finance portion of website, lead software conversion, digitized documents, filed eRate

#### *Dillingham City School District (1/2008-2016)*

Provide business management, oversight of business office staff, reconcile general ledger, cash receipts, audit prep, bank reconciliations, setup Standard Operating Procedures, update Finance portion of website, lead software conversion, digitized documents, filed eRate

#### *KCUK Radio Station (11/2008-9/2016)*

Processed accounts payable, payroll and liabilities, general ledger reconciliation, cash receipts, bank reconciliation, grant reports, Board finance reports, annual W2s/1099s

#### *Yupiit School District (06/1990-06/1998; 1/2015-2016)*

Provide business management, oversight of business office staff, reconcile general ledger, bank reconciliations, setup Standard Operating Procedures, audit prep, update Finance portion of website, lead software conversion, digitized documents, filed eRate

#### *Special Education Service Agency (9/2007-Current)*

Provide business management – turned over to co-owner

#### *North Slope Borough School District (5/2006 - 8/2008 & 2019-2022)*

Provide business management, oversight of business office staff, reconcile general ledger, grant reimbursements and reconciliations, audit prep, bank reconciliations, setup Standard Operating Procedures, update Finance portion of website, lead software

conversion, digitized documents, completed Impact Aid applications for 2019, 2020, 2021, 2022.

*Nome Public Schools (10/2015-Current)*

Provide business management, oversight of business office staff, reconcile general ledger, bank reconciliations, setup Standard Operating Procedures, update Finance portion of website, lead software conversion, digitized documents.

*City of Galena (11/2011-12/2012)*

Initial onboarding of client, assisted with audit preparation, general ledger reconciliation, bank reconciliations, cash receipts, grant reports, Board finance reports, established budget document which was approved by the Board, oversaw completion of annual W2s/1099s

*Various other clients*

Incorporated companies, acquired EINs, setup EFTPS, established electronic filing, processed annual W2s, provide guidance and training to clients as needed, fill-in to process payroll or accounts payable as needed, cleanup of software conversions and background setup maintenance

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EDUCATION

**UNIVERSITY OF ALASKA, FAIRBANKS, AK**

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AKEBS LEADERSHIP

Serve as AKEBS President from July 2006 to date. Have provided training to AKEBS employees, from scanning, accounts payable and payroll training to business managerial duties training.

SCHOOL FINANCE  
LEADERSHIP

Served as ALASBO President - 2000

School Business Official of the Year – 2002

ASBO Int'l – Pinnacle of Achievement Award – 2006

Distinguished Budget Award – GFOA – 2005

Certificate of Excellence in Financial Reporting – 2003-2006

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REFERENCES

**PATRICK PILLAI, EXECUTIVE DIRECTOR, SPECIAL EDUCATION SERVICE AGENCY**

(907) 334-1300

**JEFF FRIER, RETIRED BUSINESS PARTNER OF ALASKA EDUCATION & BUSINESS SERVICES, INC.**

(907) 250-0000

**LAUREN BURCH, SUPERINTENDENT, SOIUTHEAST ISLAND SCHOOL DISTRICT**

(907) 858-8254

**JEANNE CAMPBELL, SUPERINTENDENT, KASHUNAMIUT SCHOOL DISTRICT**

(907) 858-7713



# Rod Morrison



907-831-1570  
907-614-4755



[Rmorrison123@yahoo.com](mailto:Rmorrison123@yahoo.com)  
[rmorrison@sisd.org](mailto:rmorrison@sisd.org)



PO Box 19593  
402 Rainy Lane  
Thorne Bay, Alaska  
99919

## Leadership Goal

To provide leadership for the Southeast Island School District where I can work in a professional enthusiastic manner, creating a positive climate with staff, students and parents.

Serving the community as an Superintendent, I will strive to ensure that all children have the opportunity to achieve their fullest academic potential.

## EDUCATION

### **BA in Social Sciences, History & Education**

Central Washington University,  
Ellensburg, WA.

1993-1995

### **Masters Degree Educational Technology**

City University, Bellevue, WA.

1995-1997

## CERTIFICATIONS

- **Initial Superintendent**  
University of Alaska  
Southeast 2019-2020
- **Initial Principal** Heritage  
College 1999-2000
- **Initial Teaching WA State**  
K-12 Social Studies &  
History, K-8 Elementary  
Education, Central  
Washington University 1995

## AWARDS

- **2018 Valdez Truck Egan  
Community Award**
- **2016 Special Olympics  
Valdez / Copper Basin  
Community Award**
- **2010 Alaska State  
Secondary Principal of  
the Year, NASSP**
- **2003 Alaska Technology  
Principal of the Year,  
AASSP**

## EDUCATION EMPLOYMENT EXPERIENCE

### **Superintendent – Southeast Island School District**

July 2023 - Present

### **Principal - George H. Gilson Middle School**

Valdez City Schools Valdez, AK 2002 – Present  
Additionally, I have served as the VCS District Activities Director in addition to GMS principal duties, from 2002-2005. Dual-leadership as the VHS and GMS principal for a semester in 2011.

### **Superintendent Internship**

Valdez City School District Valdez, AK 2019 – 2020

### **Athletic Director, Naches Valley Middle School**

Naches Valley School District Naches, WA. 1999-2002

### **Principal Internship, Naches Valley Middle School**

Naches Valley School District Naches, WA. 1999-2000

### **Teacher, Naches Valley Middle School**

Naches Valley School District Naches, WA. 1995-2002  
Science, Math, Life Skills, Outdoor Education, Physical Education & Health Education.

## ACCOMPLISHMENTS

Past-President of the Alaska Association of Secondary School Principals  
2016-2018

President of the Alaska Association of Secondary School Principals  
2014-2015

President of the Alaska Council of School Administrators  
2013-2014

### **Gilson Middle School Construction Committee**

School Bond, Educational Specifications, Design and Build – Valdez City Schools Valdez, AK 2006 – 2014

Region III Representative for the Alaska Association of Secondary School Principals  
2008-2014

# CHRISTINE PAGE HAUFE

633 Isle View Rd

Ellison Bay, WI 54210

Telephone: (907) 401-3126

email: cpage@sisd.org

## POSITION

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Executive Assistant/Human Resource Manager

## EDUCATION

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2002-2004	Post-Bac Education Classes • Exceptional Child, Educational Psychology, Children's Literature	University of Alaska Juneau & Anchorage, AK
1992	B.S. Forest Management • Graduated Summa Cum Laude	Oregon State University Corvallis, OR

## PROFESSIONAL EMPLOYMENT

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2007-present	<b>SOUTHEAST ISLAND SCHOOL DISTRICT</b> – Thorne Bay, AK <u>EXECUTIVE ASSISTANT/HR MANAGER</u> <u>Supervisor:</u> Rod Morrison (907) 828-8254
2005-2007	<b>SOUTHEAST ISLAND SCHOOL DISTRICT</b> – Thorne Bay, AK <u>LIBRARY/RESOURCE CLERK</u> <u>Supervisor:</u> Sheila Nyquest (907) 828-3921
2002-2005	<b>VARIOUS JOBS</b> <u>STUDENT/HOMEMAKER/SUBSTITUTE TEACHER/DOCK AGENT</u>
1998-2002	<b>USDA FOREST SERVICE</b> – Thorne Bay, AK <u>WRITER-EDITOR</u> GS-1082-9 <u>Supervisor:</u> Craig Trulock(307) 367-4326
1992-1998	<b>USDA FOREST SERVICE</b> – Thorne Bay, AK <u>FORESTER</u> GS-460-9 <u>Supervisor:</u> Stanley McCoy (907) 225-2148
3/1996-7/1996	<b>USDA FOREST SERVICE</b> – Thorne Bay, AK <u>ENVIRONMENTALCOORDINATOR</u> (Detail) GS-401-11 <u>Supervisor:</u> Charles Streuli (907) 772-5882

## PROPERTY MANAGEMENT RESPONSIBILITIES (2008-present)

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- Drafted residential lease agreements ensuring compliance with Alaska Residential Landlord & Tenant Act and school district policies; issued agreements to tenants, signed agreement on behalf of district.
- Managed requests for housing; facilitated tenant placement.
- Corresponded with tenants, administration, payroll and maintenance regarding housing-related items including, but not limited to rents, deposits, entry and exit requirements, complaints, etc.
- Worked with payroll and accounting departments to ensure tenant payment of rents and deposits and district reimbursement of deposits after end of lease, as applicable.

Scott A. Randall  
P.O. Box 815  
Valdez, AK 99686  
(907)255-9396  
HandymanScott@me.com

## Objective

I take pride in my work, and enjoy the problem solving tasks that customer service and maintenance occupations require. I enjoy working with and around the public and travelers. I want to contribute positively in our community and maintain a high level of health and safety for our customers and fellow workers.

## Employment History

04/16/2014 –	Maintenance Mechanic II	
06/31/2019	Valdez City School District	
	Maintain schools' equipment and provide excellent customer service to students – staff – community – parents and administration.	
10/01/2008 –	Owner/Operator	
Present	Handyman Scott	Valdez, AK
	Repair and Maintain homes and apartment complex systems, these systems include: electrical, domestic plumbing, drain lines and appliance repair.	
	I was the Factory Authorized Service Center for Ridgid Power Tools, Ryobi Power Tools, and Insinkerator Products 10 plus years.	
04/01/2009 –	Terminal Assistant	
09/2012	Alaska Marine Highway System	Valdez, AK
	Customer Service Representative, Ticket Agent, Security Officer, Tie and Untie Ferry, perform maintenance on building and fixtures as requested, and various duties as assigned.	
05/04/2007 –	School Bus Driver / Shop Hand	
06/01/2013	Laidlaw / First Student	Valdez, AK
&		
Substituting	Drove School Bus, drove special needs school bus, assisted in bus maintenance and training as requested.	
08/15/2006 -	Tool Rental Center Repair	
11/27/2006	Home Depot	Salem, OR
	I repaired and maintained all Tool Rental Center tools and equipment, as well as Customer Service, train customers in operation of equipment and tools they are renting.	
09/24/1994 -	Owner / Operator	
11/27/2006	Randall Farms	Salem, OR
	Plan, direct, or coordinate the management or operation of farms, nurseries, timber tracts, or other agricultural establishments. Supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. Planting, cultivating, harvesting, and financial and marketing activities.	

## Education

Other	Many
Customer Service Classes	OR
I have attended multiple customer service classes from US Bank, Home Depot, Alaska Marine Highway Systems and have received certificates of completion from all classes that offered them.	
Bachelor's Degree	Willamette University
Studio Art	OR
I received a Liberal Arts Degree with a Studio Art major. I graduated with Department Honors. I initiated and implemented health and safety programs in the Art Dept Ceramics studio to keep the work area safe during my internship.	
Other	US Army/Oregon Army National Guard
Driver's Badge	OR
performed all aspects of driver's safety above and beyond standards.	
Other	US Army
45B - Small Arms Repair	NJ
Diagnose and Repair small arms (anything with a bullet size of 2.2 inches and down). I received the Army Commendation Medal for excellence in maintenance of equipment and record keeping for all our unit's arms and safety equipment.	
Other	US Army
88M - Wheeled Vehicle Operator	NJ
Wheeled Vehicle Operator - Graduated with highest scores written and hands on for domestic and international operation, including hazardous cargo.	
High School Diploma or Equivalent	North Salem High School
	OR

## Additional Information

- I have been the Commander of Chapter 6 (Salem, Oregon) for 4 yrs and worked my way up to the 2nd Jr. Vice-Commander of the Dept of Oregon. Assisting disabled veterans in educating of available services, advocating for denied - but earned benefits and promoting the organization in good light to the public.

Received Department Commander of the Year Award.

- I have been the Commander of the American Legion here in Valdez for over 10 years. I have assisted veterans and widows receive benefits throughout the proper channels of government. I have performed the flag ceremony during several funerals.
- I have been active in the school system and volunteer in many positions to help teachers and students in whatever capacity requested. I have volunteered in the Valdez City School System for 5 yrs.