

EMPLOYEE BUSINESS PROCEDURES

COLLEGE COMMUNITY SCHOOL DISTRICT
7/1/20

Preface

This manual is intended to outline business procedures for College Community School District. While it is an overview of various topics, it may not answer all of your questions.

Some relevant Board Policies and a Public Purpose statement are included at the end of this manual. All Board Policies can be found at <http://www.prairiepride.org/board/policies/index.php>

If you need further assistance, please contact the Business Office at 319-848-5223.

TABLE OF CONTENTS:

PURCHASING

Electronic Purchase Orders	4-5
Small Purchase Orders	6-7
Standing Purchase Orders	7-8
Procurement Cards (P Cards)	8
Requisition Forms	9-10
Local Vendors	10-11
Merchandise Return Form	12

CHECK WRITING PROCEDURES	13
--------------------------	----

CASH HANDLING PROCEDURES	13-14
--------------------------	-------

GRANTS	15
--------	----

FUNDRAISING	15
-------------	----

TRAVEL EXPENSE REIMBURSEMENT	15-16
------------------------------	-------

EMPLOYEE LEAVES OF ABSENCE	16
----------------------------	----

EMPLOYEE SELF SERVE INFORMATION	17
---------------------------------	----

WORK INJURIES/WORKERS' COMPENSATION	17-18
-------------------------------------	-------

DISTRICT OFFICE/CENTRAL SERVICE STAFF DUTIES	19-21
--	-------

BOARD POLICIES	
----------------	--

PURCHASING

“The procurement of all supplies, equipment, and services will be initiated by the issuance of an official purchase order signed by the Superintendent of Schools or by an authorized staff member. Only those supplies, equipment, and services procured by formal contract will be exempt.”(Board Policy 705.1). **This means that no employee is authorized to purchase or charge to a district account without a purchase order.** The district is not obligated to pay for purchases made without a purchase order. Unauthorized purchases made by any employee without a signed purchase order will be the employee’s personal responsibility.

This policy applies to all purchases including preview materials, samples, fundraiser items, and all student activity accounts (teams, clubs, student groups, etc.).

Reimbursement for personal purchases of school supplies by employees is not part of the district’s policy as there are other methods in place to make all necessary purchases.

The Board of Directors supports the purchase of products and services locally from within the district community if the cost and other considerations are relatively equal.

Board Policy 401.4 Staff Conflicts of Interest prohibits the sale of any supplies, equipment, or services to the district, students, or parents by an employee unless prior written approval is obtained from the Board of Directors.

Board Policy 705.4 Public Purpose – All district expenditures must meet what is called “**Public Purpose**”. Prior to making a purchase using district funds, an individual should be comfortable defending the purchase to the taxpayers in the district. To test whether an expenditure is appropriate is called the “public scrutiny test”. Simply ask whether the tax-paying public would view the expenditure as necessary to support public education.

The district utilizes an electronic purchase order, small purchase order, and requisition system for all purchases. The type of purchase you are requesting will determine which form you will use.

ELECTRONIC PURCHASE ORDERS

Electronic purchase orders should be used for all non-local purchase requests. This is the preferred method for all orders whenever possible.

Do not use electronic purchase orders for things which require prepayment such as registrations, memberships, certain subscriptions, lodging, etc. (Please send a completed requisition form to the Business Office.)

Do not use electronic purchase orders for items from local vendors which you want our messenger to purchase for you. For example Staples, Sams, etc. (Please send a completed requisition form to the Business Office.)

Keep in mind that we do not prepay supply orders. If you find a vendor who does not accept purchase orders, you cannot order from them.

To access the electronic purchase order system go to www.prairiepride.org, sign in under **staff**, click on **purchase order system**, click on **Login to GWAEA Purchase Order System**, type in your username (in most cases it is your first initial and last name), and type in your password (default is **prairiepride** until you change it). There is a page of detailed instructions which we encourage you to print and follow if you have questions. If you enter an incorrect password 3 times you will be locked out of the system so please answer a security question which will allow you to reset your own password after up to 2 unsuccessful attempts. If you do get locked out of the system, please contact Lisa Smith to reset your account.

The “Bill To” and “Ship To” addresses on all P.O.’s should be College Community Schools, not your individual building. All orders must be checked in through the Central Services Shipping/Receiving Department. Under no circumstances should items be delivered directly to the buildings. All deliveries are opened and inspected by Central Services regardless of the name on the shipping label so please do not have personal items shipped to the district’s address. Central Services should also be contacted whenever merchandise must be returned to a vendor. A Return/Exchange form which is included on page 10 of this manual must be completed for any merchandise return. Contact Shelley Werner regarding Amazon returns.

Special instructions for the following vendors:

- **Amazon** - When you enter an Amazon request, you **must** include the ISBN or ASIN number for each item in the order or we cannot place the order. We always choose free shipping unless it is absolutely necessary that you receive the order ASAP. When purchasing used books we allow a maximum of 3 resellers per purchase order. The only items that may be returned to Amazon are items that are received defective, broken, damaged or have parts missing. Items cannot be returned simply because you “changed your mind” or became broken after use.

Items that should not be purchased through Amazon include: equipment, furniture, and office supplies.

Some optional vendors for the above-listed items:

Equipment-**CDW, Staples, Quill**

Furniture- **Welter’s, Iowa Prison Industries, Walmart, School Specialty**

Office Supplies- **Office Express, Staples, Quill, School Specialty**

***Local vendors should be utilized whenever possible.**

- School Specialty (or any of its subsidiary companies), Quill, or Office Express- Please give the list of your items to your building secretary so that she can enter the order in School Specialty’s, Quill’s or Office Express online system, **NOT** in the regular Grant Wood purchase order system.

- Grant Wood AEA -When registering for classes at Grant Wood AEA you should use a small P.O. to register online through the Grant Wood website. Send the yellow copy with the printed confirmation of the registration to the Business Office.
- Grant Wood Printshop – Color copies are no longer available through the Printshop here at College Community. To request color copies through Grant Wood you would access their online printing system, enter a PO number and attach documents to be printed. In addition to Grant Wood, you can also get copies made at Allegra Printing or Color Web Printers using a small PO.

SMALL PURCHASE ORDERS

Employees may use small purchase orders to make purchases from local vendors who accept purchase orders (such as Menards, etc.) using the following procedures:

1. Included on page 9 is a list of some local vendors and their requirements. If you are not certain whether a vendor accepts purchase orders, you may contact the Business Office to see if they are currently listed in our vendor file. If not, you should contact the vendor to see if they will accept purchase orders.
2. All building secretaries, activities secretaries, Early Childhood Center, transportation and buildings & grounds departments, and Parent Organizations have small purchase order books. You need to supply the account code to be charged as it must be included on every purchase order.
3. You will be given the white copy of the purchase order to make the purchase. Some vendors will not keep the P.O. itself but will take the P.O. number from it.
4. **As soon as you return to school**, please give the sales receipt from your purchase to the person who issued you the purchase order so that it can be forwarded to the Business Office along with the yellow copy of the P.O. (We do not need a requisition if a small purchase order was written.) This will allow for the efficient payment of invoices. (If you purchased something that is going to be shipped directly to the school, the yellow P.O. copy should be forwarded immediately to Central Services so that your order may be checked in and paid for when the invoice arrives.)

If you are making a purchase from a local vendor who requires a store credit card (see attached vendor list), you must also get a small P.O. The vendor may not keep the P.O. but it is necessary to the Business Office in our payment process.

Each small purchase order is for a single use and **should not be used multiple times. If you need to order more items than you originally did, you need to get a new purchase order. You can not just “add on” to an existing PO.**

Whenever possible, an electronic purchase order through Grant Wood is preferred over a small purchase order.

Sample of a small P.O.:

College Community School District
401 76th Avenue S.W.
Cedar Rapids, Iowa 52404-7034
Phone (319) 848-5223
Fax (319) 848-5203
TAX EXEMPT NO. 42730077F

**PURCHASE
ORDER**
032350

DATE _____

ISSUED TO: _____

Address _____

City / State / Zip Code _____

IMPORTANT: OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND CORRESPONDENCE.

ACCOUNT CODE:

ORDERED	ITEMS	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

BUYER'S SIGNATURE _____

STANDING PURCHASE ORDERS

A standing purchase order may be issued to you when making repetitive purchases from the same vendor throughout a fiscal year (July 1 to June 30) and charging the same account code each time. The same P.O. number will be used for each purchase. You may request a standing purchase order at any time during the year. Examples of standing purchase order uses are: music supplies, instrument repairs, building repairs, etc.

To obtain a standing purchase order:

1. Make certain that the vendor accepts purchase orders. We cannot utilize vendors who do not accept P.O.'s.

2. Contact the Business Office with the vendor name and address and the account code that you want your purchases charged to. Only the Business Office can issue standing purchase orders.
3. The Business Office will give you the assigned purchase order number. You must give the vendor the standing P.O. number each time you contact them for purchase so that number will be referenced on every invoice. The Business Office will know who made the purchase and what account code to charge.

At the start of each fiscal year on July 1 you will need to get new standing P.O. numbers from the Business Office.

Do not use a standing purchase order if:

- You know you will be using a vendor multiple times but changing the account code to be charged.
- You plan to use a vendor fewer than six times per fiscal year.

PROCUREMENT CARDS (P CARDS)

P Cards provide a cost effective purchasing tool for authorized staff to expedite the purchasing process. Review of the purchasing manual and signing a user agreement is required before utilizing these cards. **Board policy 705.5**

- Local in-person purchases for necessary classroom/building items which **cannot** be acquired through normal small P.O. or store credit card methods.
- Building level employee or parent group officer are the only ones allowed to check out the card.
- Building administrator is the only person who can approve a subscription for online software to be utilized in the classroom. Staff are NOT allowed to set up subscriptions on their own.
- \$500.00 per transaction limit
- All purchases are tax exempt except meals while travelling.
- Link to P Card Manual - http://www.prairiepride.org/hub/business/forms/pcard_gap_2020.pdf

REQUISITIONS (3-part, ½ sheet paper form available from your building secretary):

For Checks: Use a requisition form when it is necessary to have a check written. This includes registration fees, entry fees, field trips, hotel and travel expenses, etc. **Your account code must be entered and supporting documentation attached to the requisition form in order for us to issue a check.** Documentation may be an entry/order form, price quote, faxed invoice, fees as posted on a website, etc. Vendor information must be complete and it should be initialed your administrator/designee if required.

To have a check written for a **registration**, you must attach the original completed registration form to the requisition. (The exception is a registration to Grant Wood AEA. You may send your registration form directly to Grant Wood AEA along with the white copy of a small P.O. from your building secretary. Send the yellow copy of the P.O. to the Business Office.)

Internal Supplies: Requisition forms may be used to request internal supplies such as paper or batteries from Central Services.

Messenger Purchases: You may request that the Central Services messenger purchase supplies for you from local vendors, including Staples, using a requisition form. You need to be specific with item numbers, quantities, descriptions, prices, etc. **Please send your completed form to the Business Office at least a week in advance of your need so that Central Services may work the pickup of your items into their schedule.** Please send a requisition form and **not** a purchase order. Keep in mind that it may be several days until your order can be picked up so don't have your items set aside unless the vendor is willing to hold them for that period of time or unless you have made arrangements with the messenger. **The messenger will only go shopping one day per week.**

Transfers: Requisition forms may be used to request permissible account transfers (as determined by the Business Office) and for account code corrections. Both the account code(s) to be charged and the account code(s) to be credited must be included along with the reason for the transfer. If the request is to correct an error, please attach a copy of the ledger sheet with the incorrect item(s) highlighted.

You should detach the pink copy of the requisition form for your records before sending the white and yellow copies to the Business Office.

Hall Bicycle Co
House of Trophy's
Indian Creek Nature Center
Ironside Apparel & Promotions
Kor-Lin Embroidery
Letter Perfect
Menard's
Monroe Screen Printers
Nesper Sign Advertising
O'Reilly Auto Parts

Outer Edge Screenprinting
Photo Pro
Sports Promotions (Mike Hatcher)
T Marie Portraits
The Company Store
The Hired Hand
Tractor Supply Co
Turn Key Apparel
Welter Storage & Equipment
West Music

LOCAL RESTAURANTS/FOOD VENDORS THAT WILL ACCEPT PURCHASE ORDERS:

Casey's	Panera Bread
Carlos O'Kellys	Papa Johns
Catering by LJ's	Paul Revere Pizza
Jimmy Johns	Pizza Ranch
Kava House	Subway
Little Caesars	Zio Johno's
Milio's	

LOCAL VENDORS THAT REQUIRE PURCHASE ORDERS & STORE CREDIT CARD

(Available in the Business Office):

Barnes & Noble
HyVee (each building's office has a card for use at **Wilson Avenue SW location ONLY**)
HyVee Drug (for use at the **6th Street SW location ONLY**)
Lowe's

VENDORS WHERE CENTRAL SERVICES CAN ORDER FOR YOU:

Barnes and Noble
Walmart
Sam's
Staples



Return/Exchange Form

Date: _____

Name/Title: _____

Building: _____

PO number: _____

Vendor: _____

Choose one: () Replace original item () Return for credit, do not replace

Have you contacted the vendor regarding their return policy? () Yes () No

Description of item and reason for return/exchange:

Complete the top portion of this form and place in carton with item (in original packaging if possible).

Do NOT seal the carton as Central Services will need to add the packing slip before shipping back.

For Business Office use:

Date return was shipped back by Central Services: _____ Initials: _____

Date replacement was received by Central Services: _____ Initials: _____

Date credit was requested by Accounts Payable: _____ Initials: _____

Date credit was received by Accounts Payable: _____ Initials: _____

CHECK WRITING PROCEDURES

All payments made by the district require board approval (Board Policy 705.3). Checks are issued twice a month upon receipt and verification of proper invoices or documentation. Checks for board approval are normally written on the Thursday prior to the regular monthly board meeting (which is the third Monday of the month) and again 2-3 days prior to the last day of the month.

EXCEPTIONS:

Board Policy 705.3 authorizes issuance of checks between board meetings for utilities, registrations, entry fees, and “in other cases where it is to the benefit of the district” (as determined by the Business Office). These checks are normally written on Thursdays. Requests for checks are due in the Business Office by 10:00 a.m. on this day. Checks are normally processed around 1:00 p.m.

CASH HANDLING PROCEDURES

EVENT CASH BOXES

Event cash boxes will be issued to Parent Groups and buildings for events on campus (athletic activities, PTO-sponsored activities, building activities, bookfairs and dances). Please allow 1 week advance notice for requests for event cash boxes. Requests must be made online at: Staff Hub>Business Office>Forms>Cashbox Request. Include a phone number or email address so that we may contact you if we have questions. **A Request for Approval of Fund Raising form** (also located under “Forms”) **must also be submitted online for any event that is not a scheduled athletic event on the school calendar.** The Cash Box Request and Request for Approval of Fund Raising forms are also located online at: District Home Page>Community>Parent Groups. Cash boxes are not to be used for functions off-campus. Please count starting cash as soon as you receive the box and initial the Money Summary. If the starting cash is not correct, please notify the Business Office immediately. All cash and checks must be recorded on the Money Summary provided with the cash box. Cash boxes need to be returned to the Business Office **within two business days of the event** unless previous arrangements have been made. Instructions for processing cash and checks will be issued with each cash box. **All cash must be deposited intact.**

AFTER-HOURS DROP BOX

Proceeds and cash boxes from events are not to leave campus. All proceeds from after-hours events must either be locked in a **building safe** or deposited in the **After-Hours drop box** located on the north side of the District Office building. A deposit bag with a key lock will be available upon request.

After your event please count the money and checks and record on the Money Summary provided and lock in the deposit bag. If you are unable to count the proceeds immediately after your event, please deposit your bag either in your building safe or in the After-Hours drop box. You must then return the next business day to count your proceeds and finalize your event.

CLASSROOM CASH BOXES

Cash boxes for classroom use will only be issued for Community Mobility Programs that are a stated part of the special education curriculum. Guidelines must be followed or the use of cash boxes will be terminated. Cash boxes in the amount of \$50.00 are issued at the request of the teacher and returned at the end of each school year. It is the teacher's responsibility to provide receipts for any money used; cash boxes will not be refilled without receipts. Students must be present and participate in the selection and obtaining of the materials purchased with the cash.

*Perishable items may be purchased but it must be in conjunction with a class assignment such as preparing a meal. The use of the cash box is not intended to circumvent the district's established purchasing system for classroom supplies or materials. Only purchases from the operating fund (budgeted accounts) may be made from the cash boxes. Activity fundraising and expenditures **are separate** from the classroom cash box. A "Classroom Cash Box Contract" will be issued with each box.*

HANDLING CASH IN BUILDINGS

Cash and checks need to be deposited intact on a daily basis. **Money collected for fundraising and other special projects should be deposited at least weekly.** A Money Summary must accompany each deposit with the account codes for each total deposit. Please stamp the back of all checks with the building **"Deposit Only" endorsement stamp**. Checks need to be totaled and the calculator tape attached. Please add checks in small bundles of 50 with no more than 200 checks per deposit. Only district employees may deposit funds. PTO's please deposit through your building. Be sure to use the PTO deposit stamp for endorsement.

CASH ADVANCES/PETTY CASH

Cash advances for petty cash must be requested one week in advance to ensure cash availability. All advances must be approved by the building administrator, activities office, or building secretary. All requests should be made on a requisition form with the account code to be charged. Petty cash will be issued **only** in instances where a P.O. is not accepted; all other purchases, such as food items from Wilson Ave HyVee, etc., must be made using the district's established purchasing procedures. The preferred method of payment for fieldtrip admissions is payment by check. ***Cash advances from club accounts for meals will only be issued when students are accompanied by staff to off-campus events.*** The person requesting cash must sign for the cash when it is issued and must be a district employee. Unused cash and/or receipts must be returned to the Business Office within two business days of return from the trip. **All receipts must be totaled before submitting** and must equal the cash used. If a receipt is not available (i.e. state tournaments, etc.) a hand written receipt is acceptable. **Debit/credit receipts will not be accepted.**

GRANTS

Grant writing is a formal application process to request monetary support from an organization other than the district or the Prairie Foundation. The grant should be used to support the educational mission of the district. The request must be approved by the CFO prior to securing the funds.

Grant forms and instructions are posted on the district's website: Staff Hub>Business Office>Forms> Grant Application Information and Cover Sheet.

FUNDRAISING ACTIVITIES

Students and school-sponsored organizations may raise funds in accordance with **Board Policies 704.6 and 704.7**

Classrooms and/or buildings are not allowed to create fundraising sites or use commercial fundraising sites for solicitation of donations from the public. No individual, teacher, classroom, or student may use an on-line or social-media outlet for fund raising purposes except for an approved Donorschoose.org project. Prior approval is required by filling out a fundraiser form. Go Fund Me and Snap are examples of prohibited sites.

Fundraising Approval forms are posted on the district's website: Staff Hub>Business Office>Forms>Fundraising.

TRAVEL EXPENSE REIMBURSEMENT (Reference to **Board Policy 401.18**)

The Board of Directors authorizes the reimbursement of expenses incurred by district employees while on authorized travel in connection with their official duties within the limits set by the administration and approved by the Board.

All out-of-state travel will be approved in advance by the Superintendent.

No cash advances are given out for travel expenses.

P Cards, with approval, can be used for travel. Detailed receipts must be submitted upon your return.

Hotel arrangements are made prior to travel through Kathy Waychoff in the District Office.

Detailed travel claims will be submitted to the Business Office after the employee returns home. **Detailed receipts for all claimed expenses must be attached to the claim form in order to**

be reimbursed. The form must have the account code entered and be initialed by the employee's supervisor prior to being sent to the Business Office.

Reimbursement for meals will not be made unless the travel is associated with an overnight stay in accordance with IRS regulations. The maximum meal allowance is \$50/day (not cumulative).

Employees are encouraged to travel in school vehicles rather than by private vehicle if school vehicles are available and practical for the purpose. Reservation of school vehicles can be made by contacting the district transportation office. Mileage, when allowed, will be reimbursed at the rate of \$.39 per mile.

All employees shall endeavor to coordinate rides with other employees on those trips that qualify for mileage reimbursement. The District will not reimburse mileage/parking to multiple employees who have traveled to the same event and who have not coordinated travel.

Travel Claim forms and instructions are available on the district website: Staff Hub>Business Office>Forms>Travel Claim

When employees drive their own private vehicles for official school business, the following general guidance has been provided by the district's insurance carrier:

- The district's liability coverage is primary. If an employee is involved in an accident while specifically performing school duties, the district's auto liability coverage would activate from first dollar. The employee's own personal auto liability coverage would likely not come into play.
- There is no district-paid physical damage (comprehensive and collision) coverage provided to the employee for any damage to the employee's vehicle sustained in an accident while driving it for school business. However, the school program's auto policy does provide some relief to the employee to reimburse up to \$500 of their deductible.

EMPLOYEE LEAVES OF ABSENCE Refer to Board Policies 403.5 & 404.11

It is the employee's responsibility to be sure all proper leave forms are completed and sent for approval.

All employees must enter their leaves in their Employee Self Service (ESS) Tool. Custodians, confidentials and bus drivers must call their appropriate contact to record their absence and indicate whether a substitute is needed.

Teachers, Guidance, etc. (contracted employees) and all support staff except custodians, confidentials and bus drivers: All absences must be entered into your ESS and Frontline absence management system **even if a substitute is not required.**

Please refer to your individual working agreement for further clarification.

EMPLOYEE SELF SERVICE (ESS) TOOL

You may access information on your leave balances and usage, request leave of absence, payroll check and W-2 history, and payroll withholding and personal information details via the internet using the following link:

<https://business.gwaea.org/ess/Login.cfm?dist=1337>

You may also access ESS from the Staff Hub.

EMPLOYEE WORK INJURY PROCEDURES

An employee who is injured at work must immediately report the incident to their supervisor. The employee should fully and accurately complete the Employee's Work Injury/Incident Report form located in the work injury packet. This form must be submitted to Kim Simoens in Human Resources on the same day the incident occurs, even if you don't know if you will seek medical treatment.

Work injury packets are available from your supervisor, building secretary, nurse, HR department or the buildings & grounds/transportation office and are also located on our webpage under the staff hub-Business Office/Human Resources-forms-Workers' Compensation.

Designated clinics are posted at the posting location in each building. All employees are required to sign a Workers' Compensation Medical Treatment Form upon hire indicating that they have read the list of medical facilities which are the designated workers' compensation treatment centers and understand where they are to go for treatment of the work injury. This signed form is placed in the employee's personnel file.

If you choose to be treated by any other medical facility and/or physician you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with your state's Workers' Compensation statute.

The school nurse should be called for initial evaluation if possible. If the employee needs to be treated by a physician they are required to go to the designated clinic listed below. The **Attending Physician's Return to Work Recommendations Record Form must be given to the clinic when going in for the initial treatment.** This form will authorize the clinic to treat the employee.

The employee's supervisor, the school nurse, or office staff should call the clinic to set up an appointment for the employee and let them know the nature of the injury. Injuries that may need more than one-time treatment (sprain/strain injuries to back, shoulders, arm, wrists and neck) should be sent to Mercy Care Creek (next to Kirkwood Hotel) (319-558-0352). For minor injuries requiring more than first aid (cuts that need stitches) can be sent to one of our urgent care clinics. The College Community School District has a policy of providing suitable temporary work assignments for employees who suffer work related injuries and are placed on work restrictions.

Any paperwork given to the employee by the clinic must be sent or delivered to the Human Resources Office by the employee so that it can be processed with the work injury claim. This may include but is not limited to: work restrictions, medication purchase, work release, required follow-up appointments.

Mercy Care Creek Occupational Health (next to Kirkwood Hotel)
777 76th Ave SW
Cedar Rapids, Ia 52404
(319)-558-0342

Mercy Care South Urgent Care
2815 Edgewood Rd SW
Cedar Rapids, Ia 52404
(319)-396-9097

DISTRICT OFFICE/CENTRAL SERVICES STAFF DUTIES (or who do I call when I have a question about.....?):

Lizz Matheny, Employee Benefits and Payroll Specialist, 848-5215 (x2007)

- Directs and oversees all Payroll & Leave records
- Manages employee insurance plans.

Sam Boston, Administrative Assistant for Employee Benefits, 848-5220 (x2010)

- Processes payroll information
- Enters leave requests and missing punch sheets for non-certified staff.
- Processes payroll for non-certified staff subs
- Assists with records on sick leave/vacation
- Process time cards for custodian subs
- Processes payroll for ECC

Tracie Markland, Administrative Assistant for Business Services, 848-5277 (x2018)

- Processes payroll for substitute teachers
- Maintains leave records for certified staff
- Distributes, verifies receipts & makes deposits for cash boxes & petty cash
- Post bank deposits from buildings

Lisa Smith, Accounting Supervisor and Business Office Coordinator, 848-5223 (x2013)

- Assists Chief Financial Officer
- Maintains computer financial system
- Maintains cash flow and investments
- Prepares monthly financial reports
- Reviews requisitions and purchase orders

Shelley Werner, Administrative Assistant for Business Services, 848-5123 (x2004)

- Processes all small P.O's & related invoices
- Handles newspaper subscriptions
- Administers P cards, reconciles Business Office & Central Services credit cards
- Assists with the annual employee insurance re-enrollment, maintains district insurance database & distributes quarterly retiree insurance billings
- Assists with processing online purchase orders and Amazon orders
- Processes receipts for online fees/lunch payments & Business Office deposits
- Reconciles month end bank statement

Jennifer King, Administrative Assistant for Business Services, 848-5251 (x2041)

- Prepares and enters Accounts Payable batches into the computer for payment and then processes the vendor checks for mailing
- Maintains computerized vendor files and invoice files
- Assists with distributing and verifying cash boxes and petty cash
- Processes food service and confidential employee payroll
- Performs general office support

Kim Simoens, Administrative Assistant for Human Resources, 848-5253 (x2043)

- Handles correspondence for Director of Human Resources
- Maintains Human Resource information systems including Applitrack and background checks
- Assists all applicants with employment application process
- Tracks & audits all licensure & certification documents
- Maintains and updates the Employee recognition records
- Handles worker compensation claims

Jennifer Armour, District Registrar/Enrollment Specialist, 848-5202 (x2000)

- Tracks and maintains open enrollment records
- New student enrollment
- Manages all student data

Kathy Waychoff, District Volunteer Coordinator/Administrative Assistant for Education Services Center, 848-5224 (x2001)

- Coordinates district volunteer programs & screens all volunteers
- Assists Community Relations Director
- Coordinates District Fall Registration
- Coordinates Competent Private Instruction (CPI)/Home School program
- Makes travel arrangements for staff

Sheri Schulte, Administrative Assistant for Curriculum, Instruction & Assessment, 848-5228 (x2002)

- Handles correspondence for CIA staff
- Manages assessment and data reports
- Coordinates meetings and staff development classes
- Manages CIA tech sites
- Curriculum system management
- Processes pay memos

Stephanie Johnson, Administrative Assistant to Learning Services, 848-4257 (x2048)

- ELL registration/enrollment
- Admin Assistant to Laura Medberry-Learning Services Director
- Process Pay Memos

Andrea Eustice, Administrative Assistant to Superintendent/School Board Recording Secretary, 848-4228 (x2005)

- Handles correspondence for Superintendent
- Assists Superintendent with district policies
- Records minutes & sets up agendas for school board meetings
- Coordinates meetings and calendar for Superintendent
- Manages calling tree for weather and other emergencies

Linda Bruch, Administrative Assistant to Special Education, 848-5252 (x2042)

- Campus updates: Special Education, 504 plans, speech/language IEP's
- Four Oaks student registrations
- Processes all orders for special education
- ECSE student registrations
- Coordinates district Special Education meetings

Tracey Pike, Print Shop/Messenger, 848-5218 (x2029)

- Delivers deposits to bank and performs local shopping within the community
- Schedules printing requests and operates copy & other equipment in the print shop
- Delivers outgoing mail to postal pick up point
- UPS deliveries

Tim Potter, Central Services/Warehouse, 848-5218 (x2008)

- Deliver all freight to ultimate destination within the school district
- Responsible for all on-campus mail distribution from the business office
- Fed Ex deliveries
- Checks in all district delivery orders
- Operates district laundry
- Responsible for delivery & proper distribution of all commodity and food service items