



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. *Lucienne Smith*
Date: January 13, 2021
SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE

FY 2021 BUDGET REVISION – The FY 2021 budget revision will be reviewed during the Board Work session. This budget revision was completed with the collaboration of an 11-member team.

E-RATE – Our form 471 for FY 2022 Internet will be submitted on the USAC website by month end. Since we are in the 3-year contract with GCI, and it was approved this year coupled with submitting relatively early, we should receive and respond to the questions and then receive approval early. We will submit for all the current Southeast Island School District school sites Internet. If any sites close between the approval and next year, we will not claim the expense for the Internet and will later remove that amount from our request thru another process on line with USAC.

END OF YEAR TASKS – W2's are in the mail and we are working on the 1099's. It is our plan to issue all W2's electronically via email next year once we receive consent from employees. The great thing about this is the employee will always have an electronic copy (without contacting their employer) should they print and lose it before filing taxes or if they need one in future years. Additionally it creates an efficiency as the District staff will not have to spend an afternoon folding, stuffing and mailing W2's – thereby saving on forms, envelopes, postage and labor.

FY 2022 BUDGET – As a reminder, the budget timeline for our FY 2022 budget follows. Again this will be thoroughly deliberated by the 11-member team that will meet regularly to insure the budget meets the District's Strategic Goals as well as the vision & mission.

FY 2020 PPE REPORT – The required Per Pupil Expenditure (PPE) report was submitted to DEED in early December. This information is required by law for the ESEA (Elementary & Secondary Education Act) as amended by the ESSA (Every Student Succeeds Act). The information is scheduled to be included in the State Report Card to the Public.

STANDARD OPERATION PROCEDURES (SOPS) – In the future, I will include a few of the Standard Operating Procedures (SOPs) with my report so you may see that the District is reviewing them annually, as well as adding new ones as deemed appropriate. In this month report we submit SOP #1- District Communications; #2 – Human Relations; and #3 Workers’ Compensation Claims.

Please do not hesitate to ask questions.



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FY 2022 BUDGET PROCESS AND TIMELINE

Administrators meet with Staff - Administrators identify priorities/needs
January 2021

Business Manager presents projected revenues
January 21, 2021

**Business Manager Provides Superintendent Update Estimate & Budget Parameters and
FY 2022 Draft Budget discussed**
February 2021

FY 2022 1st Proposed Budget presented to the Board
March Board Work session 2021

Public Budget Hearing (*The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public hearing shall be held prior to the adoption of the budget or a revised budget.*)

FY 2022 2nd Proposed Budget Presented to the Board
April Board Work session 2021

FY 2022 3rd (and Final) Proposed Budget Presented to the Board
May Board Work session 2022
Adoption of Budget May Regular Board Meeting

Vision: *Students are equipped to realize their dreams and aspirations.*

Mission: *Together we will foster student skills to achieve their goals and adapt to an ever-changing world.*

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2019

SOP No. 1 DISTRICT COMMUNICATIONS

1. PURPOSE: To establish uniform procedures for district communications.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: All employees
4. PROCEDURES: The following are procedures for district communications:
 - a. The Southeast Island School District website will be the repository of all District documents, instructions, guidelines, and procedures.
 - b. Employees should check their email at least once each day and immediately acknowledge receipt as appropriate. If unable to comply with an email request at the time requested, then the email recipient shall communicate such and collaboratively determine a response date.
 - c. Employees are required to respond to telephone inquiries as soon as possible, but no later than 24 hours after receipt of a telephone call.
 - d. If there is any question about whether responding to an email or phone call falls within the responsibility of an employee, the employee should immediately refer the matter to his/her supervisor.
 - e. Employees who are out of the office are required to initiate an email auto-reply offering another school district employee as a contact. They are also required to place a similar message on their telephone when out of the office, or they may forward their phone as appropriate. Communicate advanced notice of upcoming planned absences at least [2] days prior to the absence.

- f. Create an email signature block. Contact IT for assistance.
 - 1. First & Last Name
 - 2. Department/Position
 - 3. Phone/Fax
 - 4. Mailing Address
 - 5. Disclosure message (optional)

REFERENCES: BP 4119.3 – Duties of Personnel; BP 3523 – Electronic Mail

EXHIBITS: NONE

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2019

Revised: January 2021

SOP No. 2 HUMAN RELATIONS

1. PURPOSE: To establish uniform procedures for management of employee relations.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Superintendent or designee, Supervisors, all employees.
4. PROCEDURES FOR HIRING:
 - a. The Superintendent shall approve position vacancies in accordance with the Board-approved budget.
 - b. Approved vacant positions shall be advertised on the school district website and posted locally, with Alaska Job Service, on Alaska Teacher Placement, and/or elsewhere as appropriate. A record of all school district postings shall be retained by the HR department for two (2) years [Reference RRDS 06.19] or as otherwise required [Reference RRDS 06.20 and 06.21].
 - c. Prospective employees should not be informed of the availability of a position until it is posted.
 - d. Electronic applications are preferred; however, hard-copy applications will be accepted.
 - e. All qualified applicants shall go through initial screening. Before a position is offered, at least three (3) professional references must be checked, including one from the most recent employer, and an appropriate number of candidates interviewed – at least three (3) if three (3) or more candidates are qualified; all candidates if less than three (3) candidates are qualified. All offers of employment are contingent upon successfully passing a background check.
 - f. Employees must have all hire paperwork completed and must have an approved personnel action form (PAF) or contract before starting work. If paperwork is not completed within 7 (seven) days, the offer of employment may be rescinded. Employees shall electronically sign their contracts (or PAF's) and submit through the District's online HR program, TalentEd, within three (3) days of receipt or the first day of work, whichever is earlier.

- g. All regular or contracted employees shall receive job description, a work year calendar, and a work schedule within three (3) days of hire.
- h. Positions designated as temporary may be hired at the discretion of the Superintendent and based on available funds.
- i. Hiring Department will provide a New Hire Orientation to all successful new hires. At a minimum, the following information will be introduced and explained to the new hires: job/position description, employee handbook, standard operating procedures, board policies and administrative regulations, workers' compensation procedures, and mandated training.

5. PROCEDURES FOR PERSONNEL FILES

- a. A permanent human resources (HR) file shall be maintained for all employees to include all mandated documents. This file is the only and official record of employment for all employees.
- b. A separate permanent HR employee health file shall be maintained for all employees and secured per HIPAA standards. Consult the U.S. DHHS website for current HIPAA standards. <https://www.hhs.gov/hipaa/forprofessionals/index.html>
- c. A separate HR employee security file shall be maintained for all non-certificated employees and secured per Administrative Regulation (AR 3580.1).
- d. Copies of all employee payroll related records, including contracts and PAFs, shall be electronically signed and submitted by the hiring manager (i.e. lead teacher or administrator) within three (3) days of receipt in TalentEd.
- e. Retain employee records (Human Resources and Payroll files) according to Alaska School District Model General Administrative Records Retention and Disposal Schedule (see REFERENCES below).

6. PROCEDURES FOR VOLUNTARY TERMINATION:

- a. Employees must submit resignations by completing the Resignation form in TalentEd, providing advanced notice as identified in board policy, employee handbook, collective agreement, and/or employee contract.
- b. Per AS 23.05.140, employment terminated by the employee must be paid on the next regular payday that is at least three days after the employer received notice of the termination.

7. PROCEDURES FOR INVOLUNTARY TERMINATION:

- a. Unacceptable behavior that may require involuntary termination must be reported by the supervisor to the Superintendent or designee immediately. It may be necessary to implement disciplinary action. In the event of dangerous behavior toward students or staff, the local authorities should be contacted first, then the Superintendent or designee. It may be necessary to implement the Emergency Preparedness & Disaster Prevention plan.
- b. Contact HR to ensure that the district's attorney is consulted when considering involuntary termination of an employee. It is a condition of the District's liability insurance coverage that an attorney be consulted before an involuntary termination.
- c. When an employee is involuntarily terminated, the supervisor shall complete the Termination form in TalentEd.
- d. All wages payable to an involuntarily terminated employee are due to the employee within three (3) business days according to state law [AS 23.05.140]. As such, Payroll must be notified on the day of termination in order to process the employee's pay and associated liabilities in a timely manner.

8. PROCEDURES FOR JOB ABANDONMENT/ABANDONMENT OF DUTIES

- a. If an employee does not call in for two (2) consecutive days, HR should be contacted, re: possible job abandonment. The CBA and/or Employee Handbook should be consulted to assist in terminating an employee who abandons their job.
- b. Consult the district attorney when terminating an employee for abandonment of duties.

9. EMPLOYEE EVALUATION

- a. Employees must be evaluated at least annually and more often should job performance require such evaluation.
- b. Should a Plan of Improvement be necessary, consult the district's attorney and commercial insurance company to ensure timelines and due process are followed and to ensure the district is protected should this process be legally challenged.

10. PROCEDURES FOR STAFFING:

- a. District administration will review and revise the certificated staffing and classified staffing needs annually.

- b. All staffing needs for the subsequent year shall be determined by April 30 annually.
 - c. When an employee separates from district employment, per potential budget limitations or grant funding changes, that position shall be reviewed for continuation.
 - d. Position descriptions should be reviewed and updated periodically (at least every three years).
11. EMPLOYEE LEAVE: For Additional Information, Please See Governing Employee Handbook or CBA
- a. Leave requests shall be submitted through TalentEd. Prior approval by supervisors is required for all leave requests; employees calling in sick must have their sick leave approved immediately upon their return to work. Sick leave absences in excess of three (3) days require a physician's note if requested by the supervisor or human resources department.
 - b. Leave will be granted according to the governing CBA, Employee Handbook, and/or board policy. Exceptions may be granted on a limited basis by the Superintendent or designee for extenuating circumstances that are not deemed precedent setting.
 - c. Employee leave may be granted provided an employee has sufficient leave balance. Unpaid leave is approved on a case by case basis.

REFERENCES:

BP 4111 Recruitment and Selection; BP 4111.2 Legal Status Requirement; BP 4112.1 Contracts; BP 4112.5 Security Check; BP 4112.6 Personnel Records; BP 4112.8 Employment of Relatives; BP 4115, Evaluation/Supervision; BP 4117.2 Resignation; BP 4118 Suspension/Disciplinary Action; BP 4119.23/4219.3/4319.3, Unauthorized Release of Confidential Information; BP 4161/4261, Leaves; BP 4161.1, Sick Leave; BP 4161.2/4261.2/4361.2, Personal Leaves, BP 4161.4/4261.4/4361.4, Family and Medical Leave; BP 4211 Recruitment and Selection; BP 4215, Evaluation/Supervision; BP 4218 Dismissal/Suspension/Disciplinary Action; BP 4212 Appointment and Conditions of Employment; BP 4217.2, Resignation, BP 4313.2 Promotion/Demotion/Reclassification;

HIPAA info <https://www.hhs.gov/hipaa/forprofessionals/index.html> (5.b.)

AS 23.05.140. Pay periods; penalty. (6.c., 7.b.),
web links to Employee Handbook(s) and CBA(s).

RRDS: Alaska School District Model General Administrative Records Retention and Disposal Schedule: Click on "School Districts, #400.1" <http://archives.alaska.gov/rims> 2013 edition, <https://archives.alaska.gov/documents/rims/schedules/400-1.pdf>

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2009
Revised: July 2013
Revised: July 2019

SOP No. 3 WORKERS' COMPENSATION CLAIMS

1. PURPOSE: To establish uniform procedures for handling all job-related injury or illness, to protect the employee and district, and to insure that the injured employee receives all benefits to which he/she is entitled.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Superintendent or designee, supervisors or designee, all employees
4. TRAINING PROCEDURES:
 - a. The [Hiring Manager] will inform each new hire of the reporting responsibilities and procedures for work-related injuries by giving them a copy of this SOP. Employees will sign a statement attesting that they have been informed of their rights and responsibilities for work-related injuries.
 - b. Each site must post a copy of the district's Certificate of (WC) Insurance in at least one location that is easily viewable by all employees of that site.
5. REPORTING PROCEDURES:
 - a. Employers are required to notify the Occupational Safety and Health Administration (OSHA) when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye. A work-related fatality must be reported within 8 hours of occurrence. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

To report, call AKOSH at: 1-800-770-4940 or (907) 269-4940 (8 am to 5 pm M-F; AK time) or 1-800-321-6742 (After 5 pm or on weekends and holidays) or contact OSHA at :1-800-321-OSHA (1-800-321-6742); www.osha.gov

OSHA reporting requirements: <https://www.osha.gov/report.html>

SOP No. 3 Workers' Compensation Clams

Effective: July 2009

Revised: July 2013

Revised: July 2019

- b. **Employees should report injuries or illnesses to their supervisor or designee immediately, but no later than 30 days after the injury or illness began.** The supervisor is responsible for notifying the Human Resources Manager.
- c. Upon injury, employees must complete Employee ROII-Report of Occupational Injury or Illness (State of AK Form 07-6100). The form can be found on the district's website, at <http://www.amljia.org/claims/>, or at http://labor.alaska.gov/wc/pdf_list.htm.

If the employee is unable to complete the form, it must be completed by a designee, which may be a co-worker, witness, or family member who either has knowledge of the injury or can record the employee's narration of the event. Submit this form to the supervisor or designee.

Upon receipt of an Employee ROII, the Superintendent, Supervisor, or designee will send the form to the Human Resource Manager, who must complete Employer ROII (State of AK Form 07-6101). This form can be found on the district's website, at <http://www.amljia.org/claims/>, or at http://labor.alaska.gov/wc/pdf_list.htm. This form must be completed and sent to the district's worker's compensation policy claims adjuster **within ten (10) days after the employer has knowledge of the injury or illness**, except as noted in paragraph (a) above.

- d. If the injured employee goes to a physician or hospital, he/she must inform the physician that it is a job-related injury so the physician will complete and mail a "Physician's Report of Injury."
- e. The injured employee will receive one copy of the completed claim form and must read all the instructions and information provided on the back of the form.
- f. Workers' compensation claims must be submitted to the District's Workers' Compensation insurer (AML/JIA) within **ten (10)** days of the injury. The insurance carrier will submit the forms to the Alaska Department of Labor. A completed copy of the workers' compensation form must be filed in the employee's HR health file and a copy must be sent to payroll. The incident must be recorded in the OSHA
- g. Retain Workers' Compensation records as required by ASLAM/DEED Records Retention Schedule (see REFERENCES below).

SOP No. 3 Workers' Compensation Clams

Effective: July 2009

Revised: July 2013

Revised: July 2019

6. GENERAL PROCEDURES:

- a. A health care provider's release is required for an employee to be absent from work and before an employee may return to work due to a work-related injury if medical attention was obtained. This protects the employee from potential reinjury.
- b. Workers' Compensation will reimburse the injured employee for covered expenses incurred in going to a physician or hospital. The employee should keep all receipts and submit them to the current Workers' Compensation insurance carrier (AML/JIA) if the physician or hospital doesn't submit them on the employee's behalf. The first three days off work as a result of work-related injury may be charged against the employee's accrued leave or leave without pay, according to governing district policy or collective agreement.
- c. The Payroll Technician should continue to submit timesheets for the injured employee, showing no hours worked, and that the employee is receiving Workers' Compensation from the insurance carrier and is not receiving pay from the District. The employee will not be compensated for lost salary by Workers' Compensation if their injury resulted in work absence of 3 days or less. In that case a sick leave or personal leave form should be completed.
- d. If an employee misses more than 3 days of work, Workers' Compensation pays approximately 66% of their regular salary for the days absent due to the injury (Workers' Compensation benefits are not taxed). It is unlawful for an employee to claim both sick leave and be paid from their employer for the days absent due to an injury and claim Workers' Compensation for those days and be paid by the Workers' Compensation insurance carrier. (It is unlawful to receive pay from both the employer and the Worker's Compensation carrier.)

REFERENCES:

ASLAM/DEED Records Retention Schedule: "School District Model General Administrative Records Retention and Disposition Schedule, #400.1" January 2013 edition
<https://archives.alaska.gov/documents/rims/schedules/400-1.pdf>

EXHIBITS:

OSHA: 1-800-321-OSHA (1-800-321-6742); www.osha.gov
OSHA reporting requirements: <https://www.osha.gov/report.html>
Alaska Department of Labor: http://labor.alaska.gov/wc/pdf_list.htm
Alaska Form 07-6101: Employer Report of Occupational Injury Alaska
Alaska Form 07-6100: Employee Report of Occupational Injury

EMPLOYER'S NOTICE OF INSURANCE

TO THE EMPLOYEES OF THE UNDERSIGNED:

Your employer is insured by:

Alaska Municipal League Joint Insurance Association, Inc.

Insurer

807 G Street, Suite 356

Street and Number

Anchorage

City

AK

State

99501

Zip Code

For the period from 07/01/2020

Through 07/01/2021

AMLJIA Claims Department

Adjusting Company

807 G Street, Suite 356

Street and Number

Anchorage

City

AK

State

99501

Zip Code

(907)258-2625

Telephone

This insurance pays benefits for job-connected injuries, illnesses or death as provided by the Alaska Workers' Compensation Act

Southeast Island School District

Employer

By *Sherry Becker*

Title *Superintendent*

Witness *[Signature]*

Witness *[Signature]*

Immediately (not later than 30 days from injury or death date) give your employer and the Alaska Workers' Compensation Division written notice of a job-related injury, illness, or death. Get the "Report of Occupational Injury or Illness" form from your employer for this purpose

If you have questions about your rights or benefits under the Alaska Workers' Compensation Act, contact the insurer at the above address and the Alaska Workers' Compensation Division at the nearest office listed below:

ANCHORAGE
3301 Eagle Street
Suite 304
Anchorage AK 99503
(907) 269-4980

FAIRBANKS
675 7th Ave
Station K
Fairbanks AK 99701-4531
(907) 451-2889

JUNEAU
PO Box 115512
1111 W 8th St Rm 305
Juneau AK 99811-5512
(907) 465-2790

NOTICE TO EMPLOYER: AS 23.30.060 requires that you post this notice in three conspicuous places on the employer's premises.