

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA STATEMENT

No. 8 c.

MEETING OF June 26, 2024

Reviewed By

Item Title:

Consent Calendar

Motion to approve Resolution 24-02 authorizing district bank accounts and signers.

Superintendent

Finance

SUBMITTED BY:

APPROVED FOR SUBMITTAL:

Daniel B. Schuler, Business & Operations Manager

Michael Robbins, Superintendent of Schools

SUMMARY STATEMENT:

Changes in Administration require updating the authorization of District Bank Accounts and Check Signers for 2024-2025.

BACKGROUND:

Administrative Regulation 3400 requires a resolution is to be submitted annually to the Board authorizing bank accounts for the school district and check signers on those accounts. KGBSD Resolution 23-02 was approved at the School Board regular meeting of February 23, 2023. Since then, the District has had administrative changes, resulting in the need for approval of KGBSD Resolution 24-02 to reflect new hires Karen Manabat as a signer for Point Higgins Elementary School, Addie Roth as a signer for Fawn Mountain Elementary School, Merideth Lundamo as a signer for Houghtaling Elementary School, Todd Henke as a signer for Point Higgins Elementary School and Fawn Mountain Elementary School. The resolution also reflects the removals of Cole Maxwell as a signer for Ketchikan High School, Dan Olsen as a signer for Point Higgins Elementary School and Nick Higson as a signer for Fawn Mountain Elementary School.

ISSUE:

The resolution meets the annual requirement, and the revisions maintain accuracy and compliance.

RECOMMENDATION:

Administration recommends approval of KGBSD Resolution 24-02.

FISCAL NOTE

<input checked="" type="checkbox"/> N/A	EXPENDITURE	AMOUNT
	REQUIRED \$ 0 _____	BUDGETED \$ N/A _____

ATTACHMENTS:

- Resolution #24-02

RECOMMENDED ACTION: (If not approved as part of the Consent Calendar)

"I move that the Board of Education approve Resolution #24-02 Authorization of District Bank Accounts and Check Signers, as provided."



**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
RESOLUTION #24-02**

ANNUAL AUTHORIZATION OF DISTRICT BANK ACCOUNTS AND CHECK SIGNERS

WHEREAS, the Board of Education of the Ketchikan Gateway Borough School District has authority to authorize bank accounts and signers on those accounts; and

WHEREAS, administrative regulation 3400 specifies that this authorization will occur annually; and

WHEREAS, the Business & Operations Manager, Daniel Schuler, is authorized as a signer on any and all school district bank and credit card accounts;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Ketchikan Gateway Borough School District authorizes operation of the bank accounts and check signers for the 2024-2025 fiscal year as reflected on the following list:

<u>Account Name</u>	<u>Bank</u>	<u>Account No.</u>	<u>Signer</u>	<u>Signer</u>	<u>Signer</u>
Main Account	Wells Fargo	XXX-XXX4541	Michael Robbins	Melissa Brooks-Johnson	
General Account	Wells Fargo	XXX-XXX4566	Michael Robbins	Melissa Brooks-Johnson	
Payroll Account	Wells Fargo	XXX-XXX4558	Michael Robbins	Melissa Brooks-Johnson	
Business Account	Wells Fargo	XXX-XXX4574	Michael Robbins	Melissa Brooks-Johnson	
ACH Account	Wells Fargo	XXX-XXX4582	Michael Robbins	Melissa Brooks-Johnson	
Houghtaling	TFCU	XX250-70	Linnaea Troina	Merideth Lundamo	
Houghtaling	TFCU	XXXXXX226	Linnaea Troina	Merideth Lundamo	
Point Higgins	Wells Fargo	XXXX2294	Karen Manabat	Todd Henke	
Ketchikan Charter School (chk)	First Bank	XXXX533	Jessica Jans	Kayla Livingston	
Ketchikan Charter School (svg)	First Bank	XXXX610	Jessica Jans	Kayla Livingston	
Tongass School of Arts & Sciences	First Bank	XXXX470	Tina Peckham	Brenda Loughman	Scott Huff
Schoenbar Middle School	First Bank	XXXX484	Sheri Boehlert	Jason House	
Ketchikan HS Checking	First Bank	XXXX006	Richard Dormer	Jared Garlick	
Ketchikan HS CD - Savings	First Bank	XXXX439	Richard Dormer	Jared Garlick	
Fawn Mountain	First Bank	XXXX690	Addie Roth	Todd Henke	
Poole Peterson CD	First Bank	XXXX412	Richard Dormer	Jared Garlick	
Galley CD	First Bank	XXXX290	Richard Dormer	Jared Garlick	
Baker CD	First Bank	XXXX590	Richard Dormer	Jared Garlick	
Fern A Kubley CD	First Bank	XXXX390	Richard Dormer	Jared Garlick	
Revilla High School	First Bank	XXXX109	Kurt Lindemann	Jared Garlick	
Bakken & Koel Scholarship	KMS	XXX-XXX749	Richard Dormer	Jared Garlick	
Kayhi Alumni Scholarship	TFCU	XXX-43314	Michael Robbins		
CardConnect SCS	Wells Fargo	XXX-XXX3486	Michael Robbins		

**Adopted by the Ketchikan Gateway Borough School District Board of Education
on this 26th day of June 2024.**

Stephen Bradford, Board President

Nicole Anderson, Clerk-Treasurer