

<b>Sept. 19 1:00 pm</b>	<b>Oct. 12 8:00 am</b>	<b>Agenda – Fall 2023 Business &amp; Auxiliary Services Training for Office and Administrative Staff</b>
<b>1:00 pm</b> (15 min.)	<b>8:00 am</b> (15 min.)	<b>Business Services – John Larsen</b> 1) Welcome 2) Top ten reminders
<b>1:15 pm</b> (30 min.)	<b>8:15 am</b> (30 min.)	<b>Accounting, Budgets &amp; Audits – Dan Ellis</b> 1) General intro to Accounting (documents) 2) Change Form vs. Move Money 3) Travel Reimbursement
<b>1:45 pm</b> (45 min.)	<b>8:45 am</b> (45 min.)	<b>Purchasing – Kurt Prusse, Tonya Hodges, and Kris Wishart</b> 1) Contracts 2) Technology Updates 3) Receiving Policies 4) P-Cards 5) Travel
<b>2:30 pm</b> (10 min.)	<b>9:30 am</b> (10 min.)	<b>Break</b>
<b>2:40 pm</b> (20 min.)	<b>9:40 am</b> (20 min.)	<b>Information Systems – Steffany Ellsworth</b> 1) Phishing Sing a Long 2) Latest Technology Updates 3) Keeping Up on Technology Rotations
<b>3:00 pm</b> (5 min.)	<b>10:00 am</b> (5 min.)	<b>Payroll Services – Sarah Palmer or Pauli Young</b> 1) True Time & Time Off approvals 2) Payroll reports & information in Skyward
<b>3:05 pm</b> (10 min.)	<b>10:05 am</b> (10 min.)	<b>Insurance Services – Bonnie Brennan</b> 1) Student injury reporting 2) Worker's Compensation 3) Qualifying events
<b>3:15 pm</b> (5 min.)	<b>10:15 am</b> (5 min.)	<b>Auxiliary Services – Scott Thomas</b> 1) Introduction to Auxiliary Services website 2) Auxiliary Services JAM postings
<b>3:20pm</b> (5 min.)	<b>10:20 am</b> (5 min.)	<b>Facility Services – Dave Rostrom</b> 1) Sprocket 2) Facility coordinators 3) When to call 88865
<b>3:25 pm</b> (10 min.)	<b>10:25 am</b> (10 min.)	<b>Transportation – Paul Bergera</b> 1) Website overview 2) Space available permits 3) Skyward messaging 4) Field trip protocol and priorities
<b>3:35 pm</b> (10 min.)	<b>10:35 am</b> (10 min.)	<b>Nutrition Services – Katie Bastian or Kaisa Anderson</b> 1) Nutrition Services School Coordinators 2) Budget codes for new hires 3) Free and reduced lunch eligibility 4) District approved meal deficit procedure
<b>3:45 pm</b> (10 min.)	<b>10:45 am</b> (10 min.)	<b>Custodial Services – Steve Peart</b> 1) Custodial coordinators and trainers 2) Website overview