


<b>Report from:</b>	<b>Bonnie Haley, Business Manager</b> <i>Finance, Operations, Human Resources and Risk Management</i>
<b>Report for:</b>	<b>October 2019</b>
<b>Communication, Caring Environment, Student Learning</b>	We are continuing with our mission and vision to keep the business office connected to the work of the district, board priorities and the strategic plan. I am looking forward to reviewing the new strategic plan with business office staff and working with them to brainstorm opportunities for alignment. In the meantime, we are focused this year for communication on in-person or voice conversations. Our efforts towards this goal have included the para educator certification program informational meeting and the SEBB open labs. We continue to help district staff to identify and consider the impact and relevance toward student learning when requesting resources and to operate with a customer first approach to every interaction with concern and curiosity to foster a caring environment.
<b>Financial Reports</b> (see attached)	<ul style="list-style-type: none"> <li>• Cash Balance</li> <li>• Enrollment</li> </ul> <p>Reminder: August financial reports will be provided upon completion of year end when figures are final. If you have any questions, please contact me.</p> <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>• We did it! We made it through Mary's leave of absence. A big shout out to our amazing staff. Jessie Eisen has been helping us with the Fiscal Assistant position while Mary has been on leave. Jessie has done a great job keeping up with the daily functions of the job in addition to her regular duties supporting the buildings. Jennifer Tenborg has been held the place together with keeping the odds and ends pulled together and taking on the daily banking and post office runs. Thanks to Mandy Barnett who has been doing the daily rounds to the buildings to pick up and drop off mail and pick up daily deposits from the buildings. Mary is scheduled to return to work on November 1<sup>st</sup>. We have enjoyed her drop in visits with baby Morgan, but are looking forward to having her back to work.</li> <li>• Year-end preparations continue – Just a reminder that as I prepare year end financial statements and finalize any accruals through our September accounts payable and payroll, I will hold off on giving budget status reports until I know they are final. You can expect enrollment and cash reports each month, but budget status reports for August and September will be provided in November.</li> <li>• Bond Refunding – As you will see/hear in this upcoming meeting. We are asking the board to consider moving forward with a bond refunding. If you consider our bond like a mortgage, you can consider this similar (but different) to a refinance. We've asked Ryan Swanson from Piper-Jaffery to present tonight the details to the school board. Ultimately, my interest in this work is the potential savings to our tax payers. As you will hear from Ryan, a successful refunding could result in \$800,000 or more in savings to our tax payers over the life of the bond repayment.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• SEBB Implementation: Jennifer is doing an excellent job staying current on the new SEBB changes and making herself available to help staff with the transition. She is offering lab time for any employee to come to the district office for assistance setting up their new SEBB benefits.</li> <li>• Paraeducator Certification Program: The new state requirement for all paraeducators to have certain levels of certification has been implemented beginning the 2019-2020 school year. The state has provided funding to support the first 14 hours of training towards the first certificate, the Fundamental Course of Study which is a total of 28 hours. We have contracted with the NWESD to come to the district during our PD waiver days to provide the training for our staff. The Swinomish Education Department is partnering with us on this and is asking all Educational Support Advocates (tribal para's) to attend this training alongside the district paraeducators. Beginning this year, any future paraeducators hired will also be required to obtain this certificate.</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 other than ongoing investigations still active.</li> </ul>
<b>Other</b>	
<b>Departmental Operations</b>	
<b>Transportation</b> By Kim Pedroza	<p>Happy birthday to Kim this month!</p> <p>Kim is part of the Central Washington University program for transportation directors. She has been busy this month finishing up a new bus safety video for La Conner with the help of some of the students from La Conner Live. She will present her video on Saturday, October 26 to her cohort with CWU and OSPI. Kim will share the video with the board at the November board meeting.</p> <p>Kim is finishing up the STAR reporting for transportation funding that are due October 31<sup>st</sup> to the state. This is a big project and Kim does it with a smile.</p> <p>The bus drivers and students participated in bus evacuation drills as part of Bus Safety month.</p> 
<b>Maintenance &amp; Facilities, Grounds, and Custodial Services</b>  Brian Masonholder	<p>October has been busy for the maintenance and facilities department with the changes in the season. Fall weather has provided opportunities for extra grounds efforts to pick up and manage debris as well as semi-annual maintenance of the gutters and drains around campus.</p> <p>As usual during the school year, maintenance is spending most of their time responding to maintenance requests and urgent incidents on campus. These fill up most days, but as an example; a nerf ball was recently lost on the roof of the Braves' club ultimately clogging the gutters. The clogged gutter resulted in a flooded parking lot with the rain diverting to another area. Brian and John used the lift to retrieve the ball from the roof and all is well. Some other notable incidents were the middle school bathrooms had plumbing emergencies and the elementary 5<sup>th</sup> grade hall heating system failed.</p> <p>New side line benches were purchased for the varsity field. Brian built and installed the benches this month. Teams are already making great use of the sturdy and weather resistant benches.</p>



The grant through OSPI for capital improvements for small schools has been submitted to the state for review. We are hoping to have a chance at receiving this grant; but as I reported last month it may be we just need to wait our turn in line. If we don't receive the grant this year, we will continue to apply.

**Child Nutrition/  
Food Service**  
Kelly Kjarstad  
(by Bonnie Haley)

October menus were created with a special focus on continuing the La Conner tradition of Taste of Skagit Week.

The secondary service continues to be successful in serving multiple options daily. Eaters are able to supplement their OSPI required portioned entrées with all of the fixings from the salad bar and finishing bar so that they are full and satisfied with each meal. Kelly has discovered a glitch with the software and/or technology that is explaining the discrepancies between the cook counts of meals served and the Skyward count. Ryan is working with Kelly to repair, upgrade, or replace the equipment and/or software to fix the problem. In the meantime, the cashier is making sure that each students meal is being properly counted in the system. Great job Kelly and Ryan!

The elementary service is working together with the elementary building staff to modify the mode of serving to reduce time and waste. The finishing bar has been added back this month for students to supplement their main portioned entrée with additional fruits and vegetables.

Kelly has worked with Marlene and OSPI to provide a reimbursable snack at the Braves' Club. This is great for both programs. This will reduce expenditures for the Braves' Club and increase revenues (after costs) for food services.

Kelly has been working with OSPI to get all of the required reports and forms in for compliance and filing for reimbursement. She will begin submitting claims soon and we will be providing reports for the boards review soon.

**Technology**  
By Ryan Hiller

Working on dealing with issues as they arise and the new staff/student computer deployment.

Working with Bonnie this year to create a forecasted deployment schedule based on projected enrollment for long term planning.

Investigating a new filtering software that would include filtering while off campus with school-devices as well as parent visibility of student activity/searches. A proposal for board consideration will follow.

Continued work with major projects including surplus and inventory. Planning with Bonnie for a summer surplus to recycle obsolete equipment.

Working on a process to audit all sites/software used by staff with students for student privacy, a conference session alerted me to network penetration services from DHS that I hope to utilize.