

<b>Report from:</b>	<b>Bonnie Haley, Business Manager</b> <i>Finance, Operations, Human Resources and Risk Management</i>
<b>Report for:</b>	<b>June 2019</b>

**Communication, Caring Environment, Student Learning**

Reminder that our web pages are available to the public and has up to date financial information and historical information. The budget, year end and audit reports are published for each year.

Also, if any board member would like to meet one on one with me to understand more about our current/future budget, the process and timeline of developing the budget, or any other financial background or information or questions, please let me know. I would love to have the opportunity to answer any questions or concerns you may have.

**Business Office**

- **Business Office: Welcome**
- Budget and Financial Information
- Business Office Forms
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- Swinomish Tax Contribution Information
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## Business Office

The mission of the Business Office is to provide excellent support to staff, students, and stakeholders in pursuit of the district's mission, vision, and goals.

With a growth mindset focused on continuous improvement we strive to:

- Lead with industry standards and best practices through a commitment to knowledge, development, and training.
- Create a caring, courteous, welcoming and people-centered environment to provide the best experience possible.
- Support learning by offering resources, processes, and functions critical to providing quality instruction and student services.
- Demonstrate excellent communication, integrity, transparency, and consistency.

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**2018-2019 Fiscal Year**

[2018-2019 F195 \(Budget\)](#) - Approved by the School Board of Directors on July 23, 2018

[2018-2019 F195F \(Four Year Forecast\)](#)

[2018-2019 F200 \(Budget Revision\)](#) - DRAFT Scheduled to be reviewed for approval at the June 24th Board Meeting

[2018-2019 F200 \(Budget Revision\) Summary](#)

Community Input:

**Budget Study Session:** Open to the public. July 16, 2018 at 5:30pm.

**Budget Hearing and Adoption:** Open to the public. July 23, 2018 5:00pm.

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**2017-2018 Fiscal Year**

[2017-2018 F196 \(Year End\)](#)

[2017-2018 F195 \(Budget\)](#) - Approved by the School Board of Directors on July, 24, 2017

[2017-2018 F200 \(Budget Extension\)](#)

[2017-2018 Accountability Audit](#)

[2017-2018 Federal and Single Financial Audit](#)

Community Input:

**Budget Study Session:** Open to the public. July 17, 2017 at 5:30pm.

**Budget Hearing and Adoption:** Open to the public. July 24, 2017 5:00pm.

[2017-2018 ASB Fund Balance - Elementary](#)  
[2017-2018 ASB Fund Balance - Middle School](#)  
[2017-2018 ASB Fund Balance - High School](#)

<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>● 2018-2019 Budget Extension is scheduled to be reviewed by the school board in the June meeting. This extension is for the general fund only and reflects the changes in budget from when it was first adopted in July of 2018. The revised budget reflects the changes in salaries and benefits as a result of the late summer negotiations with LEA and PSE as well as increased enrollment revenue.</li> <li>● F200 documents have been provided and are also available on the business department web page.</li> <li>● 2019-2020 F195 budgeting is well underway. I anticipate having draft documents prepared by the first of July. If you have any questions about the budgeting process or information that is available, please don't hesitate to contact me.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>● Certificated Instructional staff received their contracts for the 2019-2020 school year on May 15<sup>th</sup>.</li> <li>● Classified staff received their letters of reasonable assurance for the 2019-2020 school year by June 14<sup>th</sup>.</li> <li>● Evaluations have been submitted to HR for staff, Jennifer is keeping track of what has been turned in to ensure that all employees have received an evaluation for the 2018-2019 school year.</li> <li>● Please see Personnel Actions for staffing updates including new hires, retirements, resignations and leave of absences.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>● No updates</li> </ul>
<b>Other</b>	
<b>Departmental Operations</b>	
<b>Transportation</b> Kim Pedroza	<p>School is out for summer, but our transportation staff are still busy getting students to and from programs and activities.</p> <p>Randy Swift is working on the potential replacement/repair of the transmission on one of our 2013 buses. Unfortunately, this bus is out of warranty at this point and the cost will be borne by the district</p> <p>Kim and Randy are working hard to prepare for the July Washington State Patrol inspection. We anticipate they will pass with no problems.</p> <p>In July, two of our buses will be on the board agenda to be approved as surplus. These busses are going to be traded in as part of the purchase plan for the new bus anticipated to be delivered in September.</p> <p>Be sure to check out the wonderful article in the La Conner Weekly News about our hard working transportation department.</p>
<b>Food Service</b>	<p>The position announcement for the Child Nutrition and Food Services Director position has been posted. It will close on July 2<sup>nd</sup>, screening and interviews will follow.</p> <p>The kitchen staff have been working hard to deep clean the kitchens now that the school year is over. May and June free and reduced claims have been submitted to OSPI. We should receive those funds by the end of June and in July will have an updated year to date revenues for food services.</p>

**Maintenance & Facilities**

Brian Masonholder

Facility Use: Seattle Cascades is here again this year and has settled nicely onto our campus. They will be here through July 3<sup>rd</sup>. They have invited the community to a performance on July 2<sup>nd</sup> as a thank you for the community's hospitality.

Totem Pole Restoration: Our maintenance staff worked with the Swinomish Tribe and Faber Crane to safely and carefully remove the totem pole that has been in front of the elementary for 24 years and is in desperate need of restoration.

Maintenance/Facilities/Grounds:

- Brian coordinated a specialist from Utah to come to the district and perform a complete safety inspection and re-cabling of our basketball hoops and curtains.
- Summer projects and requests have been identified and prioritized; some of the major work includes plumbing and electrical projects (including bottle filler station), replace the damaged elementary kitchen floor, 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,
- Custodians are busy deep cleaning their buildings and hopefully will be able to take some of their well-deserved vacation leave.



**Technology**  
Ryan Hiller

No report provided.