

**VIRTUAL Meeting for Anyone who wants a BRIEF UPDATE
on Department changes or clarification on broad-based Issues**

Approximate Time	Agenda – October 10, 2024 Business & Auxiliary Services Training for Office and Administrative Staff
8:00 am	Business Services – John Larsen 1) Welcome 2) Top ten reminders
8:10 am	Accounting, Budgets & Audits – Dan Ellis 1) Updates to Budget Book 2) Changes in function and object codes
8:15 am	Purchasing – Kurt Prusse, Tonya Hodges, and Kris Wishart 1) Contracts - \$5000 purchase limit 2) eProcurement platform 3) Contracts
8:25 am	Information Systems (what's new)– Steffany Ellsworth 1) ParentSquare 2) Google login for Skyward 3) ProofPoint email security 4) NIM - Password reset tool
8:35 am	Insurance Services – Bonnie Brennan 1) Reminders - employee insurance / injuries & Student injuries
	Auxiliary Services – Scott Thomas 1) Auxiliary Services website (intro)
8:40 am	Facility Services – Dave Rostrom 1) Facility Operations 2) Maintenance 3) New Construction
8:50 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
9:00 am	Nutrition Services – Katie Bastian 1) Nutrition Services department info 2) Department structure and coordinators 3) Students with special dietary needs 4) Free & Reduced meal applications
9:10 am	Custodial Services – Steve Peart 1) Sub for Head Custodian 2) Department contact info 3) Workshops & Training opportunities: Head custodian & custodial staff 4) HVAC computer temperature adjustment, waste & recycling pick-up 5) Administration and Custodial Best Practices