

OPERATIONS OVERVIEW – AS OF DECEMBER 14, 2016



FACILITIES

- We will issue a formal Request for Proposal (RFP) for the provision of cleaning services at both facilities on Monday, December 16th, based on established specifications, with plans to present a recommendation for services to the Board at the January 2017 meeting. Our current provider, City Wide Maintenance of St. Louis, is installing a new cleaning crew at Marine to more adequately address our cleaning concerns at that building.

FINANCE

- Our auditing firm, Daniel Jones & Associates, CPAs, has completed its examination for the 2015-16 fiscal year, and is issuing its Audit Report for acceptance at this evening's Board meeting. SLLIS is receiving a non-modified opinion, the highest audit opinion that can be given. The auditors are pleased with the progress the District has made versus previous annual reviews, as prior audit deficiencies pertaining to purchasing issues and food service operations have been corrected, etc. We have addressed a minor audit finding that was identified during this engagement, as we will ensure Letters of Intent and associated data are on file for all personnel as a part of our hiring and on-boarding process moving forward.
- We have created a proposed budget calendar that can be used in the development of the upcoming FY 2017-18 SLLIS Budget. This calendar includes key target dates, essential budget development activities, and a list of responsible parties to ensure a systematic and thorough process for this effort. The state of Missouri requires all public school districts to construct a viable budget for the upcoming fiscal year that is formally approved by the Board by a June 30th deadline. We have included a copy of this document in this month's Board meeting materials.

FOOD SERVICE

- During November, we served 3,913 total breakfast meals at our Marine & Papin sites (down 15% from an October total of 4,597 total breakfast meals served, partially due to the Nov. 18th Parent Conference & Nov 23-25th Thanksgiving holiday breaks), in addition to 7,364 lunches (also down 15% from a prior month total of 8,678 lunches served) at these locations. The total reimbursement claim we submitted to the State for November totaled \$28,107.62, bringing the YTD claims request (July – Nov) to \$111,929.89.

- For November, the total Free and Reduced lunch percentages totaled 62.3%, equaling the prior month ratio of 62.3% across the school system (with 435 students qualifying for free lunches [57%] and 46 students [6%] qualifying at the reduced rate, divided by the total approximate enrollment of 766 students). 285 of our students (37%) paid the full price for our meals in November.

HUMAN RESOURCES/BENEFITS

- The Employee Insurance & Benefits Committee (EIBC) met for the 2nd time last week (December 8th), with committee representatives present from our various schools and work groups. A representative from our Insurance Broker (Caravus) continued to educate the Committee on the various plan offerings SLLIS provides. We are looking at potential plan design changes to our current offerings, and plan to conduct the open enrollment period for health benefits next April.
- We are requesting that the Board approve our membership in the CSD Retirement Trust's 403(b) investment program. A Board Resolution authorizing SLLIS to become a member of the CSD Retirement Trust is being submitted for approval at this evening's meeting. Currently, the Trust has over 30 members from school districts and charter systems throughout the region.

SAFETY & SECURITY

- We are evaluating procedures around our end-of-day student release and parent pick-up processes to further enhance safety expectations in our buildings. We will advise you of any changes to the current practices as they are made.

TECHNOLOGY

- We are beginning to utilize the new Facilities and Maintenance tracking system (Fresh Desk) we implemented last month to track and resolve facilities and maintenance-related issues. Staff members are now issuing requests to resolve related problems by submitting these requests via e-mail to Support@sllis.org/facilities. The associated problems are then 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).
- Throttlenet, Inc. continues to provide technology services for staff throughout the District, with support from designated tech assistants at both buildings. The process is running smoothly, as tech issues are being addressed in a timely and appropriate manner.
- We are looking at a revision in our copier needs SLLIS-wide. Marco Copying Systems (formerly DNT) provides the bulk of our copier services at both campuses. Currently, we have three copier machines at Papin, and two units at Marine (with one unit at Marine under a separate agreement with the firm GFI, Inc.). Due to volume overages and increased needs at our Marine site, Marco has proposed adding a new copier at Marine to the fleet of existing copier equipment. With some

reconfiguring of equipment, the use of codes for staff, and revisions in black and white versus color usage at both buildings, this additional machine will be largely cost neutral versus the current agreements. A copy of Marco's proposal is included in the associated Ops Board materials today.

STUDENT TRANSPORTATION

- During November, our student transportation provider (First Student) transported our students to and from school on 18 school days (excluding the Nov. 18 Parent/Teacher Conference and Nov 23-25th Thanksgiving break when school was officially out).
- For November, the 11 routes/buses First Student operated to transport our students for the 18 days of service generated an aggregate bill for these services totaling \$55,189.31. We are contesting some of this cost, however, as we have had chronic issues with the late pick-up and delivery of our students by a couple of the buses serving SLLIS.



taking technology further

12/12/2016

St. Louis Language Immersion Schools

Currently:

4 B/W Copies

62 k @ .0045 = 279

6k @ .05 = 300

Total \$579 per month with Marco

Color overages on Sharp

12,500 overage @ .09 --- 93.75 per month

Total with Marco and Overages on Sharp is about 672.75 per month.

Recommendation by Marco

Cut 62k to 55k per month

31.50 in savings

Cut 1k on color @ Papin

50.00 in savings

Move 12,500 overages to new color

.09 to .05 52.00 in savings

Total savings on light copy reduction:

133.50 per month.

Eric Long

Technology Advisor

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taking technology further

12/02/2016

St Louis Language Immersion Schools
4011 Papin St
St. Louis, MO 63110

Current Copier Configuration:

4011 Papin Street:	AMV	
Toshiba eStudio 4555c (color lobby)	20,000/BW	6,000/Color
Toshiba eStudio 457 (B/W Basement)	3,741/BW	
Toshiba eStudio 457 (B/W 2 nd Flr)	13,500/BW	

Marine Avenue:	AMV	
Toshiba eStudio 457 (Upstairs)	24,000/BW	
Sharp Color (by entrance)	45,000/BW	13,000/Color

Marco Proposal:

Keep all of the above machines at SLLIS. Move the Sharp color machine upstairs to give Marine color capabilities. Move the Toshiba eStudio 457 downstairs by the entrance. We will also add a color machine downstairs. This will give the highest usage area 2 copiers and color.

60 month lease - \$215.00/month for a Toshiba eStudio 4508ac.

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