

District Office Staff

		Total District Years	Total Years in position
Superintendent	Dan Wessel	26	3
Supt Secretary	Jan Zoellner	46	42
Directors of:			
Teaching & Learning	Miles Azzeh	1	1
Communications	Sharon Burns	5	3
Technology	Chris Fletcher	2	2
Technician	Drew Barba	10	10
Technician	Steven Leichtner	1	1
Safety	Kevin McCarley	3	3
Business Office:			
Treasurer/Director of Benefits	Christine Motley	20	18
Clerk/Director of Finance	Doniaell Brandt	21	18
Business Office Representative	Amber Bollin	3	3
Business Office Representative	Emmaly Farr	4	4
Data Coordinator	OPEN		
Special Ed			
Director	Mary Alice Schroeger	22	8
MIS Clerk	Helen Culliney	8	8

Business Office Board Report January 10, 2022

This report was presented to the new board members on December 20, 2021. We thought it would be good to share this information showing different daily/monthly/yearly tasks that are handled through the business office.

Skyward

Skyward setup, troubleshooting, and service calls are all handled by our office.

Bookkeepers and Registrars in the buildings are a significant part of keeping us informed of issues, running the student and SBAA modules, and assisting users in their buildings in training and setup

Student Management - implemented 11/12 SY

Finance/HR implemented 12/13 SY

merged databases Dec of 2013 - one login for those using both student and finance

State and Skyward work together for state/federal reporting

Functionality of Skyward

Student

Gradebook

Online Registration

Attendance

Discipline

Special Ed

Food Service

SBAA

Fee Management

Family Access

State Reporting

Finance

Accounts Payable

Bank Reconciliation

Requisitions

Fixed Assets

Federal/State Reporting

HR

Employee Profiles

True Time Management

Time Off Management

Payroll - pay codes/pay/benefits/deductions

Employee Administration

Position Control

Salary Negotiations

Position Requests

Fast Track

Sub Tracking

State/Federal Reporting

Work Request Management

Employee Access

Employee portal of their access and employee data

True Time

Time Off

Supervisors to view TT & TO

Work Requests

Apply for open positions in Fast Track

Family Access

As parents, you all most likely have used this module

Skyward is tied to many third party vendors to enhance many of the modules.

- Revtrak for online payments
- School Messenger for automated attendance calling
- School Messenger for text alerts
- eCommerce for requisitions
- AESOP for sub calling
- Student ones that are handled by Technology

State/Federal Reporting that our office does at different times of the month or year

- Budget
- EDCS - report of licensed employees and the courses they teach
- CRDC - Civil Rights Data Collection
- LCP - Local Consolidated Plan showing how federal title and at risk funds are allocated
- Impact Aid - reporting all students with an IEP who have a parent working on federal property
- SO66 - student count day report for state funding
- KIAS - reporting of LCP compliance
- Maintenance of Effort - Special Education expenses
- CAPS - reporting of special ed staff to generate state aid
- 18E - report of transportation costs and indirect costs
- Form 308 - report of special ed transportation
- Cash Balance - monthly report to state updating fund balances
- Form 240 - request to draw down federal funds
- Licensure renewals - monthly check to make sure licensed employees have started their renewal process
- PAT, KPP grants - reporting of expenditures
- W2s, 941s, 1099s, 1095s - typical payroll taxes

HR processes and tasks handled daily in our office

- Benefits
- KPERS
- Tuition Reimb
- Payroll issues, changes and updates
- Timekeeping
- Time off
- Work Comp
- FMLA
- VOEs

Goals Completed in 2021

- Online Contracts on Skyward
- Fast Track
- New Hire Requests

Goals to accomplish

- | | |
|--|-----------------------------|
| Salary Negotiations | hopefully by spring of 2022 |
| Applicant to Interview to Hire Process | by spring 2022 |
| Task Manager for workflow management | by spring 2022 |