

# OPERATIONS OVERVIEW – AS OF NOVEMBER 16, 2016



## FACILITIES

- We are moving forward with the release of a Request for Proposal (RFP) for the provision of cleaning services at both facilities this month, based on a set of pre-determined specifications, with plans to present a recommendation for services to the Board at the December meeting. We continue to work with our current cleaning company (City Wide Maintenance of St. Louis) to improve the cleanliness of our facilities, but continue to encounter periodic issues in the quality of service. We will continue to update you on this matter as it transpires.

## FINANCE

- Our auditing firm, Daniel Jones & Associates, CPAs, began its on-site field work today, November 16<sup>th</sup>, with plans to complete this phase of their examination this week. We plan to present their formal audit report to the Board at the December 14<sup>th</sup> general meeting.
- Westbrook & Co., P.C. (CPA's) has extended its deadline to complete our 2015-16 federal income tax return (Form 990) in our capacity as a 501 (c )(3) exempt organization, to February 15, 2017, in conjunction with the conclusion of Daniel Jones annual financial and compliance audit. We will provide you with a copy of this report once it is completed.
- Our banking institution, Pulaski Bank, was acquired by Busey Bank of Champaign, IL earlier this year, and recently converted all St. Louis area Pulaski branches to Busey Bank sites, effective on November 5, 2016. Busey Bank has wire transfer guidelines that will require updated Board member signatures. We will present this wire transfer documentation to you in the near future to obtain the applicable Board signatures.

## FOOD SERVICE

- During October, we served 4,597 total breakfast meals at our Marine & Papin sites (down 4% from a September total of 4,775 total breakfast meals served), in addition to 8,678 lunches (down 3% from a prior month total of 8,916 lunches served) at these locations.

- For October, the total Free and Reduced lunch percentages totaled 62.3%, up slightly over the prior month ratio of 61.3% across the school system (with 431 students qualifying for free lunches [56%] and 46 students [6%] qualifying at the reduced rate, divided by the total approximate enrollment of 766 students).

## HUMAN RESOURCES/BENEFITS

- We held our first Employee Insurance & Benefits Committee (EIBC) meeting last week (November 10<sup>th</sup>), with committee representatives present from all schools and work groups. A representative from our Insurance Broker (Caravus) began educating the Committee on the various plan offerings SLLIS currently provides, including the medical, dental, vision and life insurance plans (Anthem Health products), in addition to the voluntary short and long-term disability plans sponsored through the Principal Insurance Group.

During the EIBC meeting, we also received a presentation on the CSD Retirement Trust's 403(b) investment offerings from that organization's Managing Director. We wish to pursue and offer this voluntary benefit to interested staff members, and will present a resolution to become a member of CSD's Retirement Trust for Board approval at the December Board meeting.

- On November 3, 2016 the Missouri State Highway Patrol conducted a Missouri Automated Criminal History Site (MACHS) examination on SLLIS fingerprinting records and processes for current and former personnel. The examination went well, and we will receive a formal report on this review in the coming weeks.

## SAFETY & SECURITY

- We continue to update existing operational procedures to promote safety for all SLLIS students and personnel. We are currently working to compile these procedures in a SLLIS Operations Manual that we plan to distribute next spring.

## TECHNOLOGY

- We implemented a new Facilities and Maintenance tracking system (Fresh Desk) this month to help track and resolve facilities and maintenance-related issues. Staff members can now issue requests to resolve related problems by submitting such requests to a [Support@sllis.org/facilities](mailto:Support@sllis.org/facilities) e-mail address, and the related problems will be tracked by the system to resolution by operations and maintenance staff. SLLIS also employs the Fresh Desk application for technology related issues ([Support@sllis.org/tech](mailto:Support@sllis.org/tech)).

## STUDENT TRANSPORTATION

- During October, our student transportation provider (First Student) transported our students to and from school on 20 school days (excluding of a PD day on Friday, October 14<sup>th</sup>).
- Our student transportation function operated for 20 days in October, as we ran 11 bus routes school-wide, (5 buses dedicated to Papin routes - buses 8181 thru 8185, and 6 buses assigned to Marine routes - #8187 thru #8192). For October, the 11 routes/buses running for 20 days during the month generated a total bill for services that totaled \$64,928.60 for the month.