

Agenda - District Training for Office and Administrative Staff

November 21, December 10, 2019 (same information presented at all three sessions; first session held October 28)

JATC South Auditorium, 12723 S. Park Avenue (2080 West), Riverton, Utah

Attendance is not mandatory; however, the information may be beneficial to school/department administrators and office staff.

8:00 am (5 min.)	Welcome – John Larsen
8:05 am (45 min.)	Accounting, Budgets & Audits – Dan Ellis & Derek Anderson Topics: 1) Journal entries 2) Invoice verifications 3) Monthly financial meeting 4) Carry-over budgets
8:50 am (60 min.)	Purchasing – Kurt Prusse Topics 1) P-Cards 2) Amazon Business 3) Contracts 4) Quotes
9:50 am (25 min.)	Information Systems – Steffany Ellsworth & Mike Heaps Topics 1) Information Systems Gateway (is.jordan.k12.ut.us) 2) New applications 3) Training opportunities 4) How to get help 5) Skyward sanity savers
10:15 am (10 min.)	Break
10:25 am (10 min.)	Payroll Services – Sarah Palmer Topic 1) Employee Access
10:35 am (15 min.)	Insurance Services – Cheryl Matson Topics 1) Student injury reporting 2) Worker’s Compensation 3) Qualifying events
10:50 am (5 min.)	Auxiliary Services – Scott Thomas & Curtis Hagen Topics 1) Introduction to Auxiliary Services website 2) Auxiliary Services JAM postings
10:55 am (5 min.)	Facility Services – Dave Rostrom Topics 1) Sprocket 2) Facility coordinators 3) When to call 88865
11:00 am (10 min.)	Transportation – Paul Bergera Topics 1) Space available permits 2) Skylert messaging 3) Field trip moratoriums
11:10 am (10 min.)	Nutrition Services – Jana Cruz Topics 1) Hire sheets 2) Free and reduced lunch eligibility 3) Student lunch account deficits
11:20 am (10 min.)	Custodial Services – Steve Peart Topics 1) Custodian time off 2) Custodial trainers 3) Energy dashboard