

<b>Report from:</b>	<b>Bonnie Haley, Business Manager</b> <i>Finance, Operations, Human Resources and Risk Management</i>
<b>Report for:</b>	<b>July 2019</b>
<b>Communication, Caring Environment, Student Learning</b>	<p>Mary and her husband welcomed their little girl home earlier this month. Congratulations to the Houben family.</p> <p>Jessie Nelson-Eisen will be helping to fill in for Mary while she is gone this fall on maternity leave. Jessie will be focused primarily on purchasing and accounts payable and receivables. I will be picking up the other fiscal responsibilities of the position. Jennifer and Cherri will be helping to cover the other support functions of the position.</p> <p>If you have any questions and aren't quite sure who to call, please call any of us and we will get you pointed in the right direction.</p>
<b>Financial Reports</b> (see attached)	<ul style="list-style-type: none"> <li>● Cash Balance</li> <li>● Enrollment</li> <li>● Budget Status Report – GF</li> <li>● Budget Status Report – Other Funds (CP, DS, ASB, TV)</li> </ul> <p>These reports are also available on the Business Office webpage under Monthly Financial and Board Reports</p>
<b>Finance/Budget</b>	<ul style="list-style-type: none"> <li>● 2019-2020 F195 (budget) and the F195F (Four Year Budget) were presented on July 15<sup>th</sup> during the study session for your review and consideration. A public hearing is scheduled for July 22<sup>nd</sup> at 5:00pm for any comments from the public. The F195 and F195F are on the agenda for approval and adoption during the regular meeting on July 22<sup>nd</sup>. All of these reports and supplemental summary information is also available on our webpage.</li> <li>● 2018-2019 Fiscal year is wrapping up and expenditures look to be in-line with the revised F200 budget.</li> <li>● The migration to Qmlative (replacing Skyward) has been delayed. It appears that WSIPC needs a bit more time to work out the kinks of Qmlative before they bring on more districts.</li> <li>● Accounting changes – As a result of the McLeary litigation districts are experiencing big changes to school district accounting school year. Some changes, such as the four-year budget, are commonly known. Additionally, here are some (not all) other new requirements: <ul style="list-style-type: none"> <li>○ Local revenues and their corresponding expenditures are to be tracked in a separate sub fund of the general fund. The intent of this was to track what levies are being spent on state wide. However, the definition of local revenues and the requirement to track them separately has a unique impact for La Conner School District. Even though Impact Aid is a federal revenue, the State of Washington has defined the funding as local revenues for the purpose of the sub fund designation. Therefore, these revenues will be required to be tracked in a sub fund of the general fund in addition to the local levy, the annual contributions from the Swinomish Tax Committee, and all other locally generated revenues. I have been considering a couple of ways to manage this new requirement, one being to create multiple sub funds, not just one, that would designation the large revenues and their corresponding expenditures separately. We are required to 'make progress' on these changes in our 2018-2019 F196 (Year End), and to be fully compliant with the 2019-2020 school year. Our 2020-2021 audit will include compliance to this requirement.</li> <li>○ OSPI has modified the current accounting requirements to align with the National Center for Educational Statistics (NCES) codes for the chart of accounts. Simply stated this will make our state's reporting to the federal government easier to align and understand with their system. Washington State was one of only a few states that had not already adopted NCES codes. OSPI expressed that with all of the</li> </ul> </li> </ul>

other changes and requirements coming as a result of McLeary that now was a good time to transition. As a result of this, we are losing discretionary control of the sub-object dimensions of our current chart of account. For example, currently only the first digit of our object code **5XXX** (Supplies and Materials) is reported to the state in our year in financials. This leaves the district discretionary use of the **5XXX**, currently we use the sub-object dimensions to keep track of items of interest to the district; Here is a sample of some of our current codes:

5000	SUPPLIES & MATERIALS
5003	PAPER
5004	TONER
5008	POSTAGE
5009	FUEL (GAS & DIESEL)
5020	UNIFORMS - ATHLETICS
5022	LIBRARY BOOKS
5071	STUDENT TECH DEPLOYMENT
5072	STAFF TECH DEPLOYMENT
5073	CLASSROOM/LAB DEPLOYMENT

Beginning with the 2019-2020 school year, we will now be required to use the new NCES object codes that are fully defined **5XXX**. Here is a sample of the new Object Code definitions:

5610	GENERAL SUPPLIES
5626	MOTOR VEHICLE FUELS
5630	FOOD (PROGRAMS 89/98 ONLY)
5640	BOOKS AND PERIODICALS
5650	SUPPLIES – TECHNOLOGY RELATED

We will need to migrate our current chart of accounts to the new NCES coding and find alternative ways to track types of expenditures that are of interest to the district that our current chart of accounts reflects.




<p><b>Human Resources</b></p>	<ul style="list-style-type: none"> <li>Employees with contract July through June, which include the principals, special programs director, and business manager were issued their contracts for the 2019-2020 school year. The contract amounts were listed as TBD (to be determined) and will be reissued when the school board determines salary amounts. For the purposes of payroll, the 2018-2019 contract amounts will be paid for the July payroll, and increase to salaries will be remedied with retro pay.</li> <li>Please see Personnel Actions for staffing updates including new hires, retirements, resignations and leave of absences.</li> </ul>
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<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>No updates</li> </ul>
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<p><b>Other</b></p>	
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**Departmental Operations**

<p><b>Transportation</b> Kim Pedroza</p>	<p>Kim attended Central Washington University's Pupil Transportation Management Training Program this month. This program is highly regarded in the School Transportation community.</p> <p>The Washington State Patrol inspection is scheduled for July 31<sup>st</sup>.</p> <p>Drivers are busy with summer athletic trips and otherwise; the transportation employees are taking well-deserved time off.</p>
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<p><b>Food Service</b></p>	<p>No updates at this time.</p>
<p><b>Maintenance &amp; Facilities</b> Brian Masonholder</p>	<p>Facility Use: Seattle Cascades have come and gone. The custodial and grounds crews were able to get the campus back in shape just in time for Ragnar.</p> <p>Maintenance/Facilities/Grounds:</p> <ul style="list-style-type: none"> <li>• Summer projects continue; <ul style="list-style-type: none"> <li>○ The bid came back for the kitchen floor at more than \$30k. This project will be delayed for careful budget consideration and evaluation.</li> <li>○ Crews are busy pressure washing and painting across the campus but primarily focused on the Braves' Club entry and the Auditorium exterior stairway.</li> <li>○ Multiple small construction projects including the replacement of badly deteriorating wooden stairs into the transportation office and a back entry to the high school.</li> <li>○ Other projects (see below) are in progress or scheduled.</li> </ul> </li> <li>• Summer Projects include plumbing and electrical projects (including bottle filler station), roof inspection, annual testing for fire protection, painting entry ways, refinishing the HS gymnasium floor, conditioning and preparing the varsity field and practice fields, painting parking lots, reconditioning the elementary playground, HVAC maintenance and filter replacements.</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 20px;">    </div>
<p><b>Technology</b> Ryan Hiller</p>	<ul style="list-style-type: none"> <li>• Ryan was in class last week training on the software that aids the technical management of all of our devices to give us more control and make the process more efficient.</li> <li>• He is in the process of maintaining/upgrading all MS computers (about 100 computers) and existing HS computers (about 100 computers) - Freshmen computers (60) order has been submitted. They will be setup up/managed after they arrive, Mid/End August. 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)</li> <li>• Ryan is working through the outstanding tech support issues and requests - Down to under 60 open issues (down from around 180 a couple months ago). The goal is to get this to 0 this summer and focus on turn-around throughout the coming year. (As well as staff training to submit issues to the database rather than jumping the queue.)</li> <li>• We are waiting for a bid from Guardian on security/video items. We have an existing bid from long security. Results will be provided for budgeting consideration.</li> <li>• Hoping to get to the recycling of old equipment this summer.</li> </ul>