

OFFICE MANAGER'S MEETING

2021-2022

BUSINESS SERVICES

Assistant Superintendent of Business & Operations – **Lois Standring** (x 4260)

Executive Assistant to ASBO – **Ashley Albertson** (x 4260)

- Contracts, MOU & Leases

(ALL contracts, MOUs, & leases must go to Lois for review & signature)

- Driver Authorizations – Process
 - NUSD Approved Drivers Spreadsheet
 - CA DMV Vehicle Code Violations

Director of Fiscal Services – **Nancy Walker** (x 4219)

Business Manager – **Kirsten Starsiak** (x 4212)

- Business Staff – Contact Sheet

Accounts Payable / Purchasing Reminders (Derek Low)

Purchase Orders (PO Reference Document / Purchasing Reference Document)

- ▶ Do not place orders for supplies or services without having an **Approved Purchase Order** in place
- ▶ Requisitions should be initiated after a contract for services is approved by the administrator and approved by the Board.
- ▶ The remit to address is **NUSD attention: Accounts Payable (not directly to a school or individuals email)**. Invoices MUST reference the site name, address and the PO number
- ▶ Outside organizations (PTA/O & Boosters) must establish their own accounts with vendors and cannot order directly with a vendor using NUSD's account.
- ▶ Once an order is received or services rendered, please sign the **Pink** copy of the Purchase Order and send to Accounts Payable – **the pink authorizes payment of the invoice**
- ▶ Open Purchase Orders – Ensure all open purchase orders have sufficient funds to fulfill all incoming invoices.
- ▶ Packing slips must be sent to AP for Open ALL Purchase Orders
- ▶ Receipt of a partial order; please send a copy of the pink noting the receipt of a partial order, this will authorize AP to make a partial payment
- ▶ Accounts Payable batches are processed two times per week
- ▶ If a check is needed in advance of an event or conference you must notify the AP office one week in advance

Epylon Orders

- ▶ Due to the high volume of individual orders and purchase orders we are requesting that purchase orders through Epylon are consolidated to a minimum of \$100 per order. Please consolidate orders through Epylon and submit on ONE Purchase Order.

Expense Claims & Travel / Mileage Reimbursements (Expense Claim Form)

- ▶ All expense claims must be signed by the claimant and the Principal
 - ▶ Budget accounts must be verified to ensure that funds are available
 - ▶ All claims relating to workshops/conferences must be accompanied by relevant back-up i.e. conference flyer or agenda
 - ▶ Items ordered online must be delivered to the work/school site
 - ▶ A Google Maps / MapQuest print-out must accompany claims for mileage re-imbusement
 - ▶ All claims for reimbursement must have original, itemized receipts
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▶ **Reimbursable per Diem rates for meals are:**

- Breakfast \$11.00
- Lunch \$17.00
- Dinner \$26.00
- Daily MAX \$54.00

Accounts Receivable Reminders (Tiffany Tweedie)

- ▶ Please do not staple checks or cash to anything
- ▶ Send all money (checks & cash) weekly
- ▶ Cash must be accounted for – parent and/or student and amount paid
- ▶ List of parent and/or student and amount paid should accompany each CCV when applicable – for Cash and Checks
- ▶ Cash and Checks should be sent on separate CCVs
- ▶ No more than 50 checks/50 names per CCV
- ▶ Coins should be wrapped

Payroll Reminders (Abbie St. Marie-Kearns)

- ▶ Must USE current version of timesheets (please toss older versions)
- ▶ [Certificated Substitute Timesheet](#)
- ▶ [Monthly/Hourly Timesheet](#) (certificated/classified)
- ▶ Timesheets must include the following information:
 - Employee Name (legal name)
 - Employee ID (NO social security numbers - ever)
 - Budget Code (account code must exist in QSS & please write legibly)
 - Employee Signature
 - Site/Dept. Admin. Signature
- ▶ Report hours worked on the quarter hour
- ▶ Due on the 1st working day of the month
- ▶ Late timesheets will be processed on the following mid-month
- ▶ Physical Paychecks delivered to school sites – if unclaimed
- ▶ Paychecks are available for pick-up at the sites by 2 PM on payday
- ▶ Unclaimed paychecks – sites must return all unclaimed paychecks to District Office by 3 PM on pay day
- ▶ [Payroll – Timesheet Due Dates](#)

[2021-2022 Year-End Deadline Calendar](#)

Budget Monitoring & Resources & Help ☺

- Training Interests & Opportunities

EDUCATION SERVICES

Education Services Team - Supervised by **Jen Larson** (x 4278)

- ▶ Culture of Excellence (PBE) - **Jen Larson** (x 4278)
 - ▶ Transfers, registration (DO Related) – Karina Leoni (x 4250)
 - ▶ Timesheets, Ed Services Related Questions – Susie Treanor (x 4278)
 - ▶ Culture of Competence (MTSS) – **Karen Freemantle** (x 4287)
 - ▶ Culture of Caring (Restorative & Trauma Informed Practices) – **Katie Cobb-von Husen** (x 5327)
 - ▶ Assessment and Compliance / ELPAC - **Suzi Hirshfield** (x 4233)
 - Timesheets
 - Subs
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- Coding
 - Title I Crate
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SPECIAL EDUCATION

Director of Special Education – **Angela Kriesler** (x 4265)

▶ **Procedures**

- [SpEd Flow Chart](#) - Communication chain starts with Case Manager (RSP/SDC or SLP), then escalates to Special Education Coordinator
- [NUSD Curriculum and Material Purchasing Protocols](#)
- [Scheduling Meetings Find Time Instructions](#)
- [Office Manager Special Education Interpretation and Translation Quick Reference Guide](#)
- **SpEd Related Timesheets Due on the 1st Working Day of the Month - ALL timesheets require prior approval**

▶ **Staffing**

- **Site SpEd Staffing and Scheduling - [Anchor Days](#)** - SpEd Staff will update with the "anchor day(s)" the entire IEP will be on campus
- [Classified SpEd \(Para Educator\) Hiring Procedures](#) - Given the high quantity of OPEN ParaEducator positions, HR will be scheduling interview pools

▶ **Back to School Essential Information**

- **Case Manager Notification of IEP Team Letter to Families** ([MS Word](#) / [Insertable PDF](#))
- **Critical Health Alert Form** ([English](#) / [Spanish](#)) - Office Manager will work with Health Clerk to print, distribute, collect, and document
- [Beginning of the Year Checklist Service Providers](#)

▶ **CALPADS Codes (SPED) for AERIES - [State SELPA IEP CALPADS Codes](#)**

MAINTENANCE, OPERATIONS & TRANSPORTATION

Director of MOT – **Tony Albini** (x 4275)

Operations Manager – **Trevor Smith** (x 4205)

Emergencies

- ▶ Water/gas leak, sewer back up, power outage, anything that poses an immediate health hazard.
- ▶ During Operations work hours {6am to 3pm), call the office first (415-892-1596), then follow up with a work order.
- ▶ If you cannot get a hold of anyone at the office, leave a message and then try the following numbers:
 - Tony Albini 707-696-1275 or Gina Proffitt 415-798-4112
 - Trevor Smith (Grounds and Custodial emergencies) 415-798-1528
- ▶ For emergencies that occur after office hours, weekends and holidays, please call the maintenance on-call number 415-798-1765. The Maintenance on-call number is for emergencies only. For afterhours non-emergencies, please leave a message on the Operations main line and we will get back to you on the next business day.

[Facilitron Procedures](#)

[Lost Key Procedure](#)

Work Orders (schooldude.com)

- ▶ It is important that you do not call the maintenance staff directly. All requests have to be put into the Schooldude system.
- ▶ Once a work order is entered into Schooldude, it is routed to Tony Albini. Tony will review the work request, prioritize, and assign the work.
- ▶ Please only put in a work order for actual work. Do not put in a work order to ask a question, check on another work order, or to cancel a previously entered work order. These situations should be taken care of through an email or phone call.

Facilities Improvement Request (form also available on NUSD website under staff forms)

- ▶ BEFORE any project is contracted and or items purchased you must get prior approval.
- ▶ A Facilities Improvement Request Forms must be submitted to the maintenance department with all details i.e., design, materials, location, and who will be performing the work.
- ▶ Once we have received the form you will be contacted to further discuss the project or for approval of your project.
- ▶ Project is not approved until you receive a signed Facilities Improvement Request form from Tony Albini.

Moving (call maintenance for packing instructions)

- ▶ We only move teachers that have been notified by the district that they have to relocate to a different site. We do not help with voluntary moves or moves within the same site.
- ▶ We only move supplies. Furniture and personal items will not be moved by maintenance.

Grounds (see attachment for schedule)

- ▶ [Grounds Site Checklist](#)

Transportation Supervisor - **Melissa Remy** (x 4580)

- ▶ Site Vans - Service Issues/Requests

FOOD AND NUTRITIONAL SERVICES

Director of FANS – **Cody Williams** (x 4451)

Program Specialist – **Cindy Liang** (x 4453)

- All Students Eat for Free in 21-22 School Year ([Flyer](#))
 - Families are still encouraged to fill out F&R apps for additional benefits. Web Link <https://www.nlappscloud.com/>
 - [Free and Reduced Application / Spanish](#)
 - Meals will conveniently be served grab and go at designated locations on campus. Menu Web Link <https://novatofans.org/index.php?sid=2901132305319613&page=menus>
 - Field Trip Forms
 - [Elementary Breakfast / Spanish](#)
 - [Elementary Lunch / Spanish](#)
 - [Secondary Breakfast / Spanish](#)
 - [Secondary Lunch / Spanish](#)

INFORMATION TECHNOLOGY

Director of IT – **Tim Rocco** (x 4241)
Staff and Locations

- ▶ Support Team at the Hill Education Center
 - ▶ help@nUSD.org or extension x 4299
 - In-person support is available upon request.
 - The 21/22 school year will continue with a 1:1 student-to-device ratio. Grades 2-12 will be issued a Chromebook and grades TK-1 will be issued an iPad.
 - Student technology will be issued in the same manner as school textbooks. Students can drop off broken or damaged devices in their school library where there will be a stock of loaners. Broken or damaged computers will be collected by IT, assessed, repaired, and returned when possible.
 - In the event that a device is willfully defaced, damaged, or lost, parents or guardians will be responsible for the cost of the repair or replacement of the device. IT will supply invoices to office managers as necessary. The cost of common repairs and replacement are as follows:

▪ Chromebook replacement	\$240
▪ Chromebook screen repair	\$40
▪ Chromebook keyboard repair	\$50
▪ Chromebook charger replacement	\$25
▪ iPad replacement	\$300
▪ iPad screen repair	\$100
▪ iPad charger replacement	\$25
 - Each school will be supplied with 10% additional replacement devices beyond their allocation for students. These devices are separate from the library loaners and will be used as permanent replacements for devices that are damaged beyond repair or lost.
 - Any staff computer older than 5 years is eligible for replacement. Please feel free to let IT know if this is necessary.
 - Infrastructure upgrades and the classroom toolkit have been deployed to San Ramon, Lu Sutton, Sinaloa, Olive, and Lynwood this summer. Feel free to let IT know if you have any questions, need support, or training.
- ▶ Analyst Team at the District Office - Supervised by **Alex Perez** (x 4225)
 - Cassandra Diaz has replaced Craig Lubey as our Student Data Systems Specialist.
 - Everyone should understand the threat that ransomware poses to NUSD. Any email that arrives from outside the district has a red banner explaining that at the top of it. Please learn to check the email address of suspicious emails. For example, do not open an email that says it is from Tim Rocco if the email address does not end in @nUSD.org, unless you are expecting it.

BOND / FACILITIES TEAM

Executive Director of Facilities and Operations – **Mike Woolard** (x 4588)
Facilities Project Manager - **Melissa Duggan** (x 4231)
Administrative Assistant - **Lisa Casey** (x 4292)

HUMAN RESOURCES

Interim Assistant Superintendent of HR – **Barbara Vrankovich**

HR Specialist Classified– **Marcia Carey**

HR Specialist Certificated - **Michelle Gassner**

Benefits Coordinator – **Suzette Donnelly**

- ▶ [Workers' Comp](#): Administrator is InterCare. Once you receive a WC email from Suzette Donnelly/Benefits Coordinator, please forward the DWC-1 form to the injured staff and answer the questions as soon as possible to avoid delay in the WC claim.
- ▶ [Leaves](#): - Have become more complex due to numerous and ever changing laws. Any time your staff members need an extended leave from work, please refer them to Suzette Donnelly/Benefits Coordinator

HR Technician – **Jen Albini**

- ▶ [Frontline](#): New staff will be entered as soon as Jen Albini starts to build the board agenda. She does not get new hire information as soon as they are hired. She gets it when she creates the board agenda for employee approval. Once she creates the agenda she can input them into Frontline. It used to be they could not be entered until they were board approved!
 - ▶ [Keenan](#): Same as Frontline - all new employees will be entered as soon as the board agenda is built. Keenan is mandatory. All staff have NUSD emails and must complete the training.
 - ▶ [Volunteer Information](#): Please see the attachment below for the updated Volunteer Packet. Also below is the link to cleared volunteers for NUSD. I pulled the cleared volunteers from the list Lillian had created before me and have added to it starting last school year. Please note that the TB dates are not updated on everyone. So, if you have a volunteer that is on the list, please double check with me to see if they are current on their TB tests. We are also requiring COVID Vaccine Verification. If they are not COVID vaccinated, they cannot volunteer. We are not accepting negative test results. They must be vaccinated or no volunteering. Please follow the protocols in place below.
 - ▶ [New Volunteers](#):
 - They get Volunteer Packet from school site
 - They turn completed packet with ALL attachments into HR (not the school site)
 - Once HR has cleared fingerprints and all completed documents, the volunteers will be placed on the cleared volunteer list.
 - ▶ [Returning Volunteers](#): (Check cleared volunteer list to make sure of the following)
 - Name on list
 - Updated TB
 - COVID Vaccinated
 - ▶ If there is no information on TB tests/COVID tests, please contact Jen Albini so she can double check on the clearance. She will let office managers know if they need to provide us with updated information.
 - ▶ [Volunteer Packet](#)
 - ▶ [NUSD Cleared Volunteers](#)
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REFERENCE DOCUMENTS:

- ▶ [2021-2022 District Calendar / Spanish Version](#)
- ▶ [2022-2023 District Calendar / Spanish Version](#)
- ▶ [Phone Lists](#)
- ▶ [Parent Guide – English & Spanish](#)
- ▶ [AR \(Accounts Receivable\)](#)
- ▶ [Book Disposal Process](#)
- ▶ [Disposal Request Form](#)
- ▶ [Driver Authorization Form / Spanish Version](#)
- ▶ [Van Driver Authorization Form](#) (only NEW Van drivers need to complete the DMV Form)
- ▶ [Site Incident Report](#)
- ▶ [Student Accident Report](#)
- ▶ [Expense Claims](#)
- ▶ [Mileage Refund](#)
 - [NUSD Mileage Chart](#)
- ▶ [North Bay Security Group Schedule](#)
- ▶ [Novato School Resource Officers](#)
- ▶ Network Forms:
 - [Confidentiality Agreement](#)
 - [Employee Tech Agreement](#)
 - [Student Tech Agreement / Spanish Version](#)
- ▶ [Overtime/Comp-Time Authorization Form](#) – Preapproval REQUIRED
- ▶ [Payroll – Salary Calculator](#)
- ▶ [Petty Cash](#)
- ▶ [Purchase Order Process](#)
- ▶ [POCO](#)
- ▶ [W-9](#)
- ▶ [New Vendor Request Form](#)
- ▶ [Chart of Accounts 2021-2022 \(9.22.21\)](#)
- ▶ [Shredding Schedule 2021-2022](#)
- ▶ [Year-End Schedule 2021-2022](#)

A PDF of this agenda - with links – can be found online at:

<http://nUSD.org/office-manager-resource/>