

Sept. 30 & Oct. 14 8:00 am	Oct. 4 1:00 pm	Agenda – 2021 Business & Auxiliary Services Training for Office and Administrative Staff
8:00 am (15 min.)	1:00 pm (15 min.)	Business Services – John Larsen Topics 1) Welcome 2) Top ten reminders
8:15 am (45 min.)	1:15 pm (45 min.)	Accounting, Budgets & Audits – Dan Ellis Topics 1) Electronic Journal entries
9:00 am (45 min.)	2:00 pm (45 min.)	Purchasing – Kurt Prusse & Tonya Hodges Topics 1) New Spending Limits 2) P-card Spending 3) Tech Purchases 4) Requisition Entry Reminders
9:45 am (10 min.)	2:45 pm (10 min.)	Break
9:55 am (20 min.)	2:55 pm (20 min.)	Information Systems – Mark Sowa & David Bowman Topics 1) Critical technology purchases for principals 2) Don't panic; we've got your back
10:15 am (5 min.)	3:15 pm (5 min.)	Payroll Services – Sarah Palmer Topic 1) Employee Access
10:20 am (10 min.)	3:20 pm (10 min.)	Insurance Services – Cheryl Matson Topics 1) Student injury reporting 2) Worker's Compensation 3) Qualifying events
10:30 am (5 min.)	3:30 pm (5 min.)	Auxiliary Services – Scott Thomas & Curtis Hagen Topics 1) Introduction to Auxiliary Services website 2) Auxiliary Services JAM postings
10:35 am (5 min.)	3:35 pm (5 min.)	Facility Services – Dave Rostrom Topics 1) Sprocket 2) Facility coordinators 3) When to call 88865
10:40 am (10 min.)	3:40 pm (10 min.)	Transportation – Paul Bergera or Curtis Hagen Topics 1) Space available permits 2) Skylert messaging 3) Field trip protocol and priorities 4) COVID protocol moving forward
10:50 am (10 min.)	3:50 pm (10 min.)	Nutrition Services – Jana Cruz or Katie Bastian Topics 1) Hire sheets 2) Free and reduced lunch eligibility 3) Student lunch account deficits 4) USDA Free Meals Waiver
11:00 am (10 min.)	4:00 pm (10 min.)	Custodial Services – Steve Peart Topics 1) Custodial coordinators and trainers 2) COVID-19 cleaning and disinfecting procedures