

## **Department Reports**

**November 14, 2019**

### **Human Resources: Rita Byers, (Interim) Director**

**Welcome Back Rita!** Rita Sierra Beyers will be our Interim HR Director while we are in the process of searching/hiring for a new director.

We are currently hiring staff for the Child Nutrition Services Department, Child Care Department, Maintenance & Operations, Instructional Assistants, and Coaches.

The Benefits Fair was held on October 9<sup>th</sup>. Flu shots were provided to over 120 staff members. Representatives from the following vendors were here:

- |                     |                       |                   |
|---------------------|-----------------------|-------------------|
| • American Fidelity | • Vision Service Plan | • Express Scripps |
| • Kaiser            | (VSP)                 | • Mission Federal |
| • United Healthcare | • Fringe Benefits     | Credit Union      |
| • Optum Health      | Consortium (FBC)      | • Scripps         |
| • Delta Dental      | • Hyatt MetLaw        | • CSEA            |
|                     | Legal Services        |                   |

We are concluding the annual Benefits Open Enrollment. New plan changes effective January 2020. Terri Freepartner made site visits to assist staff with plan options, changes and questions. All change forms were due by November 11<sup>th</sup>.

Human Resources staff attended the PeopleSoft conference at the San Diego County Office of Education on 10/24/19 regarding Benefits and Human Resources.

We are currently working on the Affordable Care Act (ACA) reporting. This is a federal requirement which is completed annually.

Substitute Orientations for Classified Substitutes were held on October 11<sup>th</sup> and November 8<sup>th</sup>. We currently have a total of 177 Certificated Substitutes and 114 Classified Substitutes.

Volunteer Applications are still being submitted and processed. We currently have 304 scanned/cleared volunteers (fingerprints processed) and 471 in-sight volunteers (within sight of a teacher.)

### **Business Services:**

It's Federal Survey Card season! Many thanks to our amazing front office teams at each of our schools and to all students, families and staff involved in the timely submission and collection of survey cards. We are proud to have a 100% response rate district-wide. With almost 40% of our student population identified as military and federally connected, these survey cards help ensure ongoing funding through the Federal Impact Aid program to provide much needed funding associated with the impacts of having a large military installation within our district boundaries.

**Thank you for your efforts,** Tracy Denault, Frankie Guillen, Kimberley Junk, Linda Kirk, Maribel Kastlunger, Melinda Clay, Dollyanne Hutchins, Megan Probasco, Kim Quinlan, CNS and Kathy Mulvey!

In a previous update, we informed you of CUSD's change in platform related to community use of school facilities under the Civic Center Act and the onboarding of a program from Facilitron to standardize and streamline our processes. Facilitron helped us to minimize staff time spent processing paperwork, verifying insurance coverages, invoicing and accounts receivable, and helps ensure the consistent application of board policies and administrative regulations under BP/AR 1330. We have attached an executive summary to this month's department update that provides valuable revenue and use information. Staff will use this data to inform staffing needs and guide program and policy recommendations.

The Budget Study Committee convened on October 23, 2019. Members reviewed committee goals, engaged in an in-depth discussion on topics presented to the Governing Board in recent meetings, including the 2018-19 Unaudited Actuals report, and report on Special Education. The committee is scheduled to meet again on January 29, 2020. Please visit <https://coronadousd.net/departments/business-services/> to review presentations shared with committee members.

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## Business Services

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**Student & Parent Portal**

Sign in to Coronado Unified School District's Student Portal to check your grades and attendance, access important resources, and more!

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**Important Forms & Links**

- Budget Study Committee >
- District Budget Information >
- Budget-At-A-Glance >
- Payroll & Salary Schedules >
- Enrollment Reports >
- Purchasing - Vendor Registration >
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## CUSD Business Services Department

Business Services is committed to serving and enabling each student's learning process.

Welcome to Business Services! Our goal is to provide superior customer service in all areas of school finance and operations to our students, families, district shareholders, and the community at large. As stewards of taxpayer dollars we strive to conduct business and operations efficiently and effectively to support the district's desire to inspire, innovate, and create limitless opportunities to thrive. In alignment with the district mission and goals, Business Services is committed to supporting student learning and success by maintaining fiscal solvency and transparency, facilitating a well-equipped learning environment, and managing resources through prudent operational management. Other areas of Business Services responsibility are [Maintenance & Operations](#), [Brian Bent Memorial Aquatics Complex \(BBMAC\)](#), [Technology](#), as well as [Nutrition Services](#).

Our primary role is serving as internal support for the district's staff, but our most important role is to enable the staff to teach students at the highest levels.

## **Maintenance & Operations (M&O): Gary Hall, Director**

The M&O Department continues its work on implementing recommendations from the Committee to Analyze the Student Learning Environment (CASLE). During the last several months, the team was able to repair ventilation systems in the athletics complex at CHS that have reportedly ‘not worked in over 10 years!’ KUDOS to the team for their diligence and efforts to ensure proper airflow in support for our students and staff. The team will continue their efforts to improve air circulation district-wide.

Another CASLE committee recommendation (and pilot project) included the installation of reflective tint on classroom windows. M&O has secured quotes to install reflective tint in classrooms at CMS and CHS to help reduce classroom temperatures on warmer days. Product specifications report a decrease in temperature at the window sill of approximately 10-12 degrees. Installation will occur during the Thanksgiving break. We will continue this work at VES and SSES.

## **Information Technology (IT): Jason Ramos, Supervisor**

October continued to be a busy month for the Tech Department. A big shout out to Charles Coburn, Computer Technician, for working hard to repair Chromebooks and get them back in service before the winter MAP testing session.

The IT Department, in collaboration with our instructional counterparts continue to evaluate Chromebook devices including their ability to resist vandalism, ease of repair and length of service and support with Google. CUSD plans to purchase new devices to replace almost 2000 classroom devices that will age out and become inoperable at the end of the 2019-20 school year. After that time Google will no longer guarantee updates for those devices and the ability to manage them using the Google Admin Console will be lost.

For the month of October there were 131 new tickets and 183 were closed. There are currently 60 open tickets.

## **Preschool & Childcare: Lisa Alonso, Director**

Enrollment	Child Care	Preschool
ECDC	42	84
Village	91	N/A
Silver Strand	25	40

## Preschool

- This month the preschool program theme was community helpers. We had a variety of visitors including Coronado's Fire Department
- On Thursday October 31, our Extended Care preschoolers visited the DO for some fun trick-or-treating.
- Crown Preschool is also proud to share the Coronado Community Librarian will be visiting the school once a month to read to the students. They will select books to read related to our current theme of the month.

## Child Care

- A parent donated a large number of pumpkins to our students in Child Care. On this day we provided a variety of fun activities to our students including a pumpkin decorating contest and mummy dress up.
- At ECDC we did some fun Fall cooking activities! This day the students made pumpkin pancakes.
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