

Report from:	Bonnie Haley, Business Manager <i>Finance, Operations, Human Resources and Risk Management</i>
Report for:	August 2019
Communication, Caring Environment, Student Learning	In the business office staff are excited to see staff and students return to school this fall and hope to have opportunities to engage and support learning.
Financial Reports (see attached)	<ul style="list-style-type: none"> • Cash Balance • Enrollment • Budget Status Report – GF • Budget Status Report – Other Funds (CP, DS, ASB, TV) <p>These reports are also available on the Business Office webpage under Monthly Financial and Board Reports</p>
Finance/Budget	<ul style="list-style-type: none"> • Accounting changes – As a result of the Mc Leary litigation districts are experiencing big changes to school district accounting school year. Some changes, such as the four-year budget, changes to account code segments to align with federal NCES codes, etc are commonly known. Additionally, here are some (not all) other new requirements: <ul style="list-style-type: none"> ○ New Sub-Fund: Districts are now required to track expenditures in the general fund in two ways; state funded (basic education) or local (enrichment). Interestingly anything that is not funded directly from the state is considered enrichment. Enrichment funds will include Impact Aid, Indian Ed, and the Swinomish Tax Contribution. For the 18-19 school year, we are required to make effort towards this requirement, and most districts are managing a simple spreadsheet to meet this requirement and planning to fully implement this requirement in our chart of accounts with 19-20. This is partially due to the fact that our financial software had to ‘catch up’ with this requirement and find a way to add a sub-fund without creating a second balance sheet. ○ Last month I explained some of the changes to migrating our current chart of accounts to the new NCES codes as defined in the 2019-20 School Accounting Manual. We have developed new chart of accounts ‘cheat sheets’ for each school and department with their budget codes to help with the transition. • P-Card implementation – we are gearing up to roll out our p-card program. With Mary out on leave, this has affected our roll out plan but we are committed to having it up and running before any post-season athletics require student travel. • Year end preparations – Just a reminder that as I prepare year end financial statements and finalize any accruals through our September accounts payable and payroll, I will hold off on giving budget status reports until I know they are final. You can expect enrollment and cash reports each month, but budget status reports for August and September will be provided in October.
Human Resources	<ul style="list-style-type: none"> • SafeSchools – staff have been provided with their annual SafeSchools training modules where they receive mandated and preferred training each year. • Our benefits/vendor fair for this year is planned and set to go. With the state moving to SEBB health insurance we won’t have any health insurance providers this year. We are focusing on local service organizations, business and other employee benefits. • Please see Personnel Actions for staffing updates including new hires, retirements, resignations and leave of absences.

Risk Management	<ul style="list-style-type: none"> I conducted an internal audit of the district's property insurance and coverage last fall and found that none of our portable buildings were insured. We have been working with WSRMP to have the buildings appraised and insured. As a result of the appraisal we discovered that our elevation flood vents were not up to code. Brian Masonholder worked with Brian Hedlund to remedy this for each of the portables. We are waiting for a reappraisal/assessment and expect to have the buildings insured this fall.
Other	
Departmental Operations	
Transportation Kim Pedroza	<p>Kim and driver, Priscilla Wills enjoyed with the incoming kindergarten class during JumpStart. They drove the group from the elementary school to the Swinomish gym and back. Kim and Priscilla talked to them about safe loading and unloading procedures and behavior expectation when riding the bus. Kim shared that the kids were "so cute and well behaved".</p> <p>All of the buses passed the WSP inspection with great reviews thanks to our super mechanic Randall Swift who continues to do an excellent job for the district.</p>
Food Service	<p>New director, Kelly Kjarstad has jumped in with both feet to the food services program. She has spent time this summer meeting with the kitchen staff and working with them on cleaning the kitchens and preparing them for the new year. They are currently working on creating an up-to-date inventory and planning a new menu.</p> <p>Kelly is building relationships with local produce farmers and working to arrange to buy their produce to incorporate into our menu. She also worked with Food Services of America to identify local Skagit County and Washington State sourced foods for the menu. She is committed to continuing the work of providing healthy and locally sourced foods.</p> <p>The staff have helped Kelly learn about the current menu choices and what kids love to eat. She's working to keep those items on the menu and add some new and exciting options including multiple entree choices at the secondary for breakfast and lunch.</p>
Maintenance & Facilities Brian Masonholder	<p>Some of the big projects that has been completed since the last report include but is not limited to:</p> <ul style="list-style-type: none"> Landy James Gymnasium floors were stripped and waxed. This work requires the gym to be closed for a week. It takes three people two full days just to pour and lay the wax. New water filtration system was installed at the high school. Now both hot and cold water is going through the filtration system. The annual fire alarm testing was completed this month. Maintenance and filter changes for all of the air handler vents completed. The entryways to the Brave's Club were repainted. The mosaic tables outside of the Braves' Club were restored and sealed with a bar-seal to preserve them long term. The fascia boards and doors were painted on the field house. The concessions area was pressured washed. The picnic tables and doors were painted. Bathroom stalls were replaced in five bathrooms. Exterior doors of the admin building were painted. Interior and exterior doors of the Bruce Performing Arts Center were repainted. The athletic fields were painted including practice fields for football and soccer fields. The varsity field is prepped for painting and will be completed this week. Parking lot lines were repainted and some lots were pressure washed. The new water fountains and bottle fillers were installed. Two new washing stations are being installed in the Junior Hall bathrooms.



Technology
Ryan Hiller

- Ryan is now a JAMF Certified Tech (Our computer management software) and has used the knowledge to greatly speed up the process of refreshing/managing computers. He is also better able to control what the computers can/can't do, and has much greater ability to deal with theft.
- Main focus is still maintaining/upgrading all MS computers (about 100 computers) and existing HS computers (about 120 computers) Freshmen computers have arrived and will be set up after 10-12th computers are completed (Freshmen computers are usually handed out the first couple days of school, while 10-12 are handed out during Brave Day)
- Elementary computers will be worked on near the end of August (when Eric is on-site). These processes will benefit from the current training (which will also help iPad management and use)
- Outstanding Tech Issues/fixes down to 47.
- Waiting for a bid from Guardian on security/video items. Have an existing bid from long security. Will provide results for budgeting.
- Researching better Internet filtering options for more control and reporting, as well as at-home filtering.