

# Finance and Business Services

3900 Broadway  
Everett, WA 98201  
[www.everettsd.org](http://www.everettsd.org)





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# General Overview

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## **Northwest Educational Service District (NWESD) 189**

### [Northwest Educational Service District \(NWESD\) 189](#)

NWESD serves 35 school districts and several private schools in Island, San Juan, Skagit, Snohomish, and Whatcom counties. The school districts in their region serve 168,000 students with varying languages, special needs, and learning styles. Their staff of administrators, educators, and support personnel work to provide quality professional development opportunities and student programs while providing administrative support and technical assistance to local school districts.



## **INFRASTRUCTURE SERVICES SUPPORT DISTRICTS**

Member school districts have access to a vast array of support services such as fiscal, transportation, technology, and many more. Many are available as cooperatives and with reduced fees.

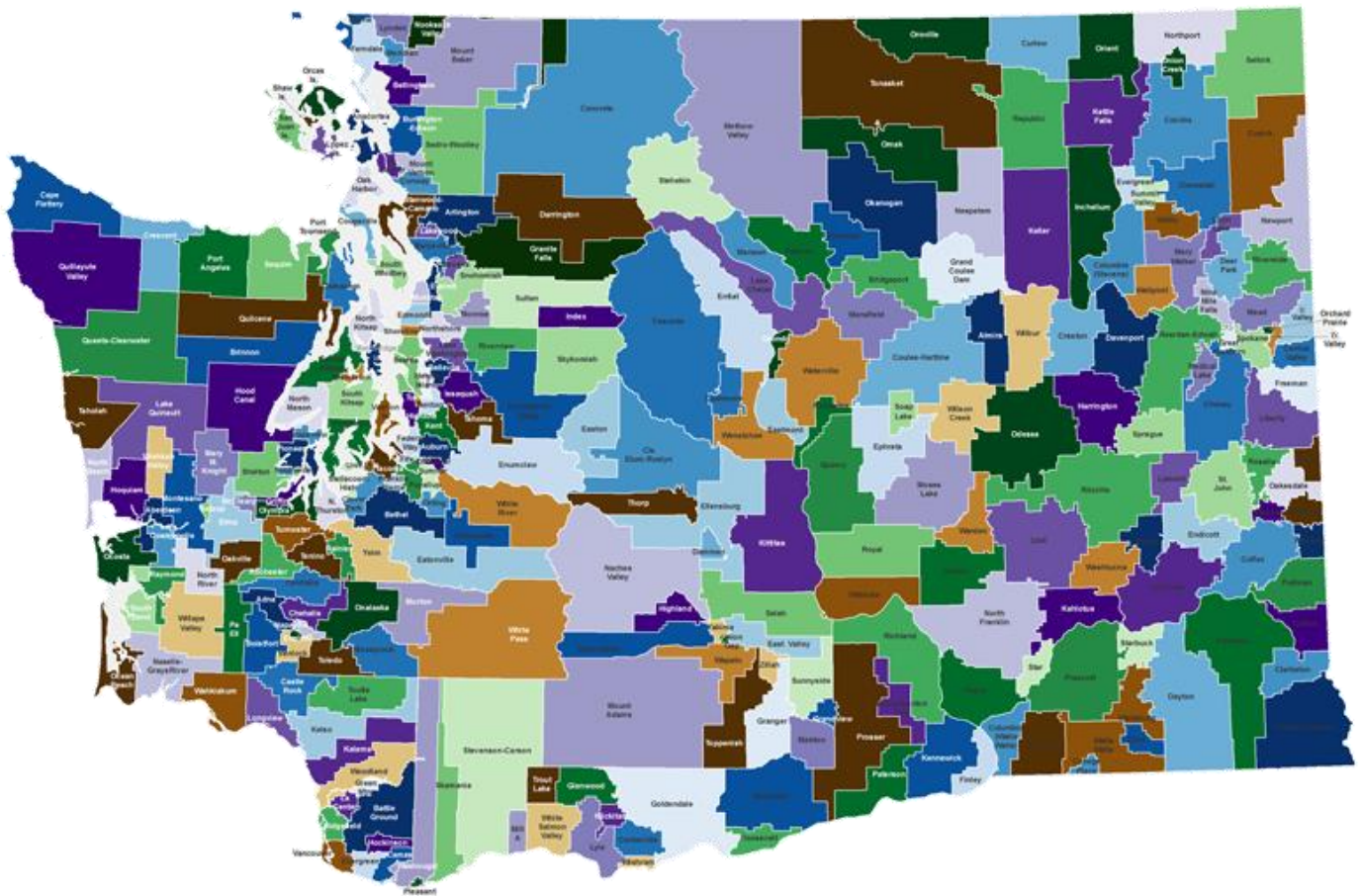


## Washington State school districts

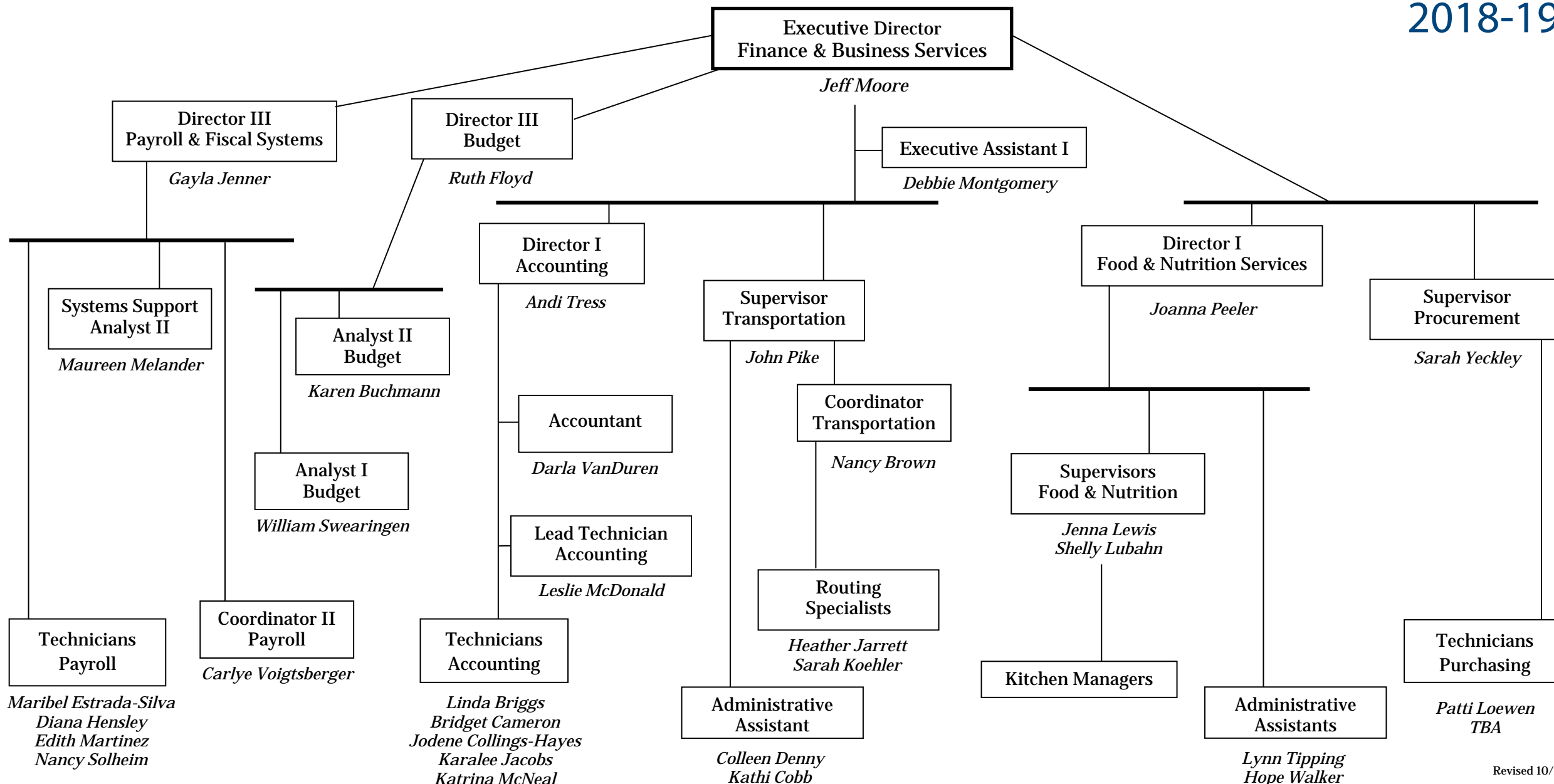
### [Washington State School Districts: Maps and Websites](#)

In Washington State, there are 9 Educational Service Districts (ESDs) that oversee a total of 295 school districts. This interactive map lets you layer ESD, school district, and county boundaries.

## Washington State School Districts: Maps and Web Sites



# Finance & Business Services Organization Chart 2018-19





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## Responsibilities and contact information

The finance and business services department is responsible for the fiscal, business, food service, and transportation operations of the district including accounting, budget, financial oversight, fiscal systems support, food and nutrition services, payroll, procurement, records retention, and transportation.

### *Finance*

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Responsibilities include budget development and monitoring, Fiscal Advisory Council coordination, financial reporting, investments, and overall financial oversight. The executive director oversees the accounting, budget, fiscal systems, payroll, business services, food and nutrition services, and transportation departments.

**Jeff Moore**, *Executive Director, Finance and Business Services* ..... 4150  
**Debbie Montgomery**, *Executive Assistant, Finance and Business Services* ..... 4151

### *Accounting*

Accounting is responsible for handling revenue and payable disbursements for the district.

**Andi Tress**, *Director, Accounting* ..... 4179  
**Darla VanDuren**, *Accountant, Accounting* ..... 4176  
**Leslie McDonald**, *Lead Accounting Technician, Accounting* ..... 4177  
**Katrina McNeal**, *Technician, Accounting* ..... 4173  
**Karalee Jacobs**, *Technician, Accounting* ..... 4174  
**Bridget Cameron**, *Technician, Accounting* ..... 4171  
**Jodene Collings-Hayes**, *Technician, Accounting* ..... 4175  
**Linda Briggs**, *Technician, Accounting* ..... 4178

### *Budget*

Budget is primarily focused on all issues relative to district, school, and department budgets.

**Ruth Floyd**, *Director, Budget* ..... 4157  
**Karen Buchmann**, *Analyst, Budget* ..... 4154  
**William Swearingen**, *Analyst, Budget* ..... 4155

### *Fiscal Systems*

Fiscal systems are responsible for the support and operation of district financial and employee reporting software systems.

**Gayla Jenner**, *Director, Fiscal Systems* ..... 4169  
**Maureen Melander**, *Analyst, Systems Support* ..... 4158

## **Payroll**

Payroll is responsible for monthly payroll and leave processing, annuities/savings bonds/benefit payments, and retirement.

<b>Gayla Jenner</b> , <i>Director, Payroll</i> .....	4169
<b>Carlye Voigtsberger</b> , <i>Coordinator, Payroll</i> .....	4163
<b>Diana Hensley</b> , <i>Technician, Payroll</i> .....	4161
<b>Nancy Solheim</b> , <i>Technician, Payroll</i> .....	4165
<b>Maribel Estrada-Silva</b> , <i>Technician, Payroll</i> .....	4164
<b>Edith Martinez</b> , <i>Technician, Payroll</i> .....	4162

## **Business Services**

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Business Services is responsible for procurement, contracts, records retention, and fixed asset inventory.

<b>Sarah Yeckley</b> , <i>Procurement Supervisor, Business Services</i> .....	4189
<b>Patti Loewen</b> , <i>Technician, Purchasing</i> .....	4181

## **Food and Nutrition Services**

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Food and Nutrition Services is responsible for the daily breakfast and lunch service for all schools as well as district nutrition initiatives.

<b>Joanna Peeler</b> , <i>Director, Food and Nutrition Services</i> .....	4386
<b>Jenna Lewis</b> , <i>Supervisor, Food and Nutrition Services</i> .....	4384
<b>Shelly Lubahn</b> , <i>Supervisor, Food and Nutrition Services</i> .....	4383
<b>Lynn Tipping</b> , <i>Administrative Assistant, Food and Nutrition Services</i> .....	4382
<b>Hope Walker</b> , <i>Administrative Assistant, Food and Nutrition Services</i> .....	4381

## **Transportation**

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Transportation schedules and routes school buses for kindergarten through 12th grade students who live more than a one-mile radius from school. The department also schedules buses for vocational education, athletic and extracurricular trips.

<b>John Pike</b> , <i>Supervisor, Transportation</i> .....	4141
<b>Nancy Brown</b> , <i>Coordinator, Transportation</i> .....	4140
<b>Sarah Koehler</b> , <i>Routing Specialist, Transportation</i> .....	4145
<b>Heather Jarrett</b> , <i>Routing Specialist, Transportation</i> .....	4143
<b>Colleen Denny</b> , <i>Administrative Assistant, Transportation</i> .....	4146



## **Department Core Values**

### ***Customer Service***

We are a customer service department that is measured by how well we support our students, schools, departments, parents, community members, and vendors. We strive to have a positive impact on each person we interact with.

### ***Technical Accuracy***

We are a highly technical department that plays the extremely critical role of managing the fiscal stability of the district. Without fiscal stability, all other programs will be significantly impacted.

### ***Student Achievement***

We have a direct relationship to our district mission of ensuring that each child is successful. By providing outstanding customer service, fiscal stability, and advancing the simplification of processes, we allow others to spend more time focusing on the students we serve.

### ***Collaboration***

We are a department that works together to collaboratively face the challenges of work load and adversity. We openly ask for help and know we are not alone. In our technical role mistakes will occur, and we know we can work with others to remedy the outcome. We watch out for each other and can accept advice from each other.

### ***Complete Individuals***

We are a department that respects the whole person and our life outside of the office. We share in life's celebrations and challenges as we successfully accomplish our work each day.



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## Helpful resources

### [Associated Student Body \(ASB\) Manual](#)

The ASB manual is the document source for all ASB information, practices, and forms.

### [Associated Student Body \(ASB\) Budget](#)

The middle and high school ASB budgets are prepared annual by student representatives supported and directed by staff advisors and administrators at each school. These budgets represent their best efforts to plan for student activities that will take place at their schools in the next year.

### [Budget – District Operating Budget](#)

Form F195 is the OSPI approved Everett Public Schools operating budget for the fiscal year. The operating budget is an expenditure plan which may be adjusted to accommodate variances in spending.

### [Business Information Manual](#)

The business information manual is a resource that contains all district business processes, practices, and forms.

### [Citizen's Guide to the District Budget 2018-19](#)

The 2018-19 Citizen's Guide to the District Budget is financial information prepared in a format to help build understanding of how schools are funded.

### [Comprehensive Annual Financial Report \(CAFR\)](#)

The CAFR provides detailed information on district actual fiscal activities in the prior fiscal year.

### [District bond ratings—Moody's](#)

### [District bond ratings—Standard and Poor's](#)

The goal of obtaining a high credit rating is to assure the rating agency of all the initiatives the district undertakes, and the long-term financial stability of the organization, and that it can afford to pay its debt service.

### [Fiscal Advisory Council Report](#)

The Fiscal Advisory Council (FAC) provides an annual report to give perspective and advice with regard to budget reductions/enhancements for the superintendent to consider before presenting his recommendations to the school board.

### [Northwest Educational Service District \(NWESD\) 189](#)

NWESD serves 35 school districts and several private schools in Island, San Juan, Skagit, Snohomish, and Whatcom counties. The school districts in their region serve 168,000 students with varying languages, special needs, and learning styles. Their staff of administrators, educators, and support personnel work to provide quality professional development opportunities and student programs while providing administrative support and technical assistance to local school districts.

### [Office of Superintendent of Public Instruction \(OSPI\) – School Apportionment and Financial Services \(SAFS\)](#)

This site provides fiscal and enrollment information for Washington public schools.

[\*OSPI - Organization and Financing of Washington Public Schools – Updated November 2015\*](#)

This publication attempts to make the complex subject of school finance understandable to the general public. It is written for school board members, legislators, educators, and interested citizens. It can also be used as a training manual for new school employees or as a reference manual for school finance professionals.

[\*Washington State Accounting Manual for School Districts\*](#)

The classified system of accounts presented herein was developed by the Washington State School District Accounting Advisory Committee under the joint direction of the Superintendent of Public Instruction and the State Auditor. In general, the manual follows established principles of governmental accounting as adopted by the Governmental Accounting Standards Board. Revisions have been made where necessary in order to conform to state law. Authority for the Accounting Manual is provided under WAC 392-123-010.

[\*Washington State Legislature\*](#)

The Washington State legislative home page contains information on sessions, legislators, bills, laws, etc.

[\*Washington State School Districts: Maps and Websites\*](#)

In Washington State, there are 9 Educational Service Districts (ESDs) that oversee a total of 295 school districts. This interactive map lets you layer ESD, school district, and county boundaries.

# Finance and Department Overview

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## **Finance and staff training**

### ***Finance***

Resource management is a district priority. All district staff and elected officials have some resource management responsibility. Finance and business services staff provide professional oversight and expertise to monitor and support this priority as outlined in law and policy, and as stated in the strategic plan:

*Generate, align and coordinate all available resources to serve the best interests of the students. Develop flexibility and adaptability to achieve our mission in a changing economic environment.*

Responsibilities include budget development and monitoring, Fiscal Advisory Council coordination, financial reporting, investments, overall financial oversight. The executive director oversees the accounting, budget, fiscal systems, food and nutrition services, payroll, business services, and transportation departments.

### ***Annual, large group training provided to new and current staff***

The finance and business services department provides an annual training for all office managers each August to enhance and/or develop their understanding of the structure, functions, and services provided by the department.

### ***Personalized, one-on-one training provided to newly hired or new-to-position staff***

In addition, all new supervisors and office professionals are provided with personalized, one-on-one training with senior members of the department to learn first-hand the applicable financial operations and systems they will need in the aspects of their position.



## **Fiscal systems**

The fiscal systems unit primarily supports the human resource and finance software system utilized for employment, personnel records, benefits, payroll, accounting, budgeting, purchasing, and inventory control. Everett is one of 10 districts in the state that utilizes Powerschool K-12 Education BusinessPLUS software system. Powerschool software serves 1 out of 6 students nationwide and 1,500 school districts throughout the United States.

While the majority of school districts participate in the Washington School Information Processing Cooperative (WSIPC), more than half of the larger districts with over 10,000 students choose to utilize private sector software. With greater complexity these districts seek more robust product offerings and local flexibility for configuration and data management.

In addition to BusinessPLUS software, the district also utilizes the companion Powerschool student records products known as eSchoolPLUS and IEPPlus, supporting the interface of data between the systems.



## **Payroll**

The payroll department processes pay for approximately 2,500 employees per month, 99.9% of which are on direct deposit as a result of a “paperless” initiative in 2012. The department processes approximately \$19-\$22 million dollars in pay each month, depending on timesheets and other factors influencing pay.

The payroll department is also responsible for some benefits, benefit processing, and the processing and maintaining of retirement for our staff.

For board members, payroll will process pay requests submitted via the superintendent’s office for each event attended. Pay is based on \$50 per event up to a \$4,800 annual maximum. Board members will complete a W-4 with the Human Resources department, sign up for direct deposit, and submit monthly based on the payday calendar deadlines. Pay will be issued on the district payday.



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## **Business Information Manual (BIM)**

### [Business Information Manual](#)

The business information manual is the document source for all district business information, practices, and forms.

### ***SECTION 1 – GENERAL BUSINESS PRACTICES***

<b>AUTHORIZATION OF SIGNATURES .....</b>	<b>1.01</b>
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<b>CELL PHONE USE .....</b>	<b>1.03</b>
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<b>RECORDS MANAGEMENT .....</b>	<b>1.06</b>
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<b>BENEFITS AND DEDUCTIONS .....</b>	<b>5.04</b>
<b>PAYROLL CALENDAR .....</b>	<b>5.05</b>
<b>ANNUAL FEDERAL TAX FORMS.....</b>	<b>5.06</b>
<b>JOURNAL ENTRIES.....</b>	<b>5.07</b>
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<b>PERSONAL USE OF DISTRICT VEHICLE.....</b>	<b>5.09</b>
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## **Associated Student Body (ASB) Manual**

### [Associated Student Body \(ASB\) Manual](#)

The ASB manual is the document source for all ASB information, practices, and forms.

### **ASB MANUAL TABLE OF CONTENTS**

- Section 1 – Introduction to ASB Legal Framework
- Section 2 – Allowable Uses of ASB Funds
- Section 3 – Budget and Account Codes
- Section 4 – Purchasing Methods
- Section 5 – Consultant - Contractual Service Agreements
- Section 6 – Imprest Checking Accounts
- Section 7 – Reimbursements
- Section 8 – ASB Payroll and Timesheets
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- Section 17 – Ticket Sales
- Section 18 – Travel Procedures
- Section 19 – Field Trips – Transportation
- Section 20 – Student Stores
- Section 21 – Trust Fund
- Section 22 – Records Retention
- Section 23 – Miscellaneous
- Section 24 – Appendix

# Budget

3900 Broadway  
Everett, WA 98201  
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## **Budget overview**

Everett Public Schools Board of Directors approved the 2018-19 school year budget on August 28, 2018. New this year -- [\*Citizen's Guide to the District Budget\*](#).

Budget is primarily focused on all issues relative to district, school, and department budgets.

Budget staff prepare the annual operational budget for the five Everett Public Schools funds and monitor how those resources are spent.

Budget staff report budget information regularly to the school board and Everett Public Schools administrators, as well as to the Office of Superintendent of Public Instruction.

Budget staff also monitor the financial aspects of grants, enrollment, staffing, and position control.



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## Summary of funds

In a district with a \$494 million budget and five funds, the budget may seem hard to understand. But our budget is just like your budget at home. We use it for multiple purposes:

- to track income and spending
- to help manage priorities
- to plan for the future
- and to measure financial performance

### ***General Fund***

The operating budget guides our day to day activities.

### ***Capital Projects Fund***

This fund covers long-term school construction and repair needs and cannot be spent on school operations.

### ***Debt Service Fund***

This fund pays the principal and interest on bonds we issue to finance school construction and renovation.

### ***Associated Student Body Fund (ASB)***

This fund accounts for each middle and high school's extracurricular activities.

### ***Transportation Vehicle Fund***

This fund provides for the purchase of school buses.

# Short Term Projections - 1 year

## Enrollment Outlook

Board of Directors Meeting  
April 10, 2018

### 1 year increase of 201 students

Enrollment Projections	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Difference from 2017
Elementary	9,426	9,538	9,680	9,757	<b>9,810</b>	<b>53</b>
Middle	4,222	4,323	4,476	4,661	<b>4,735</b>	<b>74</b>
High	5,573	5,635	5,575	5,469	<b>5,543</b>	<b>74</b>
Total	19,221	19,496	19,731	19,887	<b>20,088</b>	<b>201</b>

This chart is based on Kendrick medium range enrollment projections



# Long Term Projections - 10 years

## Enrollment Outlook

Board of Directors Meeting  
April 10, 2018

### 10 year increase of 1,858 students

Enrollment Projections	Actual 2017	Projected 2018	Projected 2021	Projected 2024	Projected 2027	Difference from 2017
Elementary	9,736	9,810	10,021	10,310	<b>10,512</b>	<b>776</b>
Middle	4,659	4,735	4,864	4,883	<b>5,022</b>	<b>363</b>
High	5,459	5,543	6,038	6,230	<b>6,178</b>	<b>719</b>
Total	19,854	20,088	20,923	21,423	<b>21,712</b>	<b>1,858</b>

This chart is based on Kendrick medium range enrollment projections



# Growth by Region

## Enrollment Outlook

Board of Directors Meeting  
April 10, 2018

**Growth is projected in all regions**

Enrollment Projections	2017-23			2017-27		
	North	Central	South	North	Central	South
Elementary	175	103	165	227	212	306
Middle	-14	9	121	88	86	187
High	188	240	377	151	200	330
Total	349	352	663	466	499	823

**This chart is based on Kendrick medium range enrollment projections**

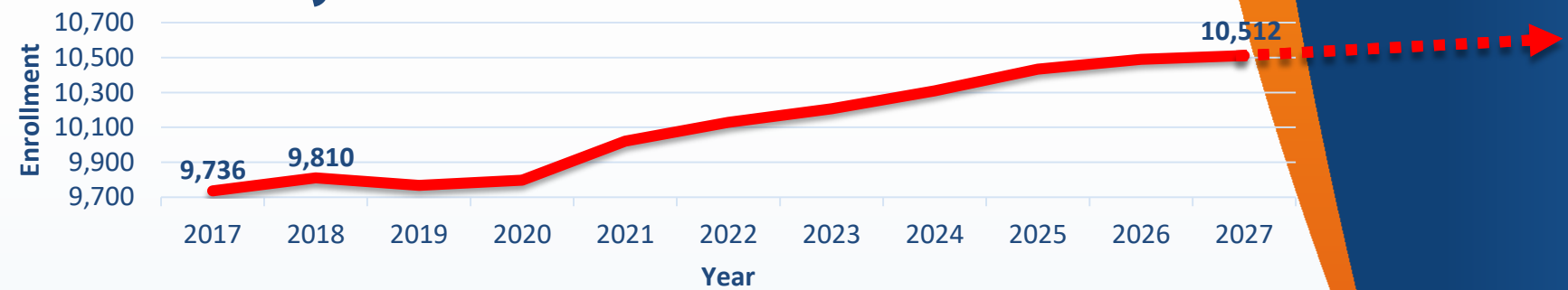


# Enrollment Outlook

## Enrollment Outlook

Board of Directors Meeting  
April 10, 2018

### Elementary school



### Middle school



### High school



This chart is based on Kendrick medium range enrollment projections



# Annual budget cycle

**Preliminary budget presentation**  
**July 2, 2019**

## **Spring/summer** *Adoption & Implementation*

- ~ Budget adoption hearing and the final adoption sets expenditure capacity by fund
- ~ Summer implementation for school year

**F-195 adoption**  
**August 27, 2019**

**F-195 preparation follows legislative session**

**Fiscal year begins**

## **Spring**

### *Budget Preparation*

- ~ Incorporate defined reductions/additions
- ~ State F-195 formatting adjustments

## **Fall**

### *Operational Adjustments*

- ~ Actual student enrollment
- ~ Actual staffing alignment
- ~ State and federal updates
- ~ Local commitments

## **Winter/Spring** *Budget Development*

- ~ Fiscal Advisory Council process
- ~ Budget parameters defined
- ~ Reduced Educational Program  
(Formal process if necessary)

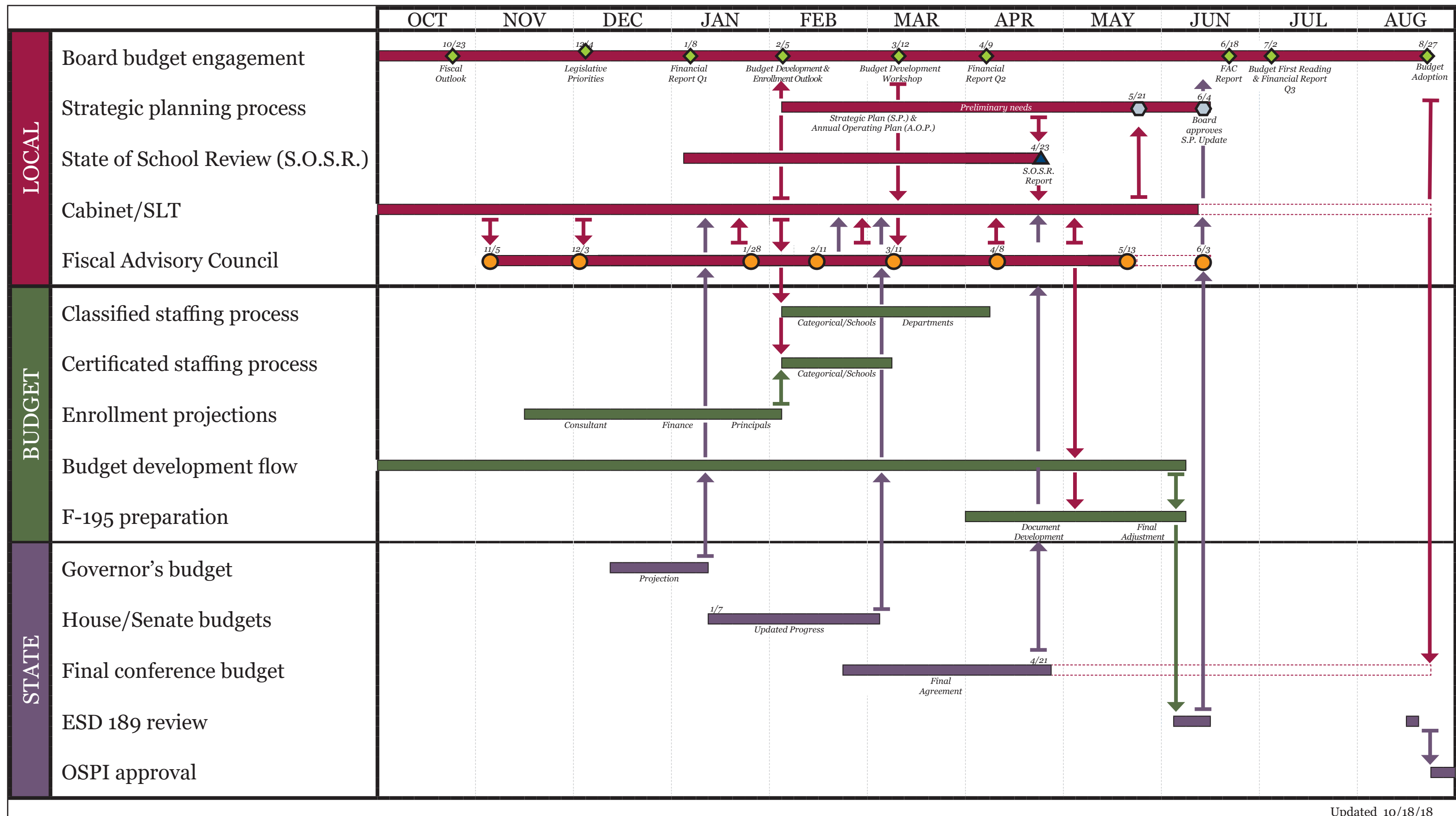
## **Winter** *Projections*

- ~ Local revenue changes
- ~ Local expenditure changes
- ~ State & federal program changes
- ~ Governor's budget guides FAC target

# 2019-20 Budget Development Timeline

## State, Budget, and Local Processes

### Regular Legislative Session





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## Fiscal Advisory Council

### [Fiscal Advisory Council Report](#)

The Fiscal Advisory Council (FAC) provides an annual report to give perspective and advice with regard to budget reductions/enhancements for the superintendent to consider before presenting his recommendations to the school board.

### ***District's commitment to community process***

During the last decade, state and federal funding failed to keep pace with increasing K-12 operational costs. In fall 2009, the superintendent convened an ongoing Fiscal Advisory Council to give perspective and advice for the superintendent to consider before presenting his recommendations to the school board. The council is comprised of seven community members, four students, two bargaining groups, three principals, and four cabinet members. During the first three years, the FAC had the difficult task of recommending its support of nearly \$17 million in cuts to vital district programs.

In 2012, the McCleary case changed the climate when the Washington Supreme Court found the state had not complied with its constitutional duty to fully fund K-12 public education. In the years to follow, state funding began to increase and the role of the FAC evolved from measuring the impacts of reductions to one of providing guidance and input on prioritizing program restorations and enhancements. They have played an integral role with the Superintendent's Cabinet and the Superintendent's Leadership Team to measure program additions against the Strategic Plan, student data, and State of the School Reviews (SOSR).

### ***The FAC's charge – what the superintendent asked us to do***

The FAC's work is integral to the district's annual budget development process. For the last five years, the FAC has helped make difficult recommendations about cuts of nearly \$17 million worth of educational programs. The FAC process incorporates public engagement to ensure that its decisions consider public expectations for schools. The superintendent has defined the FAC "charge" as the following directives:

- **Focus on student achievement** – Balance district programs to support each student's unique achievement needs. Student achievement depends on both academic programs tailored to each student's success, on extracurricular activities, adequate supervision and student safety, and learning in clean and supportive schools. The council should acknowledge that classroom support is an educational necessity, and that such support ranges from maintenance and personnel, to curriculum and assessment.
- **Commit to big-picture thinking** – The general fund is supported by a multitude of state, federal, and local revenue sources with a variety of specific, legally-defined spending and reporting requirements. Equally complex are the regulatory requirements associated with education. The instability of recent legislative actions requires emphasis on long-range financial planning that prepares for the worst while hoping for the best.

- **Evaluate the priority of program enhancements** – In the development of the 2018-19 operating budget, the FAC should present to the superintendent recommendations that: fully consider the impact of past reductions; fully consider the parameters used by prior FAC groups; fully consider how recent program enhancements balance all organizational needs, engage in active discussions, and request additional data as necessary to make informed recommendations for future action. The FAC will be presented with needs well exceeding the additional resources and must provide critical input to prioritize all needs as measured against the Strategic Plan, student performance data, and State of the School Reviews (SOSR's).
- **Align FAC work with the annual budget development cycle** – Align critical conversations with key milestones including legislative session(s), SOSR's, annual update to the Strategic Plan, and school board budget adoption.
- **Commit to ongoing participation through 2019** – Align critical conversations with key milestones including legislative session(s), SOSR's, annual update to the Strategic Plan, and school board budget adoption.

### ***Council composition***

The FAC includes community members, students, and key staff representation to integrate a range of education and community input essential to successful fiscal planning. The FAC is designed to retain a number of members each year, while rotating in new members annually, thus expanding the level of expertise among community and staff and broadening knowledge about school finance.

FAC recommendations are advisory; they are written as a priority set of budget restorations and enhancements that district leadership and the superintendent could consider presenting to the school board. Historically, the superintendent has fully considered and highly valued the recommendations of all district advisory councils.



## **Budgets**

### [Associated Student Body \(ASB\) Budget](#)

The middle and high school ASB budgets are prepared annual by student representatives supported and directed by staff advisors and administrators at each school. These budgets represent their best efforts to plan for student activities that will take place at their schools in the next year.

### [Budget – District Operating Budget](#)

Form F195 is the OSPI approved Everett Public Schools operating budget for the fiscal year. The operating budget is an expenditure plan which may be adjusted to accommodate variances in spending.



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## **Citizen's Guide to the District Budget**

Everett Public Schools Board of Directors approved the 2018-19 school year budget on August 28, 2018.

The [2018-19 Citizen's Guide to the District Budget](#) is financial information prepared in a format to help build understanding of how our where the school district's money comes from and how we spend it. We appreciate you taking the time to review the information contained in this guide and welcome any questions.

Thanks to our community's long-standing support of its children and its schools, Everett Public Schools provides 21<sup>st</sup> century learning for our students. Talented and committed staff work collaboratively with families, community organizations, volunteers, and businesses to ensure that we inspire, educate, and prepare each student to achieve to high standards. Our commitment to delivering quality instruction and supporting each child that comes through our doorways does not waver, even when challenging decisions need to be made.

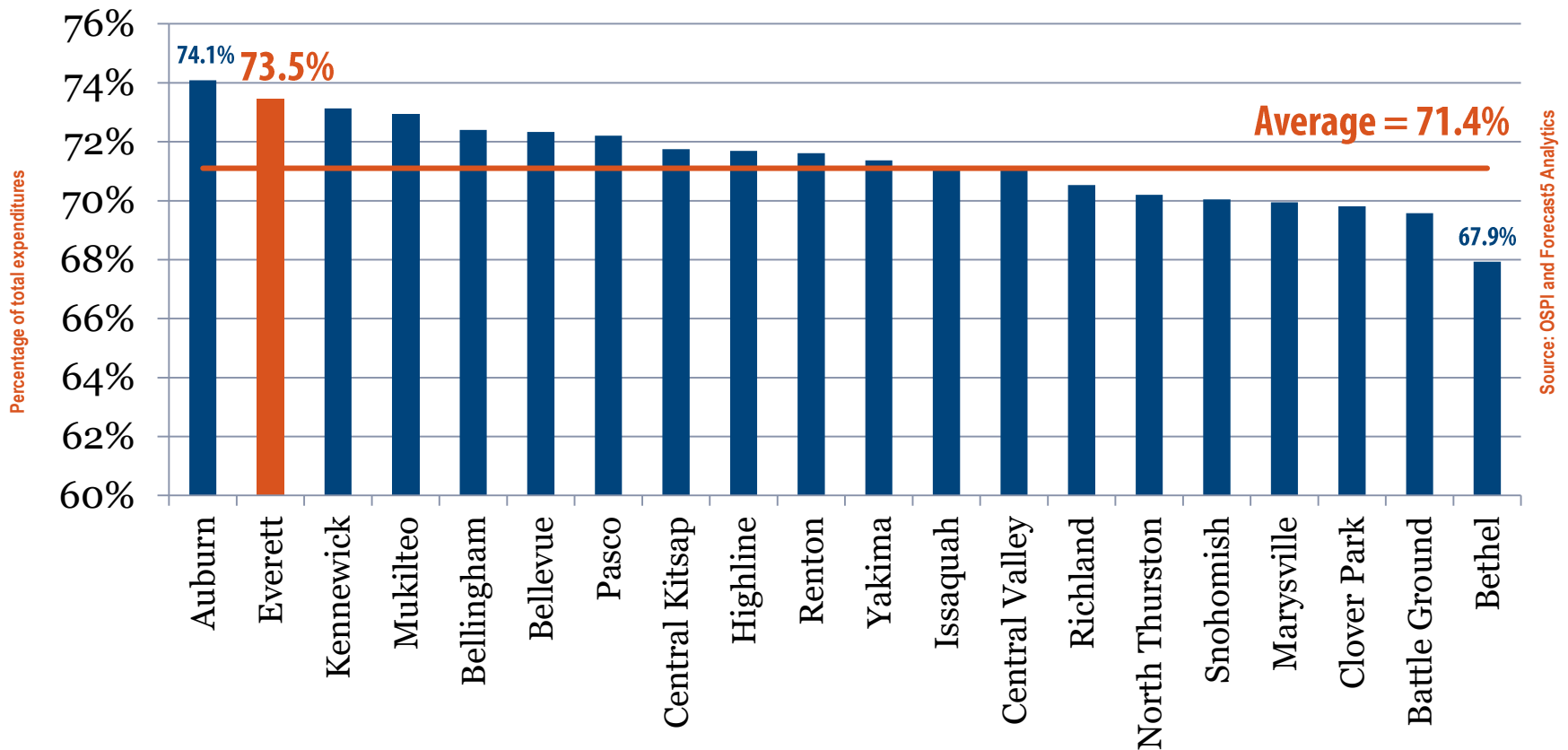
The Citizen's Guide to the District Budget is based on information contained in the state required Form-195, which is filed annually with the Office of the Superintendent of Public Instruction (OSPI). That information, along with our Fiscal Advisory Council reports and other financial data, is available on our website, or by contacting our finance department.

# Large district comparison

*Districts with enrollments between 10,000 – 19,999*

## Total teaching: 2016-17 *(includes teaching support)*

*Teachers, para educators, supplies, coaches, activity advisors, librarians, counseling, student security, recess supervision, psychologists, speech, and health services*

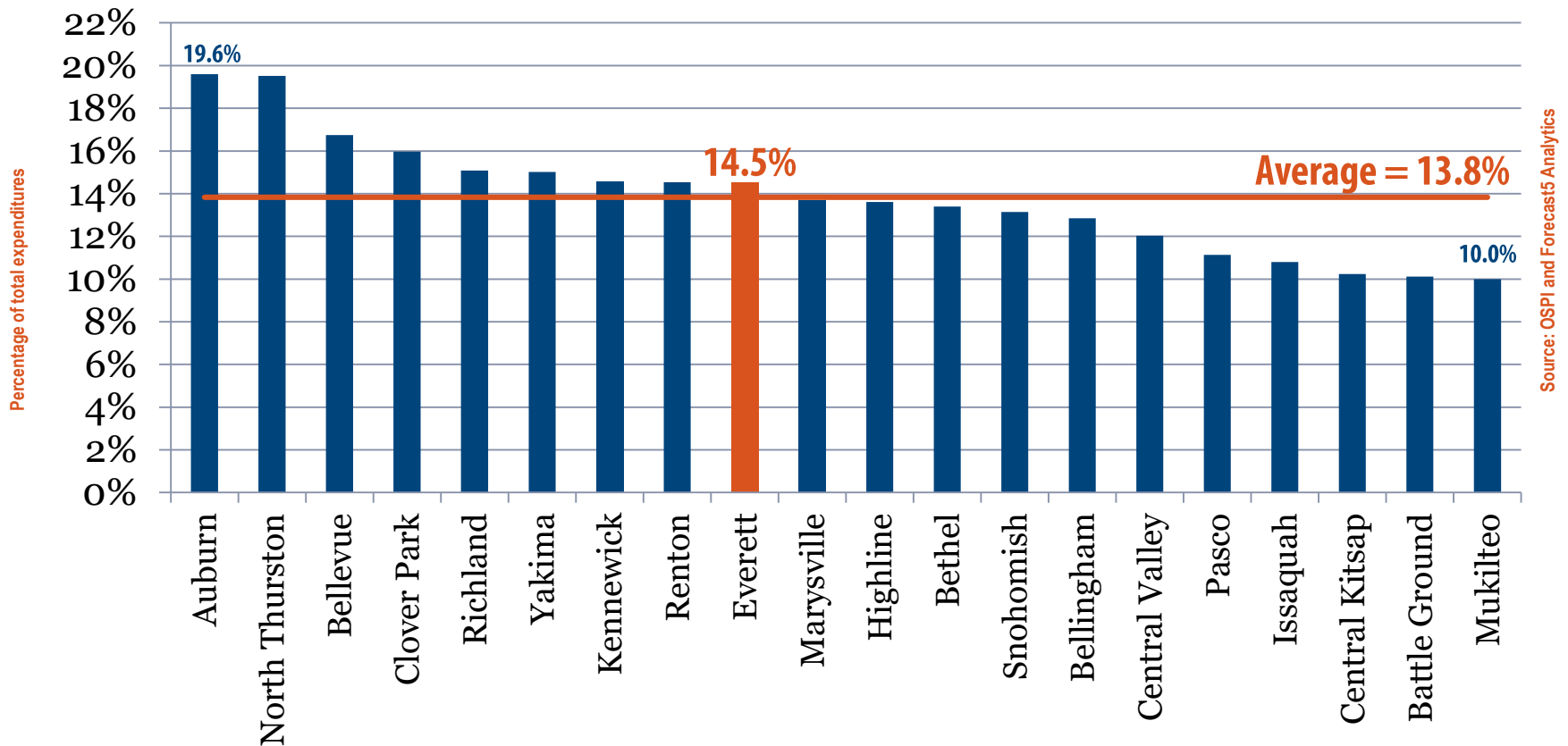


# Large district comparison

*Districts with enrollments between 10,000 – 19,999*

## Teaching support only: 2016-17

*Librarians, counseling, student security, recess supervision, psychologists, speech, and health services*

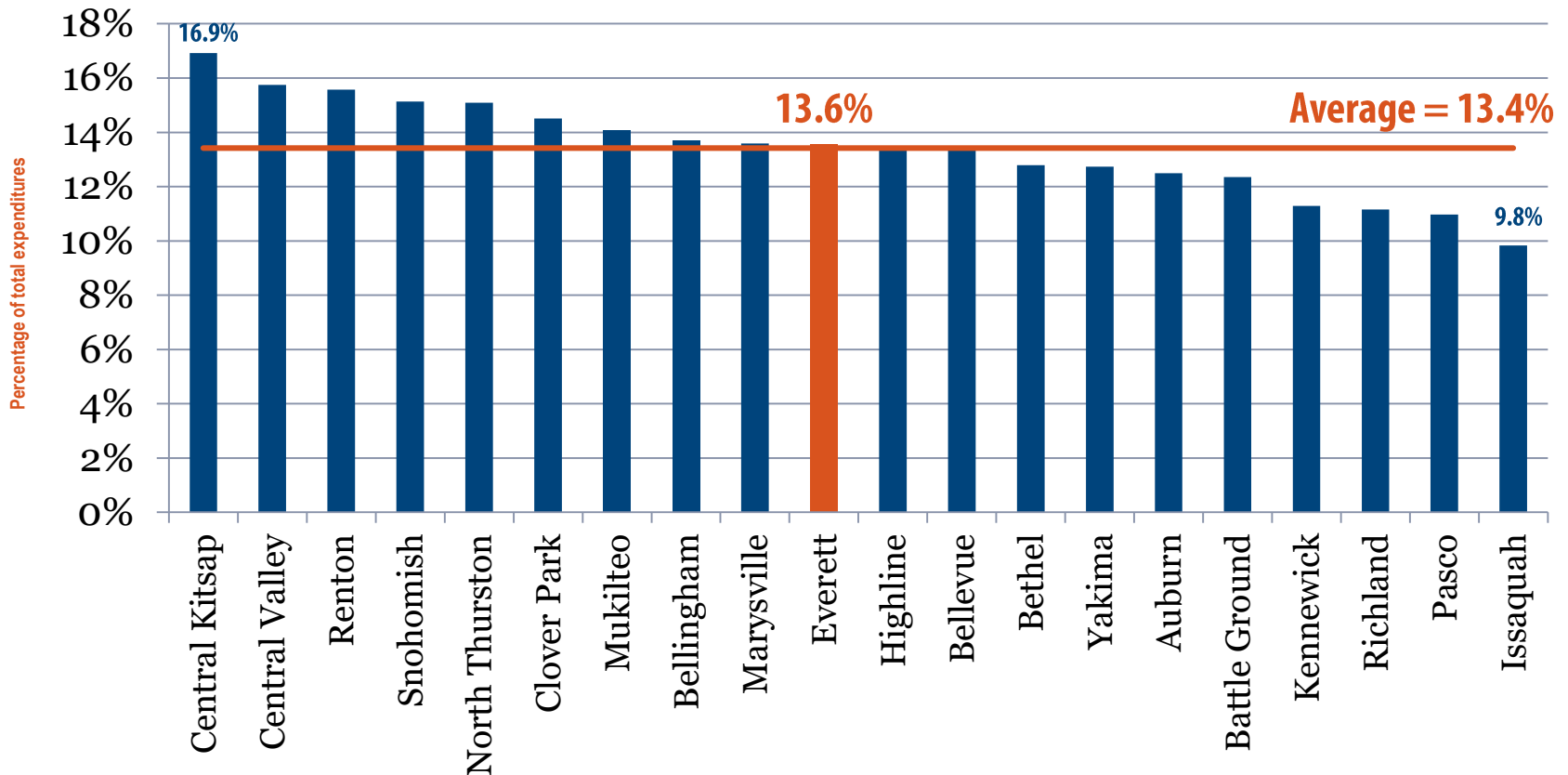


# Large district comparison

*Districts with enrollments between 10,000 – 19,999*

## Special education: 2016-17

*Staffing including teachers, para educators, psychologists, nurses, speech and language pathologists, occupational and physical therapists, administrative staff, services, equipment, and materials*

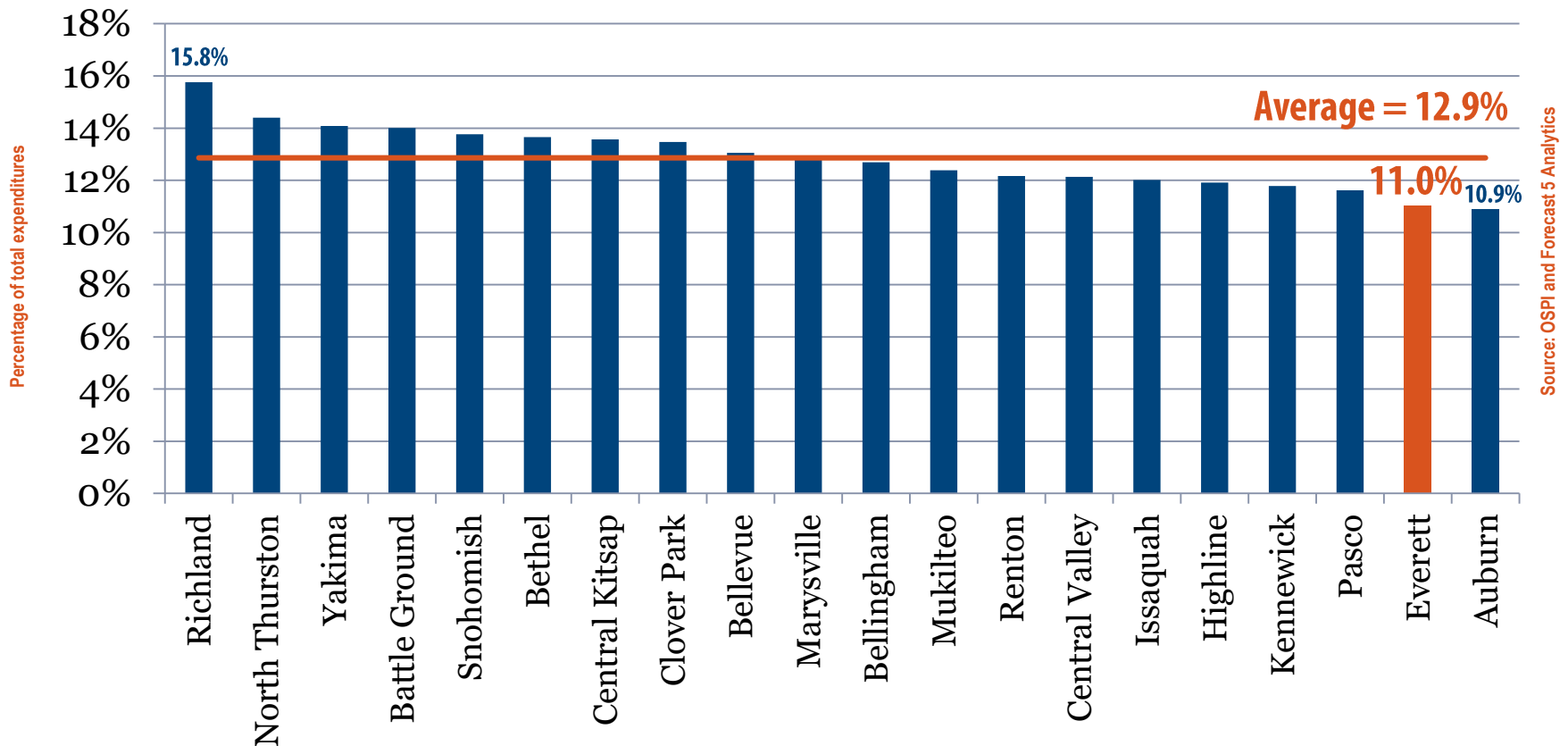


# Large district comparison

*Districts with enrollments between 10,000 – 19,999*

## Districtwide support: 2016-17

*School board, superintendent, human resources, finance, information systems, communications, and maintenance*

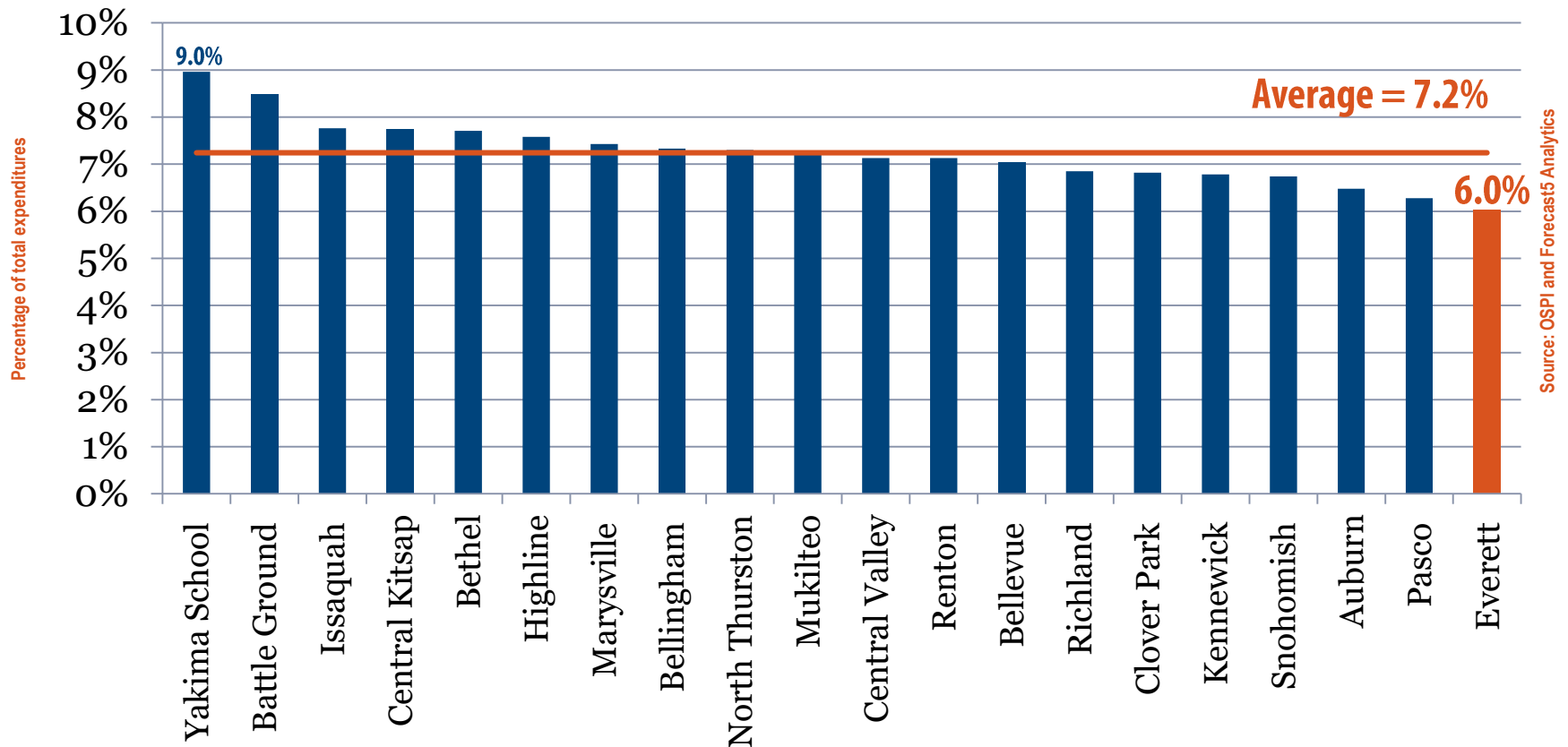


# Large district comparison

*Districts with enrollments between 10,000 – 19,999*

## Maintenance and operations: 2016-17

*Grounds, operation of buildings, maintenance, utilities, security, and insurance*



# Business Services

3900 Broadway  
Everett, WA 98201  
[www.everettsd.org](http://www.everettsd.org)





## **Business services overview**

Business services is responsible for procurement, contracts, records retention, fixed asset inventory.

Purchasing staff oversee how Everett Public Schools buys goods and services, including purchase orders, bid-and-quote management, inventory, and contracted services.

[Currently Available Bids](#)

[Small Works Roster – recent contracts awarded](#)

[Interlocal Agreement Archive](#)



## **Procurement**

The procurement of goods and services is completed in a number of ways, primarily through authorized purchase orders or by utilizing an approved procurement card.

The district issues over 4,000 purchase orders per year for general, capital, and associated student body fund purchases of goods, equipment, services, books, etc. We are subject to both state and federal laws governing purchases for furniture, equipment, and construction:

- For aggregate spends of over \$40,000, we are required to solicit competitive quotes
- For aggregate spends of over \$75,000 for equipment and supplies, we are required to solicit competitive bids
- For aggregate spends of over \$100,000 for construction, we are required to either utilize a small works roster process for projects up to \$300,000, or solicit competitive bids
- State law is silent regarding most services (except for architectural) and specifically exempts “books” from procurement thresholds
- When federal funds are being utilized, that threshold drops to \$10,000 and can include services and books

The board will typically see an “authority to bid” request prior to the start of a competitive bid procurement. This will detail the scope of the project and funding source for the project. Alternatively, we seek permission from the board each September for authorization to call for bids on routine items.

Once bids are received, a recommendation is proposed to the board to award a contract to the lowest responsive bidder. Following that action, contracts and purchase orders are issued to the vendors and work commences.

Some examples of bids the board approved in the past year are:

- District Infrastructure Technology Upgrades
- District Two-Way Radios and Related Services
- District Telephone Replacement
- District Copiers, Duplicators, and Related Services

As an alternative procurement method, the district maintains a procurement card program. A procurement card is much like a credit card. These cards allow us to make timely purchases for emergent situations or for convenience, particularly when a vendor does not accept a purchase order. Our card program is through Bank of America, and at present we maintain 251 procurement cards assigned to principals, directors, office support personnel, maintenance staff, etc. In 2017-18, our procurement card program spend was \$2,655,578.

Of note to board members will be the way we pay for the procurement card bill. In our efforts to maintain a tight turn-around time to maximize our rebate from the card program, we maintain a “clearing account” so that the bank can “sweep” the account to pay our procurement card bill weekly. As we cannot presently do electronic transfers through the county to this type of account, we issue a payment to “Everett Public Schools” to replace the funds the bank has swept from the account.

# Accounting

3900 Broadway  
Everett, WA 98201  
[www.everettsd.org](http://www.everettsd.org)





## **Accounting overview**

Accounting is responsible for handling revenue and payable disbursements for the district.

Accounting handles all bill paying (accounts payable) and all bill collecting (accounts receivable) for the district. They manage the general ledger which is the framework upon which all of the accounting functions are built. The year-end close process is also handled by accounting staff, with the fiscal year running September 1 through August 31.

Accounting oversees the Point of Sale receipting software that is used in all of the school buildings to receipt field trips, fundraisers, fees, and other types of money activities occurring in the schools. Oversight of the receipting systems in the student stores is also handled through the accounting office.

Accounting provides guidelines for business practices in cash handling, especially over the Associated Student Body (ASB) funds so that they can be properly administered according to legal requirements. Training is provided by accounting staff annually for office managers, ASB treasurers, and they partner with the director of athletics and activities to provide trainings for coaches or advisors.

Accounting staff provide the necessary checks and balances in the district, serving in a role that is similar to an internal audit function.



## **Description of school district accounting funds**

School district governmental accounting systems are organized and operated as a system of funds. A fund is a legally segregated fiscal accounting entity. Each fund has unique restrictions on how it can be used.

RCW 28A.320.330 requires school districts in Washington State to establish a General Fund, Capital Projects Fund, Debt Service Fund, and Associated Student Body (ASB) Fund. RCW 28A.160.130 creates a Transportation Vehicle Fund.

The General, Capital Projects, Debt Service, ASB and Transportation Vehicle Funds are Governmental Fund types and are used to account for tax-supported activities. School districts may also have Fiduciary Fund types. Fiduciary Funds are used to account for resources in situations where the government is acting as a trustee or agent for parties outside the government. Fiduciary Funds cannot be used to support the government's own programs. Most school districts have only one Fiduciary Fund, called a Private-Purpose Trust Fund.

### **General Fund**

The General Fund is used to account for the current, ordinary, normal, recurring operations of the school district, such as programs of instruction, food services, maintenance, data processing, printing and pupil transportation. It is financed by local, county, state and Federal resources. It accounts for all financial resources except those specifically required to be accounted for in another fund. The General Fund cannot be used for purposes for which other district funds, such as the Capital Projects Fund or Debt Service Fund, have been established. However, in Washington State the General Fund may pay for ASB expenditures even though there is an ASB Fund.

### **ASB Fund**

The Associated Student Body Fund (ASB) is the only fund designated as a Special Revenue Fund in Washington school districts. Establishing and collecting fees from students and nonstudents as a condition of their attendance at any optional, noncredit, extracurricular event of the district finance this fund, in part. The ASB Fund is under the control, supervision, and approval of the Board of Directors, and the school district legally owns the resources accounted for in the ASB Fund. The laws governing the ASB Fund, and the rules and regulations developed by the Office of Superintendent of Public Instruction (OSPI) pursuant to those laws provide the legal and procedural framework for the board of directors to administer the ASB Fund. One of the stated purposes of the rules promulgated by OSPI is to encourage the supervised self-government of ASBs. The financial resources of the ASB Fund are for the extracurricular benefit of the students. Their involvement in decision-making processes is an integral part of ASB government. The students must have adult supervision to properly administer the ASB programs, but that supervision must not exclude the students from participation in determining the uses of ASB resources. Final approval of ASB activities rests with the Board of Directors, but the students determine what activities will constitute the ASB program. Although no student activity may be a part of the ASB program without the approval of the board, the board has no power to initiate ASB activities.

### **Debt Service Fund**

The Debt Service Fund accounts for the accumulation of resources for and the payment of, general long-term debt principal and interest and expenditures related to redemption of outstanding bonds. Provisions are made annually for a levy sufficient to meet the payments of principal, interest, and related expenditures for voted debt.

### **Capital Projects Fund**

The Capital Projects Fund accounts for financial resources to be used for the acquisition or construction of major capital facilities. It is primarily financed from proceeds of the sale of bonds, State matching revenues, and special levies. It is also used to record the proceeds from the sale of and the net proceeds from the lease or surplus of real property and to record Capital Project Fund's investment earnings. The Capital Projects Fund can be used for the acquisition of land or existing facilities, construction of buildings, purchase of equipment, conducting energy audits, and implementing or modernizing technology systems for operations or instruction. In addition, improvements to buildings and/or grounds, remodeling of buildings, and the replacement of roofs, carpets, and service systems can be included in the Capital Projects Fund. To the extent that Capital Projects Funds are used to modernize technology, the funds must be transferred to the district's General Fund to spend on this purpose. The acquisition of vehicles and school buses is not a capital project. Therefore, the proceeds of bonds cannot be used to acquire school buses.

### **Transportation Vehicle Fund**

The Transportation Vehicle Fund is accounts for the purchase of school buses. The source of revenue for this fund comes from the state's payments for pupil transportation equipment and transportation costs.

Our district has contracted out pupil transportation services to an outside company. Due to this fact, our Transportation Vehicle Fund will not be comparable to other school districts. Our district relies on our contracted vendor who owns the bus fleet serving our students. The district itself owns only a small fleet of buses, and accordingly the state allocation for purchase and replacement of buses is relatively small for a district our size.

### **Private-Purpose Trust Fund**

Private-Purpose Trust Funds are used to report trust arrangements where the income and/or principal benefits individuals, private organizations, or other governments. Examples are moneys donated to schools for scholarship, student aid, charitable, and other like uses. The authority to use the resources comes from the donor who specifies allowable uses for assets to be held in trust. The school board has authority to determine the use of the assets only within the confines of the original trust agreement.



## **Voucher certification and approval**

An important function of the board includes the approval of the vouchers at each board meeting. All claims for provision of goods and services must be pre-audited and certified by the district's auditing officer.

Detailed AP voucher registers by fund (General, ASB, Capital Projects, Trust and Agency) are approved by the board in an open public meeting and then signed by board members. The registers contain the warrant numbers, warrant dates, payee names, dollar amounts, as well as a brief description of the category of spending they fall under.

The district follows the steps strictly prescribed by the [State Accounting Manual](#) designed to be in compliance with state RCWs over how vouchers/warrants are issued. We follow what is called a 'blanket voucher' approval process which means the board approves the vouchers/warrants 'after' they've been issued but on the condition that we have certifications in place signed and dated by the district's auditing officer. The certification of the auditing officer does not relieve the board of their responsibility for the approval of the vouchers. If the board disapproves any claim paid prior to their approval, the district would be required to pursue the funds until the amount was collected or the board was satisfied. The supporting documentation for each claim is maintained by the accounting office and is captured in the district's financial software system as a scanned image. We have careful guidelines about the required documentation necessary to support the validity of each transaction paid. Our vouchers and all disbursements of funds are subject to intense audit scrutiny each year as well.

Ant


# BLANKET GENERAL FUND A/P VOUCHER

## TRAVEL RELATED EXPENDITURES

I, the undersigned, do hereby certify under penalty of perjury that these claims are just, due and unpaid obligations against Everett School District No. 2, and that I am authorized to certify to said claims in the total amount of \$3,875.33 dated June 22, 2018.

## OTHER EXPENDITURES

I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and these claims are just, due and unpaid obligations against Everett School District No. 2, and that I, am authorized to authenticate and certify to said claims in the total amount of \$716,139.04 dated June 22, 2018.

  
\_\_\_\_\_  
Signature of Auditing Officer

7-6-18  
\_\_\_\_\_  
Date



# AP VOUCHER REGISTER

Fund: GENERAL FUND

Board Date: 08/28/2018

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of Aug. 28, 2018, the Board acting as a committee of the whole, by a Unanimous vote, does approve for payment those vouchers included in the following list and further described as follows:

Warrant Number 00304868 through 00304965  
in the total amount of: \$712,083.21

Electronic vouchers in the total amount of: \$7,931.16

Secretary [Signature] Board Member [Signature]  
Board Member [Signature] Board Member [Signature]  
Board Member [Signature] Board Member [Signature]

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
EFT	06/22/2018	ANDERSON, KATHRYN L TRAVEL IN DISTRICT	22.67
			22.67
EFT	06/22/2018	ANDERSON-SMITH, SHERLUNDA TRAVEL IN DISTRICT	160.89
			160.89
EFT	06/22/2018	ATKINSON, MARK ALAN TRAVEL IN DISTRICT	36.78
			36.78
EFT	06/22/2018	BAER, ALEXANDRA R SUPPLIES AND MATERIALS	42.44
			42.44
EFT	06/22/2018	BAUS-FIFIELD, JENNIFER LYNN TRAVEL IN DISTRICT	153.57
			153.57
EFT	06/22/2018	BELAIR, KIMBERLY K SUPPLIES AND MATERIALS	14.05
			14.05
EFT	06/22/2018	BOAST, ZAIDA R TRAVEL IN DISTRICT	5.72
			5.72
EFT	06/22/2018	BOYER, JULIE KIM TRAVEL IN DISTRICT	17.66
		TRAVEL OUT OF DISTRICT	7.85
			25.51
EFT	06/22/2018	BRANSON, KILEY TRAVEL IN DISTRICT	190.86
			190.86
EFT	06/22/2018	BROWN, ANNE E SUPPLIES AND MATERIALS	79.00
			79.00
EFT	06/22/2018	BROWN, NANCY JEAN TRAVEL IN DISTRICT	17.32
		TRAVEL OUT OF DISTRICT	14.39
			31.71
EFT	06/22/2018	CASSARO, NICHOL TRAVEL IN DISTRICT	103.79
		TRAVEL OUT OF DISTRICT	56.18
			159.97
EFT	06/22/2018	COHN, GARY D SUPPLIES AND MATERIALS	560.51

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
		TRAVEL OUT OF DISTRICT	67.87
			628.38
EFT	06/22/2018	COON, HEATHER ANN	TRAVEL IN DISTRICT
			22.61
			22.61
EFT	06/22/2018	DACHENHAUSEN, STACY D	SUPPLIES AND MATERIALS
			49.52
			49.52
EFT	06/22/2018	DELANTY, VIDA SMITH	SUPPLIES AND MATERIALS
			69.87
			69.87
EFT	06/22/2018	DUBIN, BARBARA J FORDYCE	SUPPLIES AND MATERIALS
			84.43
			84.43
EFT	06/22/2018	EILER, DEBORAH L	TRAVEL IN DISTRICT
			83.39
			83.39
EFT	06/22/2018	FLOWERS, NANCY J	SUPPLIES AND MATERIALS
			30.87
			30.87
EFT	06/22/2018	FOSTER, JOANN	SUPPLIES AND MATERIALS
			136.64
			136.64
EFT	06/22/2018	GREENE, KRISTINA MARIE	TRAVEL IN DISTRICT
			69.38
			69.38
EFT	06/22/2018	HANNON, JENNIFER JANE	SUPPLIES AND MATERIALS
			133.01
			133.01
EFT	06/22/2018	HARSHMAN, CYNTHIA R	SUPPLIES AND MATERIALS
			200.00
			200.00
EFT	06/22/2018	HENDERSON, SHELLY L	TUITION/REGISTRATION/MEMBRSHIP
			550.00
			550.00
EFT	06/22/2018	HONG, SYLVIA LYNN	SUPPLIES AND MATERIALS
			30.99
			30.99
EFT	06/22/2018	HUTT, DAVID KELLY	TRAVEL OUT OF DISTRICT
			87.30
			87.30
EFT	06/22/2018	JENSEN, MEGAN M	TRAVEL IN DISTRICT
			88.91
			88.91
EFT	06/22/2018	JONES, CYNTHIA TREFFINGER	TRAVEL IN DISTRICT
			37.64
			TRAVEL OUT OF DISTRICT
			98.56
			136.20
EFT	06/22/2018	KIRMIS, AUDREY	TRAVEL IN DISTRICT
			78.70
			78.70
EFT	06/22/2018	LINDER, JENNIFER JOST	SUPPLIES AND MATERIALS
			124.13
			124.13
EFT	06/22/2018	MACKLIN, ROBERT J	TRAVEL IN DISTRICT
			4.58
			4.58
EFT	06/22/2018	MAHRE, BRIAN MICHAEL	TRAVEL IN DISTRICT
			69.11
			69.11
EFT	06/22/2018	MARKS, LARAE B	SUPPLIES AND MATERIALS
			215.31
			TRAVEL IN DISTRICT
			30.30
			TRAVEL OUT OF DISTRICT
			45.78
			291.39
EFT	06/22/2018	MAULE, BETTY JO	SUPPLIES AND MATERIALS
			194.97
			194.97
EFT	06/22/2018	MILLER, KAREN E	SUPPLIES AND MATERIALS
			41.90
			41.90
EFT	06/22/2018	MULLINIX, ANA ELOISA	TRAVEL IN DISTRICT
			10.74
			10.74
EFT	06/22/2018	NICHOLSON, KIRK E	SUPPLIES AND MATERIALS
			132.48

<b>Warrant Number</b>	<b>Warrant Date</b>	<b>Payee Name / Category</b>	<b>Warrant Amount</b>
			132.48
EFT	06/22/2018	PARKEN, CATHERINE JEAN <i>SUPPLIES AND MATERIALS</i>	8.81
			8.81
EFT	06/22/2018	PATTON, SHAWN RENEE <i>TRAVEL IN DISTRICT</i>	74.12
			74.12
EFT	06/22/2018	PERRY, SARA <i>SUPPLIES AND MATERIALS</i>	221.78
			221.78
EFT	06/22/2018	POLK, ROBERT CHARLES <i>TRAVEL OUT OF DISTRICT</i>	840.94
			840.94
EFT	06/22/2018	REYNOLDS, CHRISTINE E <i>TRAVEL IN DISTRICT</i>	62.51
			62.51
EFT	06/22/2018	RIGNEY, KYLE L <i>TRAVEL IN DISTRICT</i>	92.98
			92.98
EFT	06/22/2018	ROBERTS, DIANE TARR <i>TRAVEL OUT OF DISTRICT</i>	55.20
			55.20
EFT	06/22/2018	ROSENBLUME, MARK A <i>TRAVEL IN DISTRICT</i>	281.32
			281.32
EFT	06/22/2018	RYAN, KEALA R <i>TRAVEL IN DISTRICT</i>	21.69
			21.69
EFT	06/22/2018	SASS, DANIELLE MAE <i>SUPPLIES AND MATERIALS</i>	48.61
			48.61
EFT	06/22/2018	SHEPHERD, KELLY ANN <i>SUPPLIES AND MATERIALS</i>	75.52
			75.52
EFT	06/22/2018	SOKOL, SARA NADINE <i>SUPPLIES AND MATERIALS</i>	168.84
			168.84
EFT	06/22/2018	STRASSER, LAURA A <i>TRAVEL IN DISTRICT</i>	27.79
			27.79
EFT	06/22/2018	STRONG, VALERIE SUE <i>SUPPLIES AND MATERIALS</i>	102.71
			102.71
EFT	06/22/2018	TIPPING, LYNN LOUISE <i>SUPPLIES AND MATERIALS</i>	10.49
			10.49
EFT	06/22/2018	ULKE, MICHELLE D <i>SUPPLIES AND MATERIALS</i>	62.41
			62.41
EFT	06/22/2018	WALKER, DARCY JAMES <i>CONTRACT SERVICES</i>	1,075.50
			1,075.50
EFT	06/22/2018	WARNCKE, MICHELLE K <i>TRAVEL IN DISTRICT</i>	21.53
			21.53
EFT	06/22/2018	WEBBER, TRACY ANNE <i>TRAVEL OUT OF STATE</i>	241.00
			241.00
EFT	06/22/2018	WEST, MELANIE TAYLOR <i>SUPPLIES AND MATERIALS</i>	52.04
			52.04
EFT	06/22/2018	WOLD, KRIS E <i>SUPPLIES AND MATERIALS</i>	89.00
			89.00
EFT	06/22/2018	WOLFE-FRITZ, KAREN SUE <i>TRAVEL IN DISTRICT</i>	23.70
			23.70
00304868	06/22/2018	AIR TEC CO <i>SUPPLIES HVAC</i>	3,609.13
			3,609.13
00304869	06/22/2018	ALEXANDER, SHEA <i>CONTRACT SERVICES</i>	280.00
			280.00
00304870	06/22/2018	ALLIANCE NURSING <i>CONTRACT SERVICES</i>	1,571.50
			1,571.50
00304871	06/22/2018	AMERICAN LASER INC <i>SUPPLIES AND MATERIALS</i>	657.93

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			657.93
00304872	06/22/2018	AMERICAN SPRINKLER CORP	MAINTENANCE & REPAIRS
			307.16
			307.16
00304873	06/22/2018	APPLE COMPUTER INC	THEFT SENS OTHER <\$5,000
			7,331.25
			CONTRACT SERVICES
			0.00
			SOFTWARE/HARDWARE AGREEMENTS
			1,473.27
			8,804.52
00304874	06/22/2018	ARAMARK UNIFORM SERVICES	CONTRACT SERVICES
			831.22
			831.22
00304875	06/22/2018	ASSOC OF WA SCHOOL PRINCIPALS INC	TUITION/REGISTRATION/MEMBRSHIP
			1,820.00
			TRAVEL OUT OF DISTRICT
			180.00
			2,000.00
00304876	06/22/2018	AVANT ASSESSMENT LLC	SUPPLIES AND MATERIALS
			53.70
			53.70
00304877	06/22/2018	BERLIER, DAVID T	CONTRACT SERVICES
			625.00
			625.00
00304878	06/22/2018	BILLS BLUEPRINT INC	SUPPLIES AND MATERIALS
			481.39
			481.39
00304879	06/22/2018	BROOKS POWERS GROUP	CONTRACT SERVICES
			150.00
			150.00
00304880	06/22/2018	BYRD, W BENJAMIN	CONTRACT SERVICES
			500.00
			500.00
00304881	06/22/2018	CARTER, MARK	CONTRACT SERVICES
			630.00
			630.00
00304882	06/22/2018	CEDAR SPRINGS CAMP & CONF CENTER	TUITION/REGISTRATION/MEMBRSHIP
			7,240.00
			7,240.00
00304883	06/22/2018	CHILD STRIVE	CONTRACT SERVICES
			78,501.28
			78,501.28
00304884	06/22/2018	CITY OF EVERETT	CONTRACT SERVICES
			36,147.76
			36,147.76
00304885	06/22/2018	CITY OF EVERETT	WATER
			7,081.19
			7,081.19
00304886	06/22/2018	COMCAST CABLE COMMUNICATIONS INC.	TELEPHONE
			176.69
			176.69
00304887	06/22/2018	CORT PARTY RENTAL	SUPPLIES AND MATERIALS
			2,728.06
			2,728.06
00304888	06/22/2018	CRYSTAL SPRINGS WATER	CONTRACT SERVICES
			164.55
			164.55
00304889	06/22/2018	DEEP ROOTED MUSIC LLC	CONTRACT SERVICES
			925.00
			925.00
00304890	06/22/2018	EVERETT HIGH SCHOOL BOOSTERS	CONTRACT SERVICES
			65.00
			65.00
00304897	06/22/2018	EVERETT PUBLIC SCHOOLS	SUPPLIES AND MATERIALS
			48,447.13
			AUDIO VISUAL SUPPLIES
			131.63
			PAPER
			343.72
			COPIER SUPPLIES
			657.06
			POSTAGE
			180.27
			NON TAGABLE FURNITURE/EQUIP
			1,245.30
			TEXTBOOKS/WORKBOOKS/INST KITS
			2,232.45
			TECHNOLOGY SOFTWARE
			621.20
			CARPENTRY
			851.89
			ELECTRICAL/ALARM CLOCKS
			950.50

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
		SUPPLIES HVAC	1,488.94
		LOCKS/HARDWARE	1,060.82
		PAINTING	343.70
		PLUMBING	961.44
		PRINTING	1,171.05
		SUBSCRIPTION SERVICES	12.00
		SOFTWARE/HARDWARE AGREEMENTS	105.00
		TUITION/REGISTRATION/MEMBRSH	1,720.01
		TRANSP IN LIEU OF TRANSP	209.50
		TRAVEL OUT OF DISTRICT	2,220.90
		TRAVEL OUT OF STATE	1,018.22
			65,972.73
00304898	06/22/2018	EVERGREEN PRINTING & GRAPHICS INC	
		SUPPLIES AND MATERIALS	16.46
		PRINTING	12,933.45
			12,949.91
00304899	06/22/2018	FAMILY FUN CENTER LLC	
		TUITION/REGISTRATION/MEMBRSH	2,357.27
			2,357.27
00304900	06/22/2018	FLETCHER, ANTHONY M	
		CONTRACT SERVICES	560.00
			560.00
00304901	06/22/2018	FOLLETT SCHOOL SOLUTIONS INC	
		SUPPLIES AND MATERIALS	5,746.93
			5,746.93
00304902	06/22/2018	FRED MEYER	
		SUPPLIES AND MATERIALS	452.60
			452.60
00304903	06/22/2018	FRONTIER	
		TELEPHONE	6,610.00
			6,610.00
00304904	06/22/2018	FRONTLINE EDUCATION	
		SOFTWARE/HARDWARE AGREEMENTS	153,580.01
			153,580.01
00304905	06/22/2018	GENERAL BINDING CORPORATION	
		SUPPLIES AND MATERIALS	430.56
			430.56
00304906	06/22/2018	GLAZER, EDWARD	
		CONTRACT SERVICES	5,026.47
			5,026.47
00304907	06/22/2018	GRADUATION ALLIANCE	
		CONTRACT SERVICES	42,773.50
			42,773.50
00304908	06/22/2018	H&L SPORTING GOODS	
		SUPPLIES AND MATERIALS	341.47
		NON TAGABLE FURNITURE/EQUIP	132.75
			474.22
00304909	06/22/2018	HEARING SPEECH AND DEAFNESS CENTER	
		CONTRACT SERVICES	1,064.32
			1,064.32
00304910	06/22/2018	HEART ZONES INC	
		NON TAGABLE TECHNOLOGY EQUIP	5,520.80
			5,520.80
00304911	06/22/2018	HOUGHTON MIFFLIN HARCOURT	
		SUPPLIES AND MATERIALS	2,394.08
			2,394.08
00304912	06/22/2018	IMAGINE CHILDRENS MUSEUM	
		CONTRACT SERVICES	585.40
		TUITION/REGISTRATION/MEMBRSH	862.75
			1,448.15
00304913	06/22/2018	JAPAN CREATIVE ARTS LLC	
		CONTRACT SERVICES	980.00
			980.00
00304914	06/22/2018	JUDD AND BLACK INC	
		NON TAGABLE FURNITURE/EQUIP	1,483.14
			1,483.14
00304915	06/22/2018	JW PEPPER AND SON INC	
		SUPPLIES AND MATERIALS	3.30
			3.30
00304916	06/22/2018	KAISER PERMANENTE	
		CONTRACT SERVICES	315.00

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			315.00
00304917	06/22/2018	KINDERING CENTER	CONTRACT SERVICES
			22,301.50
			22,301.50
00304918	06/22/2018	KING COUNTY DIRECTORS ASSOCIATION	SUPPLIES AND MATERIALS
			2,634.09
			PAPER
			4,695.48
			7,329.57
00304919	06/22/2018	KOERNER, ROBERT JAMES	CONTRACT SERVICES
			625.00
			625.00
00304920	06/22/2018	KONE INC	CONTRACT SERVICES
			973.20
			973.20
00304921	06/22/2018	LEGO EDUCATION	SUPPLIES AND MATERIALS
			10,393.91
			10,393.91
00304922	06/22/2018	LITHTEX NW	PRINTING
			1,157.34
			1,157.34
00304923	06/22/2018	LONG BUILDING TECHNOLOGIES INC	HVAC
			366.40
			366.40
00304924	06/22/2018	MACLEOD, CYNTHIA A	CONTRACT SERVICES
			116.25
			116.25
00304925	06/22/2018	MAXIM HEALTH CARE SERVICES	CONTRACT SERVICES
			927.90
			927.90
00304926	06/22/2018	MICRO COMPUTER SYSTEMS INC	COPIER SUPPLIES
			1,258.45
			COMPUTER THEFT SENS <\$5,000
			88,051.80
			MAINTENANCE & REPAIRS
			787.64
			SOFTWARE/HARDWARE AGREEMENTS
			1,976.79
			92,074.68
00304927	06/22/2018	MOUNT PILCHUCK MUSIC EDUCATOR ASSOC	TUITION/REGISTRATION/MEMBRSHIP
			100.00
			100.00
00304928	06/22/2018	MUSIC AND ARTS CENTERS	SUPPLIES AND MATERIALS
			92.16
			92.16
00304929	06/22/2018	NATIONAL ACHIEVER SERVICES	SUPPLIES AND MATERIALS
			102.84
			102.84
00304930	06/22/2018	NCS PEARSON INC	SUPPLIES AND MATERIALS
			1,233.99
			1,233.99
00304931	06/22/2018	NORTHWEST SCHOOL FOR DEAF AND	CONTRACT SERVICES
			2,676.18
			2,676.18
00304932	06/22/2018	PACIFIC MOBILE STRUCTURES	RENTAL EQUIPMENT
			359.56
			359.56
00304933	06/22/2018	PARDO, LARS	CONTRACT SERVICES
			1,442.73
			1,442.73
00304934	06/22/2018	PARKS PSYCHOTHERAPY GROUP	CONTRACT SERVICES
			630.00
			630.00
00304935	06/22/2018	PERFORM AMERICA LLC	TRAVEL OUT OF STATE
			1,010.00
			1,010.00
00304936	06/22/2018	PRECISION TURF EQUIPMENT	NEW EQUIP 5,000 OR GREATER VAL
			10,949.90
			10,949.90
00304937	06/22/2018	PRIETO, ELSA	SUPPLIES AND MATERIALS
			48.16
			48.16
00304938	06/22/2018	PROGRESSIVE ANIMAL WELFARE SOCIETY	CONTRACT SERVICES
			470.00
			470.00
00304939	06/22/2018	PUD NO 1 SNOHOMISH CO	ELECTRICITY
			47,592.14
			47,592.14
00304940	06/22/2018	PUGET SOUND ENERGY	GAS
			407.57

Warrant Number	Warrant Date	Payee Name / Category	Warrant Amount
			407.57
00304941	06/22/2018	PUGET SOUND WORKERS COMPENSATION TRUST CONTRACT SERVICES	102.74
			102.74
00304942	06/22/2018	QFC SUPPLIES AND MATERIALS	47.87
			47.87
00304943	06/22/2018	REEVES, TIMOTHY F CONTRACT SERVICES	280.00
			280.00
00304944	06/22/2018	ROGERS, BRIAN JASON CONTRACT SERVICES	625.00
			625.00
00304945	06/22/2018	SCHMITZ, DIANE S CONTRACT SERVICES	116.25
			116.25
00304946	06/22/2018	SCHOOLMART NON TAGABLE FURNITURE/EQUIP	11,559.80
			11,559.80
00304947	06/22/2018	SCHWEITZER, DARWIN EDWARD CONTRACT SERVICES	625.00
			625.00
00304948	06/22/2018	SHAR MUSIC SUPPLIES AND MATERIALS	3.98
			3.98
00304949	06/22/2018	SHRED IT US JV LLC CONTRACT SERVICES	326.24
			326.24
00304950	06/22/2018	SOUND PUBLISHING INC SUBSCRIPTION SERVICES	151.20
			151.20
00304951	06/22/2018	SPANISH LANGUAGE SOLUTIONS INC CONTRACT SERVICES	110.00
			110.00
00304952	06/22/2018	STERICYCLE INC CONTRACT SERVICES	10.36
			10.36
00304953	06/22/2018	SUNBELT CONTROLS MAINTENANCE & REPAIRS	1,049.83
			1,049.83
00304954	06/22/2018	SUNBELT STAFFING CONTRACT SERVICES	922.50
			922.50
00304955	06/22/2018	SUPPLYWORKS SUPPLIES AND MATERIALS	12,817.69
			12,817.69
00304956	06/22/2018	SWANS TRAIL FARMS INC TUITION/REGISTRATION/MEMBRSHIP	637.00
			637.00
00304957	06/22/2018	TENERS AUTO CLINIC CONTRACT SERVICES	717.55
			717.55
00304958	06/22/2018	THIRD COAST ENTERPRISES INC CONTRACT SERVICES	500.00
			500.00
00304959	06/22/2018	UNITED GROCERS INC SUPPLIES AND MATERIALS	885.64
			885.64
00304960	06/22/2018	UNIVERSITY BOOKSTORE SUPPLIES AND MATERIALS	1,491.20
			1,491.20
00304961	06/22/2018	US HEALTHWORKS MEDICAL GROUP WA PC CONTRACT SERVICES	94.00
			94.00
00304962	06/22/2018	WASHINGTON HOSA TUITION/REGISTRATION/MEMBRSHIP	160.00
			160.00
00304963	06/22/2018	WESTERN EXTERMINATOR CONTRACT SERVICES	737.61
			737.61
00304964	06/22/2018	WORK OPPORTUNITIES INC CONTRACT SERVICES	279.00
			279.00
00304965	06/22/2018	WORTHINGTON DIRECT INC SUPPLIES AND MATERIALS	10,777.70
			10,777.70

<b>Warrant Number</b>	<b>Warrant Date</b>	<b>Payee Name / Category</b>	<b>Warrant Amount</b>
			<b>TOTAL      \$720,014.37</b>



## **Independent audit**

School districts in Washington State are audited annually by the Washington State Auditor's Office. They believe they independently serve the citizens of Washington by promoting accountability, fiscal integrity, and openness in state and local government.

They perform a comprehensive independent audit of our financial statements including a Federal Single Audit on compliance with federal laws and regulations and internal controls over financial reporting. They audit the district for accountability and legal compliance with state laws and regulations and its own policies and procedures. In their accountability audit, they focus on specific areas that may have potential for abuse and misuse of public resources.

We have a very positive track record and have repeatedly been issued clean opinions in 9 out of 10 past audit years. Our district qualifies as low-risk which ultimately translates into a smaller audit bill. We work very hard to garner these positive audit results and pride ourselves in working collaboratively with the state's audit team. They have spoken highly of our school district and its leadership, especially as compared to the various other governments they audit. The clean audit opinions are made possible through cooperation across all functions and the respect that all departments and schools show when they uphold board policies and business guidelines.

They typically arrive to perform their annual audit in December/January and then spend the next 2 to 3 months with a team of 3 to 5 auditors conducting their audit. The board is typically invited to an entrance conference near the onset of the audit where the auditors discuss areas they may focus on. At the end of the audit, the board is invited to an exit conference to hear the results of the audit. The audit process requires a significant amount of time to facilitate, and coordinate all auditor requests and to intervene or mitigate issues as they arise.



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## Comprehensive Annual Financial Report (CAFR) information

The district holds to a high standard of financial reporting as evidenced by our tradition of publishing a [Comprehensive Annual Financial Report](#) (CAFR). We have earned the *Certificate of Excellence* in Financial Reporting from the Association of School Business Officials (ASBO) for 31 consecutive years. We have also received the *Certificate of Achievement for Excellence in Financial Reporting* from the Government Finance Officers Association (GFOA) for the past twelve years. Accountability for public funds is acknowledged by both of these awards.

The CAFR report far exceeds the minimum reporting standards required of school districts in Washington. Most school districts prepare their year-end financial statements on the modified accrual basis of accounting. However, districts who prepare CAFR statements prepare their financials according to GAAP, Generally Accepted Accounting Principles. The GAAP method of accounting puts us on par with how the business world does their accounting. Bond rating agencies like to see that we prepare a CAFR and they use it to give us better credit ratings. This translates into better interest rates that, in turn, saves the tax payers money.

GAAP accounting means that expenses are recognized when incurred, when the benefit is received, regardless of the cash flows to pay for that benefit. It also means that revenues are recognized when they are earned, regardless of the cash flow or regardless of when they are received. GAAP means that we include the value of our Capital Assets (land, buildings, and equipment) net of annual depreciation on our statement of net position (all our assets, all our liabilities/obligations and our equity). It also means we include all of our Long-Term Debt (all the outstanding bond principal and interest) on our Statement of Net Position. Most school districts don't have the financial infrastructure or technical expertise to do this type of accounting.

There are extensive amounts of data presented in the CAFR, not only in the financial sections, but in the introductory sections and also in the statistical section which contains multiple years of financial trend data not otherwise available. This is a coordinated effort in the accounting and finance offices and is a tribute to the accuracy and extent of the district's fiscal reporting.

### Association of School Business Officials

#### ***Certificate of Excellence in Financial Reporting***

- Submitted for and received award for 31 straight years
- 1 of 3 school districts in Washington to receive award for fiscal year 2017

### Government Finance Officers Association

#### ***Certificate of Achievement for Excellence in Financial Reporting***

- Submitted for and received award for 12 straight years



ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS  
INTERNATIONAL

**The Certificate of Excellence in Financial Reporting  
is presented to**

**Everett Public Schools**

**for its Comprehensive Annual Financial Report (CAFR)  
for the Fiscal Year Ended August 31, 2017.**

The CAFR has been reviewed and met or exceeded  
ASBO International's Certificate of Excellence standards.



Charles E. Peterson, Jr., SFO, RSBA, MBA  
President

John D. Musso, CAE  
Executive Director



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Everett Public Schools  
Washington**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**August 31, 2017**

*Christopher P. Morrell*

Executive Director/CEO

# Food and Nutrition Services

3900 Broadway  
Everett, WA 98201  
[www.everettsd.org](http://www.everettsd.org)





## **Food and Nutrition Services overview**

Everett Public Schools Food and Nutrition Services provides a complete breakfast and lunch program for all students which meets or exceeds the nutritional requirements established by the National School Breakfast and Lunch programs. We serve approximately 3,200 breakfasts and 9,000 lunches each day. Breakfast and lunch are available every day at every school.

Everett Public Schools participates in the National School Lunch, School Breakfast, After School Snacks, After School Supper, Fresh Fruit and Vegetable Grant, Summer Food Service and USDA Food Distribution Programs. USDA regulations guide our program.

### ***Mission Statement***

We are dedicated to helping build strong bodies and minds by creating quality meals and providing individualized service in a safe and friendly atmosphere.



# Programs

- *School lunch*
- *School breakfast*
- *Summer lunch*
- *Fresh fruit and vegetable grant*
- *After-school snack program*
- *Supper Program*
- *Keep It Fresh*

# School lunch

---

- Unique to our district is that each school prepares and serves their own meals
- Benefits
  - From scratch cooking
  - Quality control
  - Production control=less waste
  - Improved product selection
  - Cook to order rather than cook and park



# Farm to School

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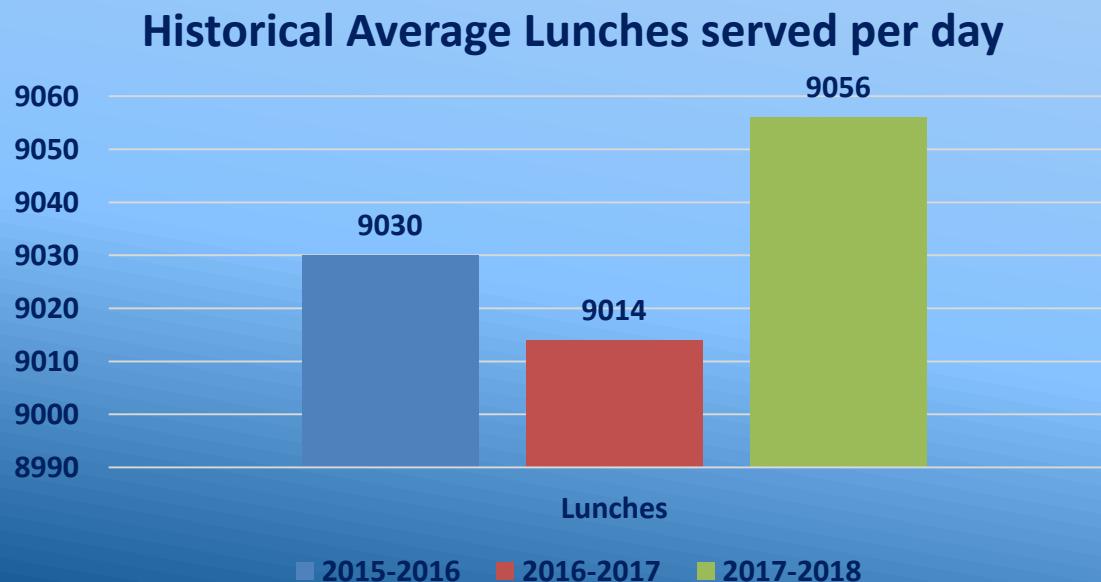
- Procurement
  - Local vendors
  - USDA pilot program
  - Farm to School - beyond produce
- Education
- Salad bars



# School lunch

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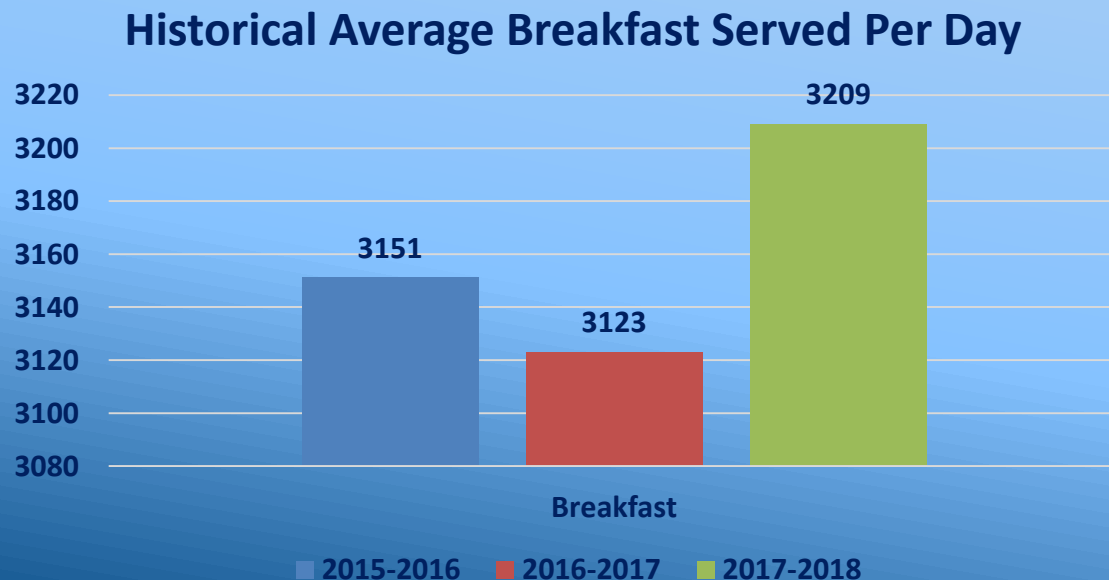
- Every day we serve 9,056 kids lunch throughout the district
- 59% of lunches are served to students that qualify for free or reduced meals



# School breakfast

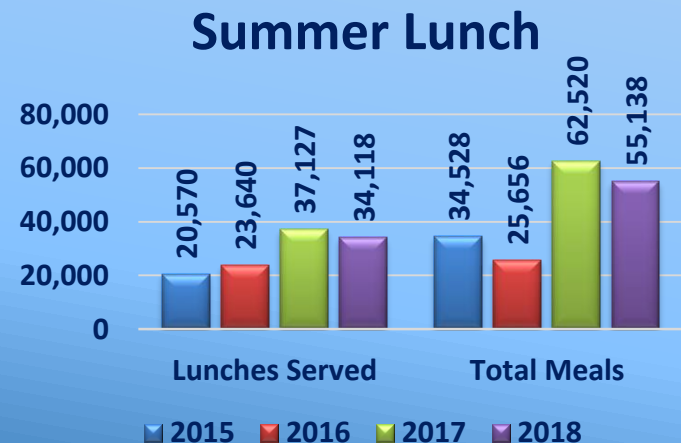
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- Available at every school, every day, to all students
- Currently serve 3,209 breakfasts daily
- Free breakfast for all Hawthorne Elementary students
- 78% of breakfasts are served to students that qualify for free or reduced priced meals



# Summer meals

- Everett Public Schools has offered summer meals for 28 years
- Last summer we served meals at 24 sites throughout the community
- Last summer we served 18,495 breakfasts, 37,127 lunches and 2,055 snacks
- Average of 408 breakfasts, 897 lunches and 55 snacks



# Fresh fruit and vegetable grant

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- Opportunity to expose kids to different fruits and vegetables
- Provide a fresh fruit or vegetable snack outside of the lunch or breakfast program
- Awarded based on free/reduced percentage
- Currently served at Hawthorne



# After-School Snack Program

---

- Snacks provided in the afternoon for activities that offer educational or enrichment activities
- Provided for schools with a free/reduced percentage greater than 50 percent
- The participation varies; currently ten schools are accessing the program



# Supper Program

- Supper Program is provided in the afternoon for activities that offer educational or enrichment activities
- Served immediately after school
- Available to all students
- Currently offering the program at EHS
- An average of 175 students participate each day



# Keep It Fresh

---

- Department initiative to create new recipes and revise/evaluate current recipes
- Seven managers who have a passion for cooking
- Support Diversity week menus at high schools



# Additional services

---

- Catering
- Concessions support
- Wellness policy compliance



# Staffing

- *Employment*
- *Staff development*
- *Staff recognition*
- *Interns*
- *Professional development*

# Employment

---

- Food & Nutrition includes ninety-two permanent kitchen staff, five office personnel and approximately twelve substitutes
- Hours range in length from 2 to 8 hours
- Twenty-five percent of our staff do not consider English their first language



# Staff development

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- Currently twelve staff are certified through the School Nutrition Association
- Each staff member, including our subs, are required to complete at least six hours of continuing education each year



# Four-tier evaluation

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- Four-tier evaluation is being used in all kitchens by all Food & Nutrition professionals
- Created by Food & Nutrition professionals
- Three-year roll out



# Technology

- *Health-e Meal Planner*
- *OneSource*

# Health-e Meal Planner



## SCHOOL MEALS

Change School and

April 2018

Mon

2 Spring Break

9


Build-A-Meal

**Lunch Entree**  
Mini Pancakes & Sausage  
Yogurt Combo  
Peanut Butter & Jelly Sandwich  
Cheese Sandwich  
Baked Potato Combo

**Vegetables**  
Skater Taters  
Salad Mix  
Assorted Red & Orange Veggies  
Assorted Dark Green Veggies  
Assorted Starchy Veggies  
Assorted Veggies  
Variety of Beans  
Hummus

**Fruit**  
Juicy Pears  
Assorted Fresh Fruit  
Canned Fruit

### Cheese Zombies



**Allergens**  
Milk Soy Wheat

**Attributes**  
MADE WITH REALITY VEGAN

**Nutrition Facts**  
Serving Size 1 each  
Serving Weight 122.105 gm  
Amounts Per Serving  
Calories 344.642 kcal  
Total Fat 15.824 gm  
Saturated Fat 6.741 gm  
Trans Fat 0.000 gm  
Cholesterol 32.307 mg  
Sodium 833.985 mg  
Potassium N/A\*  
Carbohydrates 32.704 gm  
Fiber 1.832 gm  
Sugars 8.775 gm  
Protein 18.012 gm  
Iron 1.722 mg  
Calcium 73.628 mg\*  
Vitamin A (IU) 503.198 iu\*  
Vitamin C 2.430 mg  
Vitamin D N/A\*  
Saturated Fat % of Calories 17.80%  
\* = Indicates missing Nutrient Information.

The data contained herein cannot be used for and does not provide menu planning or medical treatment for anyone with a medical condition, dietary restriction or food allergy.

**Vegetables**  
Mashed Potatoes & Gravy  
Salad Mix  
Assorted Red & Orange Veggies  
Assorted Dark Green Veggies  
Assorted Starchy Veggies  
Assorted Veggies  
Variety of Beans  
Hummus

**Fruit**  
Action Applesauce  
Assorted Fresh Fruit  
Canned Fruit

**Baked Potato Combo**  
**Vegetables**  
Steamed Carrots  
Salad Mix  
Assorted Red & Orange Veggies  
Assorted Dark Green Veggies  
Assorted Starchy Veggies  
Assorted Veggies  
Variety of Beans  
Hummus

**Fruit**  
Chilly Strawberries  
Assorted Fresh Fruit  
Canned Fruit

Select Language

Powered by Google Translate

today

-- Select Month --

Thu

5 Spring Break

12

Build-A-Meal

**Lunch Entree**  
Cheese Zombies  
Toasted Cheese Sandwich  
Yogurt Combo  
Peanut Butter & Jelly Sandwich  
Cheese Sandwich  
Baked Potato Combo

**Vegetables**  
Cabbage Patch Soup  
Salad Mix  
Assorted Red & Orange Veggies  
Assorted Dark Green Veggies  
Assorted Starchy Veggies  
Assorted Veggies  
Variety of Beans  
Hummus

**Fruit**  
Peppy Peaches  
Chilly Peaches

Fri

6 Spring Break

13

Build-A-Meal

**Lunch Entree**  
Cheese Burger  
Fishwich  
Yogurt Combo  
Peanut Butter & Jelly Sandwich  
Cheese Sandwich  
Baked Potato Combo

**Vegetables**  
Bouncin' Baked Beans  
Salad Mix  
Assorted Red & Orange Veggies  
Assorted Dark Green Veggies  
Assorted Starchy Veggies  
Assorted Veggies  
Variety of Beans  
Hummus

**Fruit**  
Sweet Plump Blueberries  
Assorted Fresh Fruit

Filter by Allergens

**Meal Prices**  
Elementary Lunch: \$2.75  
Secondary Lunch: \$3.00  
Reduced Lunch K-3: \$0.00  
Reduced Lunch 4-12: \$0.40  
Elementary Breakfast: \$1.25  
Secondary Breakfast: \$1.50  
Reduced Breakfast- all students: \$0.00

**OUR WELLNESS POLICY**

Free/Reduced Application-English

Meal Applications

Free/Reduced Application-Other languages

# OneSource

---

- Free/Reduced application processing
  - Direct certification
- Point of Sale
- My Payments Plus
  - Parents can see their student's purchasing history
  - Payments can be made online



# Promotions

- *Fuel up to Play 60*
- *Parent Outreach*
- *Social Media*

- Facebook Page
- Instagram

- Facebook Page
- Instagram





# Financials

- *Where the dollars are spent*
- *1800 Report*
- *How we are funded*
- *Challenges to increase participation*

# 1800 reports

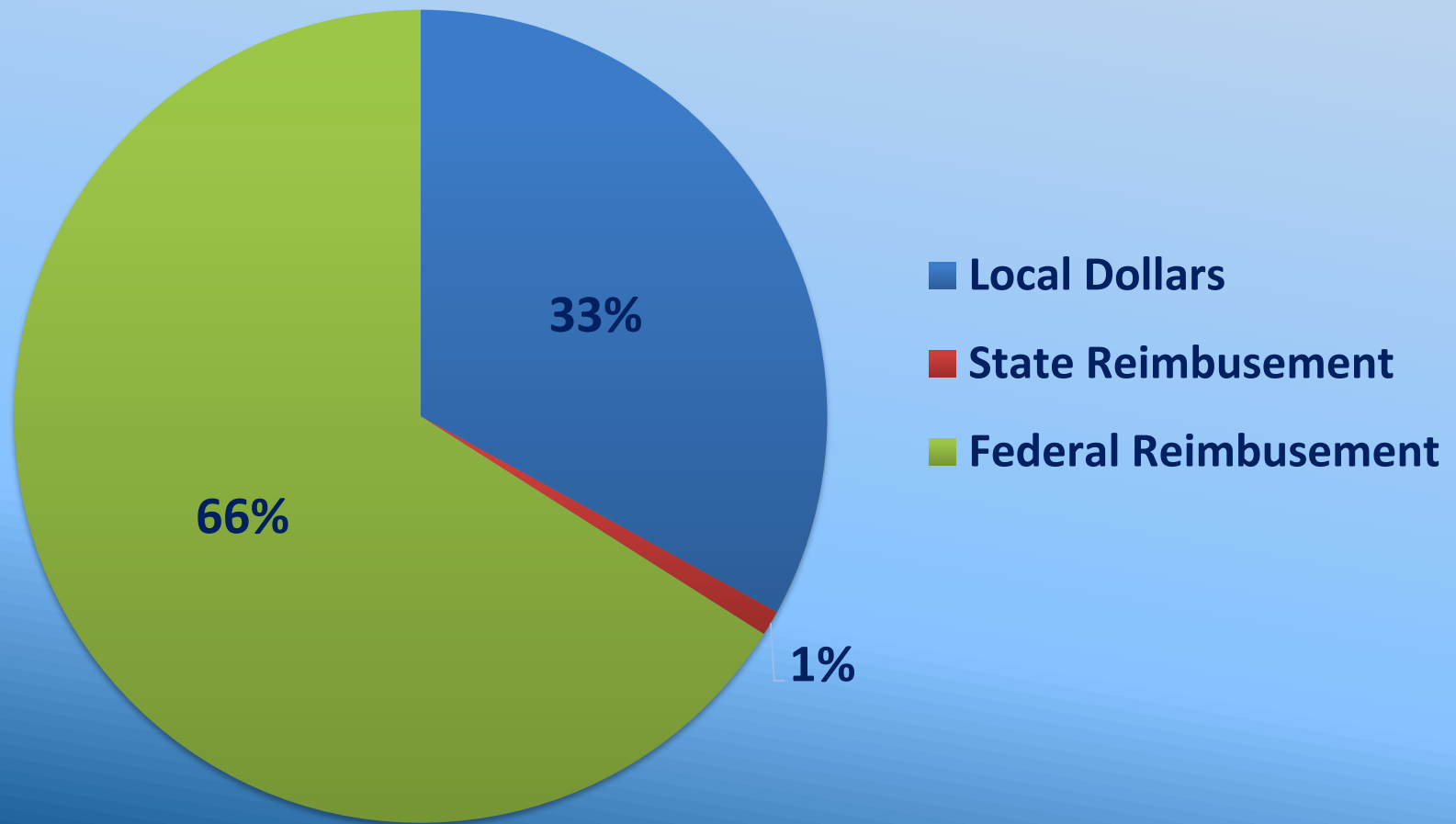
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- The 1800 report compares food service programs within districts across the state
- We are one of only 20 districts that are able to cover the cost of our program on a yearly basis

# How we are funded

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## Funding Sources



# Where we spend our money

---

\$3.14

Milk .18	Main Entrée .67	Fruit .17
Veggie .20		Total Food \$1.22



People \$1.45



Other .47

---

# Questions?



# Transportation

3900 Broadway  
Everett, WA 98201  
[www.everettsd.org](http://www.everettsd.org)





## **Transportation overview**

The Transportation Department is responsible for transporting approximately 14,307 students to and from school each day.

Transportation schedules and routes school buses for kindergarten through 12th grade students who live more than a one-mile radius from school. The department also schedules buses for vocational education, athletic and extracurricular trips. District transportation staff network with state and location officials about road construction, new housing developments and other conditions that might affect school bus routes or walking routes for students.

The district contracts with [Durham School Services](#) for school bus drivers and buses. Durham drivers are not district employees, and the buses (with the exception of some special education buses, cars and vans) are not district property. The Durham contract includes maintenance and repair of school buses, and careful drive safety and training.

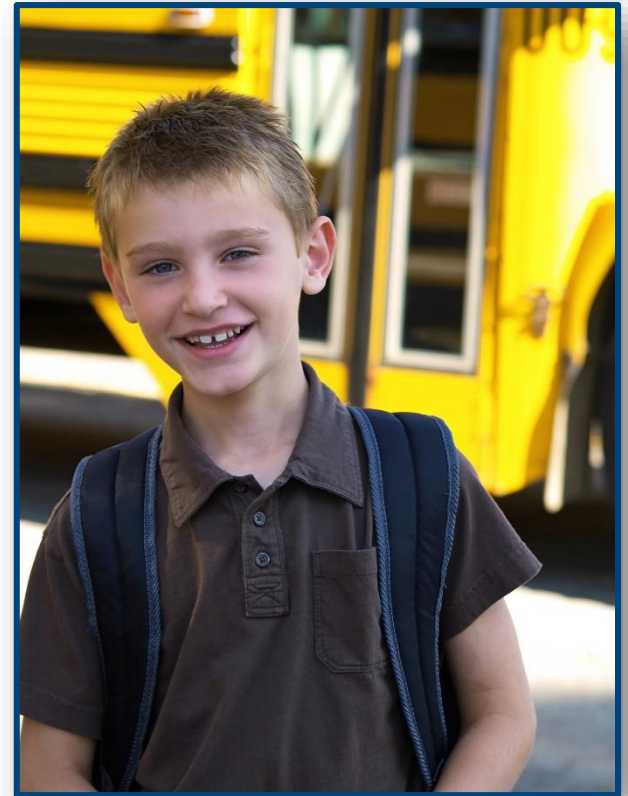
# Everett School Buses

- Transport approximately 14,307 students each day to and from school.
- Transport approximately 1665 special program students each day.
- Travel our 9,132 miles per day using over 145,599 gallons of diesel fuel per year.



# McKinney-Vento Program

- We transport 1064 students to 28 districts.
- We are using 12 vans and 22 small buses.
- We travel over 3,400 miles per day using approximately 290 gallons of fuel per day.
- We provide transportation for before and after-school programs, Operation School Bell, and make it possible for these students to participate in sports and other extra-curricular activities.



## State Report Data

- School buses drive 1,643,889 miles taking students to and from school.
- School buses drove 35,040 miles taking students on field trips.
- School buses drive 49,979 miles taking students on athletic trips.
- Vans drove 202,858 miles taking homeless students to and from school.
- We purchased 145,599 gallons of diesel and 57,572 gallons of gasoline with a total cost of \$520,248 to provide transportation to and from school.

# Funding Site Characteristics



- Average distance students travel = 2.91 miles
- Number of destinations = 81
- Land area of district = 38.2 miles
- Road miles per square mile = 13.68
- Students per road mile = 24.01