

ALASBO

News Link...



August 2008

A newsletter publication of Alaska Association of School Business Officials

ALASBO News Link
is published for the members of the Alaska
Association of School Business Officials
and its affiliate members.

BOARD OF DIRECTORS 2008

President

Cindy Reilly, Matsu

President-Elect

Karen Goodwin, Northwest Arctic

Past-President

Rene' Spracklen, Copper River

Secretary

Laura Hylton, Lake & Peninsula

Treasurer

Robin Mullins, Fairbanks North Star

Executive Director

Duane Guiley

Directors

Laurie Olson, Kenai

Luke Fulp, Kodiak

Terrie Irwin, Matsu

Jim Farrington, Department of Education

Eunice Boston, Anchorage

Jennie Martens, Petersburg

www.alasbo.org

For publishing information, contact:

Duane Guiley

e-mail: guiley@gci.net

Editing and layout by

Susan Edwards, Lake and Peninsula

Schools

sedwards@lpsd.com

Production by

Cindy Reilly, Matsu School District

Cindy.Reilly@matsuk12.us

*Would you like to receive this newsletter by e-mail,
rather than print? Send a message to Cindy Reilly
at the above address. The format is Acrobat PDF.*

President's Message

Cindy Reilly, Matsu

SCHOOL BUSINESS ACADEMY IS COMING!

I led off my tenure as your president with the question; "What will define this generation of ALASBO?" During this summer's Leadership Conference in Kodiak, I believe we took the first step toward writing our definition and it is heavy on raising the standard for all business officials and staff.

C O N T E N T S

1-3	President's Message
3-4	Executive Director's Message
4-5	Shaquille O'Neal; School Business Manager
5-6	Member Spotlight
6	EXCEL Zen
7	ALASBO OASIS Training Schedule
8	Power Lunch Schedule

Our discussion at the conference centered on the Strategic Plan, written by ALASBO leadership at our first Summer Leadership Conference. From the Plan we pulled out Goal I, which reads:

(Continued on Page 2)

(President's Message continued from Page 1)

“Provide quality program offerings that are relevant, timely, and applicable to members.

- ***Continue providing relevant power-lunch presentations with web-based evaluations;***
- ***Survey sub-groups for training topics;***
- ***Targeted on-line courses within one year;***
- ***Registrations/certification on-line courses;***
- ***Develop aligning courses with universities to lead to a governmental accounting degree;***
- ***Develop a plan to grow our own business officials.”***

Fourteen of us worked a full day to come up with solutions that would allow us to take the next step from “wouldn’t it be nice if we could...” to “this is how we are going to make it happen.” Our solution is very exciting and innovative. We originally deemed it “Boot Camp” but decided on a more sophisticated name: School Business Academy. The basic premise is to impart to our membership and to the state, a new level of understanding and appreciation for all the facets of school business. To that end, we are planning a 3-4 day intensive training which will cover as thoroughly as possible, given the time constraints, the things we do to keep our districts solvent and thriving.

The courses will be taught by seasoned professionals who currently in the school business field, or have been in the past. We shall be looking at several topics including; payroll, governmental accounting, the State Chart of Accounts, Foundation Formula, grant accounting, budgeting, and audit preparation. Other topics will be included as the team recognizes as crucial to school business.

We will be holding this years School Business Academy in conjunction with our Annual Conference this coming December 7-10. The

Academy will run all day Sunday, then in the afternoons Monday, Tuesday and if need be, Wednesday. Such a schedule will allow participants the opportunity to hear our keynote speakers, visit with vendors and network with their peers in the mornings and have the afternoons for the in-depth training that will enhance their abilities.



Who should consider attending the School Business Academy? Anyone who is interested in School Business as a career should definitely consider enrolling. Folks who are new business managers will benefit greatly as will those who aspire to be a business manager. School business office staff who want to better understand how their jobs fit together with the whole of the business process will find the Academy enlightening. Superintendents and board members will find the Academy to be a huge help in understanding their budgets. The Finance Department at the State is very excited about this training opportunity. They will be working with us to spread the word to those they believe would benefit from the Academy.

Once a person has completed the Academy, s/he will be assigned a mentor from among the ALASBO Board and leadership. The mentor will be their go-to person as they take what they learned at the Academy and apply it in their daily work. Future Power Lunches Also will be used to continue the learning started at the Academy.

(Continued on Page 3)

(President's Message continued from Page 2)

To achieve the level of individual attention we envision for that Academy participants will need to make this process successful, we necessarily will have to limit the number of available spaces for enrollment. If you are interested in one of the places in the Academy, be watching for information on how to enroll in School Business

(Continued on Page 3)

(President's Message continued from Page 2)
Academy '08 in the coming months.

I am so excited about this! We have so much to learn from one another, and the need is so great to raise up the next generation of school business officials. I hope you will catch the excitement and avail yourselves to this opportunity.



Executive Director's Message

Duane Guiley, ALASBO Executive Director

My thanks to those who participated in ALASBO's summer 2008 leadership training in Kodiak, including our corporate sponsors; AIG Retirement, SchoolDude.com, and Lincoln Financial Advisors. The success of the meeting was significantly enhanced by the efforts of the host members of Kodiak Island Borough School District. As a group we owe gratitude to Board Member Luke Fulp and the school district staff for coordination of logistics and support.

We had a productive strategic planning session facilitated by Jerry Covey, an annual conference planning meeting, and an enjoyable catered dinner at the Channel Side Chowder House. A special thanks to Kodiak Superintendent, Stewart McDonald and family for joining us for dinner and to AIG Retirement for sponsoring the event. Other meals during the meetings were

sponsored by Lincoln Financial Services and SchoolDude.com. We added an opening night reception sponsored by SchoolDude.com and a fund raiser/team building off shore fishing charter sponsored by AIG Retirement to this year's agenda, which provided time for networking, group think, and problem solving. Each year we are expanding the summer leadership to provide more opportunity for attendees and greater involvement by our corporate school business partners. Please consider joining an ALASBO committee and getting involved in the future of your association by attending summer leadership 2009.

Once again the ALASBO Board set high expectations for the coming months.

Through the combined effort of ALASBO officials and corporate sponsors we will attempt to enhance your annual conference experience and provide additional benefits throughout the year. Association work can only be accomplished through the efforts of many. Opportunities exist for you to participate. When you have a few minutes to catch your breath, contact your ALASBO board liaison to learn more about your role in the success of ALASBO.

Alaska continues to enjoy recognition of excellence in school business management through Melody Douglas (Kenai Peninsula Borough School District) by her efforts within her own district, ALASBO, and ASBO International. Melody was nominated for and received one of four annual Eagle Awards and will be honored at the ASBO Int'l meeting in Denver.

Congratulations to Melody and all who have supported and encouraged her to accomplish so much. Melody represents us all so well on the local and national levels.

Also on the national level, remember that Denver will be the host city for the November 7– 10, ASBO Intl meeting. Log on to <http://www.asbointl.org/> for additional conference information and to make room reservations at the Sheraton Adam's Mark Hotel, now known as Sheraton Denver Hotel, or alternate property.

(Continued on Page 4)

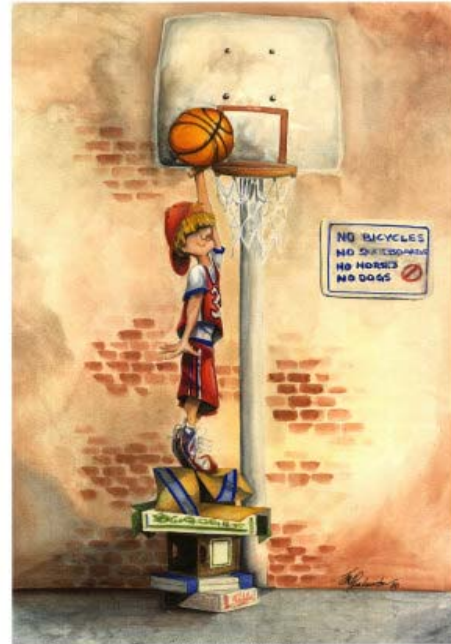
(Executive Director's Message continued from Page 3)

Previous information indicated that the Sheraton Denver Hotel had enough sleeping rooms to accommodate all members however; it now appears that may not be the case.

As of the first of this month, the Sheraton Denver Hotel began wait listing new reservations. If you do not have a confirmed reservation and would like to be wait-listed, you may call the Sheraton toll free at 888-627-8405. As an alternative, Denver's Westin Tabor Center Hotel (1672 Lawrence Street, Denver, CO 80202), is accepting ASBO Group Rate Reservations, at the request of ASBO Int'l., however, space is limited. If you have not already done so, please visit the Westin's reservation website or call their toll free number at 888-627-8435. You can obtain additional information about the Westin Tabor Center at www.westin.com/taborcenter. In either case, be sure to request the ASBO conference rate when making your reservation.

Previously we reminded you of the January 2009 effective date of the new 403(b) regulations and provided this link, <http://www.irs.gov/retirement/article/0,,id=172433,00.html> for Q & A directly with the IRS. Service providers such as Lincoln Financial Advisors, AIG Retirement, and others are available to assist you with this process. I would encourage all of you to have a solution in place by the due date, even if only for the short term, and re-visit the topic at some future date.

Good Luck to all of you in closing the books on last year and a new beginning.



Shaquille O'Neal, School Business Manager

Amy Lujan, Nome Public Schools

This spring, just after graduation, our high school piano was being moved from the gym back to the music room. A freak gust of wind knocked it off the loader and it broke into several pieces!

I had been playing on that piano just a few hours ago, as the volunteer pianist for the Jr. High Promotion.

The music teacher was practically in tears. The Activities Director (and Varsity Boys Basketball Coach) tried to console him.

(Continued on Page5)

(Continued from page 4)

Even though the AD himself has little understanding or appreciation of music, he knows that I'm a big supporter of the music program. Whenever the sports programs were discussed as high priority for the school, I was there to put in a good word for music!

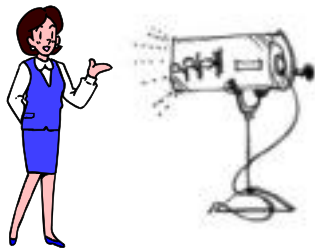
"Don't worry, Ron," the Activities Director said. "You know Amy will do everything possible to get you a new piano. It's a sure thing! It's as if the basketball backboards were broken and Shaquille O'Neal was our Business Manager!"

Well, I didn't have to pull out any really fancy moves. I just told the School Board about this unexpected tragedy and they did budget for a new piano. It's on its way.

Slam dunk!

Member Spotlight

Karen Head



Tell us about your School District?

Craig City School District...

- serves about 750 students in grades PK through 12.
- is one of four districts on Prince of Wales Island in Southeast Alaska.
- has 4 school sites in Craig and a statewide correspondence program.
- has an annual operating fund budget of about \$8 million.

How long have you been in School Business?

17 years. Although I had experience with other government accounting and private

business, I thought people were speaking a foreign language when I started here, tossing around terms like "sped," "JOM," and "migrant" as if everyone knew what they meant (everyone did, except me!).

How did you get into this business?

I had decided to take some time off to concentrate on our family of five children, when I saw that Craig was advertising for a Business Manager. I thought "Great! Working for a school will mean summers off!" Nobody told me until after I was hired that summer is actually one of the busiest times in this position...

What do like best about your job?

Working in the educational environment. I have learned so much about educational issues. I just wish my entire career had been in School Business.

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

Not to feel overwhelmed during those inevitable times when you think you are so buried that you will never see daylight again. We are constantly juggling many balls, and one dropped ball can be very costly, so figure out some system to make sure the important things are taken care of, and are not drowned out by all the lesser things we have to deal with.

Attend the ALASBO conference your first year, and find a mentor that you can call. We have all been new at some time, and we are all glad to share.

How have you benefited from Membership in ALASBO?

(continued on Page 6)

(Continued from page 5)

The annual conferences are invaluable. The conference sessions keep us abreast of new developments that affect our districts, and the opportunity to network between sessions with other people involved in school business is equally important.

What do you do for fun?

I garden, although I have to admit that sometimes after a weekend of hard labor, I'm pretty glad to get back to my desk on Monday morning.

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

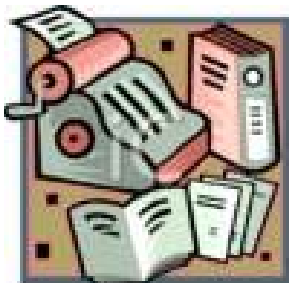
I haven't been to Australia yet. Every time we try to plan a trip there, we get overwhelmed by the sheer size of the country. It may have to wait until we are retired and can spend a few months exploring.

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

I have lived in this small community so long that I doubt there's anything about me that anyone who cares doesn't know.

What is your proudest accomplishment?

Shepherding all five of our children through college. Now, one has a graduate degree, and two others are juggling jobs and graduate school, so they have all embraced the value of education and will be passing that on to their children.



Your Moment of EXCEL Zen

If you import data into Excel from various other applications such as Access you undoubtedly have found that values are sometimes imported as text, which means you can't use them in calculations or with commands that require values. Formatting the cells as values won't work. The only way to convert the text into values is to edit the cell and then press Enter. There is, however, an easier way to make these conversions.

1. Select any empty cell
2. Enter the value 1 into that cell
3. Choose Edit, Copy
4. Select all the cells that need to be converted
5. Choose Edit, Paste Special
6. In the Paste Special dialog box, select the Multiply option, then click OK.

This operation multiplies each cell by 1, and in the process converts the cell's contents to a value

ALASBO Oasis training Opportunities - Notice and Schedule – FY2009

The State of Alaska Department of Education and Early Childhood Development has electronic reporting requirements for the fall foundation funding reporting. Districts are required to submit their individual student membership information in electronic format to the Department of Education by November 7, 2008 for the 20 school day count period ending October 24, 2008.

The Alaska Association of School Business Officials is again providing training and technical assistance opportunities to school districts in order to assist you in meeting this requirement.

The tentative schedule for these half day sessions is:

Saturday October 11th, 10:30 AM
Lake and Peninsula School District,
King Salmon

Wednesday October 15th, 2:00 PM
Nome City School, Nome

Friday October 17th, 1:00 PM
Fairbanks NSBSD in Fairbanks

Saturday October 18th, 9:30 AM
Anchorage School District Boniface
Training Center, Anchorage

Friday October 24th, 9:30 AM
Ketchikan High School, Ketchikan

Saturday October 25th, 9:30 AM
Juneau High School, Juneau

Topics will include:

- ✓ Incorporating the required State Student ID into the reported data; understanding

the reporting requirements and regulations.

- ✓ Required special education student reporting for FY2009 using existing student records systems to meet the requirements
- ✓ Strategies and methods for extracting data from existing systems.
- ✓ Using the ALASBO/OASIS database programs to assist in updating checking and submitting data.
- ✓ Getting prepared to send the data, data security, and any updated requirements resulting from regulatory changes.

If you plan to attend, please provide the following information by **email to dennism@alasbo.org**:

Names of those attending.

School District.

Telephone and Fax numbers'

Session you plan on attending.

Space is limited and registration will be on a first come first serve basis.

ALASBO will also be conducting OASIS update and project planning sessions at the ASBO conference in November and at the ALASBO conference held the second week of December in Anchorage.

Limited travel reimbursement may be made available from DOEED.

If you have any questions, please feel free to contact me at dennism@alasbo.org.



2008 Power Lunch Schedule

11 AM to 12 PM, the 3rd Tuesday of each Month

	Day	Topic
September	16th	Internal Controls
October	21st	1099/W2
November	18th	Grants 101

To connect, call 218-862-6100. The passcode is 252726.

**Alaska Association of
School Business Officials**

C/o Cindy Reilly
Matsu Borough School District
501 N. Gulkana
Palmer, AK 99645