

Report from:	Bonnie Haley, Business Manager <i>Finance, Operations, Human Resources and Risk Management</i>
Report for:	December 2019
Departmental Operations	
Financial Reports (see attached)	<ul style="list-style-type: none"> • Cash Balance - November • Enrollment – December • Budget Status Reports – November <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"> • Bond Refunding – We are moving forward to complete the required documents for the bond refunding. The initial paperwork should be submitted by tomorrow (December 11). • Cash Balance – As I’ve mentioned, our cash balance continues to be a concern for me. As of November 1st, you can see that our investments dropped below \$100,000 that hasn’t happened since I started in July of 2013. I expect to receive the fall Swinomish Tax Committee contribution this month that should take care of us for December. We hope to receive Impact Aid in January. But, this is something we need to be mindful off in future fund balance planning. • Now that year-end is behind me, I’m scrubbing through our current year budget status and looking for areas of opportunity or concern.
Human Resources	<ul style="list-style-type: none"> • We met with both LEA and PSE for labor relations. Whitney sent an email out with the highlights of those meetings. • Please see Personnel Actions for staffing updates including new hires, retirements, resignations and leave of absences.
Risk Management	<ul style="list-style-type: none"> • Mary and I are working with John Aguilar to procure supplies to provide updated go-kits for classrooms and buildings. This will be an ongoing project that we hope to complete in January. • Currently working on nine ongoing open files/investigations. These range from issues of loss, liability, and/or risk in areas such as property, procedure, personal injury, staff/student incidents and/or misconduct. My involvement ranges from monitoring compliance, facilitating investigations, researching best and recommended practices, opening and closing claims with WSRMP, etc. Example; issues range from getting the beehives on campus to a personnel misconduct investigation. Whitney keeps you aware of any of these that are significant and of interest to the school board.
Other	With just nine working days between the last meeting and this report, the status of most of the work reported last week is continuing. I have nothing significant to report.
Departmental Operations	
Transportation Kim Pedroza	<p>Thank you Kim for a great presentation at last month’s meeting.</p> <p>Counts: A new student count is due in February; Kim is working on this now.</p> <p>Bus Purchase: We are still awaiting the arrival of our new bus. The most recent update is that we can expect it in January.</p> <p>McKinney-Vento: We recently negotiated an agreement with PSE to hire non-CDL drivers to provide transportation in vans for McKinney-Vento routes when no other CDL driver is available. We have sent out a notice to staff to let us know if they are interested. So far, we have had one response. We continue to have a critical need for drivers. Since the November board report, we have six new students qualifying for McKinney Vento transportation.</p>

	<p>Above Ground On-Site Fuel Tank: Randy Swift, Mechanic and Randy Wills, Driver are working with myself (Bonnie) and Mary Houben, Fiscal Assistant to evaluate the feasibility of installing an onsite above ground fuel tank. We have had a couple fact-finding meetings and this week (12/12) we will meet with representatives from the Town of La Conner and the La Conner Fire Department. Considerations in the feasibility study include safety, risk, cost of installation, cost of operations and upkeep, cost of bulk fuel, etc. and will be compared to our current fueling model.</p>
<p>Maintenance & Facilities, Grounds, and Custodial Services</p> <p>Brian Masonholder</p>	<p>Maintenance/Facilities:</p> <p>A team from Huttebal and Oremus came on Tuesday, November 26th to conduct the facilities assessment. We are waiting for their report and recommendations.</p> <p>Lead in Water testing was conducted this month. Preliminary reports of the majority of the building indicate that all fixtures are within normal range. A few fixtures were in the high range of normal. We will be replacing the filters on these fixtures and flushing them. We've requested for these fixtures to be retested in January to see if this has a positive result. We will share final results with the board when the project is complete.</p> <p>An emergency light was installed in the band room that flashes when there is a message coming through the intercom.</p> <p>Grounds:</p> <p>With the fall weather concluding the grounds crew has spent a lot of time gathering leaves and debris that continues to fall. We cooperate with the Town of La Conner and their road-sweeper to pick up debris from the trees around the parking lots closest to the roads. With the busy athletic events, the grounds crew stays busy emptying the outside garbage receptacles.</p> <p>Brian is working with a company out of Portland to work on the condition issues on the track. There are currently roots pushing through the track material.</p> <p>During inclement weather, the grounds crew is working on inside projects. Currently they are working on refurbishing the stairs in attics for increased safety.</p> <p>High School parking lot and other gravel areas are being graded and gravel added as necessary.</p> <p>All equipment is being serviced by our grounds crew; changing oil and filters and winterizing.</p> <p>Baseball field needs help because we did not have a team last year. The base lanes all need to be cut out and sand and extra dirt needs to be added. They are working on this now while the weather is dry and before the growing season starts in early spring.</p> <p>Custodial: We have had a lot of sickness with our custodial staff. One day last month, we had all of our regular nighttime custodians out. We currently have one trained substitute. When staff is out we try to implement a 'B' schedule where custodians from other buildings come over to the building and provide reduced services such as garbage and bathrooms, etc.</p> <p>Custodians are planning their big projects to be completed over winter break.</p> <p>We purchased new wands for the custodian's vacuum backpacks that is already proving to help with their workload.</p>
<p>Child Nutrition/ Food Service Kelly Kjarstad (by Bonnie Haley)</p>	<p>Kelly will be presenting to the school board at the December meeting.</p>
<p>Technology By Ryan Hiller</p>	<p>Computer Distribution</p> <ul style="list-style-type: none"> • Working on two labs to distribute to the Middle School (25 laptops each). Need two days I can dedicate to doing this. (Labs may have been completed over the weekend of December 14,

15, if not it will be over break.)

- Have five more teacher laptops from the last batch of upgrades, and then can order and start this year's batch staff upgrades. (80% done)
- Eric has almost finished wiping/reinstalling the prior year senior computers to give to the 5th grade, and move the 5th grade computers to 4th. Making 4th and 5th one-to-one with MacBook Airs. (90% done)

Network

- **Securly - Web Filtering Project** - Scheduling to work with Micro K12 to switch to Securly as our web filter. Securly will allow for filtering to travel home with students. Allow Parental control/visibility, and we could possibly get keyword alerts. (30%) I've done my trial, but need Micro, Securly, and I all working together on site to resolve some questions.
- Network is otherwise running smoothly. MS Lunch computer reported to be slow on network. Going to hard-wire it and compare.

Inventory, Surplus, and Recycling - This will be a year long project, into the summer. Going through all the old tech and setting up a surplus sale (in the summer), and recycling other old equipment. (20%)

Phone System - The Mitel phone system is in need of an upgrade to the software. Will be performed by Dimensional. I have scheduled to meet with them over break to do this.

Web Site - We need to update/modernize the technology behind the template on our web site. This is the moment we could switch providers. Need to get feedback, review options, and make a decision (continue with SchoolWires/Blackboard or change). This project is just starting. (0%)

On-going Support - Much of each day is dealing with issues as they arise. New/leaving student setup (this week two new students), computer replacement/repair (one broken screen), setting up and running tech for assemblies, helping substitutes manage tech requirements of sub-plans, etc.

Note - ISTE Certification - Eric is now an International Society for Technology in Education (ISTE) Certified teacher. This after a great deal of work... two days of on-site class, thirty hours of on-line class, and six months of preparing a portfolio demonstrating the utilizing technology to redefine how education is received. Three more teachers, Jan Auman, Megan Lee, and Ryan Hiller, have submitted their portfolios for review. These teachers are sharing their learning through staff meeting "Tech Minutes," weekly "Tech Meetups," and working with their grade-band teachers on related projects.