

CONFIRMATION



BOARD OF

EDUCATION



STATE OF ALASKA
OFFICE OF THE GOVERNOR
Pouch A
Juneau, Alaska 99811

BOARDS AND COMMISSIONS RESUMÉ

INSTRUCTIONS

A separate application is required for each position for which you apply. Complete and specific answers will aid in rapid and accurate processing of your resumé. The initial determination of whether you qualify for the position specified will be based on this application.

Please type or print legibly in ink. Forward to the above address. Be sure your answers are true. A willfully false answer may result in your disqualification or removal from office if you are appointed.

Position for which I am applying:

STATE BOARD OF EDUCATION

Please list any other Board or Commission on which you serve:

NORTHWEST ARCTIC SCHOOL BOARD - Member

Name MARG J. SCHNEIDER		Previous Name applied under N/A
Mailing Address P.O. Box 106		Residence Address 826 4 th St. KOTZEBUE, Ak.
City, State and Zip Code KOTZEBUE, ALASKA 99752		
Home Telephone (907) 442-3465		Business or Message Telephone (907) 442-3580

REPORT ADDRESS AND TELEPHONE CHANGES PROMPTLY

AS 39.05.100 requires that a person appointed to a board or commission be a registered voter before the last general election:

Are you a registered voter? YES NO

Voter Registration Number (Optional)

Social Security Number (Option 1) 574-12-7906

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES NO

If "YES", explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification. The number of convictions, nature, recency and relationship to the board position applied for will be evaluated and a determination will be made after a review of all relevant facts.

A policy in the Governor's Office pertaining to boards and commissions is that a member attend at least 75% of the meetings. Are there any circumstances in either your professional or personal life which would prevent you from participating at the required authorized meetings? YES NO

If "YES", explain on a separate sheet of paper and attach to this application.

This position may require that the member travel to either urban or rural (or both) areas. Are there any circumstances which would prevent you from participating?

N/A

CONFLICTS OF INTEREST: Certain Boards and Commissions require full disclosure of personal financial data under AS 39.50.010. If required for the Board or Commission for which you are applying, are you willing to do so? YES NO

Could you or any member of your family be affected financially by decisions to be made by the Board or Commission for which you have applied? YES NO If "YES", explain.

The Office of the Governor will not discriminate against an applicant for a Board or Commission based on Sex, Age, National Origin, Marital Status, Pregnancy, Handicap, Religion or Parenthood.

U P - D A T E

3/22/84

On her resume', Mrs. Schaffer states that she is currently employed as Legislative Information Officer in Kotzebue. That information is now out-of-date.

Actually Mrs. Schaeffer is employed at Maniilaq Corporation, a non-profit, native health service for the Kotzebue - Kotzebue Sound area.

RESUME'

NAME: Mary J. Schaeffer
AGE: 40 (Born at Kotzebue, Alaska 6-7-40)
MARITAL STATUS: Married 12-25-59: we have nine children (five own and four foster)

EDUCATION:

Completed High School: 4 years Mt. Edgecumbe High School, Sitka Alaska

LANGUAGE SKILLS: Speaks fluent English and Eskimo (Inupiak)

EMPLOYMENT HISTORY:

1. September 24, 1980 to present

Title: Legislative Information Officer, Division of Public Services.

Duties: Set up and opened the Legislative Information Office. Prepare participants for teleconference and public hearings using the teleconference network. Monitor the IBM, CRT and teleconference equipment. Provide information on legislative activities to the general public and facilitate public participation in the legislative process. Handle all the administrative duties including correspondence, billings, etc. Provide current information on legislative activities to residents in the NANA Region using terminals on site. Supervise one assistant.

EMPLOYMENT HISTORY:

2. May 1, 1978 to September 16, 1979

Title: Director, Kotzebue Senior Citizens Center, Mauneluk Association

Duties: Had overall responsibility for the management, supervision, and administration of the Senior Center. Was responsible for the physical facility, equipment, furniture, supplies and other property therein. Worked with the Senior Center Board in employing, screening, interviewing and recommending names of applicants for either employment or clients. Worked with the Board and maintained a constant supervision of the total operation of the Center to assure the full service as prescribed by the Center for the well-being of all the clientele. Worked with the Board to enter into any agreements with other Agencies or organizations for specific services. Supervised twelve employees, employed in the Center as kitchen staff, housekeeping, janitors and Licensed Practical Nurse or Nurses Aides. Was responsible for arranging regular in-service staff orientation and training programs for the continual proficiency and efficiency in providing the ultimate services, services to the elderly. Maintained liaison and communications with Mauneluk Association, Offices of the State of Alaska, Bureau of Indian Affairs, Indian Health Services, Public Health Services and related organizations to help develop services and programs for the Elderly including Public relations, Recruitment, consumer education, training, technical assistance and appropriate reporting and accountability of the Center's operation. Performed other duties as they arise.

R E S U M E

Name: Mary J. Schaeffer

Age: 42 (Born at Kotzebue 6-7-40)

Marital Status: Married 12-25-59; we have nine children (five own and four foster)

Education:

Completed High School: 4 years Mt. Edgecumbe High School, Sitka, Ak.

Language Skills:

Speaks fluent English and Eskimo (Inupiak)

Cultural Background:

I was raised in the Village of Noatak until I was 11 years of age. The main language spoken was the Eskimo language. It was not until we moved to Kotzebue that the English language was mandatory. Our means of transportation was dogsled in the winter months and boats in the summer. We lived in tents from April until last August gathering food for the winter months.

Employment History:

1. Maneluk Association: promoted as Vice-President for Management and Planning. December, 1976 provides leadership, guidance and coordination in the planning, development, operation and evaluation of the delivery of services in the areas of Health, Education, Manpower and Planning; develops and demonstrates new methods and techniques for community participation in and management of their health programs; provides consultation and technical assistance in the evaluation, design, and implementation of health management and corporations delivery systems; and coordinates health development activities within the Northwestern region directed to the improvement of the health of the people.
2. Hired as an "ONAP" Program Director to initiate efforts of increase the amount of self-determination afforded to the natives of Northwest Alaska with the passage of the Indian Self-Determination Act (P.L. 93-638). Maintain close contact with Bureau of Indian Affairs personnel in Juneau and Nome; act in liaison role and close communication with eleven (11) village Tribal Governing Bodies within the Region; attend Contract Managers Committee meetings within the State of Alaska as a representative of the NANA Region; travel to villages attending Tribal Governing Body Meetings in order to facilitate an exchange of information and ideas on program contracting; hold regional workshops with representatives from each Tribal Governing Bodies within the region; help develop contract proposals that reflect self-determination for the design and operation of Bureau of Indian Affairs programs that impact the NANA Region.

Bureau of Indian Affairs (Juneau, Alaska)

Was employed as an Employment Assistance Specialist: opened up a Sub-Agency office in Kotzebue; assisted in the development and carrying out of the program which included Adult Vocational Training; Direct employment and Pipeline hire of Natives within the NANA Region. Travelled to eleven (11) villages within the region and had contact with the village governing bodies.

Bureau of Indian Affairs (Kotzebue, Alaska)

Hired as an Administrative Assistant at the Kotzebue Community School and was responsible for the upkeep and submitting time and attendance for 107 employees; prepared all personnel action forms; GTR's; maintained records of all requisition for the school operation.

Bureau of Indian Affairs (Nome, Alaska)

Was hired as an Employment Assistance Aide. I interviewed, Screened and counseled Adult Vocational Training; and Direct Employment Clients interested in securing training or employment. Contracted and made all necessary travel and medical arrangements; compiled all monthly and yearly reports and acted as an Employment Assistance officer in the absence of the officer making decisions based on my knowledge.

Bureau of Indian Affairs (Anchorage, Alaska)

Was hired as a clerk (IME) in the Realty Branch. Typed documents on Native allotments; townsite lots; homestead, and maintained files on reports; record books on Native allotments, also made decisions in the absence of the Realty Officer based on my knowledge.

Bureau of Indian Affairs (Nome, Alaska)

Was hired as a clerk (IME) and worked in the clerical field maintaining files on Tribal Operations; Realty and Civil Services records; typed necessary correspondence and helped with draft resolutions for the governing bodies within the Bering Straits and NANA Region.

Public Health Service (Kotzebue, Alaska)

Was hired as a Dental Assistant in Kotzebue on temporary basis. Worked closely the dentist, chairside assisting, patients preparatory work; sterilizing instruments; daily reports and giving as many children as we can flouride treatments.

Voluntary Work:

Helped at the elders workshop sponsored by NANA Region Corporation gathering Eskimo history to preserve our cultural heritage. Helped translate in the Eskimo Language workshop conducted by the NANA Regional Corporation, in village hearings on important issues such as the Caribou Disaster; Alaska Land Claims implementation, Etc.

Civic Organizations:

Secretary, newly organized Regional School Board created under Senate Bill 35.

PAST

Member - State Advisory Council - Vocational Education

Registered agent for the Northwest Inupiat Elders' Conference

Member of Chamber of Commerce

Girls' Scout Leader

Member of Kotzebue Community Youth Council

PAST

Executive Director, Association of School Boards

Panel Member, Native Arts Council

Member, Inupiak Language Commission

Secretary, Statewide Elders Conference

R E S U M E

SAM KITO, JR.

2550 Denali Street
Suite 1606
Anchorage, Alaska 99503

PRESENT POSITION:

President
Sam Kito, Jr. & Associates

EDUCATION:

Petersburg High School
Petersburg, Alaska
Graduated: 1955

Western Washington College of Education
Undergraduate

MILITARY HISTORY:

February 11, 1957 - November 21, 1960
United States Marine Corps
Served as an Electronics Technician
Honorably Discharged

MILITARY SCHOOL:

Electronics Fundamental "P" School - 1957
Communications Electronics "A" School - 1957-58

TECHNICAL SCHOOL:

Industrial Communications Electronics Course
RCA Institutes, New York
1961 and 1962
Graduated

MANAGEMENT SCHOOL:

RCA Management Training Seminar - 1967

LICENSES HELD:

FCC Radiotelephone First Class

CIVIC ORGANIZATIONS:

Commissioner--Rural Affairs Commission (State of Alaska)
Past Commissioner--Alaska Educational Broadcasting Commission
Past President--Fairbanks North Star Borough Board of Education
Past President--Fairbanks Native Association
Past Director---Alaska Federation of Natives, Inc.
Past Director--Tundra Times
Past Vice President--Fairbanks Montessori Association
Executive Committee--Tanana Valley Economic Development Corp.
Member--Board of Regents, University of Alaska
Member--Governor's Advisory Committee on Telecommunications
Member--Board of Directors, Organ. for Management of Alaska's Resources
Member--Board of Directors, Arts Alaska
Member--Governor's Vocational Advisory Board
Member--Fairbanks Native Association
Past Member--State Vocational Education Advisory School Board

CONSULTANT:

University of Alaska Biomedical Satellite Communications Program
University of Alaska BIA School Board Training Program

EMPLOYMENT HISTORY:

June 1977 to Present

President, Sam Kito, Jr. & Associates. I have provided services as a consultant/lobbyist to corporations and organizations providing expertise in cultural, social and economic development in the rural areas of the State. I have served as a consultant to the following companies: ALASCOM, Inc., Alaska 100 Insurance, Inc., Morrison-Knudsen Company, Inc., Doyon, Ltd., Goldbelt, Inc., Alaska Federation of Natives, Arctic Slope Regional Corporation, Alaska 1984, Cook Inlet Region, Inc., Sealaska, Inc.

June 16, 1975 to June, 1977:

President, Alaska Federation of Natives, Inc., Anchorage, Alaska. My duties were overall administrative responsibility for all employees of AFN, Inc. I had under my direction all departments of AFN, Inc., which included Land Claims, Human Resources, Technical Assistance, Alaska Student Higher Education Services, Health Careers, Bush Justice, Accounting and the Office of Minority Business Enterprises.

March 1973 to June 15, 1975

Executive Vice President of Doyon, Ltd.; Fairbanks, Alaska. My duties were overall administrative responsibility for all employees of Doyon, Limited. Under my direction were the departments of Land, Community Services, Finance, Legal, Administrative and Economic Development.