

Agenda – 2020 District Training for Office and Administrative Staff

Oct. 1 & 15 8:00 am	Oct. 5 1:00 pm	
8:00 am (15 min.)	1:00 pm (15 min.)	Business Services – John Larsen Topics: 1) Welcome 2) Top ten reminders
8:15 am (45 min.)	1:15 pm (45 min.)	Accounting, Budgets & Audits – Dan Ellis & Derek Anderson Topics: 1) Journal entries 2) Invoice verifications 3) Monthly financial meeting 4) Carry-over budgets
9:00 am (60 min.)	2:00 pm (60 min.)	Purchasing – Kurt Prusse Topics 1) Fixed Assets & Surplus Warehouse 2) Requisition Process 3) P-Cards 4) Amazon Business 5) Contracts 6) Quotes
10:00 am (10 min.)	3:00 pm (10 min.)	Break
10:10 am (20 min.)	3:10 pm (20 min.)	Information Systems – Steffany Ellsworth & Mike Heaps Topics 1) Information Systems Gateway (is.jordan.k12.ut.us) 2) Training opportunities 3) How to get help 4) Skyward sanity savers
10:30 am (5 min.)	3:30 pm (5 min.)	Payroll Services – Sarah Palmer Topic 1) Employee Access
10:35 am (15 min.)	3:35 pm (15 min.)	Insurance Services – Cheryl Matson Topics 1) Student injury reporting 2) Worker’s Compensation 3) Qualifying events
10:50 am (5 min.)	3:50 pm (5 min.)	Auxiliary Services – Scott Thomas & Curtis Hagen Topics 1) Introduction to Auxiliary Services website 2) Auxiliary Services JAM postings
10:55 am (5 min.)	3:55 pm (5 min.)	Facility Services – Dave Rostrom Topics 1) Sprocket 2) Facility coordinators 3) When to call 88865
11:00 am (10 min.)	4:00 pm (10 min.)	Transportation – Paul Bergera Topics 1) Space available permits 2) Skylert messaging 3) Field trip moratoriums 4) Return to school compliance a) Seat assignments b) Face coverings
11:10 am (10 min.)	4:10 pm (10 min.)	Nutrition Services – Jana Cruz Topics 1) Hire sheets 2) Free and reduced lunch eligibility 3) Student lunch account deficits 4) USDA Free Meals Waiver
11:20 am (10 min.)	4:20 pm (10 min.)	Custodial Services – Steve Peart Topic 1) Custodian time off 2) Custodial trainers