



## **SOUTHEAST ISLAND SCHOOL DISTRICT**

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### **M E M O R A N D U M**

**TO:** SISD BOARD OF EDUCATION

**THRU:** Lauren Burch, Superintendent

**FROM:** Lucienne Smith, Contracted Business Manager  
Alaska Education & Business Services, Inc.

**Date:** June 8, 2019

**SUBJECT: FINANCIAL REPORT NARRATIVE**

**FY 2020 INSURANCE** – We were informed that in order for the insurance broker, Parker, Smith, & Feek to submit a new premium quote for our Marine Insurance (Float house) we need to obtain an updated survey. This information has been passed along to the Director of Maintenance in order to have that scheduled.

We have received quotes for our life insurance policy program and have received one that affords us a small savings.

**FY 2019 AUDIT** – We just completed our interim audit and now will continue with all the year end processing and closing of the records. Since there are many closing items, it will likely take us into August before we are ready for audit. Our 4<sup>th</sup> Qtr. unemployment invoice generally doesn't arrive until the end of July and the final On-behalf actuals arrive the 1<sup>st</sup> of August.

**E-RATE** – We have submitted an appeal to USAC for the Port Alexander school bandwidth. When we initially accepted the bid from GCI two years ago (remember we must file e-rate a year in advance of the funding), Port Alexander was not a certainty in opening that fall, so we requested a minimum of 3.5 Mbps which is what we had submitted in previous years. This year when we filed our e-rate, the upgrade to 10 Mbps was overlooked. As such USAC approved the 3.5 Mbps but we should have requested 10 Mbps. Since this is technically considered a 'clerical error' we have appealed to USAC asking for the 10 Mbps. Should the appeal not be found in our favor, we will file for the 10 Mbps in the 2021 application. The appeal is currently under review.

**STANDARD OPERATING PROCEDURES** – Once the new fiscal year is well underway, we will review the Standard Operating Procedures and update as appropriate for new staff and their areas of responsibilities.

**4<sup>TH</sup> QTR. REPORTS** – 4<sup>th</sup> Qtr. reporting will begin in just a few weeks now.

**FY 2020 BUDGET** – The FY 2020 4<sup>th</sup> Proposed Budget is presented later on the agenda. Once approved I will prepare the State of Alaska Department of Education formatted document and submit prior to the July 15<sup>th</sup> deadline.

Please do not hesitate to ask any questions.