



Lansing USD 469 Business Office Report July 11, 2022 Board of Education Meeting

Medicaid Transition

Ascendra Donald and Brian Burns have been working with Greenbush and PCG to facilitate a seamless transition to our new Medicaid Service logging system. Our timeline has us entirely exiting from Greenbush by the end of July. Ascendra has been incredibly impressive, fulfilling her duties throughout this process and making sure that we strictly adhere to our timeline. With Ascendra leading the way, we are very optimistic about the future of the SPED Department.

Benefit Enrollment

Benefit Enrollment will be open from August 1st through August 26th for Staff. There will be a Benefit Enrollment Fair on August 8th from 12:00 – 4:00 P.M., which will have representatives from the various insurance agencies to answer any questions that Staff might have. Bukaty will also have representatives to help with online enrollment for those who are unsure how to do so themselves.

Auditing

There will be a SPED audit on July 28-29. When the State comes in to do this audit, many things of which are accounted. The most important being our Special Education Staff who reached the FTE and met the requirements that we budgeted for throughout the 21-22 Fiscal Year.

We are excited to announce the hire of a new CPA Auditor, Russell Shipley. Jim Long was our auditor for years and has left the school auditing field. We thank Jim for his many years of service to the district and look forward to working with the new auditor. Doniaell met with Russell this past week and they are working on the 21 Fiscal Year Audit and then will move right into the 22 Fiscal Year Audit.

Budgets

The State Budget was released on July 1st. This will set the mill rate and budget amounts for the new fiscal year. Doniaell is working on this and will have the Code 99, Notice of Hearing for the Board to set the hearing date at the August Board Meeting.

Doniaell is also working on department budgets which will be released at a later date.

District Office Management

We are thrilled to have Ascendra Donald moving into the District Office and look forward to having her right down the hall to work together on anything SPED related. The coming and going of staff around the district office brought moving and reorganization. We want to thank our Maintenance and Grounds Department for all their assistance in moving furniture and other tasks necessary for staff to go about their transitions. Brian Burns has also assisted the Tech Department in moving to the former SPED Admin Office in our building freeing up some office space in our building.

While cleaning/moving, it immediately became evident that there should be some higher cleanliness standards. Our Custodial staff does a phenomenal job ensuring we have a clean working environment, and it is unfair to create unnecessary work for them when failing to maintain an office space. We want our Technology Director to treat this transition as an opportunity to better maintain and organize the space and resources that the district has provided them. With that in mind, the District Office is more than a conglomerate of departments. We operate as a team, and we hold each other accountable. The District Office houses a Superintendent Office, a Business Office, a Communications and Marketing Office, a Technology Office, an Emergency Preparedness Office and the Office of the Director of Teaching and Learning and the Office of the Director of Special Education.

With this issue in mind, Doniaell Brandt will emphasize her role as Office Manager of the District Office. All departments will be held to the same cleanliness standards, which will be enforced. This enforcement will include weekly check-ins with the Tech Administration office to ensure that a proper example is being set for the rest of the Department. The Technology Department is home to a litany of valuable property and is no place for clutter or trash.

We have spoken with Mr. Wessel and will begin a daily schedule to be issued each morning or week, whichever works best. We will have a daily "menu" of what is happening in the District Office so that all will be aware of the daily operations and meetings, who will be out for the day, and maybe even what goals to accomplish or even parties to have....we like cake!

Technology Assistance

Brian has been waiting for Technology Administration to determine his role in the Department. We have received no follow-up

regarding Data Maintenance that had been discussed months prior.

Staff Meetings

Everyday we have staff meetings as we all collaborate and run things past each other, but we need to do it in a more formal fashion to make sure everyone is on the same page and in the same know. The classified directors consisting of Doniaell, Christine, Sharon, and Chris all meet with the other directors throughout the district with Dan every other week. We feel that a follow-up meeting to pass the information along to others in our building will be beneficial so that all feel included and informed.