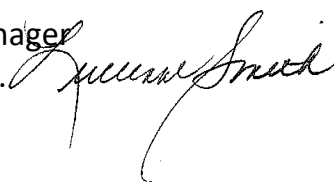




**SOUTHEAST ISLAND SCHOOL DISTRICT**  
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## **MEMORANDUM**

**TO:** SISD BOARD OF EDUCATION  
**THRU:** Rodney Morrison , Superintendent  
**FROM:** Lucienne Smith, Contracted Business Manager  
Alaska Education & Business Services, Inc.   
**Date:** April 11, 2024  
**SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE**  
*Goal #3: Increase Communication District and Community Wide*

Monthly Activities: Our monthly activities are proceeding as planned, below are some key highlights from the past month:

**FY 2024 BUDGET:** Current expenditures remain in line with the budget for this time of year.

We have been in communication with the State regarding Timber Receipts and when we can expect them to be paid to the various entities. We have been told that due to Congress being late on passing the budget, the amounts for the SRS payments have not been received.

**FY 2025 BUDGET:** The FY 2025 2<sup>nd</sup> Proposed Budget follows. Based on our current enrollment, and a \$340 increase to the BSA to \$6,300 (this is half of what the legislature passed), we initially have a deficit of \$348K.

**FY 2025 INSURANCE:** We have met and discussed the FY 2025 Health insurance and expect a proposal from the brokers in the next couple of weeks.

The insurance questionnaires for the General Liability, auto, property, etc., have been completed and we should receive a quote from our broker on those items in May. It appears that APEI and AML will be merging into one entity so we hope that will provide rate savings.

**OTHER:** We are still anticipating the receipt of the final payment for the Kasaan K-12 playground and thereafter that project will be closed out. The only DOEED CIP project remaining open is the Hollis School K-12 replacement.

All Q3 grant reimbursements have been processed. All Q3 payroll reports have been submitted.

The purchase order deadline has been established to allow us to close our records on June 30<sup>th</sup>.

We will have a few updated Standard Operating Procedures that will be included in our booklet as a result of this year's grant monitoring and to help improve current processes. Those are Grant reporting, Grant Purchasing, Accounts payable, and Fundraising.

***Mission:*** Students are equipped to achieve their dreams and aspirations

***Vision:*** Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.