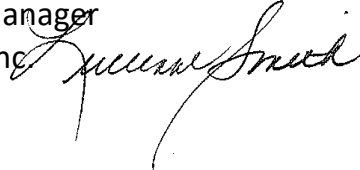




SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 Email: sisd@sisd.org

MEMORANDUM

TO: SISD BOARD OF EDUCATION
THRU: Sherry Becker, Superintendent
FROM: Lucienne Smith, Contracted Business Manager
Alaska Education & Business Services, Inc. 
Date: February 15, 2022
SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE

FY 2022 2ND QTR. – We began our 2nd Quarter grant reimbursements mid-January. We only have a few more to submit as we are awaiting the approval of our ESEA and ESSR Grants.

All the calendar year 2021 W2's and 1099's were issued timely and the electronic files were all uploaded to Social Security and IRS respectively before the required deadlines with no issues.

SOP'S – We are at the end of our Standard Operating Procedures manual – the last two are *SOP #26 – Volunteers*; and *SOP #27 – Accounts Receivable & Invoicing* are attached for review. With all the new avenues for fundraising, we will be revising our fundraising SOP to include crowdfunding.

FY 2023 BUDGET – A reminder of the Budget timeline for the FY 2023 Budget development is attached.

E-RATE –USAC's timeline has been released and we will submit our form 471 application in March for our annual Federal Internet Bandwidth discount. The state will send our their annual BAG grant in the next month of two and we will complete that and submit prior to its deadline.

Please do not hesitate to ask questions.

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 1, 2019

SOP No. 26 VOLUNTEERS

1. PURPOSE: To define procedures for screening volunteers and outline their responsibilities and acceptable activities.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Principal or designee
4. PROCEDURES: ALL volunteers must be approved by Human Resources AND complete the VOLUNTEER PACKET before participating in volunteer activities in the district.
 - a. Visit the district website for fillable forms and information. Complete, print, and sign the forms and submit them to the Human Resources office. Blank forms are also available in the HR office.
 - b. HR processes appropriate background checks for every interested volunteer.
 - c. Once forms and background checks are complete and satisfactory, HR will notify the Principal or designee and the volunteer of their status.
 1. If approved, the volunteer may participate in district activities.
 2. If not approved, the volunteer may not participate in district activities.
 - d. The Superintendent or designee reserves the right to dismiss a volunteer.
5. APPROVED VOLUNTEERS must adhere to all district policies, procedures, and regulations.

- a. Volunteers may not purchase items for district use with personal funds except as a donation to the district. See Board Policy 3290 regarding donations. Personal funds used to make district purchases will not be reimbursed.
- b. Volunteers who violate or fail to adhere to district policies, procedures, or regulations will be suspended and not allowed to participate in district activities.

REFERENCES: BP 1250 – Volunteer Assistance; BP3290 – Gifts, Grants and Bequests; BP/AR/E 4222 - Paraprofessionals

EXHIBIT: VOLUNTEERS IN THE CLASSROOM

VOLUNTEERS IN THE CLASSROOM

By: SISD Board of Education

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich Southeast Island School Districts Educational Program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. Your presence as a volunteer can make the school environment safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

Like employees and students, volunteers shall act in accordance with district policies and regulations.

- *Work closely with the teacher in charge to enrich the educational program.

- *Promote respect by example through appearance, manners, behavior, language and conduct.

- *Refrain from drinking alcohol, using tobacco products or other illegal drugs. It is not advisable to share stories related to the above.

- *Be aware that your community and school are being judged by your actions.

Thank you for giving freely of your time to help educate all our children.

SOUTHEAST ISLAND SCHOOL DISTRICT MISSION STATEMENT

All groups within Southeast Island School District (students, parents, community and staff) will work together to foster the development of positive personal, social and academic skills, which will enable students to become productive, service minded, global citizens. Our students will possess the skills necessary to excel in a rapidly changing world and become life long learners.

Added 10/18/2002

SOUTHEAST ISLAND SCHOOL DISTRICT
Adoption Date: 04/09/98

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2010

Revised: July 2021

SOP No. 27 ACCOUNTS RECEIVABLE AND INVOICING

1. PURPOSE: To establish uniform procedures for invoicing individuals or companies for services, materials or supplies purchased from the Southeast Island School District and maintain an accurate Accounts Receivable.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: The business department, directors-managers, principals and budget supervisors.
4. PROCEDURES: The following procedures shall be followed for issuing an invoice for payment to an individual(s) or company for payment to the Southeast Island School District:
 - a. The directors, managers, principals, or budget supervisor will contact the Business department when an individual or company needs to be billed for services or supplies provided/purchased by the SISD.
 - b. The director, principal, or budget supervisor will provide any written documentation regarding the billing for same.
 - c. The Business department will complete an invoice and add the data to the running accounts receivable register for the year.
 - d. When the payments are made, the Business department will credit the account(s) appropriately and update the accounts receivable register.
 - e. The Business department will post all open accounts receivable at the end of the fiscal year. This shall be posted directly to the financial software (Black Mountain).