



# **A Year in the Life of Business & Auxiliary Services Operations**

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# Our Learning Objectives

1. Understand what might be happening throughout the year in the business office and the various auxiliary services departments.
2. Connect what is happening on the operations side of schools to what your role in the organization is.
3. Leave with a greater sense of how you might better support the operations of your school district.

# Our Path & Resources

- Chronological Month-by-Month Overview of Happenings
- Connection Tidbits
- Relevant Links
- Ask Questions & Offer Thoughts Along the Way

*Disclaimer: This isn't everything, but it is some things...Hoping it helps advance your understanding!*

## Resources:

- [DPI School Finance Events Calendar](#)
- [Roles & Responsibilities of the Business Office](#)
- Your Team!

# Alphabet Soup

- **AP** = Accounts Payable & Purchasing
- **B&G** = Buildings & Grounds
- **HR** = Human Resources & Payroll
- **TECH** = Technology
- **FOOD** = School Nutrition
- **B.O.** = Business Office & Finance
- **TRANS** = Transportation
- **RISK** = Risk Management & Insurance
- **DISTRICT** = Larger District Happenings
- **OTHER** = Keep an Eye Out!



# January

- **AP** > Calendar Year 1099's, [IRS Mileage Rate](#) Changes for Reimbursements
- **HR** > W-2's, 1095's, 403(b) Notices, [WRS Rate](#) Changes, [CPI Determination](#) for Wages
- **B&G** > Time to Think About Summer Projects
- **TECH** > [E-Rate Filing Window](#) Opens and Planning for Next School Year Begins
- **B.O.** > 5-Year Forecasting
- **DISTRICT** > Referendum Question Finalization for April Ballot
- **OTHER** > [Second Friday Pupil Count](#), Quarterly [Medicaid Report](#)

## Connection Tidbit

The Medicaid Report pulls in data on staff payroll and benefits for the quarter, expenses for contracted special education services, and transportation costs. How might your day-to-day entry support a federal funding report?

# February

- **HR** > Next Year's Compensation Increase (CPI) & Insurance Renewal Planning
- **B&G** > Bidding & Scheduling Summer Projects
- **RISK** > [DSPS Annual Injury Report](#) Due March 1, Insurance Renewal Process Begins
- **B.O.** > Detailed Budget Prep Begins (Site/Dept. Allocations)
- **FOOD** > Summer Feeding Plans Developed
- **TRANS** > Negotiating with Bus Contractor for Next Year
- **DISTRICT** > Board of Education Primary Election, Begin April Referendum Campaign

## Connection Tidbit

As building and department leaders work on their budgets, what might be helpful to them from your role? AP Spending History? Staffing Information?

# March

- **HR** > Annual Teacher Retirements & Position Planning, Health Insurance Renewal
- **B&G** > Spring Break Projects & How Many Sports Got Rescheduled?
- **B&G** > Hiring for Seasonal Workers Underway
- **B.O.** > Collection of Unpaid Fees Before School Year Ends
- **TECH** > [ACT & State Testing](#)
- **DISTRICT** > Final Push for April Referendum
- **OTHER** > Summer Professional Learning Planning & Confirmation

## Connection Tidbit

As summer professional learning gets planned and confirmed, what role do you have to ensure payments, securing a location, etc. even if in next fiscal year?



# April

- **HR** > [Preliminary Notices of Nonrenewal](#)
- **B&G** > Time to Start Mowing the Lawn...Until Halloween!
- **TECH** > E-Rate Window Closed - Time to Make Purchases for Next Year
- **RISK** > Business Insurance Renewals Finalized
- **DISTRICT** > Referendum Election Day (First Tuesday)
- **DISTRICT** > With Referendum Results Known, What is Necessary to Move Forward for Next Year? Raises? Reductions?

## Connection Tidbit

As an employee of the district, the community views you as a knowledge expert related to district needs. Since the question was approved in January, how might you have advanced referendum efforts through regular interactions?

# May

- **AP** > Purchasing Deadline for Current Year = Lots of Last Minute Purchases??
- **HR** > Final Notices of Nonrenewal, [Reasonable Assurance Letters](#), Teacher Contracts
- **B&G** > Purchasing & Staging for Major Summer Projects
- **TECH** > Purchasing & Staging for Major Summer Projects
- **B.O.** > Preliminary Audit Fieldwork, Preliminary Budget Presentation
- **TRANS** > Year End Field Trips, Senior Trips, Spring Sports (Rescheduled)
- **DISTRICT** > School Board Reorganization Prior to May Meeting

## Connection Tidbit

As the school board reorganizes new signatures for AP & Payroll checks are needed, bank signature cards updated, etc.

# JUNE

Do you get the summer  
off too?



# June

- **AP** > Get as Much Processed & Paid by June 30 as Possible
- **HR** > Payroll Payables, Finalizing Handbook Updates
- **B&G** > Summer Projects Begin, Summer Cleaning & Seasonal Cleaners Begin
- **TECH** > Gathering of Devices from Departing Staff & Students, Access Terminated
- **B.O.** > Board Approves Budget for Next Year
- **FOOD** > [Summer Feeding](#) Begins
- **TRANS** > Summer School Transportation

## [Skyward Checklists](#)

### Connection Tidbit

Just because the school year ends doesn't mean purchasing and other support functions stop. We now need to support the operations side so they can do their work in the summer. Be flexible in adapting to help them...the time they have to get this work done is VERY limited!



# July

- **AP** > Place Orders for New School Year Supplies
- **HR** > New Pay Rates in Effect for Year Round Staff, New Benefit Plan Year Begins
- **TECH** > New Device Setup for Upcoming Year, Infrastructure Work
- **B&G** > Gym Floor Refinishing, Playground Refresh
- **B.O.** > Fiscal Year End, Audit Prep, Annual Meeting, [Employee Benefit Trust Fund](#) Contribution
- **FOOD** > [Free & Reduced Applications](#) Start Rolling In
- **OTHER** > Registration, New Administrators Begin Their Role

## Connection Tidbit

As new administrators come aboard July 1, what role do you have in ensuring processes and procedures are known in a way to provide them what they need to be successful versus dictating their work?

# August

- **AP** > Fielding Contacts from Staff Returning to Their Rooms Looking for Supplies
- **HR** > Not Much, Pretty Quiet - JUST ALL EMPLOYEES RETURNING + NEW ONES!!
- **B&G** > Scrambling to Get Summer Projects Completed and Make Rooms Available
- **TECH** > Everyone has a Device - We Only Have 2 People in the Department!
- **B.O.** > Final Audit Fieldwork
- **RISK** > Back-to-School Safety Trainings ([A.L.I.C.E.](#), [Run-Hide-Fight](#), etc.)
- **TRANS** > Route Planning Based on Registration Data, Field Trip Requests

## Connection Tidbit

August can be an “All Hands on Deck” time. If your work cycle is a little slow, volunteer to help where needed. Everything needs to be ready for that first kid to show up September 1 to a clean facility, happy staff, and a smile!



IT'S FINE


EVERYTHING IS FINE





**WHEN TEACHERS REALIZE**

**SCHOOL STARTS NEXT WEEK**

 Class

# September

- **HR** > Work with Business Office to Ensure Proper Payroll Expense Coding
- **B&G** > Outdoor Fall Sports Prep, Assistance in Buildings as Needs Crop Up
- **TECH** > Lots of Onsite Assistance as Classrooms Get Up & Running
- **B.O.** > Organizing Budget Changes for Finalization in October
- **B.O.** > [Transfer of Service](#) Filing Due (Need to Work with Pupil Services)
- **DISTRICT** > Referendum Messaging Begins After School Settles In
- **OTHER** > [Third Friday Pupil Count](#)

## Connection Tidbit

Public school funding is largely based on pupil count. Accuracy of that data is of paramount importance.



## Connection Tidbit

At what point in August & September do we work with Payroll and Human Resources to ensure employees are properly coded to the correct expense accounts? That expense reimbursements get proper approval after staff changes?

# October

- **AP** > [Unclaimed Property Report](#) Due November 1
- **HR** > Substitute Teacher Management - Hello Flu Season!
- **B&G** > Am I Heating or Cooling the Building?? Snow Crew Prep
- **TRANS** > Ensure Plans are in Place for Inclement Weather
- **B.O.** > Final Budget & Tax Levy Adoption by October 31
- **FOOD** > Free/Reduced Benefits Carryover Expires, Halloween Parties
- **DISTRICT** > Final Referendum Push (Again!)

## Connection Tidbit

If you are hot or cold in your office, understand that the facilities staff has to adjust to the quickly changing temps just like you do with your furnace or AC at home.

# November

- **B&G** > First Major Cold Snap = Equipment Issues to be Addressed-Need Parts NOW!
- **B&G** > Activities Moving Inside = Custodial Duties on Nights & Weekends
- **FOOD** > PT Conference Meals, Thanksgiving Celebration Meals
- **DISTRICT** > Referendum Election Day (First Tuesday)
- **OTHER** > [State Report Cards](#) Released

Turn

TALK

and

**Creating Connection**

What did you observe last month?



# December

- **FOOD** > Holiday Meal Specials, Classroom Parties
- **RISK** > [Annual DOJ School Safety Filings](#) Due (Maps, Trainings, etc.)
- **OTHER** > [ACCESS Testing](#) Window Opens (Pupil Services & Tech Dept.)
- **OTHER** > Next School Year Calendar Finalized



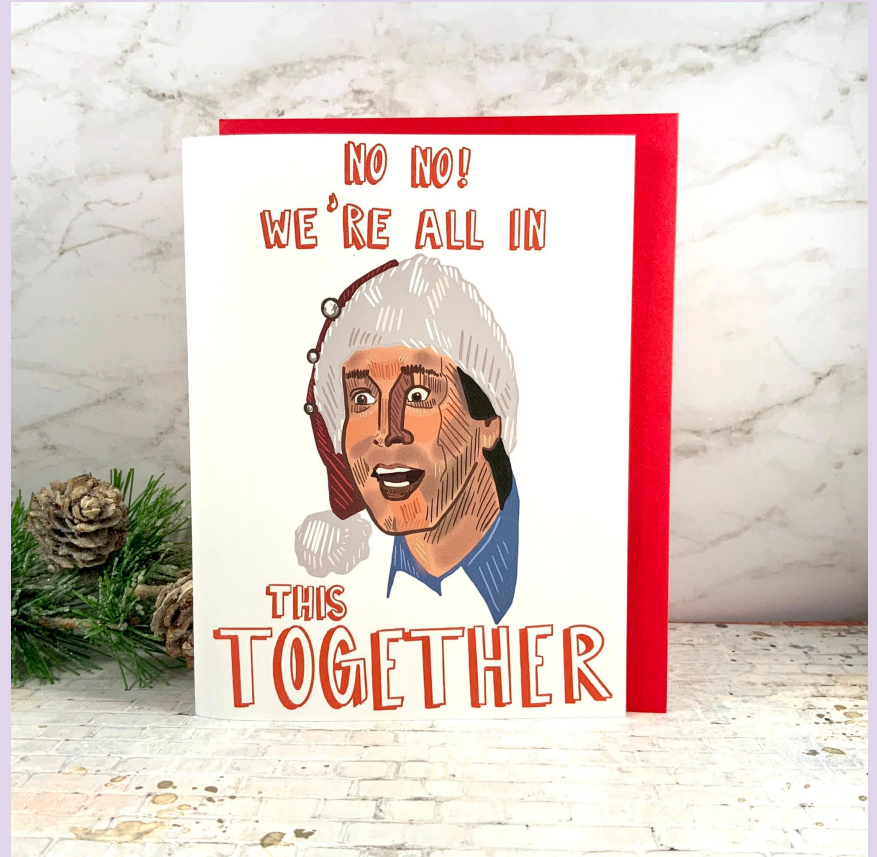
## Creating Connection

What buzz have you been hearing this month?



## Be Understanding!

- Every year is different, what is happening locally may impact some cycles (i.e. referenda).
- With limited school funding everyone on the team is doing the best they can in an under-resourced environment.
- You are a part of a team...When your work cycle is at a low point, what can you do to help someone that is overwhelmed?
- Don't forget...CESA's can help! We are here to support districts.



**QUESTIONS??**