

Report from:	Bonnie Haley, Business Manager <i>Finance, Operations, Human Resources and Risk Management</i>
Report for:	January 2020
Financial Reports (see attached)	<ul style="list-style-type: none"> • Cash Balance - December • Enrollment – January • Budget Status Reports – December <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 have submitted all of the paperwork to move forward with the bond refunding. As expected, we are now waiting for the most opportune time to move forward. Whitney will keep you apprised of any changes. • Cash Balance – As I reported last month, our cash balance was critically low. We managed to make it through the month with a positive ending cash balance thanks to the payment from the Swinomish Tax Committee and a higher than expected apportionment payment due to increased enrollment. In early January we received our first Impact Aid payment for 2020 of a little over \$2 million dollars. This payment sets us back on track for adequate cash balance for the remainder of the school year. For 2020-2021, I recommend we request an early payment from Impact Aid. If approved, we'd receive a smaller portion as early as November that would keep our cash balance positive through December until we receive the remainder of our initial payment from Impact Aid. • We are currently working on our Impact Aid application that is due to be submitted by January 31. • Our 2019-2020 audit with the State Auditors Office is scheduled to begin February 12th and is estimated to conclude by February 26th. • I have scrubbed through the majority of our grants for this year and have reached out to the grant managers to make sure we are on track to spend all of our allocations. Some of our grant-funded programs came in lower or higher than originally planned so I am working with them to make adjustments accordingly.
Human Resources	<ul style="list-style-type: none"> • We continue to meet with both LEA and PSE for labor relations. Whitney sends an email out with the highlights of those meetings. • I have communicated with our operations supervisors to plan their staff professional development for the upcoming PD day on February 18th. • I am working with Kelly Kjarstad on her research and plans for restructuring the staffing model for food services. • I worked with Dawn Lee from the didg^wálič Wellness Center to draft the terms and conditions of an inter-local for a shared intervention specialist. • Please see Personnel Actions for staffing updates including new hires, retirements, resignations and leave of absences.
Risk Management	<ul style="list-style-type: none"> • Emergency Go Kits: 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 that we hoped to complete in January, however due to the snow days we will push this out to February. • Currently working on six ongoing open files/investigations. We were able to resolve several in the last month, but also picked up a couple new issues. <i>These range from issues of loss, liability, and/or risk in areas such as property, procedure, personal injury, staff/student</i>

	<p><i>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.</i></p> <ul style="list-style-type: none"> • Our portable buildings are now insured. As a reminder, when I did an audit of our insurance coverage last fall I noticed that none of our portable buildings have ever been insured for flood coverage. We have been working with our insurance company to modify the buildings to be code compliant with the correct size flood vents, etc. We've finished that work and now our buildings have full flood coverage. Our costs for flood coverage are reimbursed at 100% through our insurance Washington Schools Risk Management Pool. Thanks to Mary and Brian for their work on this project.
<p>Other</p>	<ul style="list-style-type: none"> • I met with 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. We will be meeting with Heather to discuss more options and ideas. • The migration to Qmlative is back on and preliminarily scheduled for sometime in April. Qmlative will replace our current Skyward software system. We have our first meeting with NWRDC next week to plan the migration.
<p>Departmental Operations</p>	
<p>Transportation Kim Pedroza</p>	<p>Bus Purchase: We received our new bus! It will be on the road as soon as we pass inspections and have the licensing finished.</p> <p>McKinney-Vento: Significant increase in miles driven for McKinney-Vento as the need grows and grows.</p> <ul style="list-style-type: none"> • 2018-2019: September, October, November = 18,324 miles • 2019-2020: September, October, November = 25,370 miles, up 39% from last year. <p>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.</p>
<p>Maintenance & Facilities, Grounds, and Custodial Services Brian Masonholder</p>	<p>Maintenance/Facilities:</p> <p>HVAC: All filters have been changed and overall maintenance completed. This is done three time a year.</p> <p>Winter maintenance includes constantly monitoring heating and walking through campus and buildings to look for water leaks and/or wind damage.</p> <p>Facility Assessment: No status change. We are waiting for their report and recommendations.</p> <p>Lead in Water Testing: The elementary building was tested last week. We are waiting on final results.</p> <p>Facility Use: Working with Yvonne Naughton to use the district facilities to host an upcoming 24 hour run.</p> <p>Grounds:</p> <p>Track Repair: Brian met with the rep from the company and they are waiting on the weather to change to schedule the work.</p> <p>During inclement weather the ground crew continues to work on inside projects.</p> <p>All equipment continues being serviced by our grounds crew; changing oil and filters and winterizing on rainy days.</p> <p>Baseball Field: edging is completed. We will be adding dirt and conditioner when weather permits..</p>

	<p>Custodial:</p> <p>Custodians spent winter break working on big projects like cleaning hallway carpets, spot cleaning classroom carpets and scrubbing floors.</p>
<p>Child Nutrition/ Food Service Kelly Kjarstad (by Bonnie Haley)</p>	<p>No report provided, but Kelly will be presenting to the school board.</p>
<p>Technology Ryan Hiller</p>	<p>Computer Distribution</p> <ul style="list-style-type: none"> • One new lab distributed to the middle school. Second one ready to go other than rearranging 10 other computers from various carts/locations to actually have two carts of 30. • 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) We ran into an issue with our management server where these computers aren't getting "managed." We're working with JAMF to fix. • A priority over the next couple of weeks will be to upgrade out JAMF management server and related software. Once we are up to date, I am hoping to switch to JAMF to host our management server. This will keep us from having to buy/upgrade an on-site server, as well as we won't have to worry about security of that server. <p>Network</p> <ul style="list-style-type: none"> • eRate. Our eRate consultant informed us that some money was available for this year for network improvements. We're going to use the money to upgrade our WiFi a little early. Our WiFi access point manufacturer was purchased by a larger company and while the network is running great now support is poor (since we're such a small client). Purchasing WiFi now will get us away from that, while freeing up money in the next eRate cycle (that starts next year.) • 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. No progress on this since last time, see above Distraction. • Network is otherwise running smoothly. <p>Inventory, Surplus, and Recycling</p> <ul style="list-style-type: none"> • 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%) • OSPIs Technology Survey (status of tech - number of computers in student hands, reach of WiFi, etc) is due in March. <p>Phone System - The Mitel phone system was upgraded over winter break. Contractor made other modifications per our requests at that time.</p> <p>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%)</p> <p>On-going Support - Much of each day is dealing with issues as they arise. New/leaving student and staff setup, computer replacement/repair, setting up and running tech for assemblies, helping substitutes manage tech requirements of sub-plans, etc.</p>

	<p>Note - ISTE Certification - Jan Auman and Ryan Hiller have now joined Eric Adam on earning their International Society for Technology in Education (ISTE) Certification. 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 utilizing technology to redefine how education is received. Two more teachers are working on theirs. All of these teachers are sharing their learning through staff meeting "Tech Minutes," weekly "Tech Meetups," and working with their grade/subject-band teachers on related projects.</p>
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