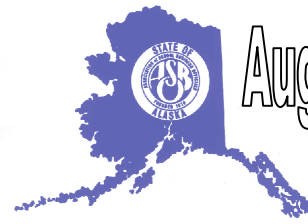


# ALASBO

## News Link...



August 2009

*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 2009**

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### **President's Message**

*Karen Goodwin, Northwest Arctic*

Welcome to the new school year! I hope all is well as you settle into your routine and adapt to new policies, procedures and directives.

It seems that every year, in addition to all we do as standard operating procedure, we are being challenged by the new concerns that attempt to throw us off kilter. This year it appears that implementing and managing federal stimulus funds is our latest challenge. The good news is that we have planned to provide you with workshops related to ongoing and new issues that affect you and your work at our annual conference in December, and through our monthly Power Lunches.

I'm pleased to report that a great deal of work was accomplished during our summer leadership conference in Kodiak. In the short amount of time we had to plan our annual conference, all the Type A personalities came

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together to accomplish their objectives and we now have an outstanding strategy for the December 2009 ALASBO conference.

I wish you continued strength as you complete your year-end audits and look forward to seeing you in December.



ALASBO 2009

***“Vision without action is a dream, action without vision is simply passing the time, and action with vision is making a positive difference.”***

## **EXECUTIVE DIRECTOR'S MESSAGE**

*Amy Lujan, Executive Director*

I hope you've all enjoyed this very beautiful summer in Alaska! The warm, sunny days we've had here in Juneau have been great for flowers, fishing, and now berries!

The highlight for ALASBO this quarter was the **Leadership Conference held July 24-26 in Kodiak**. Thanks to some fine hospitality in Kodiak, with special thanks to Luke Fulp and Ken Canete, we were able to hold a very productive weekend event. Our sponsors made the Conference affordable for participants: SchoolDude.com, Lincoln Financial Advisors and Educational Management Associates (EMA). Thirteen ALASBO members participated in this year's conference, including most of the ALASBO Board.

We held a Board meeting followed by an opening reception on **Friday evening** where we introduced our vendor sponsors. **On Saturday**, we got down to ALASBO business with consultant Jerry Covey, who helped us review our Mission, Vision and Values. We did a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) and updated our Strategic Plan Goals and Objectives.

The group also began planning for Year 2 of the School Business Academy (SBA), which was an

important product of last year's Summer Leadership. A summary report of Saturday's activities is posted on our website, [www.alasbo.org](http://www.alasbo.org), under the "news" tab.

**On Sunday**, we focused on planning for the December 2009 Annual Conference. We reviewed evaluations from last year and scheduled topics. A detailed schedule will be available soon, and we plan to introduce online registration this year. **Mark your calendar for December 7-9, 2009 in Anchorage!** There will also be several pre-conference options on Sunday, December 6, as well as post-conference trainings December 10-11.

I cannot end the discussion of leadership without mentioning our **FUN fishing charter** on Sunday evening. We were lucky to squeeze this in, under partial sunshine, in spite of Saturday's stormy weather! Cindy Reilly got her first fish, among many others (and she kissed it too!) I'm sure that photos will show up in this year's slideshow...!

Most importantly, a **big THANKS** to all the Leadership participants, who gave a weekend of their time to ALASBO, to keep our organization going strong and providing quality services to our members.

The next big event that I'm working toward is the **ASBO International Annual meeting October 23-26, 2009 in Chicago!** ALASBO will have a suite at the Hyatt Regency conference hotel where ALASBO members can meet and socialize, and we will be scheduling some fun events for our group. If you've never attended the ASBO International conference before, I'd encourage you to check out this first-rate professional development opportunity. You'll bring back ideas and information you can put to use immediately in your district, you'll be inspired, and you may be surprised how similar the issues are for school business professionals across the country and around the world!

Register at for the ASBO International conference at [www.asbointl.org](http://www.asbointl.org). The early-bird deadline (\$100 discount) is August 28.

If you have questions about any ALASBO program, please do not hesitate to contact me at [alasbo@gci.net](mailto:alasbo@gci.net), or 907-500-9086. You'll also find useful information at: [www.alasbo.org](http://www.alasbo.org).

*Interested in sharing a room at ASBO International? Please contact me ASAP and I'll try to match you up – Amy, [alasbo@gci.net](mailto:alasbo@gci.net)*

## OASIS TRAINING

*Dennis Niedermeyer*

The State of Alaska Department of Education and Early Childhood Development has established electronic reporting requirements for the fall foundation funding reporting. Districts are required to submit their individual student membership information in an electronic format to the Department of Education by November 6, 2009 for the 20 school day count period ending October 23, 2009.

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. These half day training sessions are **tentatively** scheduled to be held:

October 9, 2009 –

North Slope Borough School District, Barrow,

October 13, 2009 –

Fairbanks Northstar School District, Fairbanks,

October 10, 2009 –

Anchorage School District, Anchorage

October 16, 2009 –

Ketchikan Gateway School District, Ketchikan,

October 17, 2009 –

Juneau School District, Juneau,

October 24th, 2009 –

Chicago, in conjunction with the ASBO International annual meeting.

Topics will include but not be limited to:

- Incorporating the required State Student ID into the reported data
- Understanding the reporting requirements and regulations;
- Using existing student records systems to meet the requirements;
- Strategies and methods for extracting data from existing systems;
- Using the ALASBO/OASIS database programs;
- Assistance in updating checking and submitting data;
- Getting prepared to send the data;
- Data security;
- Updated requirements resulting from regulatory and required reporting changes;
- An introduction and use of the new State SRM online validation reporting portal developed in conjunction with the Unity data project.

If you wish to attend, please provide the following information by email to: [dennisn@alasbo.org](mailto:dennisn@alasbo.org):

**Name, School District, telephone #, session you plan on attending, and a fax number.**

Space may be 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 October and at the ALASBO conference held the second week of December in Anchorage.

If you have any questions, please feel free to contact me at [dennisn@alasbo.org](mailto:dennisn@alasbo.org).



## **P-CARDS: DON'T MISS OUT ON THE BENEFITS AND \$\$\$!**

*Amy Lujan, Executive Director*

**In late June 2009, the IASBO P-card program distributed over \$900,000 in rebates, and \$29,170 of that went to the four participating Alaska school districts!**

Several other districts are in the application process, and the Alaskan districts are on track to more than double their rebates in 2010. Why should your district miss out?

### **What's a P-Card?**

P-card stands for procurement card. In this program, it's a Mastercard controlled by your school district that can be issued to a person or a department. The district administrator can also control the daily, weekly and transaction limits, and even the types of items that can be purchased on each card.

### **How is the Program Set Up?**

Illinois ASBO (IASBO) originated this program

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and has allowed other state affiliates such as ALASBO to become involved. IASBO provides assistance with setting up the program and with issues that arise. Bank of Montreal, which owns Harris Bank in Chicago, is the card issuer.

By participating in the IASBO program, Alaskan districts take advantage of the negotiating power of a much larger group of districts. Many aspects of the program have been customized to school districts.

There are NO annual fees! Rebates come through IASBO annually, in the spring. They're currently 1% or more of transaction volume, depending on the billing cycle selected. ALASBO retains 25% of the rebate and the school district receives 75%.

District administrators are trained in Details Online, a system that enables them to monitor card activity in real time.



#### What are the Benefits?

In addition to the rebates, the p-card program can save money. Management studies have shown that purchase orders and high check volumes are extremely costly. Many districts also struggle to deal with vendors that don't accept PO's, small dollar purchases and last-minute items for maintenance, travel, and special events. Properly managed p-cards can solve many of these headaches and save costs, with fewer PO's, fewer checks, and real-time monitoring of expenditures.

If your district already has a credit card, why not switch to a p-card, with no annual fees and a rebate? Alaskan districts that can pay utility bills and even a few other large-volume vendors with the p-card can generate large rebates quickly, with even a limited program.

#### How Can I Sign Up?

Further information and links are at [www.alasbo.org](http://www.alasbo.org), under resources-downloads. The application process does require a Board resolution (since you are applying for credit) and several weeks for bank approval, so get started now! There will be several sessions at the Annual Conference in December for those interested in starting a p-card program.

## LAURA HYLTON, ALASKA SCHOOL BUSINESS OFFICIAL OF THE YEAR

Congratulations to the Lake and Peninsula School District's Business Manager Laura Hylton who was named the Alaska School Business Official of the Year on December 10, 2008 at ALASBO's annual conference in Anchorage Alaska. Candidates for this prestigious award are nominated by their colleagues within the Alaska School Business profession. Annually, a panel of previous recipients selects a deserving individual from the nominees submitted based upon their recognized outstanding service, innovative plan design and implementation, and the use of exemplary business practices within school business management.

This year's selection of Laura Hylton as the recipients recognizes her long-standing exemplary dedication and commitment to ALASBO, the Lake and Peninsula School District, and public education in Alaska. Laura has been a member of ALASBO since 2000, joining when she first entered the field of school business. She has volunteered her time and energy serving on numerous committees and held the positions of Board Member, Board Secretary, and President-Elect with ALASBO.

Laura Hylton's advice to new School Business Officials is simple: *"Get involved, reach out, never be afraid to ask questions and or for help from other school business officials. Without each other none of us can get this done alone."*

Congratulations, Laura on this well deserved honor!



*Penair has generously agreed to sponsor ALASBO's School Business Official of the Year award for the 11<sup>th</sup> year! The application is now available on the ALASBO website, [www.alasbo.org](http://www.alasbo.org) and is being distributed with this newsletter.*

## 2009 ALASBO Board Liaisons

### Cindy Reilly, Past-President – 746-9225

Cindy.Reilly@matsuk12.us

- Alaska Gateway Schools
- Aleutian Region Schools
- Aleutians East Borough Schools
- Anchorage School District
- Annette Island Schools
- Bering Strait Schools

### Luke Fulp, Secretary – 481-6105

lfulp01@kodiakschools.org

- Bristol Bay Borough Schools
- Chatham Schools
- Chugach Schools
- Copper River Schools
- Cordova City Schools
- Craig City Schools

### Kim Johnson, Director – 895-4657

kjohnson@dgsd.k12.ak.us

- Delta/Greely Schools
- Denali Borough Schools
- Dillingham City Schools
- Fairbanks North Star Borough Schools
- Galena City Schools
- Haines Borough Schools
- Hoonah City Schools

### Mark Vink, Director – 624-4256

mvink@bssd.org

- Hydaburg City Schools
- Iditarod Area Schools
- Juneau Borough Schools
- Kake City Schools
- Kashunamiut Schools
- Kenai Peninsula Borough Schools
- Ketchikan Gateway Borough Schools

### Pamela Roope, Director – 874-2347

proope@wrangellschools.org

- Klawock City Schools
- Kodiak Island Borough Schools
- Kuspuk Schools
- Lake and Pen Borough Schools
- Lower Kuskokwim Schools
- Lower Yukon Schools
- Mat-Su Borough Schools

### Jim Farrington, Director – 465-2748

james.farrington@alaska.gov

- Nenana City Schools

- Nome Public Schools
- North Slope Borough Schools
- NW Arctic Borough Schools
- Pelican City Schools
- Petersburg City Schools
- Pribilof Island Schools

*Haven't heard from your liaison lately?  
Give him/her a jingle! Networking is  
what ALASBO is all about!*

### Board Vacancy, due to retirement; contact

**Amy Lujan, ALASBO Executive Director –**

500-9086, [alasbo@gci.net](mailto:alasbo@gci.net)

- Saint Mary's Schools
- Sitka Schools
- Skagway City Schools
- Southeast Island Schools
- Southwest Region Schools
- Tanana Schools
- Unalaska City Schools

### Jenny Martens, Director – 443-6190

[jmartens@nomeschools.com](mailto:jmartens@nomeschools.com)

- Valdez City Schools
- Wrangell City Schools
- Yakutat City Schools
- Yukon Flats Schools
- Yukon-Koyukuk Schools
- Yupiit Schools

## ALASBO Student Scholarships Announced

Congratulations to the following scholarship recipients, selected by the ALASBO Awards committee. Each received a \$1,000 scholarship:

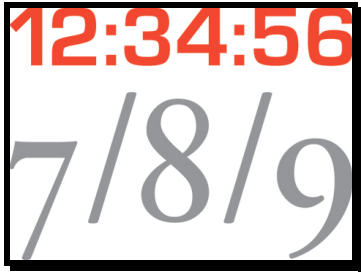
- Maureen Sabado, Kodiak Island Borough School District
- Jewel Briggs, Kenai Peninsula Borough School District

Thanks to the Awards Committee for their work on this program, and to all other ALASBO members who encourage and support our student scholars each day!





## YOUR MOMENT OF EXCEL ZEN



If you're building a spreadsheet that works with dates and times in Excel, you'll probably be doing some sort of arithmetic operations with those dates. Here are several formulas that you may find useful.

### Adding Dates:

You can add some number of days to a date by simply using the **=SUM** function. Since Excel stores dates as a number of days, no further work is required. For example, to add 5 days to 1/1/98, in cell A1, use **=A1+5**, which gives 1/6/98.

To add a number of months or years to a date, you first need to decompose the initial date into its year, month, and day components, add in the desired offset, and then have Excel put the components back together.

For example, say you have a date in cell A1, to which you want to add 3 months and 4 days. You'd use the following formula:  
**=DATE(YEAR(A1), MONTH(A1)+3, DAY(A1)+4)**

Excel will automatically handle the situation which arises when you pass a number greater than 12 to the MONTH function, or a number greater than 31 to the DAY function.

For example, adding 6 months and 10 days to 8/25/97, in A1 with the formula **=DATE(YEAR(A1),MONTH(A1)+6, DAY(A1)+10)** gives 3/7/98.

Generally, you cannot add two dates that are in serial format. For example, adding 1/15/1998 and 6/15/1998 gives 6/30/2096, which is essentially meaningless. If you want to add some number of days to a date, but exclude weekends and holidays, you can use the **WORKDAY** function, which is part of the Analysis Tool Pack.

Note, however, that adding a month to a date may give you a result that you do not expect. For example, suppose A1 contains the date 31-Jan-2002. If you use the formula **=DATE(YEAR(A1), MONTH(A1)+1, DAY(A1))** you will get the date 3-March-2002, because the "31st" day of February, 2002, is 3-March.

The formula below will work around this issue, returning the last day of the next month if the date in A1 is a day that does not exist in the next month. **=DATE(YEAR(A1),MONTH(A1)+2,0)**

For example, if A1 contains the date 31-Jan-2002, this formula will return 28-Feb-2002. It is important that you and your users understand what "one month later" means in the context of your workbook.

### Subtracting Dates

You can subtract some number of days to a date by simply using the **SUM** function. Since Excel stores dates as a number of days, no further work is required. For example, to subtract 5 days to 6-Jan-98, in A1, use **=A1-5**, which gives 1-Jan-98.

To subtract a number of months or years to a date, you first need to decompose the initial date into its year, month, and day components, subtract the desired offset, and then let Excel put the components back together. For example, say you have a date in A1, to which you want to subtract 3 months and 4 days. You'd use the following formula: **=DATE(YEAR(A1), MONTH(A1)-3, DAY(A1)-4)**

Excel will automatically handle the situation which arises when you pass a number less than 0 to the MONTH function, or a number less than 0 to the DAY function. For example, subtracting 6 months and 10 days to 4/5/97, in A1 with the formula **=DATE(YEAR(A1),MONTH(A1)-6, DAY(A1)-10)** gives 9/25/96.

Generally, you cannot subtract two dates that are in serial format. If you want to subtract some number of days from a date, but exclude weekends and holidays, you can use the **WORKDAY** function, which is part of the Analysis Tool Pack.

### Adding Times

You can add times using the **=SUM** worksheet function. Just enter all of your times as HH:MM:SS, and then use SUM to add them up. You may leave off the :SS if you prefer.

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By default, Excel will display the sum of times in "time-of-day" format, meaning that adding 12:30 + 12:45 will yield 01:15. You can prevent Excel from "rolling over" at 24 hours by formatting the result cell as [h]:mm which will cause it to display 25:15 rather than 01:15. If you want to add up minutes and seconds, you must include a leading "0:" in your data.

For example, enter "0:10:20" to indicate 10 minutes, 20 seconds. When you sum these times, Excel will display the sum in "time-of-day" format, meaning that adding 0:40:10 and 0:30:20 will yield 1:10:30. You can prevent Excel from "rolling over" at the hour by formatting the result cell as [m]:ss which will cause it to display 70:30 rather than 1:10:30.

Another method of adding times is to use the TIME function. To add 1 hour, 35 minutes, 10 seconds to a time in A1, use the function **=A1 + TIME(1,35,10)**

### **Subtracting Times**

Subtracting one time from another is a little more difficult, since Excel does not handle negative numbers as times. When you enter a time without a date, Excel assumes this is that time of day on January 1, 1900, since it puts a 0 in for the date component of the serial number. For example, you cannot subtract 18 hours from 4:00 PM, since this would result in a negative number (0.67 - 0.75 = -0.83).

You can get around this by entering a full date and then subtracting a time from this, and the formatting the result as time-only.

For example to subtract 18 hours from 4:00 PM, enter the 4:00 PM as "1/1/98 4:00 PM" and subtract 18:00 from this. Formatting the result as hh:mm will result in "10:00 PM" which is what we would expect.

Another method is to use the TIME function. To subtract 1 hour, 35 minutes, 10 seconds from a time in A1, use the function **=A1 - TIME(1,35,10)**

### **Time Intervals**

You can determine the number of hours and minutes between two times by subtracting the two times. However, since Excel cannot handle negative times, you must use an **=IF** statement to adjust the time accordingly. If your times were entered without a date (e.g, 22:30), the following statement will compute the interval between two times in A1 and B1 **=IF(A1>B1,B1+1-A1,B1-A1)**

The "+1" in the formula causes Excel to treat B1 as if it were in the next day, so 02:30-22:00 will result in 4:30, four hours and thirty minutes, which is what we would expect. To covert this to a decimal number, for example, 4.5, indicating how many hours, multiply the result by 24 and format the cell as General or Decimal, as in **=24\*(IF(A1>B1,B1+1-A1,B1-A1))**

### **Rounding Times**

For many scheduling or payroll applications, it is useful to round times to the nearest hour, half-hour, or quarter-hour. The MROUND function, which is part of the Analysis ToolPack add-in module, is very useful for this.

Suppose you have a time in cell A1. In B1, enter the number of minutes to which you want to round the time -- for example, enter 30 to round to the nearest half-hour. The formula **=TIME(HOUR(A1),MROUND(MINUTE(A1),B1),0)** will return a time rounded to the nearest half-hour, either up or down, depending what is closest.

For example, 12:14 is rounded to 12:00, and 12:15 is rounded to 12:30. To round either up or down to the nearest interval, enter the interval in B1, and use either of the following formulas:

**=TIME(HOUR(A1),FLOOR(MINUTE(A1),B1),0)** to round to the previous interval (always going earlier, or staying the same).  
**=TIME(HOUR(A1),CEILING(MINUTE(A1),B1),0)** to round to the next interval (always going later, or staying the same).

## ***Power Lunch Schedule***

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

**September 15** - Grants - Time & Effort Reporting

**October 20** - Indirect Cost Form

**November 17** - 1099/W2's

**December** - ALASBO CONFERENCE

To connect, call 218-862-6100.  
 The pass code is 252726 (spells ALASBO!)

## Mark Your Calendars!



### Three R's for SBOs: Record Rate of Return

School business officials are always looking for good values—ways to maximize the return on investment of each dollar. ASBO International's 2009 Annual Meeting is an opportunity to make a difference for all of the people who depend on you. The ideas, contacts, and tools you'll bring back will have far-reaching benefits.

Celebrate 99 years of ASBO—99 years of believing in the effective management of education resources.

[www.asbointl.org/AnnualMeeting](http://www.asbointl.org/AnnualMeeting)



Association of School Business  
Officials International

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### ASBO INTERNATIONAL CONFERENCE

October 23-26, 2009

Chicago, Illinois

Registration available now at [www.asbointl.org](http://www.asbointl.org)!

ALASBO will have a suite at the Hyatt Regency conference hotel.

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### ALASBO Annual Conference

December 7-9, 2009

Anchorage, Alaska

**Schedule and online registration available soon!**