

## Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Interim Superintendent • Katie Jo Parrott, Business Manager

Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



# Memo

**To:** Beth Lougee, Superintendent  
**From:** Katie Jo Parrott, Business Manager  
**CC:** Kerry Watson, Board Clerk  
**Date:** October 4, 2019  
**RE:** Business Report

## Finance/HR Software System Migration

We are in full swing of our migration and system set up for our new Infinite Visions HR, Accounting, Payroll, and Fixed Assets system. Software implementation specialists have been on site for three out of the last four weeks to conduct training and assist with set up of the system for Accounting and Payroll. All account codes and employee data has been entered into the new system, as well as all salary schedules, leave plans, deductions, and organization groups. This will be followed up with system set up and training for HR. This will be a very time and effort intensive process for Business Office staff over the next three months. Our implementation specialist reports that it is going well thus far and we are on target for our January go-live.

As previously mentioned, making this change will dramatically transform business processes across the entire district. Every employee will have access to an Employee Self-Service portal to make requests and access their HR & payroll information, and every administrator will have a portal with a customizable dashboard of information on all their employees, accounts, and budgets. The integration of existing systems and streamlining of processes will save *thousands* of hours of work in central office, and will provide administrators and employees ready access to information to assist in decision-making, cutting out time delays and the need to request information from multiple sources. This will also dramatically decrease duplication of processes, use of paper, and margin of human error.

## FY19 Audit Update

Because of some of the atypical expenditure activity in last year's fiscal year—specifically around the retroactive payments to KEA members and retroactive health insurance premium reimbursements for all plan users—our auditors are looking closely at specific financial transactions and requesting more information. As a result, our audit report is likely going to be delayed. We are in close communication with our auditors to provide additional information as requested and are working to clean up some of the accounting with regard to those atypical payroll expenditures for the year. We should receive a report in early November, in time for submission to the state by the November 15<sup>th</sup> deadline.

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### **National School Lunch Program On-site Review**

We were recently notified that the district is scheduled to receive another on-site review of the School Lunch program, so staff are currently working to gather information and data to provide to reviewers and checking to ensure that improvements made after the last review are still in operation at each of the lunch sites. Reviewers will be on site November 14<sup>th</sup> and 15<sup>th</sup>.