



**DATE:** September 8, 2025

**TITLE:** Finance and Operations

**TYPE:** Information

**PRESENTER(S):** Todd Lechtenberg, Executive Director of Finance and Operations

**BACKGROUND:**

The Finance Department includes payroll, employee benefits, accounts payable, accounts receivable, accounting, and fixed asset management. The Executive Director of Finance and Operations oversees Facility Services, Food & Nutrition Services and Transportation Services.

**Support and resources to ensure a safe and welcoming learning environment**

- Building and Grounds has installed key card access readers around the district to help with securing our buildings during lockdowns and after hours.
- Building and Grounds is working to develop a way to print ID cards for our vendors when they are in our buildings, so staff know who they are.
- We are reviewing software to help with renting our facilities for a more streamlined process. Technology, facilities and finance departments are working together to put a process in place for start of 2025.
- One of the goals of 2025-2026 school year is to develop a replacement cycle for our security cameras and also reviewing all properties to determine where we need to add more cameras. Thank you to Joe Adamson and his team for leading this project.

**Packer Profile for all learners**

- The Departments continue to collaborate with colleagues across the district to better learn how we can support the work. Examples of improvements that we have provided to Packer Profile
  - Investments into strength finders for all 9th graders
  - Working with AHS leadership to develop an on-going budget

**District-wide multi-tiered systems of support for all learners**

- The Departments continue to collaborate with Teaching & Learning, Special Services, and building Administration to support and learn about MTSS and the impact it will have on student success.
- Working with Special Services to look at ways to maximize reimbursement for 3rd party billing and special education.

**Excellence in Resource Management**

- **Finance Department**
  - Benefits has been working with CEO to develop a benefits enrollment guide for staff and will have this guide on our website in the next few weeks.
  - Benefits is gearing up for online enrollment via Skyward starting in December
  - 2026 levy process has started, and the preliminary review will be presented at the September 25<sup>th</sup> board meeting.

- For July month, we do not have any financials as we usually wait for our first enrollment submission to review financials.
- The yearly audit is scheduled for September 12<sup>th</sup> and thank you to Amy Hauser for leading that enormous effort.
- **Food and Nutrition Department**
  - Start of the year has been successful with new serving lines at Sumner and Banfield along with all our new cafeteria tables.
  - We are working on developing our equipment replacement cycle needs over the next 5 years so that we can strategically replace them instead of being reactive.
  - Food Service recently went through a summer food service audit, and we had no findings.
- **Building and Grounds**
  - Paulson tennis courts are in the final stages of construction and should be wrapping up by end of September
  - This summer will be a very busy summer with the following projects
    - Hasting gym painting and new floor
      - Project is finished and we are very thankful for how it turned out
    - AHS 3<sup>rd</sup> floor hallway painting
      - Project is finished and we are very thankful for how it turned out
    - Lightening Project
      - Moving along according to the schedule and hopefully will have most schools done before school starts.
    - Ellis Stage Lightening
      - Bid packet is done and quotes will be going out on August 14<sup>th</sup>
    - Christgau Hall Painting
    - Moving and setting up weight room at Ellis Middle School
    - AHS tuckpointing
    - Sumner playground
  - Starting to plan for summer of 2026 projects with a focus being on the resurfacing of our track facilities.