

Sept. 26 1:00 pm	Oct. 4 8:00 am	Agenda – Fall 2022 Business & Auxiliary Services Training for Office and Administrative Staff
1:00 pm (15 min.)	8:00 am (15 min.)	Business Services – John Larsen Topics 1) Welcome 2) Top ten reminders
1:15 pm (30 min.)	8:15 am (30 min.)	Accounting, Budgets & Audits – Dan Ellis Topics 1) Financial Accounting manual
1:45 pm (45 min.)	8:45 am (45 min.)	Purchasing – Kurt Prusse, Tonya Hodges, Rachel Davis, and Kris Wishart Topics 1) New Website Features 2) Amazon by Invoice 3) PO Entry 4) Special Project Purchasing 5) Technology Purchases
2:30 pm (10 min.)	9:30 am (10 min.)	Break
2:40 pm (20 min.)	9:40 am (20 min.)	Information Systems – Mark Sowa & David Bowman Topics 1) Critical technology purchases for principals 2) Don't panic; we've got your back
3:00 pm (5 min.)	10:00 am (5 min.)	Payroll Services – Sarah Palmer or Pauli Young Topic 1) Employee Access
3:05 pm (10 min.)	10:05 am (10 min.)	Insurance Services – Bonnie Brennan Topics 1) Student injury reporting 2) Worker's Compensation 3) Qualifying events
3:15 pm (5 min.)	10:15 am (5 min.)	Auxiliary Services – Scott Thomas Topics 1) Introduction to Auxiliary Services website 2) Auxiliary Services JAM postings
3:20pm (5 min.)	10:20 am (5 min.)	Facility Services – Dave Rostrom Topics 1) Sprocket 2) Facility coordinators 3) When to call 88865
3:25 pm (10 min.)	10:25 am (10 min.)	Transportation – Paul Bergera or Curtis Hagen Topics 1) Website overview 2) Space available permits 3) Skyward messaging 4) Field trip protocol and priorities
3:35 pm (10 min.)	10:35 am (10 min.)	Nutrition Services – Katie Bastian or Kaisa Anderson Topics 1) Nutrition Services School Coordinators 2) Budget codes for new hires 3) Free and reduced lunch eligibility 4) District approved meal deficit procedure
3:45 pm (10 min.)	10:45 am (10 min.)	Custodial Services – Steve Peart & Brady Bartholomew Topics 1) Custodial coordinators and trainers 2) Website overview