

# Small School District Success

**Presented by Jeff Genovese**

**Director of Business Services  
Yorkville JT. 2 School District  
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## About Me:

- **Masters Degree in Instrumental Conducting**
- **Teacher for 19 Years**
- **Business Manager at Yorkville since Jan. 2020**
- **(Cat person)**

**About You...**





**What  
we  
do...**



# What we do...

- **Accounting and Reporting**
- **Auditing**
- **Budget and Financial Planning**
- **Cash Management**
- **Debt Management**
- **Facility Construction and Management**
- **General Management**
- **Human Resource Management**
- **Information Technology and Data Management**
- **Payroll Management**
- **Purchasing and Accounts Payable Management**
- **Risk Management**

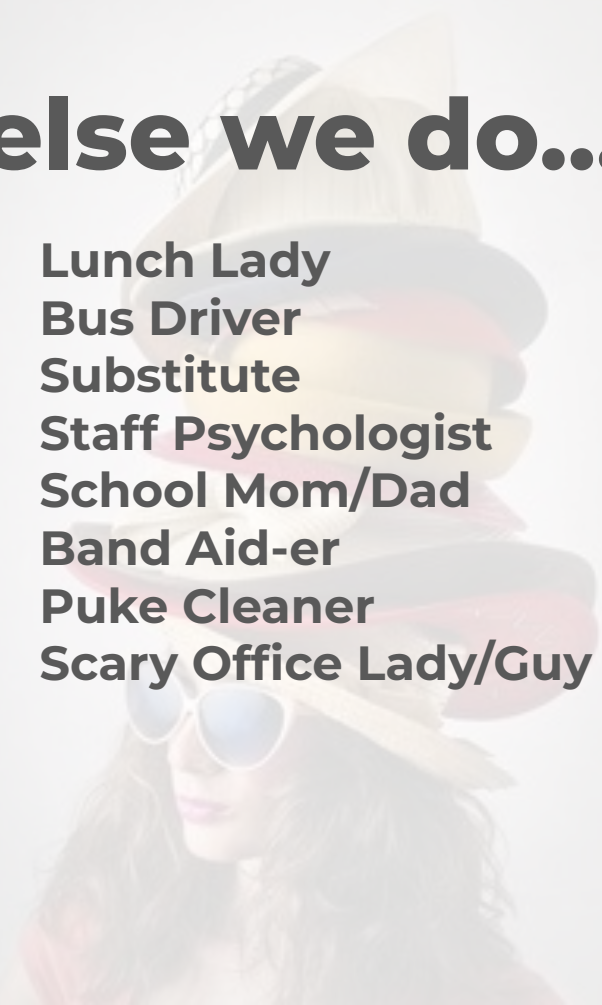






## What else we do...

- Lunch Lady
- Bus Driver
- Substitute
- Staff Psychologist
- School Mom/Dad
- Band Aid-er
- Puke Cleaner
- Scary Office Lady/Guy



# Managing the Work



# Managing the Work

## SYSTEM OF ORGANIZATION

1	To Do	JULY	AUG	SEPT
2	<a href="#">IRS Payroll Tax</a>	x, x	x, x	x, x
3	<a href="#">Wisconsin Payroll Tax</a>	x, x	x, x	x, x
4	<a href="#">Payroll Tax Worksheet</a>	x, x	x, x	x, x
5	Payroll Pwnacha Bank Upload	x, x	x, x	x, x
6	Skyward Profile Change Audit	-	-	-
7	<a href="#">Child Support and Garnish</a>	x	x	x, x
8	Health Insurance (END)	x	x	x
9	LIFE/ LTD (start)	x	x	x
10	HRA Contribution (start)	x	x	x
11	<a href="#">WRS Contribution</a>	x	x	x

- Do you have a system to organize all your work?
- Do you really follow it?
- When was the last time you updated it?



# Managing the Work

## SYSTEM OF ORGANIZATION

1	To Do	JULY	AUG	SEPT
2	<a href="#">IRS Payroll Tax</a>	x, x	x, x	x, x
3	<a href="#">Wisconsin Payroll Tax</a>	x, x	x, x	x, x
4	<a href="#">Payroll Tax Worksheet</a>	x, x	x, x	x, x
5	Payroll Pwnacha Bank Upload	x, x	x, x	x, x
6	Skyward Profile Change Audit	-	-	-
7	<a href="#">Child Support and Garnish</a>	x	x	x, x
8	Health Insurance (END)	x	x	x
9	LIFE/ LTD (start)	x	x	x
10	HRA Contribution (start)	x	x	x
11	<a href="#">WRS Contribution</a>	x	x	x

**Google Sheet  
Template Link  
(at presentation day)**

# Managing the Work

## SYSTEM OF ORGANIZATION

	A	B	C	D	
1	<b>To Do</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OK</b>
2	<a href="#">IRS Payroll Tax</a>				
3	<a href="#">Wisconsin Payroll Tax</a>				
4	Skyward Profile Change Audit				
5	Child Support and Garnish				
6	Health Insurance				
7	Dental Insurance / LTD				
8	HRA Contribution				
9	Staff Absences				
10	<a href="#">WRS Contribution</a>				
11	Credit Card				
12	Amazon Invoices				
13	Investments 1				
14	Investments 2				
15	<a href="#">CES Report (12th)</a>				
16	Mileage and Reimburs				

**“VIW”  
(Very Important Work)**



# Managing the Work

**SYSTEM OF ORGANIZATION**

1	To Do	JULY	AUG	SI
14	Investments 2			
15	<a href="#">CES Report</a> (12th)			
16	Mileage and Reimburs			
17	Bond Payments	--	F 39	
18	Food Service Claim			
19	Quarterly 941	Q2	--	
20	<a href="#">Quarterly UC Report</a>	Q2	--	
21	<a href="#">Federal W2 file (BSO Online)</a>	--	--	
22	<a href="#">WI Annual WT-7 (WDR State)</a>	--	--	
23	<a href="#">Federal 1099-Misc (IRS Fire)</a>	--	--	
24	<a href="#">WRS Annual Report / Recon</a>	--	--	
25	DSPS Injury & Illness Report	--	--	
26	Transmit 1094/1095Cs	--	--	

**“VIW”  
(Very Important Work)**



# Managing the Work

## SYSTEM OF ORGANIZATION



# Managing the Work

## SYSTEM OF ORGANIZATION

	A	B
1	<a href="#">DPI Online Calendar</a>	
2	<b>Report/Form Due</b>	<b>Month Due</b>
3	Publish notice for budget amendments	July
4	Employee Physicals	August 31
5	PI-1505 School Census	August
6	PI-1505 School Calendar	August
7	Direct Aid Certification - Prior Year Aid Certification (WiSFIP)	August (9/1)
8	PI 1500 Contacts Report - Updating Contacts for Reporting	August
9	PI-1804 & 1805 Pupil Count - Summer	September
10	PI-1547 Summer Transportation	September
11	PI-1563 Pupil Count - 3rd Friday	September
12	Annual Report - WiSFIP	September
13	Transfer of Service - SPED Transfer of Students (From/To District)	September
14	Final federal grant claims - WISEGRANTS	September
15	PI-1505-SE - Annual Report Special Education	October
16	PI-1541 Inter-District Transfer Program	October

### “Deadlines”





# Managing the Work



A	B	C	D	E	F	G	H	I
<b>MOE Test 1</b>	<b>All 011 and 019 Project Codes - Expenses</b>			<b>780 Project (medicare) - Revenues</b>				
	Budget	State/Local Cost	Less Revenue	Actual State/Local				
	Current Year: 2024	\$ 4,600.00	\$ 100.00	\$ 4,500.00	\$ (500.00)		92.00%	
	Last Year Met: 2023	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00				
	Actual	State/Local Cost	Less Revenue	Actual State/Local				
	Current Year: 2024	\$ -	\$ -	\$ -	\$ (5,000.00)		0.00%	
	Last Year Met: 2023	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00				
<b>MOE Test 2</b>	<b>Transfer from Fund 10</b>							
	Budget	Transfer						
	Current Year: 2024	\$ 100.00	-4,900.00	Pass				
	Last Year Met: 2023	\$ 5,000.00		2.00%				
	Actual	Transfer						
	Current Year: 2024	\$ -	-5,000.00	0.00%				
	Last Year Met: 2023	\$ 5,000.00						

**Payroll, AP,  
and Tax  
Checklist**

**“Budgets  
and  
Cash Flow”**

# Managing the Work

## SYSTEM OF ORGANIZATION

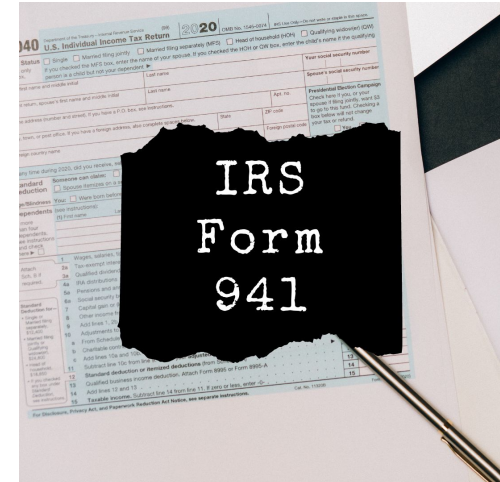
Source	Month	Day	Amount
Equalization Aid	2023-09	18	
Categorical Aid (15%)	2023-11	20	
Equalization Aid (40%)	2023-12	4	
Categorical Aid (15%)	2023-12	18	
Transportation Aid	2024-01	29	
Property Taxes	2024-01	15	
Categorical Aid (15%)	2024-01	16	
Property Taxes	2024-02	20	
Categorical Aid (15%)	2024-02	20	
Equalization Aid / Spec Adj Aid (25%)	2024-03	25	
Per Pupil Categorical Aid	2024-03	25	
Categorical Aid (15%)	2024-03	18	
Property Taxes (Lottery)	2024-04	29	
Library Aid (Common School Fund)	2024-04	29	
Computer and Pers. Prop. Aid	2024-05	6	
Open Enrollment	2024-06	17	
Equalization Aid / Spec Adj Aid (35%)	2024-06	17	

**“Budgets and Cash Flow”**

# Managing the Work

## SYSTEM OF ORGANIZATION

“Taxes”



2023 payroll tax deposits and confirmation numbers										
payroll	amount	eftps	amount	wdr	941 total	WDR total				
date	eftps	confirmation	WDR	Confirmation	Per Quarter	Per Quarter				
1/6/2023	2,000.00		1,000.00							
1/20/2023	2,000.00		1,000.00							
2/3/2023	2,000.00		1,000.00							
2/17/2023	2,000.00		1,000.00							
3/3/2023	2,000.00		1,000.00							
3/17/2023	2,000.00		1,000.00							
3/31/2023	2,000.00		1,000.00							
								\$ 12,000.00	\$ 7,000.00	1st quarter
04/14/2023	2,000.00		1,000.00							
04/28/2023	2,000.00		1,000.00							
5/12/2023	2,000.00		1,000.00							
5/26/2023	2,000.00		1,000.00							
6/9/2023	2,000.00		1,000.00							

# Managing the Work

## SYSTEM OF ORGANIZATION

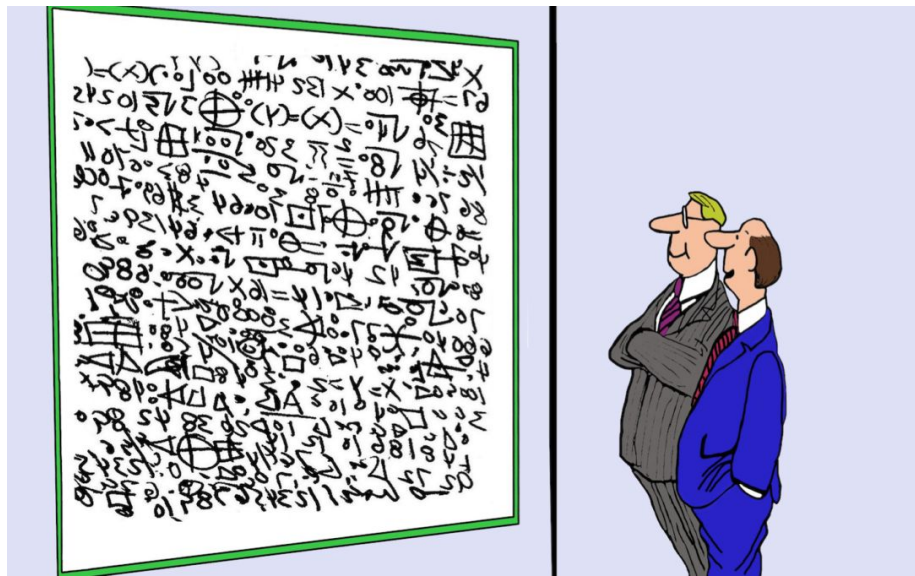
	A	B	C	D	E	F	G	H	I
Time	Calc	Seq	Seq 2	Hours Worked			Time Off Calculation		
8:15 AM	0	0	450	0.00			Hours Worked		
8:30 AM	15	15	435	0.25			Work Day	7.5	
8:45 AM	15	30	420	0.50					
9:00 AM	15	45	405	0.75			Hourly Time Off	7.50	
9:15 AM	15	60	390	1.00					
9:30 AM	15	75	375	1.25			<b>Daily Time Off (teachers)</b>		
9:45 AM	15	90	360	1.50			Full day (1)	450	7.5
10:00 AM	15	105	345	1.75			Half Day (.5)	225	3.75
10:15 AM	15	120	330	2.00			Quarter Day (.25)	112.5	1.875
10:30 AM	15	135	315	2.25					
10:45 AM	15	150	300	2.50			Actual Minutes Off		0
11:00 AM	15	165	285	2.75					
11:15 AM	15	180	270	3.00					
11:30 AM	15	195	255	3.25					
11:45 AM	15	210	240	3.50					

“Hourly Scenarios”

## Managing the Work

## PROFESSIONAL COMMUNICATIONS

- Short and Concise
- All are subject to Open Records
- Use AI
- Use headings and formatting for clarity.





# Managing the Work

## PROFESSIONAL COMMUNICATIONS

If you are receiving this email you **MUST** complete the health insurance enrollment form for 2024 - EVEN IF YOU ARE WAIVING THE BENEFIT before you leave for winter break (December 22, 2023). These forms will be in your mailboxes. **Please don't forget to sign the back.**

The health plan is very similar to last year. Health payroll premium deductions will be up very slightly (around \$10 per month for family and \$2 per month for single). There are not a lot of changes in the health plan, but if you have any questions or you are a new enrollee, feel free to reach out with any questions. There are no big changes to the vision plan and less than \$1 premium increases. The Dental renewal came in at over 9% higher so the board approved moving back to Insurance for Dental. These benefits don't change much from carrier to carrier for dental so you shouldn't see a big difference. Just make sure you DON'T use your Dental card after January 1.

If you would like to enroll/un-enroll in EXTRA voluntary Life Insurance or Short Term Disability (at 100% cost to the employee), please let me know. It requires some additional paperwork if you are not currently on the plan...it will require a health questionnaire to qualify. There are some premium increases for this, but I will be emailing those of you individually.

2024 Benefit Booklet and HRA Benefits  
Renewal Quick Comparison

# Example 1

# Managing the Work

## PROFESSIONAL COMMUNICATIONS

### Health Plan

The health plan is very similar to last year. Health payroll premium deductions will be up very slightly (around \$10 per month for family and \$3 per month for single). There are not a lot of changes in the health plan, but if you have any questions or you are a new enrollee, feel free to reach out with any questions.

### Vision Plan

There are no big changes to the vision plan and less than \$1 premium increases.

### Dental Plan

The Dental renewal came in at over 9% higher so the board approved moving back to Insurance for Dental. These benefits don't change much from carrier to carrier for dental so you shouldn't see a big difference. Just make sure you DON'T use your Dental card after January 1.

### STD/LIFE

If you would like to enroll/un-enroll in EXTRA voluntary Life Insurance or Short Term Disability (at 100% cost to the employee), please let me know. It requires some additional paperwork if you are not currently on the plan...it will require a health questionnaire to qualify. There are some premium increases for this, but I will be emailing those of you individually.

### Links for you:

[2024 Benefit Booklet and HRA Benefits  
Renewal Quick Comparison](#)

# Example 2

# Managing the Work

# AI

**Everyone receiving this email must complete the 2024 health insurance enrollment form by December 22nd, 2023 (before winter break).** This applies even if you're planning to waive the benefit.

**Look for the form in your mailbox.** Once you've completed it, **don't forget to sign the back** before submitting it.

**This ensures you have access to important health coverage information.**

## Health Plan:

- Good news! The health plan remains largely unchanged from last year.
- You'll see a minimal increase in monthly payroll deductions (around \$3 for single and \$10 for family plans).
- New enrollees or anyone with questions are encouraged to reach out for clarification.

## PROFESSIONAL COMMUNICATIONS

### Vision Plan:

- There are no major changes to the vision plan, and premium increases are minimal (less than \$1).

### Dental Plan:

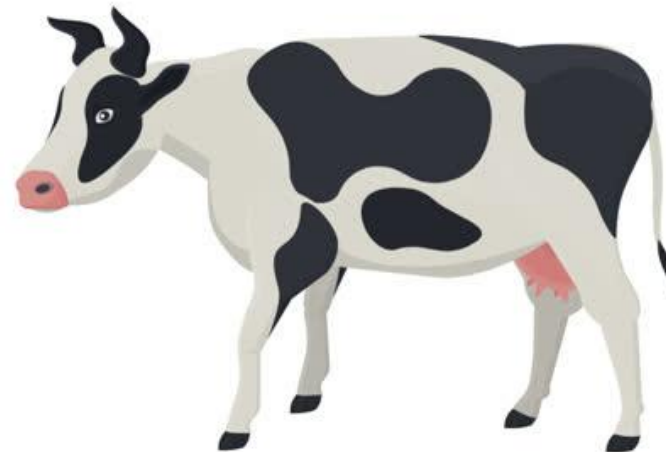
- Due to a significant cost increase (>9%), the dental provider will be switching back to "Insurance for Dental" effective January 1st
- The benefits offered by both providers are very similar, so you shouldn't experience a major difference in coverage.
- Important:** Please discontinue using your current dental card after December 31st.

### STD/LTD Insurance:

- You have the option to enroll or unenroll in voluntary Life Insurance or Short Term Disability (STD) coverage. These plans come at a 100% employee cost.
- If you're new to these plans, enrollment requires additional paperwork and a health questionnaire.
- You'll receive a separate email with specific premium increases for these plans.

# Managing the Work

## ASSERTIVE PROBLEM SOLVING

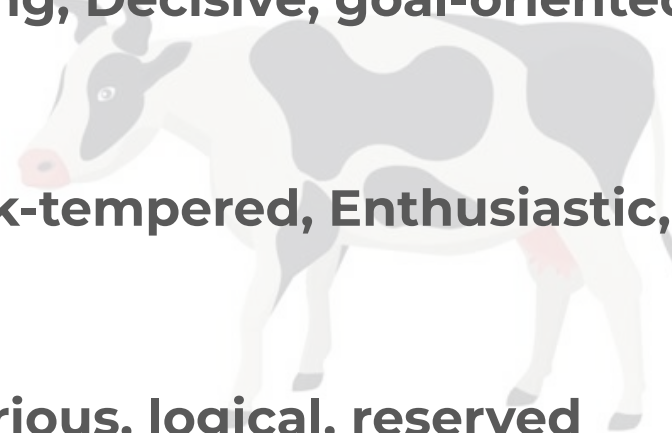


# Managing the Work

## ASSERTIVE PROBLEM SOLVING

### Personalities

- (A) Optimistic, sociable, outgoing, Decisive, goal-oriented, assertive
- (B) Passionate, ambitious, quick-tempered, Enthusiastic, communicative, persuasive
- (C) Analytical, introspective, serious, logical, reserved
- (D) Easygoing, calm, adaptable, Cooperative, dependable, patient

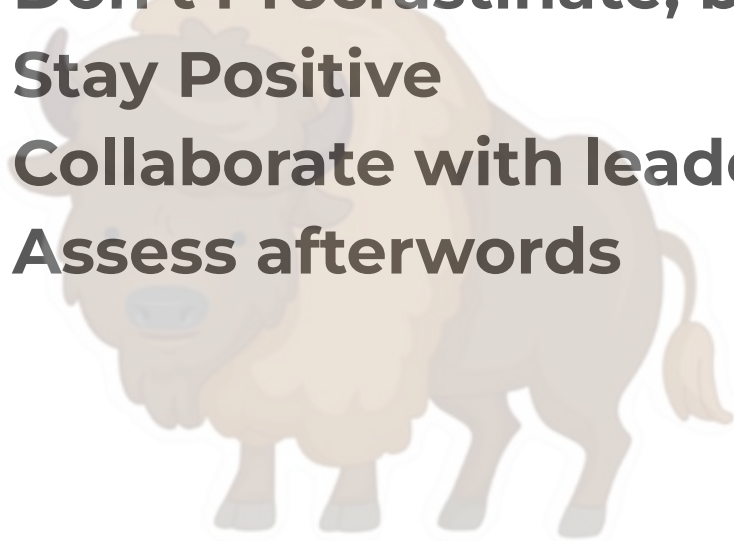




## Managing the Work

### ASSERTIVE PROBLEM SOLVING

- **Don't Procrastinate, but take time**
- **Stay Positive**
- **Collaborate with leaders you trust**
- **Assess afterwards**



**Managing the Work**

**SELF CARE**



**At Presentation Time**

**Managing the Work**



**SELF CARE**

**“Audience Participation Time”**

## Managing the Work

## SELF CARE

- Don't be afraid to say no
- Schedule it
- Take extended time off
- Don't look back
- Turn off Phone Notifications



**Contact me anytime**

**Jeff Genovese**

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