



## SOUTHEAST ISLAND SCHOOL DISTRICT

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### MEMORANDUM

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**TO:** SISD BOARD OF EDUCATION  
**THRU:** Sherry Becker, Superintendent  
**FROM:** Lucienne Smith, Contracted Business Manager  
Alaska Education & Business Services, Inc. *Lucienne Smith*  
**Date:** October 14, 2022  
**SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE**

**FY 2022 AUDIT** – The final audit was conducted the week of September 6<sup>th</sup>; there have been a few remaining questions but expect to see our draft for review in the next week.

**FY 2023 BUDGET** – We are a few weeks into student count for foundation funding. Hopefully we'll see an increase in student enrollment.

**OTHER** – The E-rate committee met to review the program funding history, discussions on whether we should extend our current contract another year or issue an RFP for the next 1-5 years, and what would best serve the district - issuing a formal RFP in length on the District's website or use the 470 Form on the USAC website as the RFP, and checking around the region and state for what others may be planning for their upcoming internet services.

There is an ongoing issue with fraudulent emails coming to employers indicating they are one of the employees asking to have their pay directed to a new bank account. We are instituting a requirement that any banking changes go thru two different individuals in the business office. This heightened internal control is for both employees as well as vendors. One just cannot be too safe.

Q1 of this fiscal year is behind us and the quarterly reports have been filed for payroll and we are now beginning those for the grants as well.

**E-RATE** – the committee met a couple weeks ago and should be meeting once again to have our RFP in draft form ready for when the window opens to file.