

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

Approximate Time	Agenda – October 8, 2024 Business & Auxiliary Services Training for Office and Administrative Staff
8:00 am	Business Services – John Larsen Welcome
8:05 am	Accounting, Budgets & Audits – Dan Ellis 1) Account structure 2) Reports 3) Verifies and payments to vendors 4) Grants
9:00 am	Purchasing – Kurt Prusse, Tonya Hodges, and Kris Wishart 1) Contracts 2) \$5000 purchase limit 3) P-Cards 4) Travel
9:20 am	Information Systems – Steffany Ellsworth 1) ParentSquare 2) Google login for Skyward 3) ProofPoint email security 4) NIM - Password reset tool
9:40 am	Payroll Services – Sarah Palmer 1) True Time 2) Time off
9:50 am	Insurance Services – Bonnie Brennan 1) Student injury reporting 2) Worker's Compensation 3) Benefit 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 – Dave Rostrom 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
10:30 am	Transportation – Paul Bergera 1) Fun Facts 2) Webpage overview 3) Eligibility Guidelines and Space Available Program 4) ParentSquare Messaging and Zonar MyView Parent App 5) Field/Activity Trips
10:45 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
11:00 am	Custodial Services – Steve Peart 1) Sub for Head Custodian 2) Department Contact info 3) Head Custodian Workshops 4) Custodial Staff training options 5) HVAC computer temperature adjustments, waste & recycling pick-up 6) Administration and Custodial Best Practices