

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

Approximate Time	Agenda – October 9, 2025 Business & Auxiliary Services Training for Office and Administrative Staff
8:00 am	Business Services – John Larsen (2 mins) Welcome
8:02 am	Accounting, Budgets & Audits – Dan Ellis (5-8 mins) 1) Changes in function and object codes 2) Accounting site - updated documents
8:10 am	Purchasing – Kurt Prusse, Tonya Hodges, and Kris Wishart (15 mins) 1) \$5000 purchase limit 2) Pcard purchasing 3) Tariffs
8:25 am	Information Systems – Steffany Ellsworth (10 mins) 1) iBoss Parent Portal 2) Qmlativ Finance migration update 3) Cybersecurity 4) Tech Support Contacts
8:35 am	Insurance Services – Bonnie Brennan (5 mins) 1) Reminders - employee insurance / injuries & Student injuries
8:40 am	Auxiliary Services – Scott Thomas (5 mins) 1) Auxiliary Services website (intro)
8:45 am	Facility Services – Dave Rostrom (10 mins) 1) Facility Operations 2) Maintenance 3) New Construction
8:55 am	Transportation – Paul Bergera (10 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
9:05 am	Nutrition Services – Katie Bastian (10 mins) 1) Nutrition Services department info 2) Department structure and coordinators 3) Students with special dietary needs 4) Free & Reduced meal applications 5) New Utah HB100, free lunch for reduced families 6) District approved meal deficit procedure
9:15 am	Custodial Services – Steve Peart (10 mins) 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) Pest Control 6) Administration and Custodial Best Practices