

<b>Report from:</b>	<b>Bonnie Haley, Business Manager</b> <i>Finance, Operations, Human Resources and Risk Management</i>
<b>Report for:</b>	<b>May 2020</b>
<b>Financial Reports</b> (see attached)	<ul style="list-style-type: none"> <li>• Cash Balance – April</li> <li>• Enrollment – May</li> <li>• Budget Status Reports – April</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>Audit</b> – You received the final audit report via email from the State Auditor’s Office on May 4<sup>th</sup>, 2020. Please let me know if you have any questions.</li> <li>• <b>Qmlativ Migration:</b> <ul style="list-style-type: none"> <li>○ Timeline: On track to migrate in August 2020 from Skyward to Qmlativ for student and fiscal.</li> <li>○ Set up: <ul style="list-style-type: none"> <li>■ Creating tailored purchase order and board report templates for use in Qmlativ.</li> <li>■ Compiling our frequently used reports for NWRDC to work on duplicating in Qmlativ.</li> </ul> </li> <li>○ Data clean up: <ul style="list-style-type: none"> <li>■ Inactivated 89 vendors with no history.</li> <li>■ Inactivated 2237 accounts from our current GF chart of accounts that haven’t been used since 2013.</li> <li>■ Working on deleting direct deposit information for inactive employees (roughly 170 inactive employees, some with more than one bank)</li> <li>■ Linda Pierson is meeting with NWRDC weekly and working on data clean up on the student side.</li> </ul> </li> <li>○ Data Validation and System testing: <ul style="list-style-type: none"> <li>■ Our first parallel payroll was successfully executed on May 7th. This is somewhat of a ‘test run’ on our data and the Q program. The goal is to have the Q payroll match our current Skyward payroll.</li> </ul> </li> <li>○ Staff training and engagement. <ul style="list-style-type: none"> <li>■ We created a google classroom to provide training information for teachers and staff. Staff should be completing their training by August 2020 in preparation for the start of the new year with the Qmlativ program.</li> <li>■ Jennifer and myself attended a training on employee records, specifically credits, degrees and certifications in Q on May 11<sup>th</sup>.</li> <li>■ Mary and Linda met with NWRDC on May 11<sup>th</sup> to discuss options for teacher training.</li> </ul> </li> </ul> </li> <li>• <b>In-Touch Implementation for online payments</b> – WSIPC and InTouch are currently working together to complete the student data upload. We have compiled and sent our preliminary information to InTouch to get started. At the end of April we signed a contract with FrontStream Services, the credit card provider that works with InTouch. We are currently waiting on InTouch to reach out and coordinate training.</li> <li>• <b>Enrollment:</b> As I reported last year, OSPI has ‘frozen’ enrollment and has calculated the rest of the school year. I have provided a report from OSPI showing their projected enrollment and have updated my report to reflect the same information. <ul style="list-style-type: none"> <li>○ April projected counts are based on the February 2020 count multiplied by an adjustment rate of the percentage between the March 2019 and April 2019 enrollment.</li> <li>○ May projected counts are based on the calculated April count multiplied by an adjustment rate of percentage between the April 2019 and May 2019 enrollment.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ June projected counts are based on the calculated May count multiplied by and adjustment rate of percentage between the May 2019 and June 2019 enrollment.</li> <li>● <b>Budget Status:</b> <ul style="list-style-type: none"> <li>○ See attached budget status reports for all funds.</li> <li>○ General fund revenues. I am continuing to watch and evaluate the revenues budgeted and received for this year. We are still a bit under for year to date revenues compared to other years. The largest variance is in our Local Receipts (2xxx). I'm digging into the details of this but have identified the main sources to be related to the closure and not receiving revenues for those months such as Braves Club tuition, sales and donations, field trips, bookfair, traffic safety, food service sales, rentals and leases. Additionally, we are no longer the fiscal agent for the port lease, therefore we aren't receiving the revenue budgeted here. However, we are also not expending the funds either. I will continue to evaluate and let you know if I see that it will have a significant impact to our ending fund balance.</li> <li>○ No budget extension will be necessary at this time. However, if for some reason we receive additional revenue specific to COVID-19, that would cause our expenditures to exceed what has been budgeted, an extension may be necessary.</li> </ul> </li> <li>● <b>Budget Development:</b> <ul style="list-style-type: none"> <li>○ Revenues: I am working on projecting the anticipated revenues for the 2020-2021 school year based on the enrollment guidance received from the school board. Additionally, I am working on gathering projected allocations for grants, and evaluating current year revenues to forecast for budget.</li> <li>○ Expenditures: <ul style="list-style-type: none"> <li>■ With staff salaries and benefits being the majority of our costs, I am building our staff plans in our system and applying any known salary increases and appropriate step increases along with cost of benefits. With LEA's tentative agreement I can budget with those assumed costs.</li> <li>■ The master schedules from principals will determine what 'buckets' employees are paid from. For example, a high school teacher may have one or two sections that may be paid for by a grant.</li> </ul> </li> <li>○ Planning: I will be scheduling time with Susie Deyo and John Agen to meet periodically with myself and Whitney to review the details of the budget as it progresses towards a final draft.</li> </ul> </li> </ul>
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<p><b>Human Resources Updates and Highlights</b></p>	<ul style="list-style-type: none"> <li>● <b>No Personnel Actions for the regular meeting in May 2020.</b></li> <li>● <b>Evaluations:</b> <ul style="list-style-type: none"> <li>○ We have implemented a plan for administrators/supervisors to conduct evaluations via zoom and sending employees their final evaluation as PDF document. Employees will either e-sign or print, sign, and mail their evaluation to the school. We will ensure all employees send back their signed evaluations in a timely manner.</li> <li>○ All administrators have been reminded about the timeline, evaluates and requirements for completing annual evaluations.</li> <li>○ We continue to maintain our data base of all employees, who is assigned as their evaluator, what type of evaluation they should receive, if and when it was received and what the outcome was.</li> <li>○ Whitney and I met with Susie Deyo and John Agen and presented a evaluation 101 giving the background of the requirements, responsibilities, and timelines for school staff evaluations.</li> </ul> </li> <li>● <b>Staff Planning:</b> <ul style="list-style-type: none"> <li>○ Certificated and Administrative resolutions for continuing staff were approved at the April 27, 2020 regular board meeting.</li> <li>○ Contracts were issued to certificated and administrative staff on May 15, 2020 as authorized in the resolution approved in April. Contracts were issued via email as a</li> </ul> </li> </ul>
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pdf attachment to staff. Staff will have the option to return their contract via a digital signature and emailed to the district or by printing and mailing a signed copy. All signed contracts are due to be received or postmarked by May 29, 2020.

- Resolution 19-16 is on the agenda for the May 18<sup>th</sup> board meeting to authorize the continued employment of classified staff for the 2020-2021 school year. This resolution authorizes us to issue notices of Reasonable Assurance to classified staff. Classified staff, with the exception of supervisors and directors, are not issued contracts.
- We are keeping track of the current vacancies and working with administrators to determine what will be posted for the 2020-2021 school year.

- **Para Educator Certification Program:**

- Grant Claim – we submitted our claim to OSPI to be reimbursed for costs associated with providing our paraeducators with the 14 hours of required training toward the Fundamental Course of Study.
- Participation to date – We held two sessions this year; one on November 1, 2019 and another on February 18, 2020. In total we had 42 people participate in these training days; 28 employees and 14 tribal advocates.
- Future training – Because of the closure, we were unable to provide our final day of training scheduled in March. We have been working on alternatives and will be providing some additional opportunities via Zoom. Our first Zoom opportunity will be on Monday, May 18<sup>th</sup>. This will be with a representative of OSPI to walk our paras through setting up their account with OSPI to track their training hours and earn their certificates.
- 2020-2021 – we plan to provide the same model of training for staff next year, depending on the impacts of COVID-19, and work with the ESD to provide the training.

- **COVID-19 Closure Staff Engagement**

- Scheduling work – as I mentioned last month; we have translated our HR skills into an in-house temp agency collecting the work that needs to be done from administrators and assigning it to available staff. We have our classified staff working continuously. See below in my Operations section where we give an overview of what staff are doing.
- Tracking equity – we are keeping track of who is doing what work to ensure that everyone has an opportunity to do meaningful work in a fair and equitable manner. Most of our para educators are now working directly with students and are staying very busy. We are having to get creative in how we are filling work request.
- Employees not working – in some circumstances we do have some staff who are not able to work during this closure. We are working with each of them individually to determine their qualifying leave type and gathering the appropriate documentation. We continue to check in on them to make sure they know we are thinking about them and to see if they have any questions or concerns.

**Risk Management Updates and Highlights**

- **Coverage Rates:** We have received notice that our rates for the 2020-2021 school year will be increasing by no less than 16.6% up to 25%. This will be a \$15,000 to \$25,000 increase in costs for next year. This increase is not isolated to our district, the rates are increasing overall due to an increase in the frequency of severity of claims globally affecting the insurance industry. To mitigate the increasing costs, our liability coverage will reduce from \$40 million per incident to \$30 million. Our property coverage will reduce from \$1 billion to \$750 million. The changes to our coverage are not concerning, as it brings us back to the coverage that we had just a few years ago.
- **COVID-19:** We are continuing to mitigate the impacts of COVID-19 closure and the need to continue services to students while keeping everyone safe. I continue to create, monitor, and adjust processes and protocols for getting work done. Some groups of staff seem to be less compliant with the stay at home order, social distancing, etc than others, but it is all with good

intentions and trying to get work done. The principals and supervisors are communicating expectations about the access and use of the buildings with their staff.

- **Above Ground On-Site Fuel Tank:** Pre-application meeting request was submitted to the Town of La Conner in December. At the end of February they reached out to Randy Swift asking for additional information before scheduling a meeting. Prior to this we met with both the Fire Chief for La Conner and the Skagit County Fire Marshall.
- **Unemployment Fraudulent Activity:** The Employment Security Department has received fraudulent claims for benefits using school district employee's personal information. I have notified staff that this is happening, and we have reached out to the individuals who have had a claim come through for them. WSRMP is doing an investigation to find out the cause as this is effecting districts across the state.

**Operations  
Updates and  
Highlights**

COVID-19 Closure: Most of my time has been spent developing systems of supporting student learning and nutrition with the safety of our staff as paramount concern. We have developed systems of operation that practice social distancing and use protective equipment such as face masks and gloves. We have staggered start times and are using multiple locations to load meals so that no more than a couple people are in the same place at the same time. We've staggered the office and in-building work to minimize how many people are in the building at any one time.

Here is a snapshot view of all that we have going on 'behind the scenes' in operations:

**Monday**

- Food service staff (5) prepare breakfast and lunch for two days.
- Classified staff (8 paras, 2 bus drivers) hand out or deliver prepared meals
- Secretaries (2) scan in work packets to teachers that was returned the Friday before

**Tuesday**

- Library inventory (2 paras)
- Library Take out service-filling orders and preparing for distribution on Friday

**Wednesday**

- Food service staff (5 cooks) prepare breakfast and lunch for three days.
- Classified staff (8 paras, 2 bus drivers) hand out or deliver prepared meals

**Thursday**

- Library inventory (2 paras)
- Secretaries (3) print and put together packets for students

**Friday**

- Work packets (2 paras) hand out work packets/shop projects/locker contents
- Deliver work packets (2 bus drivers, 2 paras) deliver any packet that wasn't picked up

**Other work to note:**

- Custodians have been emptying lockers and organizing the contents to be picked up on Fridays.
- Bus drivers picking up orders from retailers.
- Secretaries called families to make sure they knew about the food program and tech deployment
- Custodians and paras assist with tech deployment

- 12 paras are meeting with students via zoom each week.

**Departmental Operations**  
**Please see below for department reports submitted by the Directors.**

**Transportation**  
 Submitted by: Kim Pedroza

**Highlights:** Our shop was broken into for the 5th time. Randall Swift did an amazing job after the last break-in making a fortress out of his office. It took the thief over 45 minutes to get through the door where the cameras were on him the entire time. Unfortunately, he had a mask over his face. He got away with very little. Over our school breaks, Randall takes home the expensive tools. We figure we lost about \$500. in miscellaneous shop items. The thief continued on to do the same at the town maintenance shop. They figure he got away with over 13,000 in tools. His mistake was taking their fuel cards and when he went to purchase fuel they got a good shot of his face. It is my understanding he has been caught. I will keep you posted.

Our bus drivers continue to sanitize all buses as they are driven. We are wearing masks and gloves when we are working with the public. The lunch and homework routine has fine-tuned and is working well. The kitchen and maintenance staff have been so helpful in making this all happen. Go, Team!!

**Future/upcoming:** Randall Swift and Kim Pedroza are working with Bonnie Haley to look at what is left in the transportation budget for the year. The Transportation budget from the state based on our sent in STARS reports in the fall/winter and spring needs to be used in transportation or the next year the funds are cut. Projecting to the future we plan on making sure we are prepared for new numbers in McKinney Vento. With the Covid19 crisis, we are projecting more help is going to be needed for the homeless.

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

Submitted by: Brian Masonholder

**Highlights:**

Worked on the small bus area with new gravel and cleaned it up after the last break in.

Created a new parking area to house both of the bike trailers. I have positioned them so they doors are backed up to the middle school exterior wall to prevent break in. Also, worked with the vendor to receive the bikes and the trailer.

Emergency repair of the elementary freezer. Thankfully we caught it in time and were able to get it serviced before losing any of the food.

Emergency repair of a hot water filter system that had cracked in the HS and was leaking. I have reordered parts to have on hand. It was nice to see the new system we put in this summer is working well the filters are collecting all kinds of particles.

Grounds are busy mowing like crazy this time of year.

I put all of the HVAC systems in to unoccupied to save the district money on heat. I communicated with staff who may be in the buildings how to override the settings in their workspace.

John and Clay have been assisting me in getting the lockers cleaned out and bagged up for delivery.

John and I are helping load the buses on Mondays and Wednesdays for food distribution.

I want to give a big shut out to transportation, Kitchen, Custodians and others involved with the delivery of food, packets, locker stuff and the all-around kindness during these awkward time. Thanks.

**Future:**

Working on finding specialized cleaning equipment and supplies for COVID-19. Specifically the foggers, called Protexus Sprayer that is an electrostatic sprayer that will disinfect with EPA registration kill claims against COVID-19. I have set up a meeting with a vendor.

I've received some, but am still working on getting more masks and gloves for the district to use. These are hard to come by these days.

Evaluating my budget and what capacity I have left for summer and special projects.

	<p>Continuing to get information and bids/quotes on the top safety concerns from the Facility Assessment Review. I will plan to get as much done as my budget and time will allow now and through the summer.</p>
<p><b>Child Nutrition/ Food Service</b> Submitted by: Kelly Kjarstad</p>	<p><b>Highlights:</b></p> <p>We are working hard to keep our heads above water at this point. We are currently serving 4,030 meals per week with only 750 of those being picked up. The rest are being delivered to student's homes.</p> <p>We are incorporating more re-heat meals in order to use up the supplies we already have in stock. This also provides families with a variety of food and reduces food costs for the district.</p> <p>To keep staff safe we deliver meals twice per week, Monday and Wednesday with multiple meals at once to reduce exposure. On Monday's we provide two days of breakfast and lunch meals. On Wednesday, we provide three days of breakfast and lunch meals. Our staff are practicing social distancing as much as possible and are wearing face coverings and gloves.</p> <p>I am currently working with Bonnie to develop a safety plan that is required by OSPI.</p> <p>In addition to preparing the weekly meals, my staff and I have been working on communication and team-building, which has been fantastic.</p> <p>I am currently working on evaluating all of my staff. Since this is my first year evaluating, I have met with Bonnie to review the process and the forms. We will be meeting again before I meet with staff.</p> <p><b>Future:</b></p> <p>We can't wait for the new school year, if and when we are back in the building, to implement some new ideas. Our new staff is so great and very excited to be a part of La Conner School District.</p> <p>I have applied for a couple of grants and am waiting to hear if we qualify.</p> <p>I am working with Whitney and Bonnie to discuss summer meal options and logistics.</p>
<p><b>Technology</b> Submitted by: Ryan Hiller</p>	<p><b>Highlight:</b></p> <ul style="list-style-type: none"> <li>• Computer distribution for students needing access. <ul style="list-style-type: none"> <li>○ High school students already had laptops. We're still issuing laptops 3rd-8th, and iPads K-2 based on parent request.</li> <li>○ Requests are down to just a couple per week.</li> <li>○ We're now providing multiple devices per household if requested. We were issuing up to one K-2 and one 3-8 device per household in addition to 9-12 grade laptops already in place, so as to satisfy as much need as quickly as possible.</li> <li>○ Over 200 high school laptops were already in place</li> <li>○ At this point we have issued to every household requesting a device through May 11 - 157 additional devices</li> <li>○ We are now hand delivering the computers when set up as opposed to handing out in a drive-thru setup.</li> </ul> </li> <li>• Helping families with internet access is being handled by Dr. Meissner. Data that I saw showed about 10% of students without internet access. Some with access had "limited or slow" connectivity. Communication continues with families on this matter.</li> <li>• Ryan spent time troubleshooting our device management server. He also updated the management software to the latest version making it ready to migrate to a JAMF hosted solution. This will eliminate this trouble shooting time, as well as eliminate the need of one of our servers.</li> <li>• Most of our time is spent supporting staff, students, parents with various tech needs (in addition to teaching duties.)</li> </ul>

- Access to gmail, google classroom, zoom
- Setting up Google Classrooms, Zoom Meetings, etc
- We're meeting with staff and students via Zoom, and phone to work on tech issues if email does not suffice. Occasionally receiving devices for work, following social distance guidelines.
- We're creating screencasts explaining how to set up and use various tools

**Future goals**

- WiFi upgrade is pending go-ahead to work regarding social distancing, and budget approval. We have received official notice that the funds are approved. July 1 is the likely date to start the project. Objective is to be done prior to face-to-face instruction resuming.
- Securely - Web Filtering - Scheduling to work with Micro K12 to switch to Securely as our web filter. (will do with WiFi upgrade)
- 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. (Will push this into summer when no one else is on campus, and tech support is less time intensive.)
- 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).