

IN- PERSON MEETING for NEW Administrators and Anyone who wants a
COMPLETE OVERVIEW of District Departments

Approximate Time	Agenda – October 15, 2026 Business & Auxiliary Services Training for Office and Administrative Staff
8:00 am	Business Services – John Larsen 1) Welcome 2) Top 10 Reminders
8:15 am	Accounting, Budgets & Audits – Dan Ellis 1) Account structure 2) Reports
8:45 am	Purchasing – Kurt Prusse, Tami Nelson, and Kris Wishart 1) Quotes - A simple guide (Kurt Prusse) 2) Travel Requests (Tami Nelson) 3) Skyward purchasing (Kris Wishart)
9:15 am	Information Systems – Steffany Ellsworth 1) Qmlativ Student migration: preview of Qmlativ, Go Live date, training opportunities 2) 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 1) True Time 2) Time off 3) Payroll resources
9:40 am	Benefits – Michael Bodily 1) Student injury reporting 2) Worker's Compensation 3) Benefits overview
10:00 am	Break
10:15 am	Auxiliary Services – Scott Thomas 1) 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 2) <u>Maintenance</u> - coordinators, departments, work order system 3) <u>New Construction</u> - inspectors, new buildings, renovations/remodels, summer projects, special projects
10:32 am	Transportation – Paul Bergera 1) Fun Facts 2) Webpage overview 3) Eligibility Guidelines and Space Available program 4) ParentSquare Messaging. Zonar MyView Parent App and Transfinder 5) Field/Activity Trips
10:47 am	Nutrition Services – Katie Bastian 1) Nutrition Services department overview 2) Meal pricing 3) Department structure & contacts 4) Students with special dietary needs 5) Free & Reduced meal applications and eligibility 6) Frequently asked questions: Smart Snacks in schools 7) Budget codes for New Hires 8) Student meal deficits
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