

<b>Report from:</b>	<b>Bonnie Haley, Business Manager</b>
<b>Report for:</b>	<b>OCTOBER 2020</b>
<b>Financial Reports</b> (see attached)	<ul style="list-style-type: none"> <li>• Enrollment – October 2020</li> <li>• Financial reports will be provided once year-end processing is completed in November.</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>Enrollment:</b> October enrollment was 588.0 FTE (615 headcount). As expected, this is lower than September because of our high schoolers starting their first quarter with running start. Running start numbers are higher than a normal year with 28 students attending at least one Running Start class compared to 16 the same time last year. Our overall enrollment is still above budget at 588.</li> <li>• <b>Budget Status:</b> <ul style="list-style-type: none"> <li>○ All of the budget managers have been given access to run their department or building budget status reports in the new Qmlativ software.</li> <li>○ Budget Status reports will be provided to the board after we close year end and have final numbers. However, my preliminary review of September expenditures appears to be well within our current budget.</li> </ul> </li> <li>• <b>Year End:</b> <ul style="list-style-type: none"> <li>○ Financial statements for August 2020 will be provided once the year-end close process is completed. Year-end processing ends in late October/early November.</li> <li>○ My preliminary review of fund balance is favorable and will come in higher than budgeted. I will have a final number once year end is completed.</li> </ul> </li> <li>• <b>Transfer of Funds to Capital Projects:</b> The transfer of \$200,000 from the general fund to capital projects for the 2020-2021 school year will be completed in the winter after we have received our impact aid payment and our cash flow has stabilized.</li> <li>• <b>Cash Flow:</b> As we know from last year, our cash flow is tight through these fall months. We are watching this carefully and are anticipating our early payment from Impact Aid by November. We have also noticed a slower than normal processing time to receive payments from some of our interlocal agencies. Some payments we should have received for the end of the year billing cycles have not come in yet, lowering our cash balance. I have reached out to these agencies and they have assured me that payment is on the way.</li> </ul>
<b>Human Resources</b> Updates and Highlights	<ul style="list-style-type: none"> <li>• <b>Personnel Actions</b> for the regular meeting in October 2020 are posted in the consent agenda.</li> <li>• <b>Open Positions:</b> As in-person services for students ramp up we have increasing need of classified support for; expanding the learning hub, staffing the health screening booth, and meal deliveries. We are advertising soon for a pool of para-educators to draw from as our needs increase.</li> <li>• <b>S275:</b> Our final S275 Personnel Report was submitted to OSPI for the 2019-2020 school year. I am working on preparing the 2020-2021 initial submission due in November.</li> <li>• <b>SafeSchools:</b> As of October 20<sup>th</sup>, all but eight of our staff had completed their required SafeSchools training for the year. This year's training included: Sexual Harassment: Staff to Staff, Coronavirus: Manage Stress and Anxiety and Transitioning to a Remote Workforce, Child Abuse: Mandatory Reporting, Title IX Compliance Overview, Boundary Invasion, and Bloodborne Pathogen Exposure Prevention. All new staff also completed What Every School Employee Needs To Know.</li> <li>• <b>Staff Evaluations:</b> Our master spreadsheet showing all employees by evaluator has been updated and shared with administrators for tracking their 2020-2021 evaluations.</li> </ul>

**Risk  
Management**  
Updates and  
Highlights

- We had some graffiti reported on the back wall of the grandstands last month. The cost of the damages are minimal, however we did report the incident to our insurance and the Sherriff's office.
- WSRMP Insurance: The first installment of \$56,004 for our annual fees were paid in October, another \$56,004 will be paid in February. As I had mentioned before, there was an increase in fees this year across the state. This was accounted for in our budget.
- Our flood insurance has been renewed for the Braves Club, Auditorium and Admin Building. We are submitting these invoices (\$34,349) for reimbursement through WSRMP.