

DATE: November 14th, 2025
TO: Board of Trustees, BCRSD
FROM: Jesse Stephens
SUBJECT: November 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. Angela has taken over Payroll and Retirement Benefits management, along with various other HR tasks and is doing a great job in taking care of these tasks and collaborating with myself and Drew. We continue to work on insurance renewals and other day-to-day tasks and collaborate with insurance providers. She is preparing for end-of-year payroll tasks.
2. A meeting with our Nationwide retirement specialist occurred on October 30th. Most employees were able to attend and learn about options associated with their plan. I will be sending out an additional survey to the employees now that they have had a chance to review information both from Nationwide and Lagers to evaluate employee preferences and concerns.
3. Employee performance goals: Employees continue to be evaluated, and goals set for each employee for the coming year.
4. Wage and benefit studies have been put on hold until a new Finance and HR Manager is brought on board.

GENERAL & FINANCE:

1. Drew continues to handle all the accounts payable and receivable processes, until the new Finance Manager comes on board.
2. We are seeking a new Auditor as Gerding, Korte & Chitwood has resigned as our auditor. We would like to advertise this RFP so that we can engage a new auditor before the end of the year.
3. A notice of award for a new user rate study is being requested to be approved at this meeting as a consideration item. Stephens M. Connelly is the recommended offeror to contract with. I'm recommending this process be started now before we finalize the AWMP and CIP process.
4. Jason and I continue to itemize budget items for the 2026 budget. Due to time constraints, I will try to e-mail out the proposed budget no later than 11-21-2025. I still believe it would be worth a work session the week after Thanksgiving (Dec. 1st-5th) for a couple of Trustees to do a line-by-line review with me. I propose we discuss a reasonable meeting time.
5. Angela Gonzalez and I are reviewing the document retention policies. We will consider a more specific document retention policy as time allows. We've identified outdated financial records that need to be appropriately disposed of. We have kept this in mind as we are migrating our IT system and e-mail to GFI Digital.

Jesse Stephens

Executive Director

SIGNATURE: *Jesse Stephens*

TITLE:

11/14/2025

DATE: