

<b>Report from:</b>	<b>Bonnie Haley, Business Manager</b> <i>Finance, Operations, Human Resources and Risk Management</i>
<b>Report for:</b>	<b>February 2020</b>
<b>Financial Reports</b> (see attached)	<ul style="list-style-type: none"> <li>• Cash Balance - January</li> <li>• Enrollment – February</li> <li>• Budget Status Reports – January</li> </ul> <p>These reports are also available on the Business Office webpage under Monthly Financial and Board Reports</p>
<b>Finance/Budget</b> Updates and Highlights	<ul style="list-style-type: none"> <li>• <b>Bond Refunding</b> – We are moving forward with the bond refunding. We had our rating call with Moody’s on Thursday afternoon. The next steps will be to receive our Moody’s rating hopefully as soon as next Tuesday. We are excited to have the opportunity to reduce taxes for our community. We will know more in the coming weeks.</li> <li>• <b>Audit</b> – The Washington State Auditors have been in the district since February 12<sup>th</sup>. This year’s focus is a financial and federal audit. In this type of audit they look at the year-end financial statements (F196), notes to the financial statement, schedule of federal expenditures (SEFA), as well as a financial audit of our largest federal award. This year, they are looking at Impact Aid, specifically the special education component, Migrant Education and Title I. We expect the audit to wrap up by next week. An exit conference will be scheduled with representation from the school board, the superintendent and myself.</li> <li>• <b>Impact Aid</b> – Our 2021 application was submitted the last week of January. So far this fiscal year, we have already received more than our budgeted amount of Impact Aid. This is good news as I expect to receive at least one more, if not two more payments this fiscal year. Impact Aid continues to be a very difficult funding source to predict.</li> <li>• <b>Qmlative Migration</b> – Last month I reported that we were back on the schedule to migrate to the new Qmlative software replacing our current Skyward system. Unfortunately, since then we have been told that they have discovered a few more glitches in the software and we may not migrate now until August. However, we anticipate this may be pushed out as well. Considering this, Mary is looking into bringing a POS system to the district that would allow for accepting credit/debit cards. We had hoped to do this all at once with the migration to Qmlative, but we understand this is a priority need for the district.</li> </ul>
<b>Human Resources</b> Updates and Highlights	<ul style="list-style-type: none"> <li>• <b>Classified Professional Development:</b> Paraeducators and Tribal Education Advocates completed their second day of training with a facilitator from NWESD 189 to provide for their Fundamental Course of Study certificate now required by OSPI for all paraeducators. The state is funding 14 hours of training for the 2019-2020 school year. Our other classified supervisors have worked hard and collaboratively to provide professional development opportunities for their staff during the waiver days. Food service staff has visited other school district kitchens to observe their operations. Custodians have had special training in certain chemicals and equipment as well as joining transportation for training on the proper use of fire extinguishers. Secretaries have collaborated and brainstormed ideas for streamlining registration forms and annually required paperwork. Security and Safety personnel have shadowed their position in other districts.</li> <li>• <b>Food Services Staff Restructuring:</b> We worked closely with PSE, the current kitchen staff and Kelly Kjarstad to move forward in the staff restructuring. Kelly has worked very hard this year evaluating our current staffing model and has compared our model to other districts our size and with similar offerings. She has consulted with other food service directors in our region to assist in validating her plan. We presented the final staffing model to the PSE union leadership and current kitchen staff. Current staff has bid according to seniority on the new positions, unfilled positions are being posted. We expect to be fully transitioned to the new staffing model by the end of March. Being that this is a transition year, we will not see the full benefit of the efficiencies until next fall when operations normalize.</li> </ul>

	<ul style="list-style-type: none"> <li>• Please see Personnel Actions for staffing updates including new hires, retirements, resignations and leave of absences.</li> </ul>
<p><b>Risk Management Updates and Highlights</b></p>	<ul style="list-style-type: none"> <li>• <b>Emergency Go Kits:</b> Mary and I continue to work with John Aguilar to procure supplies to provide updated go-kits for classrooms and buildings. This will be an ongoing project.</li> <li>• <b>Above Ground On-Site Fuel Tank:</b> We continue to research this as an option for the district. Our next step is meeting with the County.</li> <li>• <b>Ongoing:</b> Currently working on six ongoing open files/investigations. Again, this month we were able to resolve several files in the last month, but we also picked up a couple new issues.</li> </ul> <p><i>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. Whitney keeps you aware of any of these that are significant and of interest to the school board.</i></p>
<p><b>Other Updates and Highlights</b></p>	<ul style="list-style-type: none"> <li>• <b>School Garden Project:</b> I met with Heather Fakkema and Rachel S. regarding the sustainability of the garden program and the possibility of moving it from a volunteer based program to a school-based program. Heather was onboard with the project and we are moving forward with evaluating options including the possibility of applying for an AmeriCorps funded position to facilitate the garden for the 2020-2021 school year.</li> </ul>

**Departmental Operations**

<p><b>Transportation</b> Kim Pedroza</p>	<p><b>Highlights</b></p> <p>We are coming to the end of our winter sports season. We are gearing up to take 2 buses over the pass to Spokane for HS Girls State Basketball. One bus for the girl's team and another for the band and cheerleaders. The band, cheer and Girls team will be heading over to Sedro Woolley this next week for District play on Wed. 2/19 and Friday 2/22.</p> <p>Our new bus is running well. Nancy, the driver is getting used to the new Thomas layout.</p> <p>Randy Swift, our fantastic mechanic, continues to save the district money by doing in-house major repairs such as replacing the transmission in our Chevy van.</p> <div data-bbox="711 1402 1144 1900" data-label="Image"> </div> <p>We have a professional development day on Tues 2/18 and we will be meeting with Bonnie to bring the transportation staff up on insurance and paystub information along with open question time. The drivers will still be driving on this day for all our out of dist routes.</p>
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**Highlights (continued):**

We have a scrape on the roof of bus #2 that will be repaired over spring break.

Our 4 new van drivers are helping out with our McKinney Vento routes and this has worked amazingly. The bus drivers are happy with the way it's working.

**Future**

For our future plans, we are gearing up for our 2nd annual appearance at the Tulip Festival parade. It's our extra effort to stay connected with the community. We had so much fun last year!!

Spring is very busy for transportation. Spring sports will start up in March.

**Above Ground On-Site Fuel Tank:** We continue to research this as an option for the district. Our next step is meeting with the County.

**Maintenance & Facilities, Grounds, and Custodial Services**

Brian Masonholder

It is with profound sadness that we share with you the passing of Steve Busig. Steve has been the principal architect for La Conner School District for many years and led us through the recent Bond project remodeling the old middle school to the new elementary, and designing the new middle school. Most recently he has been working with us on the Facility Assessment project. Steve was very kind and easy to work with. We are very sad to lose him. Katie Pond, another principal architect with Hutteball and Oremus will be taking over the work for the district we hope with no delays in our timeline.



**Highlights:**

- **Lead in Water Testing:** Final testing has been completed; we are waiting on the final test results to evaluate any mitigation needs.
- **Facility Assessment:** This project is still underway; we are waiting for the report from Hutteball & Oremus Architecture and will present this to the board.
- **Track Repair:** Work continues on repairing the track with hopes to have all of the work completed before spring track begins.
- **Upgrades:** While the weather has been bad, our grounds crew has been busy putting their other skills to good use for the district including some construction projects. Most recently, the grounds crew has built stairs and rails on the roof access on the middle school, stairs in

	the attic above biology rooms in the high school, and replaced the roof on the tool shed.
<p><b>Child Nutrition/ Food Service</b> Kelly Kjarstad</p>	<p><b>Highlights:</b></p> <ul style="list-style-type: none"> <li>• We have started our re-structuring of food service with a planning model that will be more efficient.</li> <li>• I've been able to attend a conference on the best use of commodities and new foods for the upcoming year. I also anticipate several dollars saved on extra charges, transportation and storage costs and man power by eliminating the use of the Burlington-Edison cold storage cooperative.</li> <li>• We're on track for CEP (Community Eligibility Program) program for the upcoming school year allowing for every student to eat breakfast and lunch for free.</li> <li>• I'm attending the industry conference on March 4th to move forward on summer feeding program, a program allowing us to serve breakfast and lunch during the summer.</li> <li>• We have continued to see our numbers grow. Our menus have been trial and error but this month we have had the most positive feedback to date! We have finally dialed into what La Conner students like, now we can build on that with next months menus which are almost completed my goal is to have them published by mid week.</li> </ul>
<p><b>Technology</b> Ryan Hiller</p>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• The computer/mobile device management server was not recognizing/managing some of the computer that Eric was deploying to the elementary. As part of the troubleshooting JAMF (the software company) had us update to a newer version of the software. This required an OS upgrade that required a newer computer to be the server. We repurposed a desktop iMac, upgraded the OS, and ported over the JAMF software and web server. Then we were able to upgrade to a newer version of JAMF. At two points issues arose that took JAMF days of back and forth with us to resolve. Depending on cost our hope is to go to cloud management for the JAMF software so we can focus on managing student/staff computers, not server maintenance.</li> <li>• Testing has begun in the elementary. Supporting the testing season will become a significant impact on Eric and Ryan's time over the next two months.</li> <li>• All 50 new computers are distributed and in use in the middle school.</li> <li>• There is a one time budget of \$38,000 to use for in 2020 on Category Two E-rate funding. This category is for funding network products and services. We have received bids for a WiFi upgrade.</li> </ul> <p><b>Future goals</b></p> <ul style="list-style-type: none"> <li>• Eric, Ryan, and Bonnie will be rating the WiFi bid responses for upgrade to happen in June or July.</li> <li>• Securely - Web Filtering - Scheduling to work with Micro K12 to switch to Securely as our web filter.</li> <li>• Inventory, Surplus, and Recycling - This will be a yearlong project, into the summer. Going through the entire old tech and setting up a surplus sale (in the summer), and recycling other old equipment.</li> <li>• 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.</li> </ul>