



## Southeast Island School District

PO Box 19569 1010 Sandy Beach Rd.  
Thorne Bay, AK 99919  
Phone 907-828-8254 Fax 907-828-8257  
Website: www.sisd.org email sisd@sisd.org

## INVOICE

Invoice # 17-1009

Customer Information			Attn: Accounts Payable	
Name: HYDABURG CITY SCHOOL DISTRICT			Date: 03/14/2017  Activity #	
Address: P.O. BOX 109				
City: HYDABURG	St: AK	Zip: 99801		
Phone: 907-966-8783    Fax:				

Qty	Description	Unit Price	TOTAL
	Reimbursement to SISD for:		\$ -
	Maintenance Mileage - 100..600..440		76.68
	Title IIA Mileage - 333..100..490		153.36
	Special Ed Mileage - 100..220..410		153.36
	Scholastic Books - 330..100..450		81.00
	Indian Ed Mileage - 360..100..410		76.68
	Board Meeting Mileage - 100..511..410		75.97
	Postage - 100..550..433		102.05
	M&O Labor - Gerald Willard - 58.5 Hrs (Salary & Benefits)		2,937.50
	M&O Labor - Travis Tripple - 72 Hrs. (Salary & Benefits)		4,608.04
	M&O Labor - Dave Matelski - 8 Hrs. (Salary & Benefits)		235.51
	M&O Labor - J.Fitzpatrick - 34 Hrs. (Salary & Benefits)		1,854.18
	M&O Labor - Tell Tripple - 24 Hrs. (Salary & Benefits)		404.06
	M&O Labor - Tru Tripple - 8 Hrs. (Salary & Benefits)		179.58
	100.000.600.000.440		
SubTotal			\$ 10,937.97
Shipping			
Total			\$ 10,937.97

OFFICE USE ONLY
Deposited: See above
Fund Code:

Authorized By:	Lucienne Smith	Title:	SISD Business Manager
Signature:			

## Hydaburg Expenses to reimburse SISD

[illegible]

9/26/2016 3:16 PM  
Store: 1

Sales Receipt #26715

**The Port**

1221 Shoreline Drive  
Thorne Bay, AK 99919


Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
2	42.75	\$3.31	\$141.51 T
DIESEL			
		Subtotal:	\$141.51
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:		\$141.51	

Account: \$141.51

Signature   
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$6,754.70  
Account Balance: \$6,896.21

Bus # 10  
terri  
pick up in naukiti  
school pictures

Thank You for shopping with us!



26715

100 625 700 425

9/29/2016 11:16 AM  
Store: 1

Sales Receipt #27007

**The Port**

1221 Shoreline Drive  
Thorne Bay, AK 99919


Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	10.32	\$3.33	\$34.35 T
UNLEADED GAS			
		Subtotal:	\$34.35
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:		\$34.35	

Account: \$34.35

Signature   
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$7,223.67  
Account Balance: \$7,258.02

#17 HYDABURG

Thank You for shopping with us!



27007

100 649 400 410

9/15/2016 6:19 PM  
Store: 1

Sales Receipt #25530

**The Port**

1221 Shoreline Drive  
Thorne Bay, AK 99919

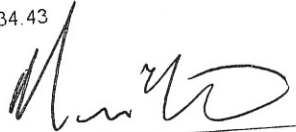
Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	10.34	\$3.33	\$34.43 T
UNLEADED GAS			
		Subtotal:	\$34.43
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:		\$34.43	

Account: \$34.43

Signature   
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$5,870.97  
Account Balance: \$5,905.40

ECO van  
Whale pass

Thank You for shopping with us!



25530

100 649 400 420

September Work Report  
Bud Willard  
SISD Maintenance

9/1/16 DO ceiling tiles & lights 1hr. WKO-14038 key box 1hr. TB school clean up 2hrs. District housing water heater 2hrs. Cafe refrigerator 1hr. Lawn mower 1hr.

9/2/16 TB school maintenance-Martin's class 1hr. playground equipment 1hrs. District housing Zeman 4hrs. Leah's 2hrs. Cafe ice machine .5hr. CTW .5hr.

9/5/16 Holiday 8hrs.

9/6/16 Naukati teacher housing Cooper 12.5hrs CTW 4.5hrs.

9/7/16 Hollis water system 5hrs. Gym lockers 1hr. Leak in science room 1hr. Cafe ice machine 1hr.

9/8/16 Naukati teacher housing 8hrs.

9/9/16 Hollis water system 2.5hrs. Hollis PM's 2hrs. Office meeting 1.5hr. Vehicle and shop clean up 2hrs.

9/12/16 TB boiler fire up 1hr. Float house shower leak 3hrs. Float house ramp 1hr. TB boiler install 2hrs. Hyde trip prep 2.5hrs CTW 1.5

9/13/16 Float house shower leak 1.5hrs. TB boilers 2hrs. Hollis water system 4.5hrs.

9/14/16 Hollis water system 4hrs. Hollis VTC lights 1.5hrs. Office .5hr. CTU 2hrs.

9/15/16 TB HVAC 1hr. HCSD 7hrs. Air Compressor in Gym

9/16/16 TB HVAC 1hr. HCSD 1hr. Hollis water system 1hr. TB exterior light replacement 1.5hrs.

TB boiler install 1.5hrs. TB interior relamp 1.5hrs. Office .5hr.

9/19/16 Float house ramp 4hrs. TB school water heater 2hrs. WKO-14059 2hrs.

9/20/16 TB HVAC 1hr. District housing-Powell 4hrs. Naukati boiler install 3hrs.

9/21/16 TB HVAC 1hr. HCSD-gym boiler/gym air compressor/fire system 6hrs. Hollis water system 1hr.

9/22/16 TB HVAC 1hr. District housing 7hrs. Kaman teacher housing 4hrs. CTW 4hrs.

9/23/16 Kasaan teacher housing-roof 8hrs.

9/24/16 TB district housing Powell 1hr.

9/26/16 TB HVAC 1hr. Kasaan teacher housing 9hrs. CTW 2hrs.

9/27/16 TB HVAC 3hrs. Float house septic system 5hrs.

9/28/16 TB HVAC 4hrs. Hollis water system 4hrs.

9/29/16 CTU 2hrs. Gym air filter change 4hrs. Gym carpet install 2hrs.

9/30/16 TB HVAC 4hrs. PM's 4hrs.

TB TH-16

TB HVAC 17

NKI TH - 20.5

FH Shower leak 4.5 Ramp 5

Hollis Water System 22



10/14/2016 7:49:07 AM



**Klawock, AK**

P.O. Box 208  
Klawock, Ak. 99925  
365 Days

Clerk: Windy Cashier: Windy  
Receipt #: 120149 Date: 10/14/2016 7:4  
WS#: 3

Sold To: S.E. Island Schools S.E. Island Schools  
P.O. Box 19569  
THORNE BAY, AK 99919

*Julie Vasquez #11*

ITEM#	ORIG \$	QTY	PRICE	EXT PRICE
009936	\$3.37	7.41	\$3.18	\$55.37
REGULAR				
TaxExt Disc: 6				
17.412	Unit(s)	Subtotal:		\$55.37
RECEIPT TOTAL:				\$55.37

Tendered: \$55.37  
Charge: \$55.37

RETURN POLICY  
ALL EXCHANGES OR RETURNS  
MUST HAVE THE ORIGINAL  
RECEIPT. NO REFUNDS AFTER 30  
DAYS FROM DATE OF PURCHASE

100 667 100 420

10/13/2016 5:07:52 PM



**Klawock, AK**

P.O. Box 208  
Klawock, Ak. 99925  
365 Days

Clerk: Christin Cashier: Christin  
Receipt #: 119991 Date: 10/13/2016 5:0  
WS#: 3

Sold To: S.E. Island Schools S.E. Island Schools  
P.O. Box 19569  
THORNE BAY, AK 99919

NICK  
B-1

*Nick Brazil*

ITEM#	ORIG \$	QTY	PRICE	EXT PRICE
009936	\$3.37	15.52	\$3.37	\$86.03
REGULAR				
Disc: 0				
25.528	Unit(s)	Subtotal:		\$86.03
RECEIPT TOTAL:				\$86.03

Tendered: \$86.03  
Charge: \$86.03

RETURN POLICY  
ALL EXCHANGES OR RETURNS  
MUST HAVE THE ORIGINAL  
RECEIPT. NO REFUNDS AFTER 30  
DAYS FROM DATE OF PURCHASE

*Top Credit 4.76*

205 667 760 458

10/13/2016 5:01:03 PM



**Klawock, AK**

P.O. Box 208  
Klawock, Ak. 99925  
365 Days

Clerk: Christin Cashier: Christin  
Receipt #: 119988 Date: 10/13/2016 5:0  
WS#: 3

Sold To: S.E. Island Schools S.E. Island Schools  
P.O. Box 19569  
THORNE BAY, AK 99919

Jon  
24 Hydaburg

*Jon Fitz*

ITEM#	ORIG \$	QTY	PRICE	EXT PRICE
009936	\$3.37	6.99	\$3.18	\$54.05
REGULAR				
TaxExt Disc: 6				
16.998	Unit(s)	Subtotal:		\$54.05
RECEIPT TOTAL:				\$54.05

Tendered: \$54.05  
Charge: \$54.05

RETURN POLICY  
ALL EXCHANGES OR RETURNS  
MUST HAVE THE ORIGINAL  
RECEIPT. NO REFUNDS AFTER 30  
DAYS FROM DATE OF PURCHASE

100 649 600 458

10/17/2016 12:34 PM  
Store: 1

Sales Receipt #27253

10/4/2016 4:31 PM  
Store: 1

Sales Receipt #27595

10/17/2016 12:34 PM  
Store: 1

Sales Receipt #27590

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	19.55	\$3.33	\$65.09 T
UNLEADED GAS			

Subtotal: \$65.09

Exempt 0 % Tax: + \$0.00

RECEIPT TOTAL: \$65.09

Account: \$65.09

Signature 

I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$7,383.29

Account Balance: \$7,448.38

School bus B2  
Terri  
Cross country

Thank You for shopping with us!



27253

100 649 700 425

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	11.46	\$3.33	\$38.14 T
UNLEADED GAS			

Subtotal: \$38.14

Exempt 0 % Tax: + \$0.00

RECEIPT TOTAL: \$38.14

Account: \$38.14

Signature 

I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$7,557.82

Account Balance: \$7,595.96

Vehicle #16  
Priscilla  
Hydaburg

Thank You for shopping with us!



27595

100 649 550 420



100 649 550 420

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



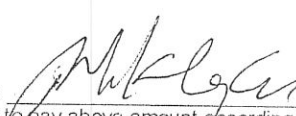
Item #	Qty	Price	Ext Price
1	21.24	\$3.33	\$70.71 T
UNLEADED GAS			

Subtotal: \$70.71

Exempt 0 % Tax: + \$0.00

RECEIPT TOTAL: \$70.71

Account: \$70.71

Signature 

I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$7,487.11

Account Balance: \$7,557.82

Vehicle #19  
Mike Congdon  
for sports

Thank You for shopping with us!



27590

100 624 700 425

10/27/2016 10:09 AM  
Store: 1

Sales Receipt #29875

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	22.35	\$3.33	\$74.41 T
UNLEADED GAS			
Subtotal:			\$74.41
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$74.41

Account: \$74.41

Signature

*J. Stout*  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$9,960.53  
Account Balance: \$10,034.94

Vehicle #15  
Hydaburg  
Janet Stout

Thank You for shopping with us!



29875

100 649 400 410

10/27/2016 9:52 AM  
Store: 1

Sales Receipt #29869

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	17.4	\$3.33	\$57.94 T
UNLEADED GAS			
Subtotal:			\$57.94
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$57.94

Account: \$57.94

Signature

*Tara Tripple*  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$9,902.59  
Account Balance: \$9,960.53

Vehicle: #34  
Hollis Windows  
Travis Tripple

Thank You for shopping with us!



29869

100 649 600 458



10/27/2016 4:51 PM  
Store: 1

Sales Receipt #29954

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	9.03	\$3.33	\$30.05 T
UNLEADED GAS			
Subtotal:			\$30.05
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$30.05

Account: \$30.05

Signature

*Philip Clark*  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$10,034.94  
Account Balance: \$10,064.99

#3  
Philip Clark

Thank You for shopping with us!



29954

205 628 760 458



# SOUTHEAST ISLAND SCHOOL DISTRICT

PO BOX 19569, Thorne Bay, AK 99919

Ph:907-828-8254 fax:907-828-8257

## Classified Employee Payroll Timesheet – FY 2017

**Instructions** This timesheet is to be used on a monthly basis for each hourly, classified employee. For employees who hold more than one part-time position, the hours should be broken down by each position prior to submission to the District Office. Lead Teachers/supervisors should review the form for accuracy and to assure that requested payment is within authorization. Please return this completed form to Margie Eads ([meads@sisd.org](mailto:meads@sisd.org)) in the District Office by the 28<sup>th</sup> of every month.

Name: <u>Travis Tripple</u>	Total Hours Worked:	Sick Leave Hours:
	Total Holiday Hours:	
Location:	Month/Year: <u>10/16</u>	
<b>JOB CLASSIFICATION (Indicate Job #)</b>		
Instructional Aide Special Ed Aide Clerical Aide Temporary Aide	Substitute Library Secretary/Registrar Other:	Route Bus Driver On-call Bus Driver Custodian DO MData/Purchasing/Travel Generator Maintenance Temporary District Maintenance Worker
If substitute employee, indicate regular employee you worked for: <u>Builder/Construction 100-649-600-329</u>		
Please specify coding and Job#: (1) <u>Thorne Bay / cafe</u> (2) <u>Hollis+</u> (3) <u>Hydaburg</u>		

### Daily Report of Hours (Please list number of hours for each position worked.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Job (1)										8	8	8	8			
Job (2)																
Job (3)																
Sick Leave																
Holiday			8	8	8	8										

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Job (1)			8						8	8	8					0.00
Job (2)		8		8					8						8	0.00
Job (3)											8					0.00
Sick Leave					8			8								0.00
Holiday																0.00

### TOTAL WORKED HOURS (SICK LEAVE & HOLIDAY REPORTED SEPARATELY, ABOVE)

0.00

I hereby certify that the above information is correct:

Employee Signature: <u>Travis Tripple</u>	Date: <u>Oct 31 2016</u>	Supervisor Signature:	Date:
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# SOUTHEAST ISLAND SCHOOL DISTRICT

PO BOX 19569, Thorne Bay, AK 99919

Ph:907-828-8254 fax:907-828-8257

## Classified Employee Payroll Timesheet – FY 2016

**Instructions** This timesheet is to be used on a monthly basis for each hourly, classified employee. For employees who hold more than one part-time position, the hours should be broken down by each position prior to submission to the District Office. Lead Teachers/supervisors should review the form for accuracy and to assure that requested payment is within authorization. Please return this completed form to Margie Eads ([meads@sisd.org](mailto:meads@sisd.org)) in the District Office by the 28<sup>th</sup> of every month.

Name: Dave Matelski	Total Hours Worked: 116	Sick Leave Hours:
	Total Holiday Hours:	
Location: all	Month/Year: 10-16 (116)	
<b>JOB CLASSIFICATION (Indicate Job #)</b>		
Instructional Aide Special Ed Aide Clerical Aide Temporary Aide	Substitute Library Secretary/Registrar Other:	Route Bus Driver On-call Bus Driver Custodian DO MData/Purchasing/Travel Generator Maintenance Temporary District Maintenance Worker
If substitute employee, indicate regular employee you work <i>Temp Skid Labor 100.649.600.329</i>		
Please specify coding and Job#: (1) NKTI WB (2)Regular (3)Hydaburg		

### Daily Report of Hours (Please list number of hours for each position worked.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Job (1)				8		5				8	5					
Job (2)			8		8							8	8			
Job (3)																
Sick Leave																
Holiday																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Job (1)	8							8	8	8	5					63.00
Job (2)		8		5												45.00
Job (3)			8													8.00
Sick Leave																0.00
Holiday																0.00

**TOTAL WORKED HOURS (SICK LEAVE & HOLIDAY REPORTED SEPARATELY, ABOVE) 116.00**

I hereby certify that the above information is correct:

Employee Signature: <i>Dave Matelski</i>	Date: 10-27-16	Supervisor Signature:	Date:
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SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569, Thorne Bay, AK 99919  
Ph:907-828-8254 fax:907-828-8257

## Classified Employee Payroll Timesheet – FY 2016

**Instructions** This timesheet is to be used on a monthly basis for each hourly, classified employee. For employees who hold more than one part-time position, the hours should be broken down by each position prior to submission to the District Office. Lead Teachers/supervisors should review the form for accuracy and to assure that requested payment is within authorization. Please return this completed form to Margie Eads ([meads@sisd.org](mailto:meads@sisd.org)) in the District Office by the 28<sup>th</sup> of every month.

Name: Jon Fitz	Total Hours Worked: 170	Sick Leave Hours:
	Total Holiday Hours:	
Location: all	Month/Year: 10-16	

### JOB CLASSIFICATION (Indicate Job #)

Instructional Aide Special Ed Aide Clerical Aide Temporary Aide	Substitute Library Secretary/Registrar Other:	Route Bus Driver On-call Bus Driver Custodian	DO MData/Purchasing/Travel Generator Maintenance Temporary District Maintenance Worker
--	--	---	--

If substitute employee, indicate regular employee you worked for:

*Site Supervisor 100-649-600-322 135 Maint 100-649-600-325 35*

Please specify coding and Job#: (1) NKTI WB (2) Regular (3)Hydaburg

### Daily Report of Hours (Please list number of hours for each position worked.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Job (1)			10	10	10	10				10	10	10	10			
Job (2)																
Job (3)																
Sick Leave																
Holiday																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Job (1)	10	10		10						10	5				10	135.00
Job (2)								10	10		5					25.00
Job (3)			10													10.00
Sick Leave																0.00
Holiday																0.00

**TOTAL WORKED HOURS (SICK LEAVE & HOLIDAY REPORTED SEPARATELY, ABOVE)**

**170.00**

I hereby certify that the above information is correct:

Employee Signature: <i>[Signature]</i>	Date: 10-27-16	Supervisor Signature:	Date:
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# October 2016

Jon Fitz

Work  
US Holidays  
Home

September 2016

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 NKT Wood Baler 10	4 10	5 10	6 10	7	8
9	10 Columbus Day	11 10	12 10	13 10	14	15
16	17 NKT WB 10	18 10	19 Hydaburg Roof + Dave 10	20 NKT WB 10	21	22
23	24 Coffman Housing Heat 10	25 Coffman Housing Heat 10	26 NKT WB 10	27 NKT WB 5 Office TB start 5	28	29
30	31 Halloween TB Haul Material NKT WB 10	1	2	3	4	5



October 2016 Work Report  
Bud Willard

10/3/16 Hollis water system 9hrs. CTW 1hr.

10/4/16 Sick leave 8hrs. Stick in the eye.

10/5/16 TB HVAC 2hrs. Fire system TB 2hrs. Kitchen garbage disposal 1hr. Carpet stock 1hr.

Hollis water system 3hrs. CTW 1hr.

10/6/16 Hollis water samples 4hrs. Float house shower leak 1hr. TB flag pole repair 3hrs.

10/7/16 Hollis water system 1hr. HCSD gym heat, blue house W/H 7hrs.

10/10/16 TB gym-prep for carpet install 4hrs. TB cafe deep fryer 2hrs. HCSD blue house W/H 2hrs.

10/11/16 TB cafe deep fryer/oven 4hrs. Hollis water system 5hrs. CTW 1hr.

10/12/16 TB HVAC 2hrs. Electrical bids kitchen/planer 2hrs. Gym carpet install prep 2.5hrs. Sick leave 1.5hrs.

10/13/16 WKO-14061 Lights 2hrs. Vacuum repair 1hr. Move cafe equipment 1hr. TB school boiler tune up 2hrs. Gym carpet install 3.5hrs. CTW 1.5hrs.

10/14/16 TB school boiler tune up 4hrs. Gym carpet install 5hrs. CTW 1hr.

10/15/16 TB gym carpet install 2hrs. CTW 2hrs.

10/17/16 TB gym carpet install 4hrs. Cafe refrigerator 4hrs.

10/18/16 TB service kitchen equipment 2hrs. TB cafe refrigerator 1hr. District housing faucet/fan 1hr. Freezer strip curtain 2hrs. HCSD blue house W/H 2hrs.

10/19/16 HCSD blue house W/H 7hrs, dishwasher 1.5hr. man lift 1hr. gym lights 1.5hr. CTW 3hr

10/20/16 Sick leave-dentist 5hrs. TB school heat system compressor 3hrs.

10/21/16 TB HVAC 5hrs. Samson freight 1hr.. Hollis water system 3hrs. Hollis food delivery 2hrs. CTW 3hrs.

10/22/16 TB HVAC 2hrs. CTW 2hrs.

10/24/16 TB HVAC 2hrs. PM's 4hrs. Install ethernet cable to flight simulator 1hr. Library cabinet install 1hr.

10/25/16 Hollis water system-samples 3hrs. Hollis food delivery 1hr. Hollis PM's 1hr. Hollis wood fired boiler install 1hr. Pick up concession stand inventory 1hr. Office .5hr. Kaman WO .5hr.

10/26/16 OFF CTU 8hrs.

10/27/16 TB HVAC 1hr. Move soda machine & cabinet-gym entry 1hr. TB vacuum repair 1hr.

Float house septic system 1hr. Kaman PM's 4hrs.

10/28/16 Float house shower stall leak 8hrs.

10/31/16 TB HVAC 1hr. Travel-FM conference 7hrs.

CTW 15.5hrs

CTU 8hrs.



11/14/2016 2:11 PM  
Store: 1

Sales Receipt #31851

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRIC  
SOUTHEAST ISLAND SCHOOL DISTRIC  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	11.62	\$3.38	\$39.25 T
UNLEADED GAS			
Subtotal:			\$39.25
Exempt 0 % Tax:			+ \$0.00
RECEIPT TOTAL:			\$39.25

Account: \$39.25

Signature Jon Fitz  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$11,169.32  
Account Balance: \$11,208.57

Vehicle # fork lift  
Jon  
-shop

Thank You for shopping with us!



31851

11/15/2016 7:39 AM  
Store: 1

Sales Receipt #31912

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRIC  
SOUTHEAST ISLAND SCHOOL DISTRIC  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	15.64	\$3.38	\$52.79 T
UNLEADED GAS			
Subtotal:			\$52.79
Exempt 0 % Tax:			+ \$0.00
RECEIPT TOTAL:			\$52.79

Account: \$52.79

Signature Priscilla Goulding  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$11,367.45  
Account Balance: \$11,420.24

Vehicle: Avalanche  
Hydaburg: Indian Ed.  
Priscilla Goulding

Thank You for shopping with us!



31912

11/15/2016 1:26 PM  
Store: 1

Sales Receipt #31973

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRIC  
SOUTHEAST ISLAND SCHOOL DISTRIC  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	36.69	\$3.38	\$123.89 T
UNLEADED GAS			
Subtotal:			\$123.89
Exempt 0 % Tax:			+ \$0.00
RECEIPT TOTAL:			\$123.89

Account: \$123.89

Signature Bud Willard  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$11,420.24  
Account Balance: \$11,544.13

Vehicle #29  
Bud  
maintenance

Thank You for shopping with us!



31973

100 649 600 458



# SOUTHEAST ISLAND SCHOOL DISTRICT

PO BOX 19569, Thorne Bay, AK 99919

Ph:907-828-8254 fax:907-828-8257

## Classified Employee Payroll Timesheet – FY 2017

**Instructions** This timesheet is to be used on a monthly basis for each hourly, classified employee. For employees who hold more than one part-time position, the hours should be broken down by each position prior to submission to the District Office. Lead Teachers/supervisors should review the form for accuracy and to assure that requested payment is within authorization. Please return this completed form to Margie Eads ([meads@sisd.org](mailto:meads@sisd.org)) in the District Office by the 28<sup>th</sup> of every month.

Name: <u>Travis Tripple</u>	Total Hours Worked: <u>80</u>	Vacation <u>88</u> Sick Leave Hours: <u>56</u>
Location: <u>Thorne Bay</u>	Total Holiday Hours: <u>8</u>	
	Month/Year: <u>11/2016</u>	<u>(88)</u>
<b>JOB CLASSIFICATION (Indicate Job #)</b>		
Instructional Aide Special Ed Aide Clerical Aide Temporary Aide	Substitute Library Secretary/Registrar Other:	Route Bus Driver On-call Bus Driver Custodian DO MData/Purchasing/Travel Generator Maintenance Temporary District Maintenance Worker
If substitute employee, indicate regular employee you worked for: <u>Construction/Builder 100-645-600-329</u>		
Please specify coding and Job#: (1) <u>Hydaburg</u> (2) <u>Thorne bay</u> (3) <u>Whale Pass</u>		

### Daily Report of Hours (Please list number of hours for each position worked.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Job (1)	<u>8</u>	<u>8</u>														
Job (2)	<u>8</u>															<u>8</u>
Job (3)																
Sick Leave			<u>8</u>	<u>8</u>			<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>					<u>8</u>	
Holiday																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Job (1)		<u>8</u>			<u>8</u>		<u>8</u>						<u>8</u>			0.00 <u>40</u>
Job (2)	<u>8</u>					<u>8</u>										0.00 <u>32</u>
Job (3)														<u>8</u>		0.00 <u>8</u>
Sick Leave																0.00
Holiday								<u>8</u>								0.00 <u>8</u>
<b>TOTAL WORKED HOURS (SICK LEAVE &amp; HOLIDAY REPORTED SEPARATELY, ABOVE)</b>																<b>0.00</b>

I hereby certify that the above information is correct:

Employee Signature: <u>Travis Tripple</u>	Date: <u>11-30-2016</u>	Supervisor Signature:	Date:
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1<sup>st</sup> Thorne bay Float House Septic pump + clean Mechanical Room

2<sup>nd</sup> Hydraburg Gym Floors

3<sup>rd</sup> Vacation

4<sup>th</sup> Vacation

7<sup>th</sup> Vacation

8<sup>th</sup> Vacation

9<sup>th</sup> Vacation

10<sup>th</sup> Vacation

15<sup>th</sup> Vacation

16<sup>th</sup> Float House Repairs From Wind Damage Log Break + Dock Repair

17<sup>th</sup> Float House Dock Repairs / Sump pumps and Pickup material for Wade Pass + Hollis Window Job

18<sup>th</sup> Hydraburg Gym Floors

21 Hydraburg Gym Floors

22 Thorne Bay Dock Repairs From Wind damage

23 Hydraburg Gym Floors + Hollis Windows

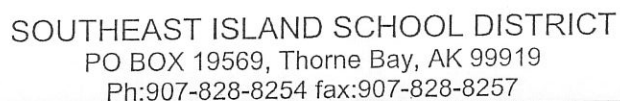
24 Thanksgiving

---

29<sup>th</sup> Hydraburg Gym Floors + Cabinet Repair


30<sup>th</sup> Wade Pass sign + windows

Travis - November



**Instructions** This timesheet is to be used on a monthly basis for each hourly, classified employee. For employees who hold more than one part-time position, the hours should be broken down by each position prior to submission to the District Office. Lead Teachers/supervisors should review the form for accuracy and to assure that requested payment is within authorization. Please return this completed form to Margie Eads ([meads@sisd.org](mailto:meads@sisd.org)) in the District Office by the 28<sup>th</sup> of every month.

Daily Report of Hours (Please list number of hours for each position worked.)[illegible]

Employee Signature: 	Date: 11-28-16	Supervisor Signature:	Date:
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## Scholastic Reading Club



## Thank You for Your Order!

CUSTOMER # 1278567555

Your order confirmation has been sent to: [pgoulding@sisd.org](mailto:pgoulding@sisd.org)

## ORDER RECEIPT REFERENCE # 36226116

ORDER SUMMARY		PAYMENT	SHIPPING
Student Online Orders Paid	\$0.00	Amount Paid by Purchase Order 7965\$81.00	<b>Shipping Address</b> Priscilla Goulding SOUTHEAST ISLAND SCH DISTRICT 1010 SANDY BEACH RD PO BOX 19569 THORNE BAY, AK 99919  Standard Shipping ( 7-10 business days within the 48 contiguous states)
Student Flyer Orders	\$0.00		
Teacher Order Total	\$81.00		
Shipping	FREE		
SUBTOTAL	\$81.00		
<b>TOTAL AMOUNT DUE</b>	<b>\$81.00</b>		

## ORDER DETAIL

## STUDENT FLYER ORDERS

No items to review.

## STUDENT ONLINE ORDERS

No items to review.

## YOUR TEACHER ORDER

ITEM #	TITLE	FLYER	PRICE	QTY.	BONUS PT.	QTY.
045439	Touching Spirit Bear	Online-Only	\$5.00	11	140	0
7Y3	Bridge to Terabithia	Arrow November	\$2.00	5	60	0
063598	High-Back Chair	Bonus Catalog 2016-2017	NA	0	3050	1
18S4	Elephant & Piggie: The Thank You Bo...	1st Graders December	\$8.00	2	285	0
Total			\$81.00	18	3,050	1

## REWARDS

## Rewards Earned with Today's Order of \$81.00

Submit order by 12/31, 11:59pm ET, to receive December rewards

1x Points Per Dollar 81

You've earned 200 Extra Bonus Points!

## COUPONS

## SOUTHEAST ISLAND SCHOOL DISTRICT

### Supplies Requisition Form

Submitted by: Priscilla  
Date: 12/16/16  
Ship To: D.O.

[illegible]Principal/LT Approval: 

Principal/LT Approval: <u>AS</u>		Subtotal	
		Freight	
DISTRICT OFFICE USE		Budget Coding	Amount
PO #	7965	330,100,450	81.00
Vendor #		100 649 100 450	
Approval	AS		

Hydaburg

# Purchase Order

**SOUTHEAST ISLAND SCHOOL DISTRICT**  
P.O. BOX 19569 • THORNE BAY, AK 99919  
(907) 828-8254

SELLER:

*Scholastic Book Club*

SHIP TO:



THIS PURCHASE ORDER NOT VALID FOR MORE THAN \$ _____			THIS P.O. NO. MUST APPEAR ON ALL INVOICES SHIPPING PAPERS, AND PACKAGES. INVOICE IN TRIPLICATE.		007965	
SHIP VIA	DATE REQUIRED	F.O.B.	TERMS		ORDER DATE	
					12/16/16	
QUANTITY	DESCRIPTION			NET UNIT PRICE	AMOUNT	
				NET TOTAL	81.00	
<input type="checkbox"/> SERVICE ORDER <input type="checkbox"/> JOB NO. _____		<input type="checkbox"/> CHARGE TO ACCT. <input type="checkbox"/> PROJECT		<i>Priscilla Goulding</i> AUTHORIZED SIGNATURE		
ORIGINAL						

12/14/2016 7:59 AM Sales Receipt #34438  
Store: 1

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	17.55	\$3.43	\$60.26 T
UNLEADED GAS			
		Subtotal:	\$60.26
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$60.26

Account: \$60.26

Signature

I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$14,557.97

Account Balance: \$14,618.23

#23

Thank You for shopping with us!



34438

205 628 760 458

12/14/2016 8:15 AM Sales Receipt #34441  
Store: 1

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	17.59	\$3.43	\$60.40 T
UNLEADED GAS			
		Subtotal:	\$60.40
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$60.40

Account: \$60.40

Signature

*Priscilla Goulding*  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$14,618.23

Account Balance: \$14,678.63

#30

Thank You for shopping with us!



34441

100 649 550 420

Bill to Hydraburg  
355.100.420

12/14/2016 8:48 AM  
Store: 1

Sales Receipt #34444

### The Port

1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	14.27	\$3.43	\$48.99 T
UNLEADED GAS			
		Subtotal:	\$48.99
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$48.99

Account: \$48.99

Signature

*[Signature]*  
I agree to pay above amount according to card  
issuer agreement (merchant agreement  
if credit voucher).

Previous Account Balance: \$14,678.63

Account Balance: \$14,727.62

#34 Nick  
Naukti

Thank You for shopping with us!



34444

100 649 400 420



1 whale pass Windows + sign in front of school

2 Dock at Floathouse

5 Cafe + Dock work

6 Hydaburg Floors

8 Hydaburg floors

9 Hydaburg floors

12 sick

13 Naukati School sign

14 sick

15 sick

20 ~~Cafeteria~~ Cabinets Vacation

21 Cafeteria Cabinets

22 Cafeteria Cabinets

23 Cafeteria Cabinets

26 Holiday

27 Hollis Windows

28 Hollis Windows

29 Hollis Windows

30 Hollis Windows

Travis

Tripple

December





SOUTHEAST ISLAND SCHOOL DISTRICT  
 PO BOX 19569, Thorne Bay, AK 99919  
 Ph:907-828-8254 fax:907-828-8257

## Classified Employee Payroll Timesheet – FY 2017

**Instructions** This timesheet is to be used on a monthly basis for each hourly, classified employee. For employees who hold more than one part-time position, the hours should be broken down by each position prior to submission to the District Office. Lead Teachers/supervisors should review the form for accuracy and to assure that requested payment is within authorization. Please return this completed form to Margie Eads ([meads@sisd.org](mailto:meads@sisd.org)) in the District Office by the 28<sup>th</sup> of every month.

Name: <u>Tr Trippla</u>	Total Hours Worked: <u>41 hrs</u>	Sick Leave Hours: <u>          </u>
	Total Holiday Hours: <u>          </u>	
Location: <u>Thorne Bay</u>	Month/Year: <u>December 2016</u>	<u>( 41 )</u>
<b>JOB CLASSIFICATION (Indicate Job #)</b>		
Instructional Aide Special Ed Aide Clerical Aide Temporary Aide	Substitute Library Secretary/Registrar Other:	Route Bus Driver On-call Bus Driver Custodian DO MData/Purchasing/Travel Generator Maintenance Temporary District Maintenance Worker
If substitute employee, indicate regular employee you worked for: <u>Temp Skld Labor 100-649-600-329 41</u>		
Please specify coding and Job#: (1) <u>TNB School</u> (2) <u>Hollis School</u> (3) <u>Hydabergs</u>		

### Daily Report of Hours (Please list number of hours for each position worked.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Job (1)		4														
Job (2)																
Job (3)						8										
Sick Leave																
Holiday																

	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Job (1)				3			5			5						0.00
Job (2)													8	8		0.00
Job (3)																0.00
Sick Leave																0.00
Holiday																0.00
<b>TOTAL WORKED HOURS (SICK LEAVE &amp; HOLIDAY REPORTED SEPARATELY, ABOVE)</b>																<b>41. hrs.</b>

I hereby certify that the above information is correct:

Employee Signature: <u>Tr Trippla</u>	Date: <u>12/30/16</u>	Supervisor Signature: <u>AK BSA</u>	Date: <u>1/4/17</u>
---------------------------------------	-----------------------	-------------------------------------	---------------------



December Work Report  
Bud Willard

12/1/16 ~~District housing plumbing materials order 1hr. District housing Zeman leak 2hrs. Girl's RR toilet repair 2hrs. Snake plugged drain line girl's RR 1hr. Move snow equipment from bus barn to TB school 1hr. Gym heat repair-materials order 1hr.~~

12/2/16 HCS D gym compressor 3hrs., kitchen sink drain leak 2hrs. dishwasher repair 1hr. Pick up range for PA 2hrs.

12/4/16 Move Erikson's into Coffman housing 6hrs. CTW 6hrs.

12/5/16 ~~TB HVAC 1hr. Drain exterior fire system drains 2hrs. District housing Plate-toilet repair 1hr. TB greenhouse piping 4hrs.~~

12/6/16 ~~TB HVAC 1.5hr. TB greenhouse heat system 2hrs. TB kitchen remodel 1hr. Sick leave-dentist 3.5hrs.~~

12/7/16 ~~TB HVAC 1hr. TB greenhouse fish tank heat 4hrs. District housing-Cooper~~

12/8/16 ~~District housing-Cooper 1hr. TB greenhouse heat control 1hr. District housing Schwab no hot water 1.5hrs., hose bib frozen 1hr. Craig-W/H parts district housing, paint supplies 3.5hrs.~~

12/9/16 ~~Hollis water system 3hrs. Hollis winterize buildings-cover crawls space vents, etc. 2hrs. Hollis PM's 1hr. Zeman water leak 1hr. Cafe-frozen drain line 1hr.~~

12/12/16 ~~TB HVAC 1hr. Kasaan kitchen remodel-electricians 3.5hrs. Exterior side walks icemelt 1hr. Gym unit heater frozen line 1.5hrs. Cafe ice machine drain 1hr.~~

12/13/16 ~~TB HVAC 2hrs. Gym boiler #2 tune up 2hrs. Gym pneumatics compressor-bypass valve removal 1hr. Gym AHU 3 troubleshoot electrical 2hrs. Call out-air leak Margie's office. CTW 2hrs.~~

12/14/16 ~~TB HVAC 1hr. Gym AHU repair 4hrs. Cafe ice machine drain 2hrs. Pneumatic leak DO 1hr.~~

12/15/16 TB HVAC .5hr. HCS D-gym heat, gym lights, cooler/freezer wiring, blue house W/H & lights 7hrs. TB carpet install .5hr.

12/16/16 ~~TB carpet install 9hrs. Brent 7.5hrs. CTW 1hr.~~

12/17/16 ~~CALL OUT-CAFE HEAT CTW 2hrs.~~

12/19/16 ~~TB HVAC 1hr. Snow/ice removal 2hrs. Float house lift pump 2hrs. TB carpet install 1hr. TB intercom system replacement 1hr. TB Gym PM's 1hr.~~

12/20/16 ~~Float house lift pump 2.5hrs. Glycol pump install TB school heat system 1hr. TB carpet install 2hrs. Float house water clean up 2.5hrs.~~

12/21/16 ~~TB carpet install 2hrs. TB school glycol pump install 1hr. Float house lift pump install 3.5hrs. DO lights-WKO-14709 1.5hrs.~~

12/22/16 ~~TB carpet install 6.5hrs. District housing Plate furnace 1.5hrs.~~

12/23/16 Holiday 8hrs.

12/26/16 Holiday 8hrs.

12/27/16 ~~TB kitchen gas pipe 8hrs.~~

12/28/16 ~~TB kitchen gas pipe 2hrs. District housing-Schwab W/H repair 2hrs. Float house lift pump 2hrs. District housing bathroom remodel 2hrs.~~

12/29/16 ~~District housing bathroom remodel 8hrs.~~

12/30/16 Holiday 8hrs.

CTW 11hrs.

Sick leave 3.5hrs

AD 3  
TB Housing 21  
TB Carpet Install 21-EX 5.5  
CAFE 6-Brent 7.5  
TB Kitchen 11  
TB HVAC 9  
TB SR 4  
TB Greenhouse 11  
FH Lift Pump 12.5

1/20/2017 10:06 AM  
Store: 1

Sales Receipt #37174

**The Port**  
1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	16.66	\$3.43	\$57.18 T
UNLEADED GAS			
		Subtotal:	\$57.18
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$57.18

Account: \$57.18

Signature

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

POSTED

Previous Account Balance: \$17,727.01  
Account Balance: \$17,784.19

Vehicle #17  
Hydaburg  
Chris Hauke

Thank You for shopping with us!



37174

100 649 511 420

1/20/2017 3:57 PM  
Store: 1

Sales Receipt #37220

**The Port**  
1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	14.04	\$3.43	\$48.19 T
UNLEADED GAS			
		Subtotal:	\$48.19
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$48.19

Account: \$48.19

Signature

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

POSTED

Previous Account Balance: \$17,784.19  
Account Balance: \$17,832.38

#16

Thank You for shopping with us!



37220

100 649 512 458

1/23/2017 7:37 AM  
Store: 1

Sales Receipt #37344

**The Port**  
1221 Shoreline Drive  
Thorne Bay, AK 99919

Bill To: SOUTHEAST ISLAND SCHOOL DISTRICT  
SOUTHEAST ISLAND SCHOOL DISTRICT  
PO BOX 19569  
THORNE BAY, AK 99919

Cashier:



Item #	Qty	Price	Ext Price
1	27.3	\$3.43	\$93.73 T
UNLEADED GAS			
		Subtotal:	\$93.73
Exempt		0 % Tax:	+ \$0.00
RECEIPT TOTAL:			\$93.73

Account: \$93.73

Signature

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

POSTED

Previous Account Balance: \$17,832.38  
Account Balance: \$17,926.11

Vehicle: Bus #2  
Student transport  
Phil Clark

Thank You for shopping with us!



37344

205 628 760 458



January 2017 Work Report  
Bud Willard

1/2/17 Callout District housing-Cooper CTW 2hrs.  
1/3/17 Phone line install TB school office 6.5hrs. TB school air handler belt repair 2hrs. Forklift operation training .5hr. Ice melt purchase TB Market .5hr. CTW 1.5hrs.  
1/4/17 TB HVAC 1hr. Vehicle clean up 1.5hrs. TB school door adjustment-carpet install 2hrs. TB school planer/shaper install 4hrs. CTW .5hr.  
1/5/17 TB HVAC 1hr. TB school planer/shaper install 4hrs. Hollis water system 2hrs. TB carpet equipment 1hr.  
1/6/17 Hollis water system 3hrs. Hollis PM's 1hr. Hollis lights & faucets 1hr. TB school snow removal 1hr. WKO-14676 Webb classroom light 1hr. TB planer install 1hr. District housing-Cooper 1hr. CTW 1hr.  
1/7/17 Kasaan heat system call out 2hrs. CTW 2hrs.  
1/9/17 Kasaan heat system 1hr. Kaman backboard install 4hrs. TB HVAC 1hr. TB library light 1hr. Planer install 1hr. District housing-Cooper 2hrs. CTW 2hrs.  
1/10/17 TB HVAC 1hr. TB Air filter change out 2hrs. W/H repair district housing-Schwa 2hrs. TB greenhouse repipe 3hrs.  
1/11/17 TB HVAC 1hr. HCSD recirc replacement 3hrs. HCSD sprinkler pipe repair 3hrs. HCSD toilet flushometer repair 1hr. Hollis water system 1.5hrs. Craig Camo shop-drop off jersey 1hr. CTW 2.5hrs.  
1/12/17 TB shaper & blower install 7hrs. TB greenhouse repipe 1hr.  
1/13/17 Sick leave 8hrs.  
1/16/17 TB shaper & blower install 2hrs. TB greenhouse repipe 6hrs.  
1/17/17 District housing Hollis W/H 7hrs. TB greenhouse repipe 2hrs. CTW 1hr  
1/18/17 District housing Hollis W/H 3.5hrs. Hollis school faucet replacement 3.5hrs. TB HVAC 1hr.  
1/19/17 CTU 8hrs.  
1/20/17 CTU 8hrs.  
1/23/17 CTU 8hrs.  
1/24/17 CTU 8hrs.  
1/25/17 CTU 8hrs.  
1/26/17 CTU 8hrs.  
1/27/17 CTU 8hrs.  
1/30/17 CTU 8hrs.  
1/31/17 CTU 8hrs.

Sick leave 8hrs.  
CTW 12.5hrs.  
CTU 72hrs.



# Hydaburg City School District

## POSTAGE METER LOG- Please complete for each postage transaction

Date	Amount of Postage	Person using Postage	Purpose of Postage
9/30/16	11 @ 46 <sup>5</sup>	Amy	AP
10/3/16	46 <sup>5</sup> x 3	Teri	Payroll
10/11/16	11 @ 46 <sup>5</sup>	Amy	AP
10/11/16	1 @ 46 <sup>5</sup>	Amy	AP
10/13/16	5 @ 46 <sup>5</sup>	Amy	AP
10/17/16	1 @ 46 <sup>5</sup>	ME	PR
10/19/16	1 @ 46 <sup>5</sup>	ME	AP
10/20/16	17 @ 46 <sup>5</sup>	Amy	AP
10/24/16	1 @ 46 <sup>5</sup>	ME	AP
10/28/16	3 @ 46 <sup>5</sup>	ME	PR
10/28/16	12 @ 46 <sup>5</sup>	Amy	AP
11/2/16	3 @ 46 <sup>5</sup>	ME	PR
11/11/16	11 @ 46 <sup>5</sup>	Amy	AP
11/16/16	1 @ 46 <sup>5</sup>	ME	PR
11/17/16	3 @ 46 <sup>5</sup>	ME	PR
11/18/16	1 @ 46 <sup>5</sup>	ME	PR
11/18/16	13 @ 46 <sup>5</sup>	Amy	AP
11/23/16	1 @ 46 <sup>5</sup>	ME	PR
11/30/16	2 @ 46 <sup>5</sup>	ME	PR

# Hydaburg City School District

## POSTAGE METER LOG- Please complete for each postage transaction

Date	Amount of Postage	Person using Postage	Purpose of Postage
12/2/16	9 @ 46 <sup>5</sup>	Amy	AP
12/5/16	3 @ 46 <sup>5</sup>	Teri	Payroll Liabilities
12/7/16	46 <sup>5</sup>	"	CSD Letter
12/9/16	11 @ 46 <sup>5</sup>	Amy	AP
12/22/16	10 @ 46 <sup>5</sup>	Amy	AP
1/3/17	3 @ 46 <sup>5</sup>	Teri	PR Liabilities
1/9/17	12 @ 46 <sup>5</sup>	ME	AP
1/16/17	1 @ 46 <sup>5</sup>	ME	PR
1/19/17	16 @ 46 <sup>5</sup>	Amy	AP
1/26/17	15 @ 46 <sup>5</sup>	Amy	AP
1/31/17	3 @ .46	ME	PR
2/2/17	3 @ .44	ME	PR
2/2/17	9 @ .46	CPH	PR
2/6/17	4 @ .46	Amy	AP
2/14/17	3 @ .46	ME	PR
2/15/17	1 @ .44	ME	PR
2/17/17	13 @ .44	ME	AP
2/17/17	1 @ .44	ME	PR
2/20/17	1 @ .44	ME	PR

24.38  
+ 77.67

# November 2016

Jon Fitz

Work  
US Holidays  
Home

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Halloween	31	1 Hydaburg WB Review 10 hr	2 Hydaburg WB Review 10 hr	3 NKTi WB Run - Test Troubleshoot 10	4	5
6 Daylight Saving Time End	7 NKTi WB Run & Balance 10 hr	8 Election Day NKTi WB Drain and Treat 10 hr	9 TB WB Garage Door 10 hr	10 TB WB Garage Door 10	11 Veterans Day	12
13	14 TB WB Poor trim office 10	15 NKTi WB Garage Door 10	16 TB WB Finish hall trim & Pallets 10	17 Inspector NKTi CC. 10	18	19
20	21 CC Maint School Greenhouse 10	22 NKTi WB Finish 10	23 Off →	24 Thanksgiving	25	26
27	28 Hydaburg CC 4	29 TB wood Boiler Insulate 10	30 CC 1 load Sort & load material 10	1	2	3