



Annie Linville  
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**2025-2026 Business Office Department Goals**

For FY26 it is our goal to develop comprehensive SOP Documentation for the department to help maintain consistency in workflow and provide training and background documents for employees' reference.

**Current Projects/Considerations**

1. Continuing work on FY27 Budget
2. Quarterly Reports
3. Building SOP documents for departmental procedures
4. Learning, learning, learning

**Staff Professional Development**

- In July I was able to begin the 3-year New Business Managers Institute (NMBI), our first in person meeting was a great opportunity to get a rough overview of my new position and to network with fellow managers from around the State. I am looking forward to the knowledge and support this program will provide over the next three years.
- Madel and I attended ALASBO's Summer Leadership Conference which provided us with the opportunity to meet with peers from across the state and learn from leaders of diverse backgrounds.
- In December I attended ALASBO's annual conference in Anchorage. It was a full week with great opportunity to network and learn from my fellow Business Managers.

**FY26 Contract Service Agreements**

Service Provider	Amount Approved	Expenses Billed YTD
Erin Brennan Flores	\$20,000.00	\$3,250.00
Summit Special Education Services	\$15,000.00	\$8,577.20
TinyEYE	\$25,650.00	\$12,511.50