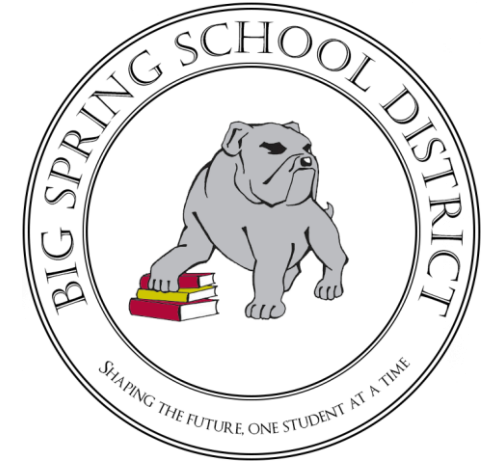




*“Ever, Always Strong”*



2021-22 School Year

# Classified (Support) Staff Update

# 2021 Agenda



- Welcome – Statler
- Safety & Security – August
- Curriculum – Donato
- Student Services – Gillet & Leonard
- Technology – Krepps
- Café – Morgan
- Transportation/Communications – Kent & Barrick
- HR – Lehman
- Payroll – Martin
- Finance – Barwin
- Business Office Wrap-up – Statler
- Closing – Dr. Roberts



Mr. William August  
Safety and Security



## School Resource Officers

---

- Two School Resource Officers
  - Deputy Brian Grzyboski
  - Deputy Erin Reddington
- Office Locations:
  - Big Spring High School
  - Big Spring Middle School
- Structure:
  - Both officers at all buildings every week; multiple buildings per day
  - Primary focus schools:
    - BSHS / MRES
    - BSMS/NVES/OFES
  - Delivers instruction and supports administration
  - At special events across the District

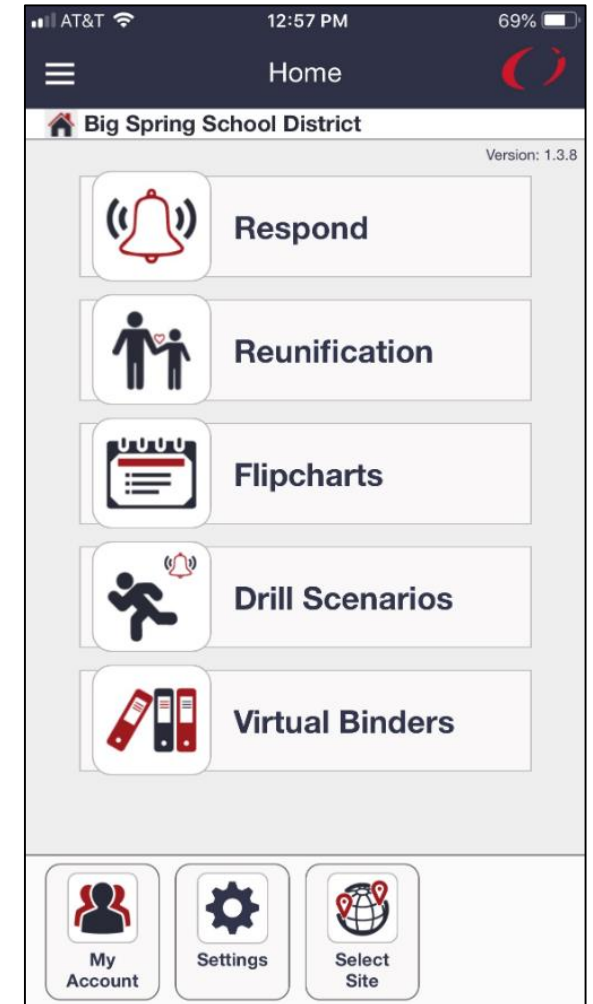






# Navigate

- Continued utilization this year and expansion of situational use
- ALL STAFF HAVE ACCOUNTS!
- Activate, apologize after
- **If you do not have access to Navigate or are having trouble downloading, please enter a ticket at [support@bigspring.k12.pa.us](mailto:support@bigspring.k12.pa.us).**
- Training for new staff 9/27/21





# Upgrades and General Reminders

- Cameras
- Step ladders: Use them
- Badges
  - All staff should wear their badge at all times
  - Should someone not have a staff badge or Raptor created badge, ask them about it and direct them to the office
  - Secure Doors
    - Interior / Exterior



# Staying Open Plan

- Masks and Student Mask Reminders
- Social Distancing: Your lunch and when on duty (6 feet/15 minutes)
- Nano strike air processors
- Quarantine Exposed:
  - Vaccinated: Not currently required, tested 3-5 days in, masked at all times indoors.
  - Unvaccinated: 14 days, 10 without symptoms, after 7th day with testing after the 5th day.

Mrs. Nicole Donato  
Director of Curriculum &  
Instruction





Model for  
students every  
day.

Help each  
student practice  
these skills.



# YOU PLAY AN IMPORTANT ROLE



BUILD RELATIONSHIPS



COMMUNICATE OFTEN



ASK QUESTIONS

**Every interaction  
you have with a  
student is an  
opportunity for  
you to make a  
positive impact  
in their life.**





# Dr. Abby Leonard

## Student Services



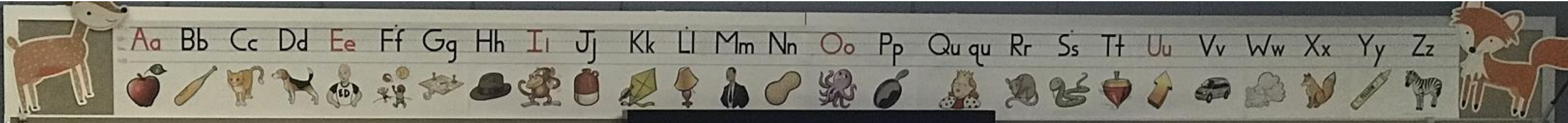
MR new LGI



# Paraprofessionals

- Mandatory Training Dates
  - October 11<sup>th</sup>- full day- Orange Frog
  - Early Release/2 hour delays
- EduPlanet reporting remains the same as last year
- PaTTAN courses
  - You may only complete the 2021-2022 training series. We are no longer accepting training certificates for older courses
- Parent trainings dates will be released in October





# Technology

Rob Krepps



# Summer Projects

- Desktop computers – all HS and MS Classrooms
  - Interactive TV Panels planned for 2022
- Replaced HS Art Dept computers with Mac minis
- New workstations for HS Computer Aided Design lab
- Replaced 300 obsoleted Chromebooks in the Elementary buildings
- Aspen Rollover
- All buildings classroom tech setups
- Curriculum software rollovers in progress



# 6<sup>th</sup> and 9<sup>th</sup> grade 1:1 Devices

- 200+ New Chromebooks were handed last Thursday out at Bull Dog Basics
- 200+ New Laptops were handed out Monday at Dawg Day







# Extended Fiber Network to OF and NV





# Technology Support Procedures

- Enter a Help Desk ticket! – 2 methods
  - Send an email to [support@bigspring.k12.pa.us](mailto:support@bigspring.k12.pa.us)
  - Telephone x4357 or 8988-435-7580
- The technicians routinely watch the help desk queue
- If urgent call/email me for escalation





# Technical Staff Assignments

- Hunter Yingling – HS, NV, DO
- Todd Friscia – MS, MR, OF
- Darin Baughman – Audio/Video all buildings
- Mike Fronk – Infrastructure
- Mary Hunt – Elementary technology
- Patty Stroup – Curriculum applications
- Bob Baker – District business applications
- Lori Martin – Everything else!

# Michelle Morgan

## Dining Services



**Fuel for school!**

We're serving up yummy, nutritious meals your students need during their school day. Student meals are **FREE**.

Check out our menus at [bigspringsd.nutrislice.com](https://bigspringsd.nutrislice.com) or click link in post description to view.

**Making the Café the happiest place in school!**

**Free Breakfast and Lunch all school year long!**



chartwells  
serving up happy & healthy



**Free school meals rock!**

Thanks to federal funding, the **Big Spring School District** is able to offer free breakfast and lunch to all students for the 2021-2022 school year!



chartwells  
serving up happy & healthy

**Free Breakfast and Lunch all school year long!**

**Making the cafeteria the happiest place in school!**

With...

- Food kids love to eat
- The largest team of chefs & dietitians
- And fun, innovative programs

...we are Chartwells K12 and we're **serving up happy & healthy**



chartwells  
serving up happy & healthy

Chartwellsk12.com

# What's Cooking

- Breakfast Participation
  - 40% increase district wide
    - 312 at Newville
    - 275 at Oak Flat
    - 100 at MR and MS
    - 0-60 at the HS with The Growler Express
- Rocking the Satellites
  - RR, YB, Shipp PreK-HS – over 250 meals a day
- Meal Component Education
- New Faces
  - MS Lead – Sara Bostic
  - HS – Kerri Leiss & Deb Ickes
  - MR – Shelly Wiser
- HS Reopens Growler





# What's Cooking

- New Packing System
  - Satellites, Growler & Pickup Meals
  - Heat & seal or seal and heat
  - Eliminates waste
  - Prolongs quality for extended meal periods
  - Ensures complete components are met
- Emerging National Food/Paper Supply Issues
  - Menus may be dependent on what is delivered
    - Smuckers PBJ, pretzel buns, pizza crusts
  - Check [NutriSlice](#) for updates



# What's Cooking



**NO!!!!!!**



**YES!!!!!!**

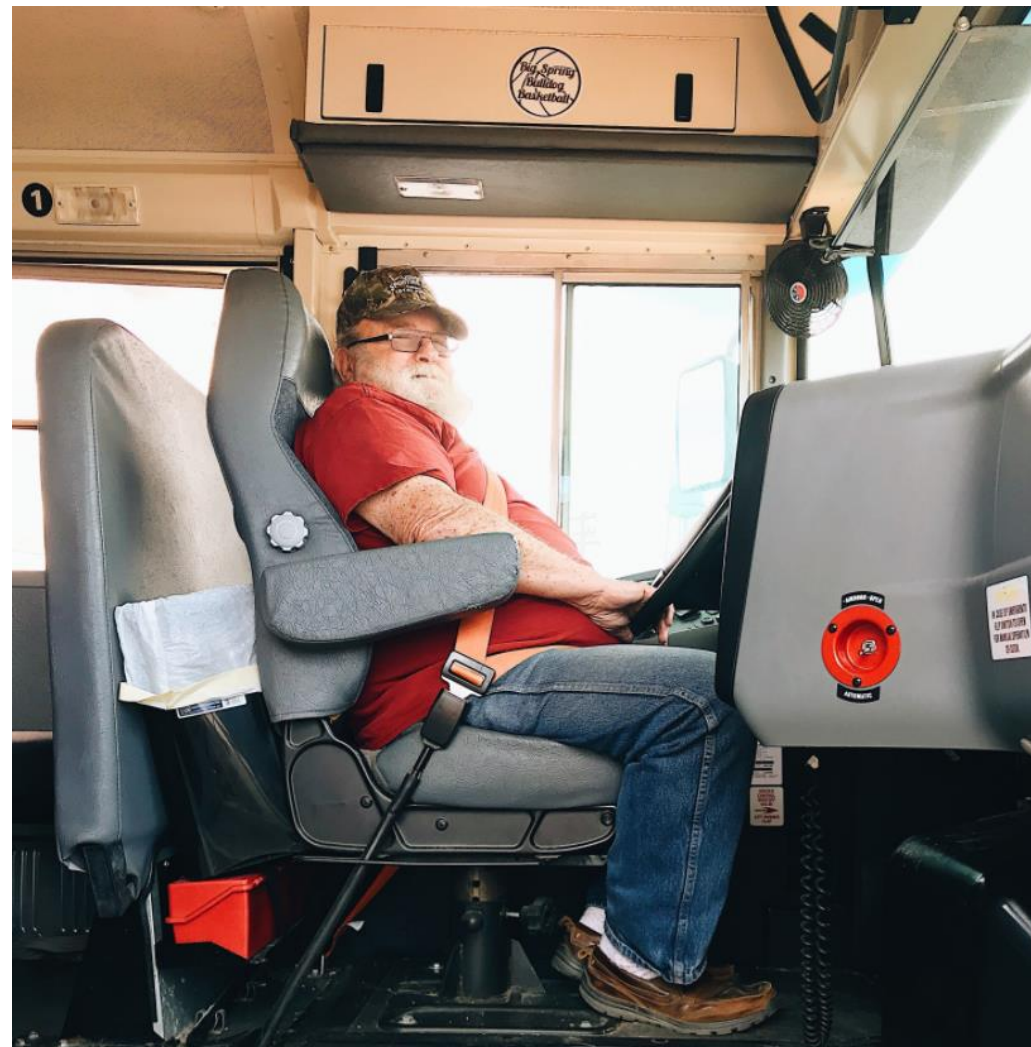




# Shelli Kent and Madison Barrick



## Transportation And Communications





# Transportation

- New Software – Transfinder
- Roughly 125 Regular Bus Routes
- Roughly 20 Regular Van Routes
- Over 16,000 Miles per day

transfinder



# Communications

- Website
- Facebook
- Twitter
- Press Releases to VTS

Share stories, upcoming events, pics, etc. with Madison Barrick!



Big Spring SD @BigSpringSD · Aug 5



Come by the Big Spring Football Stadium on August 21st from 5-9PM for food, fun, school supplies and backpacks for those who need a little help (while supplies last)!





# Stacy Lehman



# Annual Staff Registration

## Timeline


- Checklists will be assigned to staff beginning ~September 15
- Due Date for Completion = October 1

## Update of Employee Information within TED Records

- Verify Employee Demographics, Contact & Emergency Contacts data in CSIU Staff Portal
- Sign Agreements & Acknowledgements (Classified Staff Handbook, Swipe Card Agreement, Annual Notices, Food Service Account Agreement, Technology RUP, & Driver's License copy on file )



# Login to TED with BSSD Network Credentials



## Four Products. One Login.





Introducing an easier way to access all of your TalentEd products.

Username

Password

Remember username on this computer

If you are an applicant and have reached this page in error, please go to our [Careers Homepage](#).

-  Discover
-  Recruit & Hire
-  Perform
-  Records

Please use Chrome, Firefox, or Internet Explorer 8 or higher with JavaScript enabled.

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# Clearances

*Each JULY year letters are mailed home to all active employees who have 1 or more clearances slated to expire within the coming school year (7/1-6/30).*

*So... What are my clearance dates???*

CSIU STAFF Portal >> "My Information" >> Clearances/Mandates Trainings Tab

Clearance/Mandated Training	Issued	Valid Until	Mandated Training	3 Month Renewal Notification
Act 114 - FBI / Fingerprint	06/18/2020	06/18/2025	No	No
Act 151 - Child Abuse History	06/04/2020	06/04/2025	No	No
ACT 34 - PA State Police	06/03/2020	06/03/2025	No	No

Page 1 of 1 | Rows Per Page: 10

Clearances are valid for 5 years from the processing dates indicated.

# Staff ID Badges & Swipe Cards

- Please continue to wear your ID Badge at all times
- Staff ID Badges will still get you and a guest into any regular home athletic event for FREE
- Lost or Stolen cards must be reported to supervisor or DAO within 24 hours
- Replacement Cards are \$6.00

# Phyllis Martin

Payroll





# Paycheck – CSIU Staff Portal



Office365

Home > Employee > Staff Resources

Edit Page

This page is currently being reorganized/updated to better serve the employees of the Big Spring SD. We appreciate your patience during this process. If you have any suggestions, please feel free to forward them. If you need further assistance, please contact [Stacy Lehman](#), Human Resources Coordinator, Ext. 2418

## EMPLOYEE PORTAL

### RESOURCES

[Forms](#)

[Classified Staff Documents](#)

[Professional Staff Documents](#)

### DEPARTMENTS

[Human Resources](#)

[Payroll & Benefits](#)



**Frontline**  
Absence Requests  
[Learn More](#)



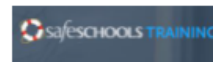
**Talent Ed Records**  
[Learn More](#)



**CSIU**  
[Learn More](#)



**Capital Blue**  
[Learn More](#)



**SafeSchools Training**  
[Learn More](#)



**PA Department of Education**  
MyPDESuite Login

[Learn More](#)



**Aspen**  
[Learn More](#)



**FMX**  
[Learn More](#)



**Performance Matters**  
[Learn More](#)



# Payroll Support

- Payroll / Timesheets / Attendance
- S4T Absence Reporting
- Healthcare
  - 25.23% rate increase
  - Plan Year dates 1 Jan 2021 – 31 Dec 2021
  - Split RX & Medical (2 cards)
- HSA Math for 2021
- PSERS: Defined Benefit vs. Defined Contribution



# BIG SPRING SCHOOL DISTRICT - PAYROLL CALENDAR 2021-2022



# Payroll Calendar SY 2021-22

PAY PERIOD	DAYS IN PAY PERIOD	TIMESHEET DUE SUPERVISOR	*TIMESHEETS DUE PAYROLL	24 PAY DATES	
6/16/21 thru 6/30/21	15	7/1/2021	7/5/2021	7/15/2021	
7/1/21 thru 7/15/21	15	7/19/2021	7/20/2021	7/30/2021	
7/16/21 thru 7/30/21	15	8/2/2021	8/3/2021	8/13/2021	
7/31/21 thru 8/15/21	16	8/16/2021	8/17/2021	8/30/2021	
08/16/21 thru 08/30/21	15	8/31/2021	9/1/2021	9/15/2021	
08/31/21 thru 09/15/21	16	9/16/2021	9/17/2021	9/30/2021	
09/16/21 thru 09/30/21	15	10/1/2021	10/4/2021	10/15/2021	
10/01/21 thru 10/15/21	15	10/18/2021	10/19/2021	10/29/2021	
10/16/21 thru 10/30/21	15	11/1/2021	11/2/2021	11/15/2021	
10/31/21 thru 11/15/21	16	11/16/2021	11/17/2021	11/30/2021	Extra Duty/Fall Coaches
11/16/21 thru 11/30/21	15	12/1/2021	12/2/2021	12/15/2021	
12/01/21 thru 12/15/21	15	12/16/2021	12/17/2021	12/30/2021	
12/16/21 thru 12/30/21	15	1/3/2022	1/4/2022	1/14/2022	
12/31/21 thru 01/15/22	16	1/17/2022	1/18/2022	1/28/2022	Mentors
01/16/22 thru 01/30/22	15	1/31/2022	2/1/2022	2/15/2022	
01/31/22 thru 02/15/22	16	2/16/2022	2/17/2022	2/28/2022	
02/16/22 thru 02/28/22	13	3/1/2022	3/2/2022	3/15/2022	
03/01/22 thru 03/15/22	15	3/16/2022	3/17/2022	3/30/2022	Extra Duty/Winter Coaches
03/16/22 thru 03/30/22	15	3/31/2022	4/1/2022	4/15/2022	
03/31/22 thru 04/15/22	16	4/18/2022	4/19/2022	4/29/2022	
04/16/22 thru 04/30/22	15	5/2/2022	5/3/2022	5/13/2022	
05/01/22 thru 05/15/22	15	5/16/2022	5/17/2022	5/27/2022	
05/16/22 thru 05/30/22	15	5/31/2022	6/1/2022	6/15/2022	Extra Duty/Spring Coaches, Mentors
05/31/22 thru 06/15/22	16	6/16/2022	6/20/2022	6/30/2022	**Lump Sum

\*Timesheets are due at the District Office **by 2:00PM** on the date listed above

\*\* Balance of Contract (4 Pays) - June 30, 2022

Flex Savings & Dependent Care Deductions 18 pays September 15, 2021 - May 27, 2022

Extra Duty Pay November 30, 2021, March 30, 2022 and June 15, 2022

Mentors are paid 2nd pay in January and 1st pay in June





The District will deduct this \$\$ for premium share each pay

Category	Yr Prem Share
Single	\$ 454.34
24-pay >>	\$18.93
EE+1Child	\$ 613.36
24-pay >>	\$25.56
EE+Children	\$ 817.81
24-pay >>	\$34.08
EE+Spouse	\$ 1,676.50
24-pay >>	\$69.85
Family	\$ 2,248.99
24-pay >>	\$93.71

HSA Calculations

Total Deduct	BSSD HSA Deposit	Wellness HSA (opt)	EE pays deductible & coinsurance			Break Even HSA Deposit	OOP Max
			You Owe Bal Of Deductible	Add'l 10% Coinsurance	=		
\$1,400	-\$650	-\$350	= \$400	+ 600	= \$1,000	\$2,000	
			\$16.67	+ \$25.00	= \$41.67		
\$2,800	-\$1,300	-\$350	= \$1,150	1200	= \$2,350	\$4,000	
			\$47.92	+ \$50.00	= \$97.92		
\$2,800	-\$1,300	-\$350	= \$1,150	1200	= \$2,350	\$4,000	
			\$47.92	+ \$50.00	= \$97.92		
\$2,800	-\$1,300	-\$350	= \$1,150	1200	= \$2,350	\$4,000	
			\$47.92	+ \$50.00	= \$97.92		

Deductible

You must decide if you want optional deposits into HSA to cover all, part or none of deductible and coinsurance.

Put this amount in to cover deductible + co-insurance

To Maximize HSA to 2021 IRS limit:

IRS Max Into HSA	Max EE Deposit / Yr	★ Per Yr / 24 pay
\$3,600	\$2,600	\$108.33
\$7,200	\$5,550	\$231.25
\$7,200	\$5,550	\$231.25
\$7,200	\$5,550	\$231.25
\$7,200	\$5,550	\$231.25

or

IRS Max - BSSD contribution = Max EE deposit into HSA per tax year.

# HSA Math

\* Note: These are Tax Year 2021 rates -- HSA max contribution is figured on a calendar year and includes both employer and employee deposits. It assumes you qualified for Wellness. For 2021 federal taxes, you must also consider what you have added since January 2021 if different from above! The max for calendar year 2021 is \$3,600 single & \$7,200 family - that includes BSSD contribution. For 2022 tax year the single combined max will be \$3,650 and \$7,300 family. At age 55, an additional \$1,000 catch up contribution is added to the max.

	Annual	EE Shr	Per 24Pay
Dental	\$ 648.00	\$ 48.00	\$ 2.00
Vision	\$ 90.91	\$ -	\$ -

# Caleb Barwin

## Finance

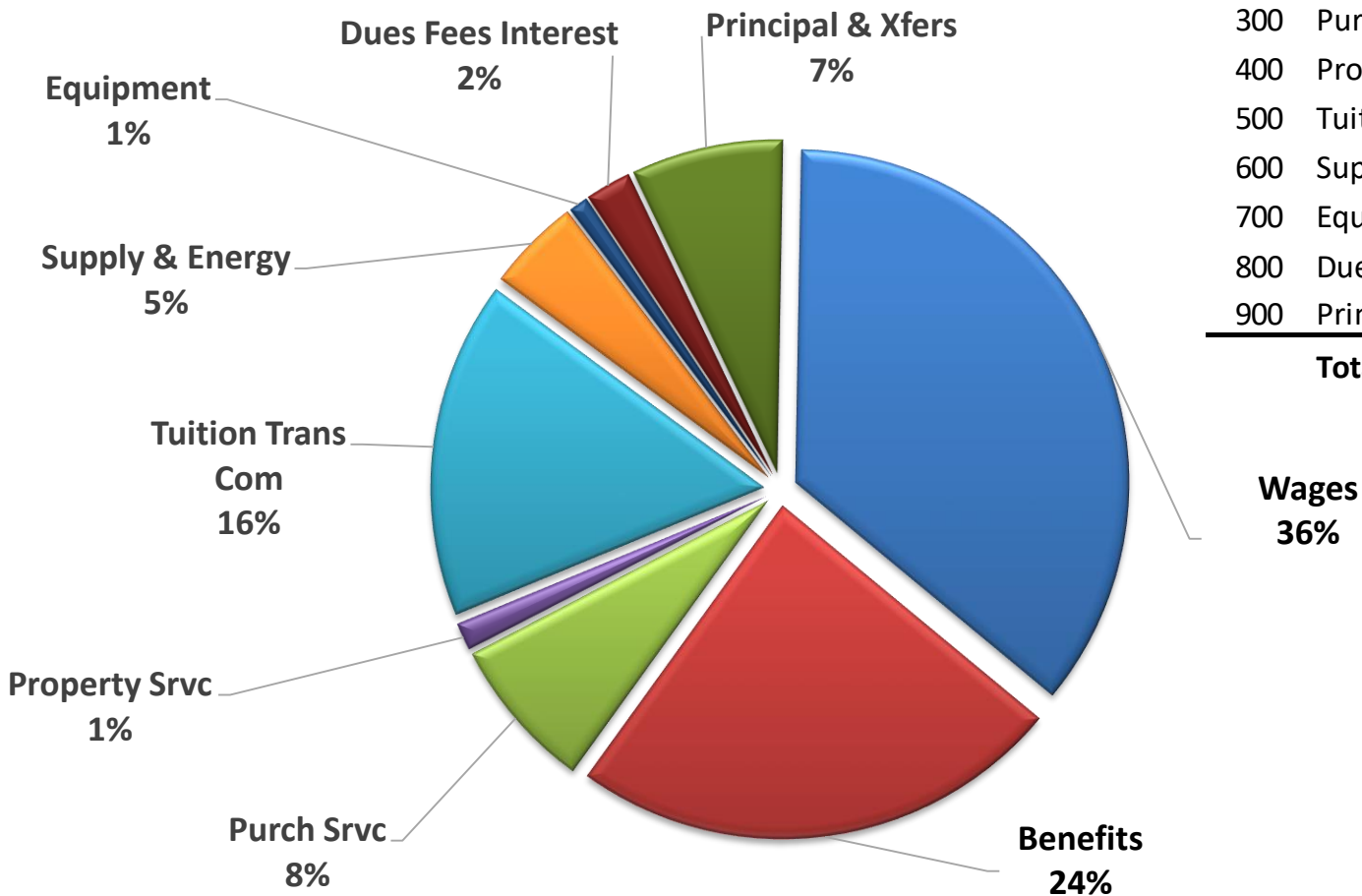


# FY22 Budget Summary

	BUDGET 2021	BUDGET 2022	2023	2024	2025	2026
<b>REVENUE</b>						
Local	\$32,457,055	\$35,668,197	\$36,774,164	\$37,946,078	\$39,165,221	\$40,433,495
State	\$19,548,075	\$19,404,130	\$19,404,130	\$19,404,130	\$19,404,130	\$19,404,130
Federal	\$975,952	\$1,152,911	\$927,105	\$613,615	\$623,307	\$623,307
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$52,981,082</b>	<b>\$56,225,238</b>	<b>\$57,105,399</b>	<b>\$57,963,823</b>	<b>\$59,192,658</b>	<b>\$60,460,932</b>
<b>EXPENDITURES</b>						
Salary and Benefit Costs	\$33,383,136	\$33,555,643	\$34,913,779	\$36,258,740	\$37,613,308	\$39,008,876
Other	\$20,772,950	\$22,669,595	\$22,831,043	\$23,435,201	\$24,083,182	\$24,757,484
<b>TOTAL EXPENDITURES</b>	<b>\$54,156,086</b>	<b>\$56,225,238</b>	<b>\$57,744,822</b>	<b>\$59,693,942</b>	<b>\$61,696,489</b>	<b>\$63,766,360</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$1,175,004)</b>	<b>\$0</b>	<b>(\$639,423)</b>	<b>(\$1,730,119)</b>	<b>(\$2,503,831)</b>	<b>(\$3,305,427)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$12,372,668</b>	<b>\$11,197,664</b>	<b>\$11,197,664</b>	<b>\$10,558,241</b>	<b>\$8,828,122</b>	<b>\$6,324,292</b>
<b>PROJECTED YEAR END BALANCE</b>	<b>\$11,197,664</b>	<b>\$11,197,664</b>	<b>\$10,558,241</b>	<b>\$8,828,122</b>	<b>\$6,324,292</b>	<b>\$3,018,864</b>
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>20.68%</b>	<b>19.92%</b>	<b>18.28%</b>	<b>14.79%</b>	<b>10.25%</b>	<b>4.73%</b>
<b>FUND BALANCE AS # OF MONTHS OF EXPEND.</b>	<b>2.48</b>	<b>2.39</b>	<b>2.19</b>	<b>1.77</b>	<b>1.23</b>	<b>0.57</b>

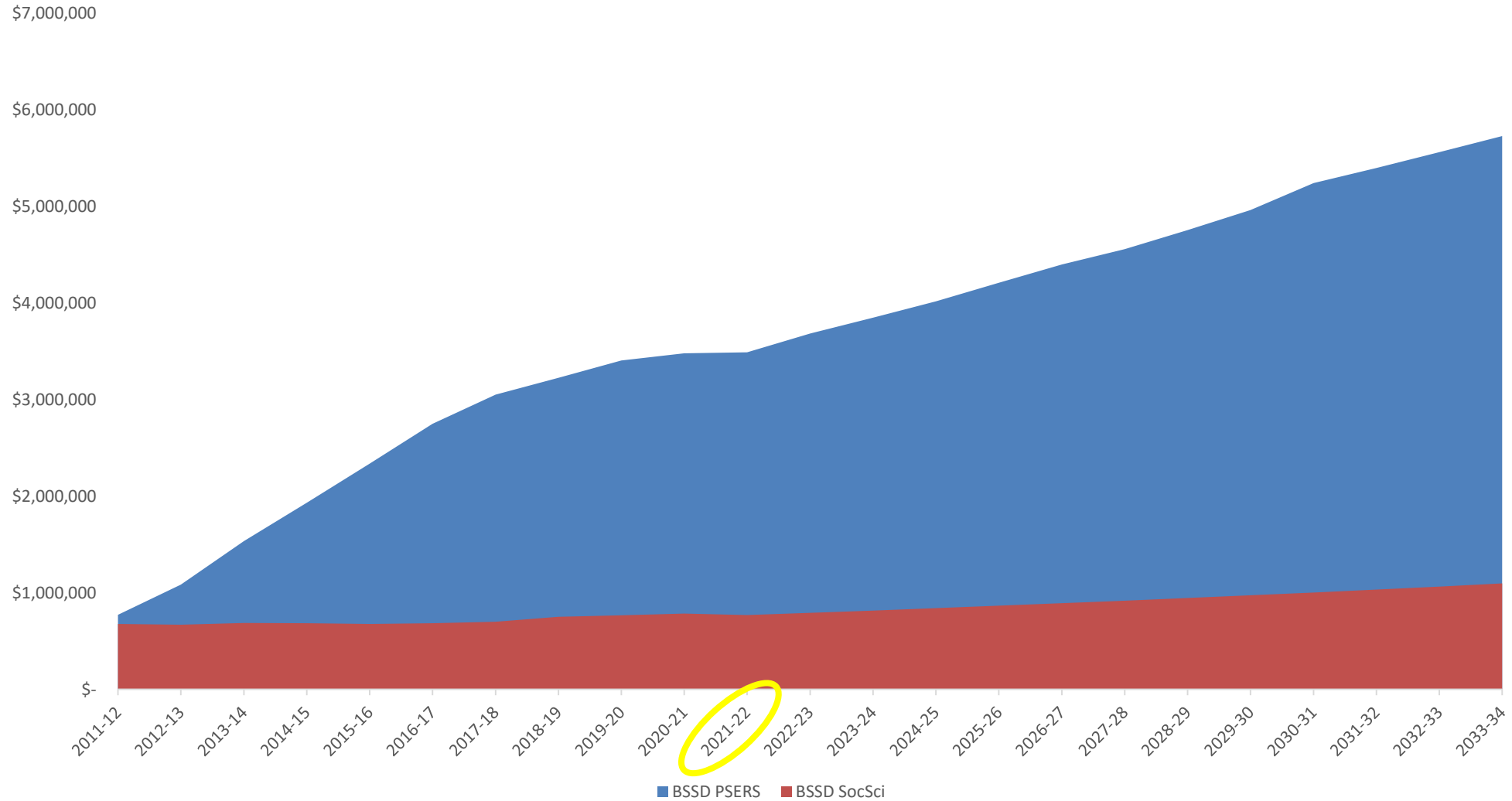


# FY22 Object Budget

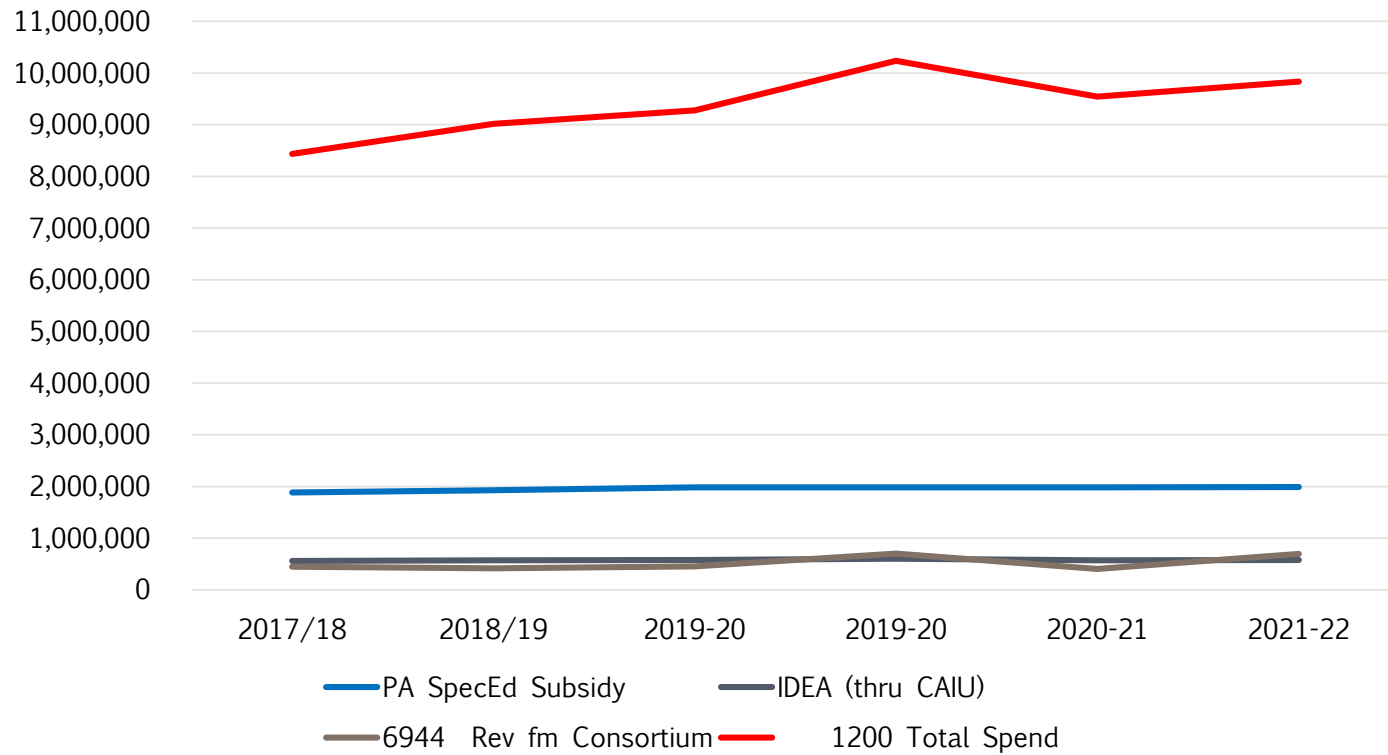


Object Description	AFR 2017/18	AFR 2018/19	AFR 2019/20	Budget 2020/21	Budget 2021/22
100 Wages	\$19,049,426	\$19,620,886	\$20,057,869	\$20,474,172	\$20,092,705
200 Benefits	10,679,941	11,305,683	12,383,387	12,908,964	\$13,462,938
300 Purch Srvc	2,700,414	3,096,813	3,624,032	3,939,742	\$4,186,754
400 Property Srvc	576,775	758,656	712,184	743,791	\$758,778
500 Tuition Trans Com	6,990,985	7,351,759	6,800,429	7,522,813	\$9,214,028
600 Supply & Energy	1,968,758	2,244,234	2,390,791	2,829,475	\$2,564,257
700 Equipment	666,172	723,310	675,281	610,754	\$532,963
800 Dues Fees Interest	1,055,703	1,400,605	1,495,417	1,563,375	\$1,259,070
900 Principal & Xfers	5,004,302	3,907,099	3,720,000	3,563,000	\$4,153,745
<b>Total</b>	<b>\$48,692,476</b>	<b>\$50,409,045</b>	<b>\$51,859,390</b>	<b>\$54,156,086</b>	<b>\$56,225,238</b>

# PERS + Social Security (BSSD share)

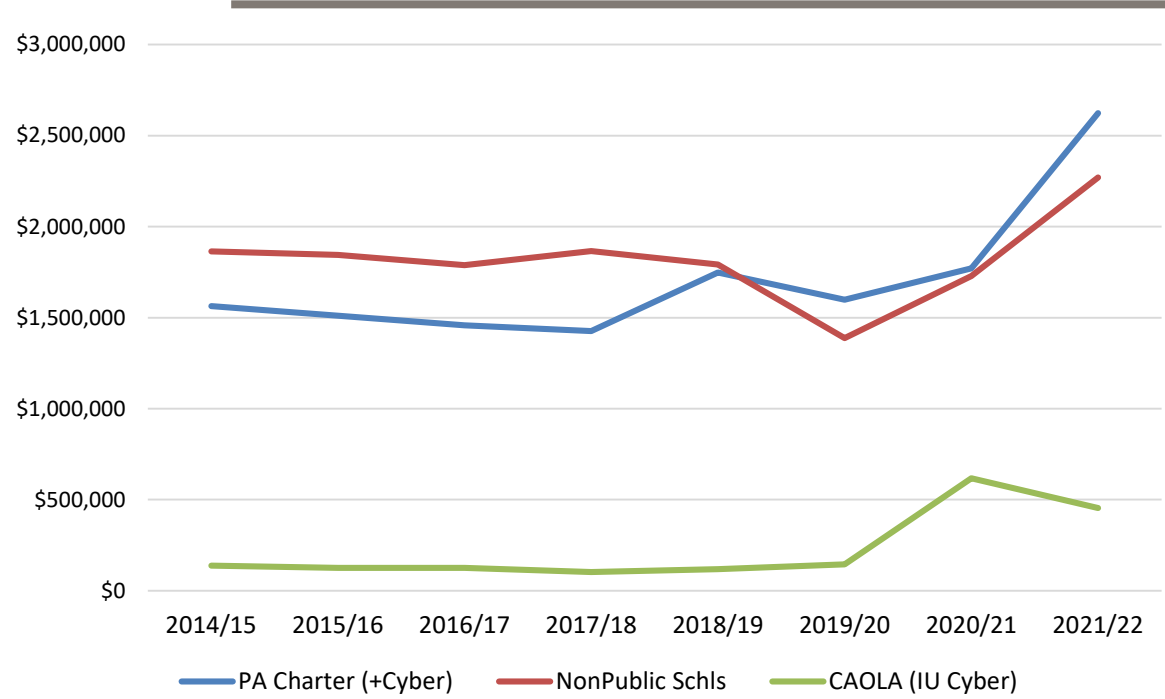


# Special Education Finances



<b>1200 Special Ed</b>		AFR	AFR	AFR	AFR	Budget	Budget
<b>Account</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	
<b>100 Salaries</b>	3,209,263	3,296,568	3,548,077	3,398,633	3,422,762	3,264,582	
<b>200 Benefits</b>	1,810,404	1,887,928	2,116,698	2,135,869	2,108,873	2,238,582	
<b>300 Prof &amp; Svcs</b>	881,652	1,189,916	1,581,501	1,837,200	1,665,618	1,607,850	
<b>400 Property Svcs</b>	3,981	4,033	4,500	2,954	4,500	4,500	
<b>500 Other Svcs</b>	2,411,095	2,500,750	1,833,650	2,750,768	2,145,850	2,495,850	
<b>600 Supplies</b>	94,746	123,198	187,950	101,815	196,201	221,100	
<b>700 Property</b>	23,500	16,399	1,000	10,489	1,000	3,000	
<b>800 Other Objects</b>	253	253	750	253	750	750	
<b>1200 Total Spend</b>	<b>\$8,434,894</b>	<b>\$9,019,045</b>	<b>\$9,274,126</b>	<b>\$10,237,981</b>	<b>9,545,554</b>	<b>9,836,214</b>	
6944 Rev fm Consortium	447,090	415,347	450,000	702,646	400,000	695,000	

# Tuition

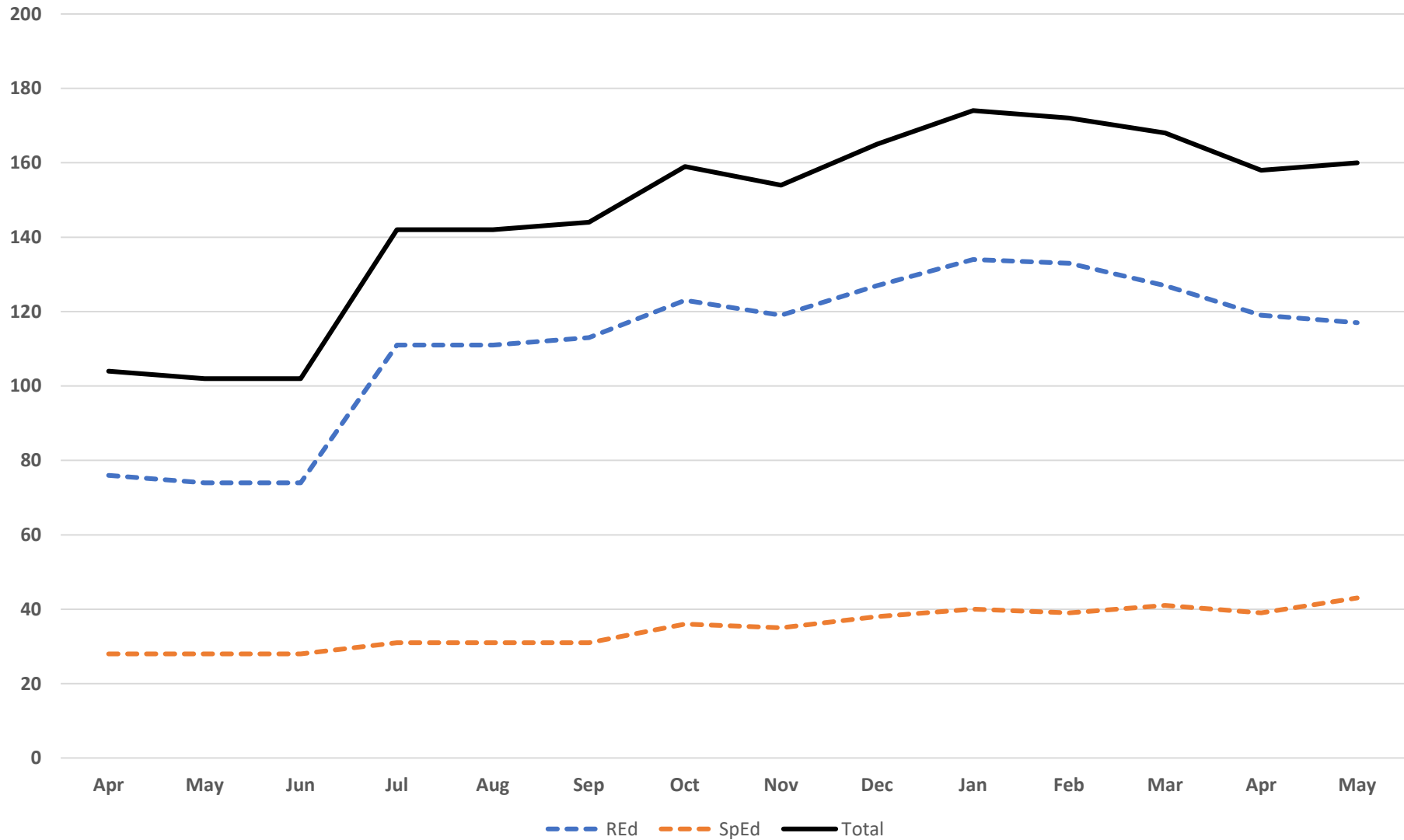


**FY21 PA Charter  
Actual (AFR)  
Expense  
\$2,972,837 !!!**

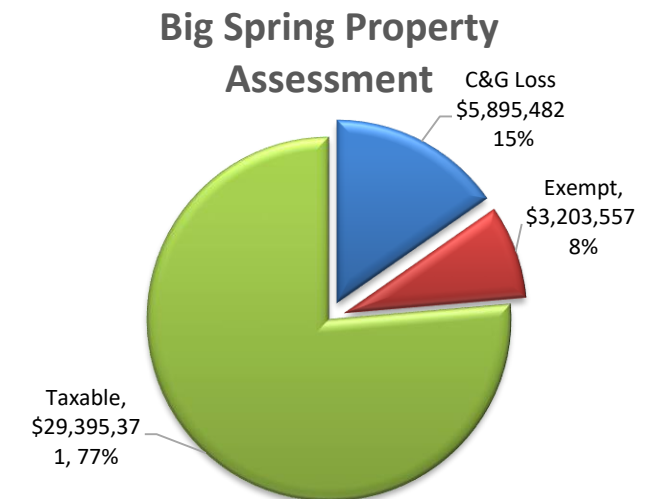
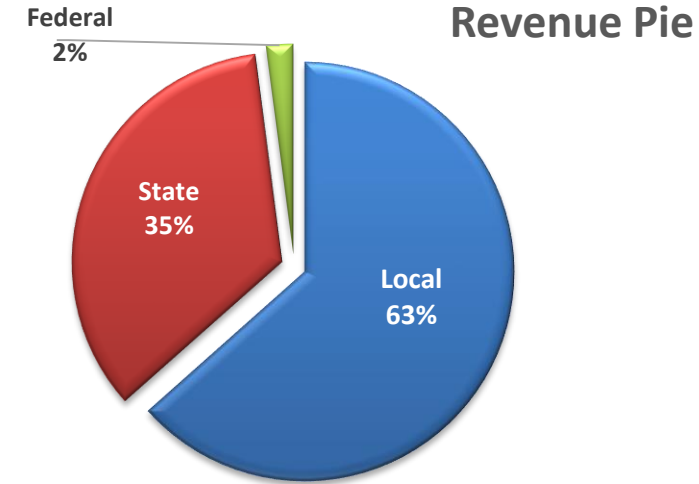
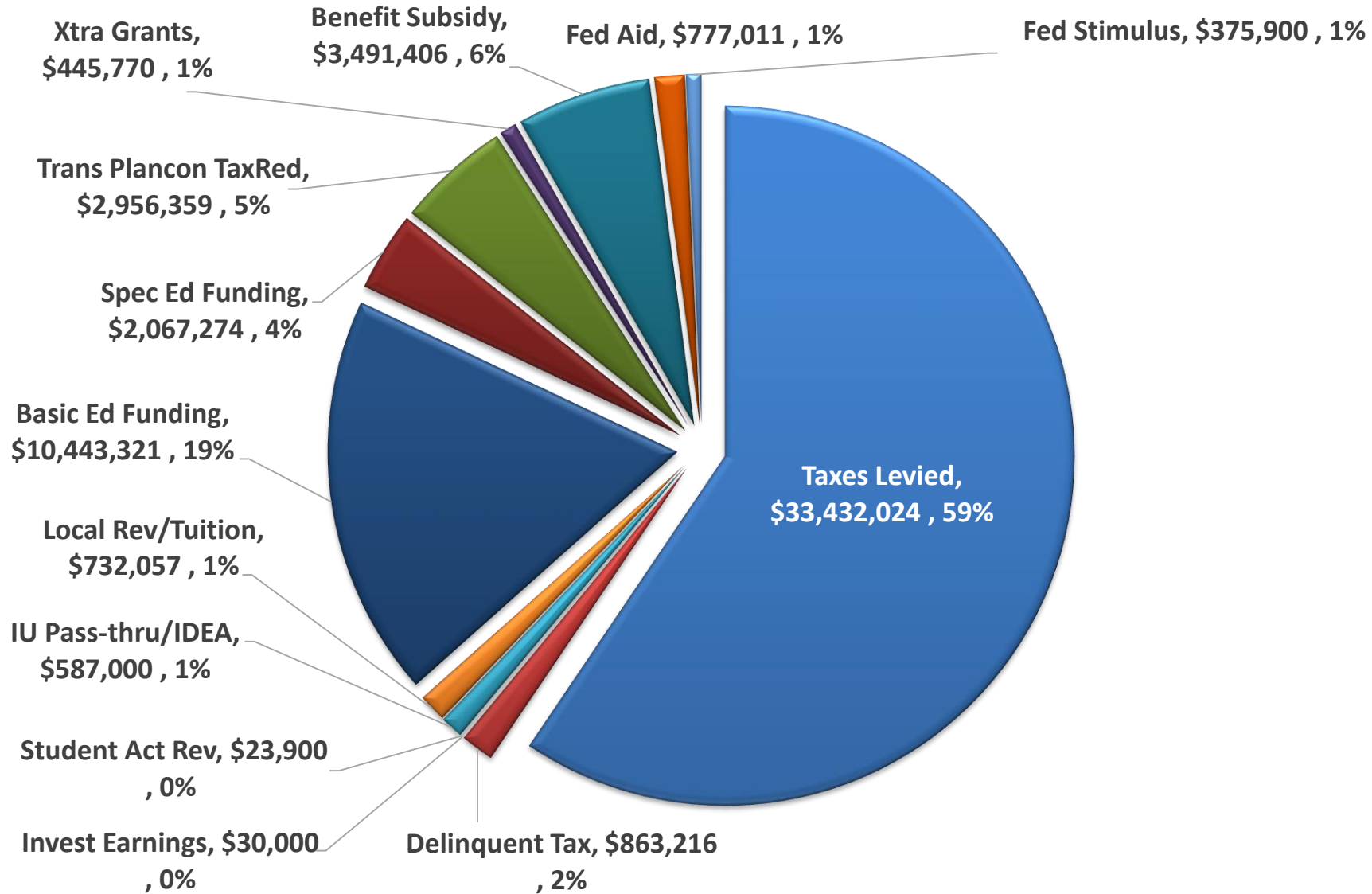
		afr	afr	afr	afr	afr	bud	bud	
	<b>Tuition</b>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
561	Tuition Other PA LEAs	\$151,615	\$244,975	\$385,004	\$292,717	\$348,473	\$225,000	123,000	200,000
562	PA Charter (+Cyber)	\$1,563,636	\$1,510,009	\$1,457,450	\$1,426,932	\$1,747,187	\$1,598,900	1,770,021	2,624,400
563	NonPublic Schls	\$1,864,731	\$1,844,926	\$1,787,842	\$1,865,900	\$1,792,362	\$1,387,100	1,729,400	2,271,000
564	Tuition to CPAVTS	\$539,127	\$550,447	\$536,454	\$589,580	\$641,342	\$730,000	898,000	947,700
566	Tuition to HigherEd	\$3,135		\$0	\$0	\$0	\$0	0	0
567	Aprv Priv Schls	\$182,176	\$134,737	\$76,705	\$69,284	\$24,067	\$45,000	45,000	100,000
568/9	Other	\$33,398	\$18,553	\$0	\$6,576	\$6	\$0	0	0
	<b>Total</b>	<b>\$4,337,818</b>	<b>\$4,303,647</b>	<b>\$4,243,455</b>	<b>\$4,250,989</b>	<b>\$4,553,437</b>	<b>\$3,986,000</b>	<b>\$4,565,421</b>	<b>\$6,143,100</b>
322	CAOLA (IU Cyber)	\$137,037	\$125,118	\$126,094	\$101,798	\$117,540	\$145,000	\$617,454	\$454,505
	<b>Total Tuition</b>	<b>\$4,474,855</b>	<b>\$4,428,765</b>	<b>\$4,369,549</b>	<b>\$4,352,787</b>	<b>\$4,670,977</b>	<b>\$4,131,000</b>	<b>\$5,182,875</b>	<b>\$6,597,605</b>



# Cyber Charter Enrollment Since COVID



# FY22 Budget Revenue



# Healthcare

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- **Calendar Year – (January–December)**
  - Coverage and Deductible
  - Health Savings Account (HSA)
  - Enrollment
    - Open enrollment will be in November
- **Fiscal Year Contract – (July – June)**
  - Premiums change on July 1<sup>st</sup>



# Summer Capital Projects

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- Extended Fiber Network to OF and NV
- HS Boiler #1 Replacement – September 2021
- Scoreboard





# Important Software

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CSIU/FIS – Staff Portal for pay information and absence balances

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SC View – Requisitions

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Frontline – Request absence

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FMX – Maintenance, facility, and transportation request

# Business Office Contacts

[bus@bigspring.k12.pa.us](mailto:bus@bigspring.k12.pa.us) (all)

[ap.bus@bigspring.k12.pa.us](mailto:ap.bus@bigspring.k12.pa.us) (accts payable)

[tax.bus@bigspring.k12.pa.us](mailto:tax.bus@bigspring.k12.pa.us) (tax docs)

[csiu@bigspring.k12.pa.us](mailto:csiu@bigspring.k12.pa.us) (CSIU users)

717-776-2000 – main

717-776-4428 - fax

Cheri Frank, Dir x1608 cfrank  
Nancy Stum x1602 nstum

## Custodial Svc

- ✓ Custodial Opns
- ✓ Warehouse & Distribution
- ✓ Work orders

Tim Drawbaugh, Dir x1604 tdrawbaugh  
Nancy Stum x1602

## Buildings & Grounds

- ✓ Bldg Opns
- ✓ Security
- ✓ HVAC
- ✓ Work orders & FMX
- ✓ Grounds

Michelle Morgan, Dir x2423 mmorgan  
Melissa Carlson, Chef x2461

## Food Service

- ✓ Breakfast & Lunch
- ✓ Box lunch for field trips
- ✓ Healthy eating
- ✓ Catering

Caleb Barwin x2407 cpbarwin

## Controller

- ✓ General Fund / GL
- ✓ Department Budgets
- ✓ Requisition & POs
- ✓ **Student Activities Accts**
- ✓ Grant Accounting
- ✓ Procurement cards



Phyllis Martin x2405 pmartin

## Payroll & Benefits

- ✓ Timesheets
- ✓ Payroll
- ✓ Medical Benefits
- ✓ 403b & Section 125 Accts
- ✓ PSERS Retirement
- ✓ **All Cash/Check deposits**
- ✓ CSIU Employee Portal

Stacy Lehman x2418 slehman

## Human Resources

- ✓ Recruiting
- ✓ TED (Pers) Records
- ✓ In/out Processing
- ✓ Worker's Comp
- ✓ Clearances
- ✓ Blackboard Connect

Beth Rhoades x2416 brhoades

## Business Office

- ✓ General Questions
- ✓ Tax Accounting
- ✓ Liability Insurances
- ✓ Office Depot Ordering
- ✓ AP / Order receipt
- ✓ Order invoicing
- ✓ Check issue
- ✓ Travel Reimbursement

Mike Statler x2404 mstatler

## Business Manager

Bob Baker x2457 bbaker

## Tech/Application Analyst

Katelyn Minnich x2413 kminnich

## PIMS Coordinator

Madison Barrick x2419 mdbarrick

## Asst Trans & Café

- ✓ Asst Trans ---->
- ✓ Asst Cafe ----->
- ✓ District Vehicle Res
- ✓ Social Media
- ✓ District Website

Shelli Kent x2408 skent

## Transport & Cafe

- ✓ Home <> School Trans
- ✓ Attendance areas
- ✓ Bus stops
- ✓ Field Trips
- ✓ Athletic trips
- ✓ Café Accounts

# Dr. Kevin Roberts Closing







Questions?