

BUSINESS OFFICE REPORT
MAY 9, 2022

Skyward Conference

On April 13th and 14th our office and a few building registrars and secretaries attended the Skyward User's Group in Wichita.

While there we networked with other schools and introduced Brian to our Skyward account reps. This connection with the reps will be beneficial for him as he progresses with some integration through Skyward and third party vendors.

We also met a representative from Red Rover. Red Rover offers a sub calling service much like Aesop but with several enhancements at a comparable price to AESOP. This program allows teachers and substitutes to access leave requests and accept jobs from their cell phone at no additional charge. Teachers can also easily attach files and videos to the time off request for the sub to view to help them be more successful in a classroom.

Another advantage to this system is the extra duty timesheet tracking. Right now, employees keep track of extra duty worked for the month, submit to admin to sign, give to office staff, send to us and then key in each entry. With Red Rover, staff logs into the system, either through the website or using their cell phone filling out an extra duty pay sheet. Once completed it goes to admin for approval electronically then to our payroll system. This eliminates paper copies, duplicate entry and even lost sheets. This past week we began the set up process and plan to go live on July 1.

At the conference, we also received more information on the conversion from Skyward 2.0 to their newly update Qmlativ system. We have a phone meeting scheduled for May 5th to start with the implementation process of this conversion. The first part of the conversion will be the finance module in which we can go live as early as February 2023. Then student module conversion will come later that year or the next.

Work Orders

Work Orders Tickets are continuing to come in to get prepped for summer projects and year end maintenance. As of end of day April 30th, Maintenance department has 227 tickets open and closed 54 over the month of April. Technology has 564 tickets open and closed 228 over the month of April.

Business Office has switched back to Skyward for work request due to HIPPA and FERPA security. As we learned in the process of setting up JIRA for the tickets, it is not in compliance with their security for us to safely upload documents and other items to the system. Business Office had 8 work request come in between JIRA, Email and Skyward in the month of April. All have been closed.

New Hires

We are gearing up for the new hires and getting them on-boarded as soon as we can. Once they are marked hired in Fast Track, they are sent payroll paperwork in an email asking them to come in and go over the paperwork, get them their badge and all the logins and passwords that they will need to start next year. We go over a lot of things such as tuition reimbursement, salary schedule placement, insurance enrollment and much more! Knowing it is a few months to August, and most likely they will

need a refresher, it's nice to get them what they need before the busy summer months set in. So far we have met with 4 licensed employees and two new administrators and have several scheduled to meet.

Exiting employees

An email will be going out to contact our office, if they haven't already, to make sure they have the information they need in terms of insurance, KPERS, final pay, etc.

State Audit

We wrapped up the State audit to get our final legal max on what we can spend for year end. This audit confirms head counts and weightings time the BASE to get the authority to spend out of General Fund and a few other funds such as Bilingual, At Risk, CTE, 4-year old At Risk. The sped audit for 21-22 will be held in August.