

ALASBO News Link...



May 2012

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 2012

President

Jenny Martens, Lower Yukon

President-Elect

Laurie Olson, Kenai Peninsula

Past-President

Luke Fulp, Kodiak Island

Secretary

Jim Farrington, Anchorage

Treasurer

Robin Mullins, Fairbanks North Star

Executive Director

Amy Lujan

Directors

Lee Ann Andrew, Southwest Region

David Arp, Sitka

Carl Horn, Nenana

Jimmy Love, Kenai Peninsula

Heidi Reichl, EED

Susan Jolin, Anchorage

www.alasbo.org

For publishing information, contact:

Amy Lujan

e-mail: alasbo@gci.net

Editing and layout by

Edith Hildebrand, Galena City Schools

edith.hildebrand@galenanet.com

*Would you like to receive this newsletter by print,
rather than e-mail? Send a message to Amy Lujan at
the above address.*

President's Message

Jenny Martens, Lower Yukon School District

Another school year is coming to an end, bringing a flurry of activity, while school staff close up for the summer. I look forward to summer, when I have time to focus on projects and "closing the books" on another fiscal year.

As we all plan our summer projects and events, remember our ALASBO Leadership Conference, which is in Homer this year from Friday, July 27th through Sunday, July 29th. I encourage you to attend this annual event.

It is a great opportunity to network, help shape our organization for the future, and contribute to

(Continued on page 2)

Contents

1-2	President's Message
2-3	Executive Director's Message
3	Call for Presentations
4	ASBO International Recognition
4-5	Alaska Diversity Means Differing Approaches
5	Call for Photos
5-6	Member Spotlight
6-7	Board Member Perspective
7	Awards Committee Announcements
7	Professional Development Survey
7-9	2012 ALASBO Board Liaisons
9-10	E-Signatures on Timesheets
10-11	EXCEL Zen: "Paste Special" Special
11	Power Lunch Schedule
12	Upcoming Events
12	Fun Facts

(Continued from page 1)

the planning of our annual ALASBO conference in December.

I also want to put in a plug for the ASBO International Annual Meeting and Expo event being held in Phoenix Arizona this year from October 12th through 15th. I know as budgets shrink it is difficult to attend national level events, but if possible to add just one national event, this one would be well worth it. You can join fellow business officials for another great networking opportunity, learn from experts, broaden your horizons, and learn how others help lead their districts.

ALASBO continues to offer ways for all school business officials to gain knowledge and connect with colleagues through its membership, affiliates and our supporting vendors. There have been many activities in the past four months and I want to recognize the individuals, organizations, and vendors who have supported them.

Thank you to the Awards Committee for all your valuable work in selecting recipients of grants and scholarships, so more members can attend ALASBO and ASBO events as they continue their professional growth, and so that we can support our graduating seniors.

I want to thank all who continue to offer their amazing support for our members through submitting great articles for the newsletters and responding to requests for information via email through our Executive Director. I want to recognize Dennis Niedermeyer, Jeff Bush, Pam Weber, John Sedor and the EED Facilities staff for their support of our Power Lunch Program by preparing and presenting valuable information to membership. Kudos to those who take advantage of these presentations and take the time to learn.

The ALASBO Legislative Fly-in February 27-29 was very successful. It allowed leadership to provide credible information to our legislators and relay to them our organization's willingness to provide additional information if requested. As a group, we collaborated with ACSA, AASB, and DEED to develop "talking points" that support all Alaska school districts. The effort was supported by APEI, AMLJIA and ACSA by providing opportunities to get together, debrief, and get ready for the next visits! Thank you, everyone.

I need to mention four leaders who did a fantastic job confirming the credibility we all strive for as school business officials. Thank you to Laura Hylton, Luke Fulp, Dave Arp, and Mike Fisher for presenting your budgets as requested by legislators, and answering some pretty tough questions on behalf of your districts. I admire your professionalism and appreciate your efforts to prove why educational funding should be a priority.

Before I sign off, I want to thank ALASBO for the networking opportunity that Laurie Olson, Amy Lujan and I were provided by attending the ASBO Leadership Executive Forum in February. The Forum was full of valuable information. We are excited to bring back a new way to review our Strategic Plan, which will be included on this July's Summer Leadership Conference agenda.

Finally thanks to Edith Hildebrand and Amy Lujan for your work on the newsletter to keep us all connected!!!!

Have a great summer everyone! I hope to see you in Homer in July.

Executive Director's Message

Amy Lujan, Executive Director

Another **legislative session** is behind us!! Although I really wish they'd managed to increase the Base Student Allocation (BSA), which was the top priority talking point for ALASBO, we can be pleased that they came through with additional funding for K-12 education. I'd like to highlight several ways ALASBO was able to impact the session:

- Response to Commissioner's question to the Superintendents about how much funding districts needed to maintain status quo programs - Thanks to Luke Fulp, Chad Stiteler, David Arp and Yodean Armour for working with me and Bruce Johnson to gather information from districts and prepare a response. The BSA increase we came up with in October of \$320 was mentioned throughout the session in numerous committee meetings, evidence that the point was made with this study, that school districts needed new funding. Having a number to latch onto at the high end seemed to plant the idea more firmly into the stream of consciousness of our legislators!

(Continued on page 3)

(Continued from page 2)

- Pupil Transportation cost survey – Following up on the initiative by Ken Forrest of Matsu SD, I helped coordinate data gathering from a large pool of districts, which fed directly into the bill that eventually passed the legislature, providing increased funding and a new mechanism of funding for pupil transportation.
- Legislative Fly-In – Seven ALASBO members joined me to make the rounds to 37 legislative offices, spread the word about our positions and offer our assistance. Jenny Martens has highlighted in her article above the support we received from our partner organizations for this event.
- Budget Presentations – As a result of our collaboration with ACSA, ALASBO was able to support presentations by four district business managers to two legislative committees, as highlighted above by Jenny Martens.
- Analysis of financial issues – I supported Bruce Johnson's efforts to provide timely analysis of the final funding provisions. The ACSA report was provided to all ALASBO members.

Numerous documents related to the legislative session are posted on the ALASBO website, in the "news" tab. These include the EED session summary memo, analysis of the mill rate change, budget presentations made to the House committees, the FY13 Funding Review, ALASBO's Talking Points and the ACSA Joint Position Statements.

Moving forward...our next event is our **Summer Leadership Conference** in Homer, July 27-29! I would like to emphasize that ALL MEMBERS are invited and encouraged to attend this event. Thanks to our sponsors, meals and lodging are covered, so it's really a low-cost way to enjoy networking with your colleagues in Homer and help plan for ALASBO's future! We even have a halibut fishing charter scheduled to wrap things up. Register NOW at our website, under "events-upcoming".

If you've never attended Summer Leadership before, please apply for one of the **THREE Richard Swarner "Shaping the Future" grants!** This grant will cover most of your out-of-pocket attendance costs (airfare, misc.) The deadline is June 8, and this grant application

can be found on our site under "opportunities-grants".

It's also time to start thinking about attending the **ASBO International Conference** in Phoenix, October 12-15! Registration is already open on the www.asbointl.org website and can also be accessed from our site. We're planning a special Alaskan event, so you'll have opportunities to network with your statewide colleagues as well as school business officials from around the world.

If you have been in school business in a supervisory position for less than five years, consider applying for a **Bridges to the Future** grant to attend the ASBO International Conference. There will be twenty \$2,000 awards, sponsored by Met Life. The application is available on the ASBO website (above) and is due June 1.

I wish you all a great start to the summer! If you have questions about any ALASBO program, please do not hesitate to contact me at alasbo@gci.net, or 907-500-9086. You'll also find useful information at: www.alasbo.org.



Call for Presentations

What do your colleagues need to learn about at the annual conference in December? What can you contribute?

ALASBO is currently seeking presentation proposals for the December 2-5, 2012 Annual Conference. The networking and information sharing among our members and associates is what makes the ALASBO conference so valuable to Alaska school business staff each year.

Please consider submitting a presentation proposal for this year's conference. We need ideas for sectionals, cracker barrels (less formal, more Q&A) and roundtables. Present a project you've been working on, or perhaps a panel discussion with several colleagues. We need your input!

The proposal form is available on the ALASBO website, www.alasbo.org under events-conferences-upcoming, and it's due July 20.



ASBO International Recognition

Congratulations to the following Alaska districts that have received recognition for their financial documents from ASBO International!

CERTIFICATE OF EXCELLENCE (COE)— encourages excellence in school system Comprehensive Annual Financial Reports (CAFRs). These school districts have been awarded the COE award based on their fiscal year ending 2011:

- Anchorage School District
- Bering Strait School District
- Fairbanks North Star Borough School District
- Kenai Peninsula Borough School District
- Matanuska-Susitna Borough School District

MERITORIOUS BUDGET AWARD (MBA)— helps school systems develop easy-to-understand budgets. Based on the 2011/2012 budget, the following school district was awarded the MBA award:

- Kenai Peninsula Borough School District

Information on how you can apply for these recognition programs on behalf of your district is available at www.asbointl.org. Training for these programs is available at the ASBO International Annual Conference.

Alaska's Diversity Means Differing Approaches

Jenny Martens, Lower Yukon School District

The great State of Alaska.....full of beauty, diversity, and resources. The vastness of the state spans more than 570,000 square miles providing an abundance of wildlife, varying climates, and scores of different geographical

landscapes. You could spend a good part of your life trying to learn all there is to know about Alaska and still come up short.

With all the greatness our State provides come the many challenges. One very important challenge that has been discussed for decades is how to provide quality and equal education in a State that is so diverse and so enormous. This challenge has been debated by all levels of decision-makers: from the Office of the Governor and Office of the Commissioner of Education to the local Boards of Education and the supporting borough or municipality.



We could argue that there is no other state that faces the number of challenges, nor the nature of challenges that Alaskan schools face every day. I contend that most

Alaskans working on behalf of our children do not possess a full understanding of all the varying regional challenges.

I have been a school business official for three school districts in Alaska. Those of us who have had the privilege to serve different districts can attest that each district, while having many of the same challenges, have a far greater number that are different.

We need to recognize these differences. We should not assume what works for one district has to work for all others. We need to refrain from believing that our solution will be another district's solution. We should never believe that what is culturally correct in one district is culturally correct in all. We should not presume that facing a challenge in one region can be faced the same way in another. What is appropriate or acceptable for one may not be for another.

My point is that within a State that is so diverse, so vast, we have many different challenges and for those challenges that are similar we cannot always face them the same way.

We need to do more to understand each other's challenges and work together to overcome them. We need to support our organizations that recognize our diversity and challenges and are committed to support and help us in the common goal to teach our children to find their success story.

(Continued on page 5)

(Continued from page 4)

I thought I would share some facts that lend to the enormous challenges we face in education, no matter what the region:

- Alaska has more than 570,000 square miles, is 1,400 miles long, and 2400 miles wide.
- When a map of Alaska is superimposed over the "lower 48" states it extends from the Atlantic to the Pacific and from Mexico to Canada.
- The population of Alaska is approximately 700,000, with half living in the Anchorage metropolitan area.
- There are 54 districts educating approximately 129,000 students; the smallest district has 18 students and the largest over 48,000 students.
- There are 19 Rural Education Attendance Areas (REAA's) educating over 14,000 students; the largest has 4,200 students and the smallest 31.
- There are over 18,000 special education students, making up an average of 14% of the student population.
- There are five major Alaska Native Groups. Over 22% of our student population is Alaska Native from these five major groups and all desire, demand, and deserve to have their cultural values and traditions play an important part of the delivery of their children's education.
- There are 33,900 miles of shoreline, more than all other states combined.
- 75% of the communities cannot access a health facility by road.
- Temperatures range between regions from an extreme 100 degrees in the summer in one region to a harsh -80 in the winter.
- The state that is 2,700 miles wide only has one time zone; in the "lower 48" that is four time zones.

Send us your pictures!

Send in your pictures of school sites, activities, and you, the ALASBO members enjoying Alaska! Sent them to: yodean.armour@klawockschool.com.

ALASBO



Member Spotlight

My name is Tony Haugen, Sr. of Unalakleet and September 2012 will mark 25 years as an employee of the Bering Strait School District.

The Bering Strait School District was established in 1977 and is the largest REAA encompassing over 80,000 square miles. The District serves 15 communities including Gambell to the west, and to the east Unalakleet, from Shishmaref to the north and south to Stebbins. Diomedea, our smallest school, is located just a mile from tomorrow near the International Date Line. Current student enrollment is 1,828. The smallest school has an enrollment of 37 and the greatest 220. The district employs 246 certified and administrative staff today, up from 184 in the late 1980's and approximately 275 classified employees. Included in this is a full-time pilot, as we own a twin turbine aircraft.

My career with numbers began in 1980 working with Wien Air Alaska, followed by three years in retail as an office manager with Alaska Commercial Company before beginning my career with BSSD. I was hired as payroll clerk, worked briefly as travel manager, then resumed duties as payroll administrator and continue to work in the business office today.

The thing I like most about this job is the interaction with employees. We have a diverse group of employees in the district and each is unique. My job allows me to communicate with all employees as well as with different agencies, state retirement personnel and tax shelter annuity providers. Every day brings new issues and situations.

I have attended ALASBO and been a member for 15 years or more and have found it to be most beneficial. It has allowed me to grow professionally and learn from other districts as well as share with others information that has proven to benefit others. This experience has

(Continued on page 6)

(Continued from page 5)

allowed me to meet others in our profession from different parts of the state as well as to bring back to the district new products acquired from the vendor showcase.

I enjoy hunting, fishing, both sport and commercial, getting out in the great outdoors and being with family. Each summer we travel by boat from Unalakleet to Golovin to visit family and to engage in the commercial salmon fishery. My wife and I both have salmon permits and participate in this fishery during the summer. I also enjoy sports broadcasting and have done this for basketball, wrestling and volleyball. Coverage of these events began on radio, and more recently the district created the Student Broadcast Team and now these events are seen throughout the district on VTC and streamed globally on the web as well. Other districts are now following our lead in this venture.

If I were to go anywhere in the world, I would have to choose to return to Spain. As a college student, I spent a semester in Spain in Granada and Madrid and loved the countryside and culture as well as the food.

I would have to say my greatest accomplishment has been to recommend changes to the classified manual and have these changes approved by the board in my first years of employment. This has given more equity to our employees without a negotiated agreement. My employment with Wien as a member of a union proved to be helpful.

Board Member Perspective

Heidi Reichl, Dept of Ed & Early Development

Where has the time gone? It is hard to believe that it has been nearly ten years since I came to work for the Department of Education & Early Development (DEED).

Shortly after graduating from the University of Alaska Southeast, with a Bachelors Degree in Accounting, I accepted an Accounting Technician I position with our Administrative Services section where I processed payments to school districts for both state and federal programs, among other duties. Within a short time, I was promoted to an Accounting Technician II position where I continued processing payments for both state and federal programs, as well as processing travel, contracts, draw-down requests from the US Department of Education, and learning other

aspects of accounting work. After about three years of working with the Administrative Services section and while working on my Masters in Business Administration, I was promoted to the position of Internal Auditor III within the Division of School Finance & Facilities, where I worked closely with the department's federal and state program and grant staff to ensure our compliance with program regulations. Last June, after about six years as the department's Internal Auditor, I was promoted to the position of School Finance Manager.

During my time with DEED, I have had the opportunity to meet and work with a variety of people, including many of you in Alaska School Business, federal personnel from both the US Department of Education and the US Department of Agriculture, independent and state auditors, and other state department personnel, among others.



It was during my second year as the department's Internal Auditor that I became involved with ALASBO by attending my first conference, and I have benefited from attending every year since. This past December, I was selected as one of your new board members. In addition, I was offered the opportunity to attend one of Brustein and Manasevit's Fall Forums, which are held every November in Las Vegas, NV. Furthermore, since taking the position of School Finance Manager, I have benefited from attending the Association of School Business Officials International (ASBO) Conference in Seattle this past September. This was my first ASBO conference and I found it to be very beneficial, even from the state level.

The theme this year that our President, Jenny Martens, has chosen is "40 Years of Success through Networking." It is through these conferences, forums, and my work with DEED for nearly ten years that I have been able to access extensive networking opportunities with professionals in our field from other states and countries at the federal, state, and local levels, as well as an opportunity to get to know my fellow Alaskan colleagues a little better.

Networking is important in any aspect of the workforce and it is a powerful tool that helps not only those that have been in the business for many years, but also those new to our line of work. It is important to remember that the networking opportunities available to us help us

(Continued on page 7)

(Continued from page 6)

to continue developing the talents we have and guide us to opportunities as we grow and enhance our careers. Networking among the ALASBO membership further builds a strong base of Alaska talent in school business.

As Jenny stated in her February 2012 article, we are all encouraged "to take advantage of ALASBO's network opportunities, which include Power Lunches, Legislative Fly-in, Summer Leadership in July, Scholarship Programs, ASBO International Conference, the ALASBO website full of valuable information, this newsletter, and of course, the liaison network!!" I fully agree with her. Being involved and reaching out has many benefits and nothing is better than the relationships that develop through networking. Personally, I have thoroughly enjoyed working with and getting to know most of you and hope to "see" you soon at one of ALASBO's networking opportunities!



Awards Committee Announcements

Liz Hayes, Kenai School District

The Awards Committee has been busy reviewing grant and scholarship applications!

This year, we had five members apply for the \$1,500 **Lowell Thomas Freeman Grant**, to send the winner to the ASBO International conference this October in Phoenix. The winner is David Arp of Sitka School District! This will be Dave's first opportunity to attend ASBO.

Thanks to CORE, Inc. for their multi-year sponsorship of this grant program.

Once again, we had a very strong pool of 62 applicants for the **Mack Easton Memorial Scholarship** for high school seniors. This year's winners of our \$1,000 scholarships are:

- Margaret Herbert, Seward High School
- Ian Andrews, Juneau-Douglas High School

Thanks to GCI SchoolAccess for their co-sponsorship of the Easton Scholarships!

The final grant opportunity of the year is now open for applications through June 8. If you are a first-time attendee to ALASBO Summer Leadership, we would love to have you apply for one of the \$500 **Richard Swarner Shaping the Future Grants** to attend. Since lodging in Homer for the July 27-29 event and most meals are covered by our event sponsorships, the \$500 will in most cases cover airfare and incidentals, making it very affordable to attend and participate in this excellent professional development opportunity.

There are THREE Swarner grant awards available, thanks to the Swarner family and National Cooperative RX. The application is available on the ALASBO website, www.alasbo.org, under opportunities-grants.

Coming Soon: Professional Development Survey

The ALASBO Professional Development Committee is finalizing a survey similar in format to the one we did two years ago. This survey will help us develop topics for our December annual conference, so please take a few minutes to fill it out online!

ALASBO 2012 Liaison Assignments

Past-President – Luke Fulp --- Kodiak School
481-6105 lfulp01@kibsd.org

Robbie MacManus
Alaska Gateway Schools
883-5151x109 rmacmanus@agsd.us

Chelsea Sternicki
Aleutian Region Schools
277-2648 csternicki@aleutregion.org

Carl Warner
Aleutians East Borough Schools
383-5222 cwarner@aebdsd.org

Chad Stiteler
Anchorage School District
742-4369 stiteler_chad@asdk12.org

Charlene Jimenez
Annette Island Schools
886-6011 cjimenez@aisd.k12.ak.us

Mark Vink
Bering Strait Schools
624-4256 mvink@bssd.org

(Continued on page 8)

(Continued from page 7)

Secretary --- Jim Farrington --- Anchorage
742-4344 farrington_james@asdk12.org

Sherry Kern
Bristol Bay Borough Schools
246-4225 skern@nnk.gcisa.net

Teri Dierick, Contractor
Chatham Schools
586-6806 terid@serrc.org

Adrienne Fleming
Chugach Schools 522-7400
afleming@chugachschoools.com

Loreen Kramer
Copper River Schools
822-3234 x225 lkramer@crsd.k12.ak.us

Verna Reedy
Cordova City Schools
424-3265 vreeedy@cordovasd.org

Karen Head
Craig City Schools
826-3274 khead@craigschools.com

Director Seat A --- Lee Ann Andrew --- Southwest
Region 842-8207 landrew@swrsd.org

Kim Johnson
Delta/Greely Schools
895-4657 kjohnson@dgsd.k12.ak.us

Nancy Hollis
Denali Borough Schools
683-2278 nhollis@dbsd.org

Lucienne Smith, Contractor
Dillingham City Schools
677-9263 lucienne.smith@akebs.com

Mike Fisher
Fairbanks North Star Borough Schools
452-2000x301 michael.fisher@k12northstar.org

Edith Hildebrand
Galena City Schools
656-1883x108 edith.hildebrand@galenanet.com

Judy Erikson
Haines Borough Schools
766-6725 jerekson@hbsd.net

Judy Hankla
Hoonah City Schools
945-3611 x203 hanklaj@hoonahschools.org

**Take time to contact your liaisons with questions or
just to touch base; it's a two-way street, so calls
can start in either direction!**

Director Seat B --- David Arp --- Sitka
966-1254 arpd@mail.ssd.k12.ak.us

Selina Tolson
Hydaburg City Schools
285-3491 stolson@hydaburg.k12.ak.us

Isabelle Harrington
Iditarod Area Schools
524-3599 x224 iharrington@iditarodsd.org

David Means
Juneau Borough Schools
523-1770 david_means@jsd.k12.ak.us

Lonnie Cavanaugh
Kake City Schools
785-3741 lmcavanaugh@kakeschools.com

Antonia Moses
Kashunamiut Schools
858-7713 amoses@chevakschool.org

Dave Jones
Kenai Peninsula Borough Schools
714-8838 djones2@kpbsd.k12.ak.us

Matthew Groves
Ketchikan Gateway Borough Schools
247-9013 matthew.groves@kgbsd.org

Director Seat C --- Carl Horn --- Nenana City
832-5400 x230 chorn@nenanalynx.org

Yodean Armour
Klawock City Schools
755-2220 yodean.armour@klawockschool.com

Luke Fulp
Kodiak Island Borough Schools
481-6105 lfulp01@kodiakschools.org

Martha Morgan
Kuspuk Schools
675-4250 x110 mmorgan@kuspuk.org

Laura Hylton
Lake and Peninsula Borough Schools
246-4280 lhylton@lpsd.com

Blair Alden
Lower Kuskokwim Schools
543-4820 Blair_Alden@lksd.org

Jenny Martens
Lower Yukon Schools
591-2411 x220 jmartens@loweryukon.org

Ken Forrest
Mat-Su Borough Schools
761-4001 Ken.Forrest@matsuk12.us

(Continued on page 9)

(Continued from page 8)

Director Seat D --- Jimmy Love --- Kenai
714-8850 jimmy@kpbsd.k12.ak.us

Carl Horn
Nenana City Schools
832-5400 x230 chorn@nenanalynx.org

Cathi Wojtanek
Nome Public Schools
443-6190 cwojtanek@nomeschools.com

Tammy White
North Slope Borough Schools
852-9524 tammy.white@nsbsd.org

Karen Goodwin
Northwest Arctic Borough Schools
442-3472 x232 kgoodwin@nwarctic.org

Royce Mattson
Pelican City Schools
735-2236 mattson@pelicanschool.org

Karen Quitslund
Petersburg City School District
772-4271 business@pcsd.us

Earle Trumble
Pribilof Island Schools
546-3324 earle_trumble@psd-k12.ak.us

Director Seat E --- Heidi Reichl --- EED
465-8682 heidi.reichl@alaska.gov

Davey Shields, Contractor
Saint Mary's Schools
245-0650 davey@acsalaska.net

David Arp
Sitka Borough Schools
966-1254 arpd@mail.ssd.k12.ak.us

Cindy O'Daniel
Skagway City Schools
983-2960 busmgr@skagwayschool.org

Lucienne Smith, Contractor
Southeast Island Schools
677-9263 lucienne.smith@akebs.com

Lee Ann Andrew
Southwest Region Schools
842-8207 landrew@swrsd.org

Stefani Dalrymple, Contractor
Tanana Schools
479-9863 stefani@yukonac.com

Holly Holman
Unalaska City Schools
581-3151 hholman@ucsd.net

Director Seat F --- Susan Jolin --- Anchorage
742-4341 jolin_sue@asdk12.org

Amber Cockerham
Valdez City Schools
835-4357 amber_cockerham@valdez.cc

Pam Roope
Wrangell City Schools
874-2347 proope@wrangellschools.org

Ricardo Tejada
Yakutat City Schools
784-3317 x225 ricardot@yakutatschools.org

Lucienne Smith, Contractor
Yukon Flats Schools
677- 9263 lucienne.smith@akebs.com

Stan Osborne
Yukon-Koyukuk Schools
374-9410 sosborne@yksd.com

Michele George
Yupit Schools
825-3603 mgeorge@yupit.org

E-Signatures on Timesheets

Edith Hildebrand, Galena City School District

A while back I was seeking some advice from ALASBO members about electronic signatures. I sent the request for information out a couple of months ago. Here are a few of the responses that I received.

#1—Auditor response--Yes, e-signatures are a great efficiency tool, but with them comes the additional need to make sure that your access controls and passwords for user computers are sound. The concern is, if I am not someone authorized to sign off on the timesheet but I can access the e-signature of some who is and inappropriately sign off on my own or someone else's timesheet. I am assuming that the access to the e-signature tool/app will be tied to individual user names and passwords; if so, the sharing of passwords or keeping passwords written down on desks, etc. should be strictly prohibited.



#2-District response--There is no requirement in the FLSA or the regulations that employees (or their supervisors) sign their time cards or other evidence of hours worked. Most companies, however, do require the employee and/or the supervisor to sign time records where they are

(Continued on page 10)

(Continued from page 9)

kept on paper as a part of their overall policies to ensure accurate reporting and recordkeeping. Companies with automated time and attendance systems may require employees and manager to provide some type of electronic signature as evidence of their approval of the data entered.

"The District" requires all time to be approved by someone with the authority to do so for all hourly employees electronically before Payroll will process. This is a great tool to help ensure that employees are being paid for the correct time worked and that employees are not able to just submit any time report to Payroll to be paid. When put in place as company policy, this helps to ensure accurate record keeping and accountability.

#3--District response-- I plan to upgrade our Kronos system (time record keeping system). When I do that I would like to implement an electronic approval process that does not include an actual signature. The approval process will be done by using protected passwords either biometrically or by entering the password. How will an auditor see this if we have good internal controls?

Auditor reply:

Electronic signatures are a good thing. As long as there are individual passwords it is all good.

#4--District response-- We have started doing electronic submission of time sheets. The auditors said that they would accept it as long as you have security set up to make sure that only the employee has access to his/her timesheets and that he/she submits the timesheets.

We've just started doing some of our purchase requisitions and leave slips using electronic signatures. So far, it seems to be an efficient tool. We still keep the hard copies nearby for those who have not been able to utilize a computer. Hope this helps others who want to consider e-signatures.

Excel Zen: The "Paste Special" Special

We all know the "Cut", "Copy" and "Paste" commands, but have you learned to take advantage of "Paste Special" tools? Here are two handy little techniques using Paste Special that can save you some keyboarding time.

Paste Special, Transpose

Suppose you've entered your data with three column headings running across Row 1 and three row headings running down Column A, like the ones shown in Figure A.

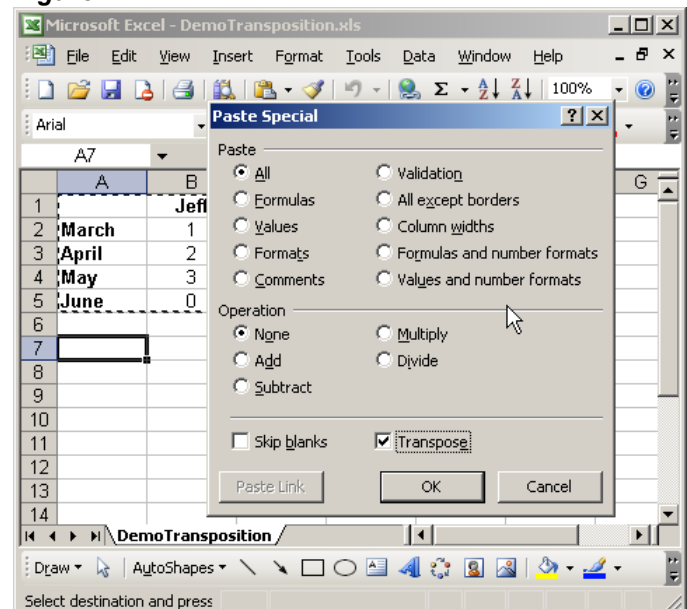
Figure A

	A	B	C	D	E	F	G
1		Jeff	Fred	Marty			
2	March	1	4	7			
3	April	2	5	8			
4	May	3	6	9			
5	June	0	0	0			
6							
7							
8							
9							
10							
11							
12							
13							
14							

We'll use this sample data to demonstrate how easily you can transpose the layout of your data. After working with the data for a while, you decide you'd rather have the current set of row labels (months) running across the columns. Whatever you do, don't even think about rekeying the data.

You'll find the best solution under the Paste Special menu. Start by selecting and copying your entire data range. Click on a new location in your sheet, then go to Edit | Paste Special and select the Transpose check box, as shown in Figure B. Click OK, and Excel will transpose the column and row labels and data, as shown in Figure C.

Figure B



(Continued on page 10)

(Continued from page 9)

The Transpose option lets you rearrange your data with just a few clicks. Here's what our data looks like after we copied and pasted our data using the Paste Special | Transpose option.

Figure C

	A	B	C	D	E	F	G
1		Jeff	Fred	Marty			
2	March	1	4	7			
3	April	2	5	8			
4	May	3	6	9			
5	June	0	0	0			
6							
7		March	April	May	June		
8	Jeff	1	2	3	0		
9	Fred	4	5	6	0		
10	Marty	7	8	9	0		
11							
12							
13							
14							

You aren't limited to using the Paste Special | Transpose option to rearrange multiple rows and columns of data. It works just as well when you need to turn a single row of labels into a column, or vice-versa.

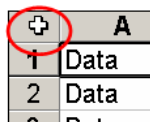
Convert calculations to literal values

Suppose you have a worksheet with columns and rows chock full of calculations, running the gamut from Sum functions to If tests to vertical and horizontal lookups. The calculations are correct and your data is pristine.

Now you need to use a subset of that worksheet in another worksheet. If all you're going to do is print the subset of columns or rows, you can simply hide those rows and columns, print what you need, and unhide the columns and rows later to restore the sheet to its normal state.

But if you're going to e-mail a copy of the spreadsheet to a coworker or a third party, you may not feel comfortable simply hiding certain rows and columns. You may want to delete them instead. The problem is, of course, if you simply start deleting rows and columns, you're going to get error messages in the cells that depend on the cells you deleted.

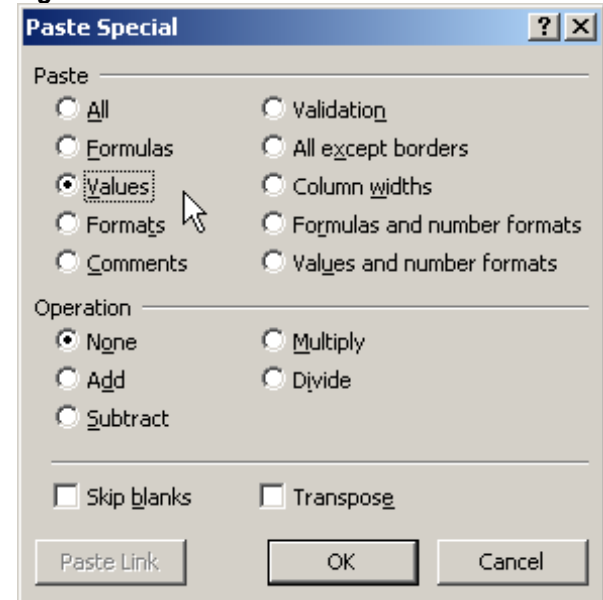
The solution? First and foremost, save a copy of your pristine spreadsheet under a new name. Use the "Select All" button:



or the keyboard shortcut: **ctrl+a**, to select the entire sheet and then copy it (**ctrl+c**). Without moving the cursor, go to **Edit | Paste Special**

(**alt+e**, then "**s**"). Now, select the **Values** option, as shown in Figure D and click **OK**.

Figure D



When you do this, Excel will replace all the formulas with the values they're currently calculating and displaying. At that point, you can delete columns or rows and move cells around without generating a single error message. Go to **Edit | Paste Special | Values** to convert a selection that contains formulas to literal values.

If you use the **Paste Special | Values** option and the data you're pasting contains calculated dates or numbers formatted as currency, the date calculations will be pasted as the Julian date value, and the currency will lose its dollar signs and commas. To preserve that kind of formatting when you convert calculations to literals, simply choose the **Values And Number Formats** option (instead of **Values**).

Power Lunch Schedule

June 19	Food Service
July 17	Student Records
August 21	Grants Administration
September 18	Family Medical Leave Act (FMLA)
October 23	Health Care Reform Update
October 30	1099's and W-2's
November 20	Indirect Cost Proposal
December	ALASBO CONFERENCE

11 AM to noon

call 218-844-3377, code 252726
(spells ALASBO!)

Mark Your Calendars!



Upcoming Events

- **July 27-29 ALASBO Summer Leadership – Homer**
- **October 12-15 – ASBO Annual Conference – Phoenix**
- **December 2-5 – ALASBO Annual Conference –Anchorage**

Fun Facts

"Stewardesses" is the longest word typed with only the left hand. And "lollipop" is the longest word typed with your right hand. (Bet you tried this out mentally, didn't you?) No word in the English language rhymes with month, orange, silver, or purple. "Dreamt" is the only English word that ends in the letters "mt". ? (Are you doubting this?) Our eyes are always the same size from birth, but our nose and ears never stop growing. The sentence: "The quick brown fox jumps over the lazy dog" uses every letter of the alphabet. (Now, you KNOW you're going to try this out for accuracy, right?) The words 'racecar,' 'kayak' and 'level' are the same whether they are read left to right or right to left (palindromes). (Yep, I knew you were going to "do" this one.) There are only four words in the English language that end in "dous": tremendous, horrendous, stupendous, and hazardous. (You're not doubting this, are you?) There are two words in the English language that have all five vowels in order: "abstemious" and "facetious." (Yes, admit it, you are going to say, a e i o u) TYPEWRITER is the longest word that can be made using the letters only on one row of the keyboard. (All you typists are going to test this out.) A cat has 32 muscles in each ear. Almonds are a member of the peach family. An ostrich's eye is bigger than its brain. (I know some people like that also.) Babies are born without kneecaps. They don't appear until the child reaches 2 to 6 years of age. February 1865 is the only month in recorded history not to have a full moon. In the last 4,000 years, no new animals have been domesticated. If the population of China walked past you, eight abreast, the line would never end because of the rate of reproduction. Leonardo Da Vinci invented the scissors. Peanuts are one of the ingredients of dynamite! Rubber bands last longer when refrigerated. The average person's left hand does 56% of the typing. The cruise liner, QE 2, moves only six inches for each gallon of diesel that it burns. The microwave was invented after a researcher walked by a radar tube and a chocolate bar melted in his pocket. (Good thing he did that.) The winter of 1932 was so cold that Niagara Falls froze completely solid. There are more chickens than people in the world. Winston Churchill was born in a ladies' room during a dance. Women blink nearly twice as much as men.