



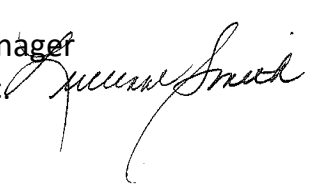
## **SOUTHEAST ISLAND SCHOOL DISTRICT**

P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919  
(907) 828-8254 Fax: (907) 828-8257 Email: [sisd@sisd.org](mailto: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:** December 15, 2021  
**SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE**

**FY 2022 REPORTS** – The FY 2022 Budget Revision will be reviewed in the Work Session and recommend Board approval during the Regular meeting.

The annual Indirect Cost Rate Application for FY 2023 has been submitted to DEED and our rate will be reduced slightly from our current rate of 6.12% to 5.75% in FY 23.

**FY 2022 2<sup>ND</sup> QTR.** – We will begin our 2<sup>nd</sup> Quarter grant reimbursements in a few weeks. That will be followed by completing our calendar year 2021 with the issuance of W2's and 1099's by the January 31, 2022 deadline.

**FY 2023 BUDGET** – The Budget timeline for the FY 2023 Budget development is attached.

**STANDARD OPERATING PROCEDURES** - SOP #23 – *Grant Purchasing Procedures*, SOP #24–*Grant Reporting Requirements* and SOP #25 – *Facility Use*.

**E-RATE** – We are awaiting the release of USAC's timeline for submitting our form 471 application for our annual Federal Internet Bandwidth discount.

Please do not hesitate to ask questions.

SOUTHEAST ISLAND SCHOOL DISTRICT  
Thorne Bay, Alaska

Effective: July 1, 2007

Revised : July 1, 2019

**SOP No. 23 GRANTS PURCHASING PROCEDURE**

1. PURPOSE: To ensure the integrity of grant expenditures and to add an enhanced level of accountability where grant funds are concerned.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: It is the responsibility of any individual who will be expending grant funds to ensure that they follow all the procedures outlined in SOP No. 5 – and that their expenditures are appropriate for the grant in use.
4. GENERAL PROCEDURES: Follow all guidelines in SOP No. 5 – Purchasing and obtain appropriate grant program manager approval for all grant purchases.
  - a. Consult the program budget, grant guidelines, cost principals, and with the granting agencies program officer if there are questions as to whether a given expenditures is within programmatic guidelines.
  - b. Grant funds cannot be used outside the scope or intent of the program.
  - c. Administrators must sign the purchase request and verify account coding before the requisition is sent to the Purchasing Clerk.
  - d. Grant funded purchases must be submitted by March 31 to ensure material are received and paid for by June 30.
  - e. Retain records as required by ASLAM/DEED records Retention Schedule.

REFERENCES: BP 3200 – Income; BP 3310 – Purchasing Procedures

ASLAM/DEED Records Retention Schedule: Click on “School Districts, #400.1”

[http://archives.alaska.gov/records management/records management.html](http://archives.alaska.gov/records%20management/records%20management.html)

2013 edition

[http://archives.alaska.gov/pdfs/records management/model schedule for schools.pdf](http://archives.alaska.gov/pdfs/records%20management/model%20schedule%20for%20schools.pdf)

EXHIBITS: Applying for Grants; Grant Request form

## **APPLYING FOR GRANTS**

Before pursuing grant monies, staff must receive approval from their Principals/Supervisor. The State and Federal Grants Coordinator is available to work with staff for purposes of researching sources of funding, assisting with the development of grant proposals, and advising on grant management. In order to submit a grant proposal in which funding will come to the Southeast Island School District, staff members must follow the following procedures:

- A proposal description must be submitted to the State and Federal Grants Coordinator at least a week before writing the proposal. This description should contain:
  1. Name and contact information of funding agency/grantor
  2. Grantor's application guidelines, including due date for proposal, and reporting schedules
  3. Anticipated start and ending date for grant program
  4. Activity or program that will be funded (What will the grant do? Such as, a reading program for students not meeting proficiency.)
  5. Funds requested (List categories of funding. For example: materials, student travel, indirect cost allocation if allowed by granting source; and estimated amounts for each activity/category. Use round numbers, e.g. \$1,000, \$500,000.) Do not apply for grants without the indirect cost reimbursement at the applicable percentage (this can be obtained from the Business Manager). Are there in-kind or matching funds required?
  6. Staff must work with finance to develop a budget. The Finance Office must approve all grant applications prior to submission.
- A final copy of all grant proposals must be sent to the State and Federal Grants Coordinator.
- Should the grant proposal be successful, the State and Federal Grants Coordinator notifies the Board of the grant award in their report. Therefore, notices of award and the approved budget must be provided to the State and Federal Grants Coordinator.
- The Board must approve the receipt of all grant funds before any activity/spending may occur. The Business Office will not set up a budget for a project unless the Board has approved it.
- Expenditures and proper account coding from grants must be approved by the designated grant manager for each grant. Grant managers are responsible for working with the District Business Office and ensuring that expenditures fall into the approved grant budget amounts and categories. This includes providing Sub Codes, as arranged with the Business Office, to any employee for which a grant will cover the cost of a sub.

- Grant managers are required to review monthly expenditure reports, sign, and return them to the Business Office within ten (10) days after month-end closing.
- Grant managers are also responsible for providing evaluations or reports as required by funding sources to both the funding source and the State and Federal Grants Coordinator.

**SOUTHEAST ISLAND SCHOOL DISTRICT**

**Grant Request**

Grant Name:

Granting Agency:

Grant Application Deadline:

Grant Partner (if any):

Grant Plan

Which Strategic Plan Goal and/or Objective does this grant plan address?

*Note: All grant applications must be reviewed by the superintendent, State and Federal Programs Coordinator, and Business Manager before submitted. Additionally, all grant activities must comply with standard operating procedures.*

\_\_\_\_\_  
Grant Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date

SOUTHEAST ISLAND SCHOOL DISTRICT  
Thorne Bay, Alaska

Effective: July 1, 2007  
Revised: July 1, 2012  
Revised: July 1, 2017  
Revised: July 1, 2019  
Revised: July 2, 2021

**SOP No. 24 GRANTS REPORTING PROCEDURES**

1. PURPOSE: To ensure compliance with mandated grant reporting requirements.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: State and Federal Grants Coordinator, Business Manager or designee
  - a. Grant reporting generally consists of two type. Consult the grant award documents for specific reporting requirements.
    1. Financial reporting is primarily the responsibility of the SISD Business Office and consists of Requests for Reimbursement thru DOEED's Grant Management System (GMS) or using EED form 165s or a similar form for other granting agencies. Once a grant award has been issued the budget information is forwarded to the business office for posting to the financial software. Also, reporting associated with the Grants Administration Payment (GAPs) system (draw-downs) is also completed by the Business Office
    2. Programmatic reporting is the responsibility of each grant's Program Manager or the district State and Federal and Grant Coordinator. These reports are often narrative in nature and many contain cursory (summary budget information), but most provide accountability numbers, demographics, and information about the effectiveness of a given program.
    3. Charging Salary for Personnel being split over more than one fund – 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
4. GENERAL PROCEDURES:

- a. Financial Reporting - The Business Manager prepares financial reimbursement/expenditures reports for the granting agency with accompanying expenditures back-up documentations (if required) from the financial software.
- b. Programmatic reporting is largely data-driven and multiple departments within the district can be involved in their preparation, e.g., assessment and accountability (testing scores), student records (demographic information), and instruction (scientific basis of program).

These reports may be quarterly, semi-annual, and annual depending upon the grant requirements.

The district State and Federal Grant Coordinator is responsible for coordinating the various aspects of the data into a final report and ensuring that it is submitted in a timely manner.

Copies of all programmatic reports are kept in the individual grant files and in electronic format by the State and Federal Grant Administrator

5. Charging Salary for Personnel being split over more than one fund – Time and effort must be collected for all whose salaries are :  
Paid in whole or in part with federal funds  
Used to meet a match/cost share requirement

REFERENCES: BP 3460 – Periodic Financial Reports

ASLAM/DEED Records Retention Schedule: Click on “School Districts, #400.1”

[http://archives.alaska.gov/records management/records management.html](http://archives.alaska.gov/records%20management/records%20management.html)

2013 edition

[http://archives.alaska.gov/pdfs/records management/model schedule for schools.pdf](http://archives.alaska.gov/pdfs/records%20management/model%20schedule%20for%20schools.pdf)

EXHIBITS: NONE

SOUTHEAST ISLAND SCHOOL DISTRICT  
Thorne Bay, Alaska

Effective: July 1, 2019

**SOP No. 25 FACILITY USE**

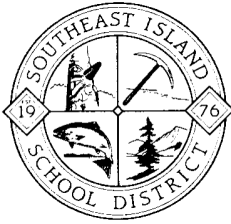
1. PURPOSE: To establish uniform guidelines for facility use to ensure that school property is protected.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: It is the responsibility of the Principal or designee to ensure public use of the school buildings protects the public investment and provides a safe and clean environment for students.
4. PROCEDURE:
  - a. Community members or others wishing to use the school for non-school functions must submit a completed Facility Use Agreement and pay the required deposit or fee to the Principal.
  - b. The district reserves the right to approve or deny any application for use of district buildings or grounds. District usage takes priority over non-district usage.
  - c. Non-district users of the school must leave the school in the condition it was in when use began. Custodial hours needed beyond what is covered in the Facility Use Agreement to make the building ready for school will be charged to the group using the building.
  - d. Kitchen use must comply with DEC food service regulations.
  - e. The Facility Use Agreement should include an indemnification agreement, and guidelines developed describing in what situations a facility user must provide proof of liability insurance as part of the rental agreement.
  - f. Situations where insurance should be required may include events involving the distribution of food or drink (alcohol shall never be permitted in or on school



grounds), ones to which large numbers of the public are expected to attend, and ones involving open fires or flammable liquids.

REFERENCES: BP/AR 1330 – Use of School Facilities; BP 3280 – Sale or Lease of School Facilities or Real Property; BP 3515.4– Recovery for Property Loss or Damage

EXHIBITS: Facility Use Agreement



# SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road Thorne Bay, Alaska 99919  
(907) 828-8254 Fax: (907) 828-8257 E-mail: [sisd@sisd.org](mailto:sisd@sisd.org)

## FACILITY USE APPLICATION AND AGREEMENT

### APPLICATION

Applicant (Individual or Group): \_\_\_\_\_

Applicant's Address and Phone #: \_\_\_\_\_

Date(s), Time(s), and Area(s) or Room(s) requested:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Site & Area(s)/Room(s): \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Is this a profit-making or commercial event (e.g. participants are charged a fee)?: ☐ yes ☐ no

1. I/We understand that this form is not a valid permit without District approval, below.
2. I/We understand and agree that, if a permit is granted, the permit holder agrees to the Insurance and Indemnification and Non-discrimination clauses, below.
3. I/We understand and agree that if a use permit is granted, it will be subject to all applicable federal and state laws, District policies and regulations, as well as the terms and conditions on the reverse side of this sheet.

\_\_\_\_\_  
Signature of Applicant, Authorized Representative,  
or Parent/Guardian (if under 18 years of age)

\_\_\_\_\_  
Date

### Insurance and Indemnification

The requesting individual, by signature below, hereby guarantees that they shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees) damages, and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the individual's use of the District equipment which are not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law.

### Non-Discrimination

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Alaska Human Rights Act and the Governmental Code of Fair Practices.

### FACILITIES/GROUNDS USE PERMIT (District Use ONLY)

☐ Approved

☐ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Keys issued: ☐ No ☐ Yes; Key #: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Return date: \_\_\_\_\_

Cost for Use: \_\_\_\_\_

See opposite side for any permit terms and conditions

## Facility Use Restrictions

1. Facility users must comply with all applicable state and federal laws, City ordinances, school district policies and rules, and rental agreement conditions.
2. Use or possession of alcoholic beverages and/or drugs is prohibited. (AS 04.16.080).
3. Facility use which represents a safety or security risk to the district is prohibited.

|   |
|---|
| Note: The district may specify in its regulations areas restricted from community use for safety or security reasons, such as offices or mainframe computer rooms containing records and confidential information or science rooms and other rooms containing hazardous chemicals or equipment. Regulations may exclude the use of facilities for specified dangerous activities such as kite-flying contests or model rocket launchings. |
|---|

4. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session.
5. After use of partisan or religious activities, each group or individual shall police the use area to insure that partisan or religious information, literature, papers, or documents of any kind are removed from the facility use area.
6. Facility users are not to operate any school equipment or use facility areas other than that stipulated in the facility use request.

Groups or persons using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.



## **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](mailto:sisd@sisd.org)

---

### **FY 2023 BUDGET PROCESS AND TIMELINE**

**Administrators meet with Staff - Administrators identify priorities/needs**  
January 2022 – March 2022

**Business Manager presents projected revenues**  
February 2022

**Business Manager Provides Superintendent Update Estimate & Budget Parameters and  
FY 2023 Draft Budget discussed**  
February 2022

**FY 2023 1<sup>st</sup> Proposed Budget presented to the Board**  
March Board Work session 2022

**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 2023 2<sup>nd</sup> Proposed Budget Presented to the Board**  
April Board Work session 2022

**FY 2023 3<sup>rd</sup> (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 thrive in an ever-changing world.*