

Departments

Agenda – October 15, 2026

Business & Auxiliary Services Training for Office and Administrative Staff

Approximate Time

8:00 am

IN- PERSON MEETING for NEW

Administrators and Anyone who wants a

COMPLETE OVERVIEW of District

Business Services – John Larsen

1) Welcome

2) Top 10 Reminders

8:15 am	Accounting, Budgets & Audits – Dan Ellis - Account structure - Reports
8:45 am	Purchasing – Kurt Prusse, Tami Nelson, and Kris Wishart - Quotes - A simple guide (Kurt Prusse) - Travel Requests (Tami Nelson) - Skyward purchasing (Kris Wishart)
9:15 am	Information Systems – Steffany Ellsworth - Qmlativ Student migration: preview of Qmlativ, Go Live date, training opportunities - Resources available on the Information Systems website - Qmlativ training - iBoss Parent Portal Quick Start Guide - Policy AA445 flyer - Network Acceptable Use Policy - Chromebook User Agreement
9:30 am	Payroll Services – Sarah Palmer - True Time - Time off - Payroll resources
9:40 am	Benefits – Michael Bodily - Student injury reporting - Worker's Compensation - Benefits overview
10:00 am	Break
10:15 am	Auxiliary Services – Scott Thomas Introduction to Auxiliary Services website (hands-on overview)

10:17 am	Facility Services – Ian Roberts 1) <u>Facility Operations</u>- alarm response, card access, ID badges, community rentals, risk management <u>Maintenance</u>- coordinators, departments, work order system 2) <u>New Construction</u>- inspectors, new buildings, renovations/remodels, summer projects, 3) special projects
10:32 am	Transportation – Paul Bergera 1) Fun Facts 2) Webpage overview Eligibility Guidelines and Space Available program 3) ParentSquare Messaging. Zonar MyView Parent App and Transfinder 4) Field/Activity Trips 5)
10:47 am	Nutrition Services – Katie Bastian 1) Nutrition Services department overview 2) Meal pricing Department structure & contacts 3) Students with special dietary needs 4) Free & Reduced meal applications and eligibility 5) Frequently asked questions: Smart Snacks in schools 6) Budget codes for New Hires 7) Student meal deficits 8)
11:02 am	Custodial Services – Steve Peart 1) Sub for head custodian 2) Department contact info 3) Head Custodian workshops & Custodial staff training options 4) HVAC computer temperature adjustments, waste & recycling pick-up 5) Pest control 6) Administration and Custodial best practices