

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

Approximate Time	Agenda – <b>October 7, 2025</b> Business & Auxiliary Services Training for Office and Administrative Staff
8:00 am	<b>Business Services – John Larsen</b> (15 mins) 1) Welcome 2) Top 10 Reminders
8:15 am	<b>Accounting, Budgets &amp; Audits – Dan Ellis</b> (50 mins) 1) Account structure 2) Reports 3) Verifieds and payments to vendors 4) Grants
9:05 am	<b>Purchasing – Kurt Prusse, Tonya Hodges, and Kris Wishart</b> (40 mins) 1) Purchasing Guidelines 2) \$5000 purchase limit 3) Quotes 4) Resources 5) Travel 6) Pcard purchasing
9:45 am	<b>Information Systems – Steffany Ellsworth</b> (10 mins) 1) iBoss Parent Portal 2) Qmlativ Finance migration update 3) Cybersecurity 4) Tech Support Contacts
9:55 am	<b>Payroll Services – Sarah Palmer</b> (10 mins) 1) True Time 2) Time off
10:05 am	<b>Insurance Services – Bonnie Brennan</b> (10 mins) 1) Student injury reporting 2) Worker's Compensation 3) Benefit overview
10:15 am	<b>Break</b>
10:30 am	<b>Auxiliary Services – Scott Thomas</b> (2 mins) 1) Introduction to Auxiliary Services website (hands-on overview)
10:32 am	<b>Facility Services – Dave Rostrom</b> (15 mins) 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
10:45 am	<b>Transportation – Paul Bergera</b> (15 mins) 1) Fun Facts 2) Webpage overview 3) Eligibility Guidelines and Space Available Program 4) ParentSquare Messaging. Zonar MyView Parent App and Transfinder 5) Field/Activity Trips
11:00 am	<b>Nutrition Services – Katie Bastian</b> (15 mins) 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
11:15 am	<b>Custodial Services – Steve Peart</b> (15 mins) 1) Sub for Head Custodian 2) Department Contact info 3) Head Custodian Workshops & Custodial Staff training options 4) HVAC computer temperature adjustments, waste & recycling pick-up 5) Pest Control 6) Administration and Custodial Best Practices