

Kristy Andrew
Director of Budget and Finance
Board Report | January 10, 2018

2017-18 Business Office Department Goals

1. Provide clear, thoughtfully defined, and updated procedures and departmental policies.
2. Lead Health Insurance Committee towards a recommendation to the Board regarding FY19 Health Insurance offerings and shared premium costs.
3. Develop regular reports (report access) for administrators, coordinators, and coaches.
4. Cross-train staff on a variety of business functions, including finance-related processes.

Current Projects/Considerations

- Financial Report Development and User Access Updates (*Goal 3*)
 - No updates at this time.
- Clarifying human resource and payroll procedures. (*Goal 1*)
 - Update: Developing FMLA/AFLA paperwork and timelines
 - Update: Developing classified employee probationary period definitions and procedures
- Health Insurance Committee. (*Goal 2*)
 - Update: Researching a partnership with American Fidelity to provide health and supplemental insurance-related products.
- Alio Reporting Updates (*Goal 3*)
 - Update: Finally received word from EMA on an Alaska Alio Usergroup. This should help us share resources and reports, and develop basic system setup standards for Alaskan districts on Alio.

Upcoming Projects/Considerations

- Develop Cross-Training objectives and timeline. (*Goal 4*)
 - Update: Cross-trained creating, posting, and printing payroll and accounts payable checks

Staff Professional Development Opportunities

- COMPLETE: FY18 ALASBO Leadership Conference. July 21-23, 2017.
- COMPLETE: FY18 ALASBO Annual Winter Conference. December 3-6, 2017.
- ONGOING: SHRM (Society for Human Resource Management) Essentials of Human Resources, Self-Study Training Program.
 - UPDATE: Currently working on “Module 1: Human Resources”

Other

- The FY17 Audit is complete and will be reviewed during this regular Board Meeting. The audit was submitted to the Department of Education, and we have received our December 2017 Foundation payment.

Current Contract Service Agreements (CSAs)

CONTRACT SERVICE PROVIDER	Type of Services Provided	District CSA #	Maximum Amount Authorized Under Agreement	Amount Invoiced To-Date
Vidya Oftedal (ACS)	Speech and Language Pathology	FY18-001	35,000	15,225
Kidability Physical Therapy, LLC (Kristin Bacon)	Physical Therapy	FY18-002	16,800+	10,177
Southeast Regional Resource Center (SERRC)	Psychology	DCRS 18-11-001	12,197	12,197
Kaye Lawson, OTR, MEd	Occupational Therapy	FY18-003	30,000	8,200