

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

Rick Rafter, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



Memo

To: Beth Lougee, Interim Superintendent
From: Katie Jo Parrott, Business Manager
CC: Kerry Watson, Board Clerk
Date: August 23, 2019
RE: Business Report

On-Site Audit

We just completed our week-long on-site audit with Altman, Rogers & Co. and it went well with consideration for the significant changes throughout the district over the last year. We were able to make good use of the time by discussing best practices with the auditors to identify areas for improvement within our systems. One such area is a better authorization and approval process for expenditures of activities funds, balance of revenue and expenditures in each activity club account, and a better procurement process that includes checklists of required documentation to ensure all administrators know and follow the best documentation standards in procurement. I was happy to be able to report that some of these items were either already in process for policy and procedure improvements or were on the list for addressing once the school year began.

A special and well-deserved thank you to our Comptroller Vicki Wallace for coordinating the audit, spending many long days responding to numerous information requests to assist in its completion.

Finance/HR Software System Migration

The first week of September will kick off our migration to a new software system. Tyler Technologies staff will be on site to conduct for three days the first week of September to conduct a comprehensive current and future state analysis to map out the next four months to prepare for our go-live on January 1st. We will need all-hands-on-deck for this as we work to set up our new system and processes for success. This will be a time-intensive process for the Business Office, so we may be slightly less available during certain periods of time over the next few months. We will make sure to inform district staff accordingly.

National School Lunch USDA Equipment Grant

We will be seeking approval at the next board meeting for an equipment grant program to help replace some of the school lunch insulated/heating food carts used to transport lunches from the main Schoenbar Kitchen to other schools, particularly Kayhi. Our existing carts are aging and need to be replaced prior to failures of the equipment that could impact the quality and safety of our lunch program.

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To: Beth Lougee, Superintendent
From: Katie Jo Parrott, Business Manager
Date: August 23, 2019
RE: Sale of Technology

Per Board Policy 3270 and AR 3270, the following items were sold and are required to be reported to the Superintendent and School Board. The proceeds from these sales were credited to the accounts from which the items were originally purchased. Please contact the business office if you have any questions regarding the sale of these items.

FY19 Fixed Assets Sold							
Acquired Date	Years in Service	Description	Sold To	Amount of Sale	Paid Via	Account Credited	Tag Number
01/25/12	7.5	Mac Airbook	Kelley Howard	\$25.00	Cash	1.130.100.457	20637