



USD 469
Business Office
Dec. 12, 22 Board Report

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Department Updates

Security Concerns

On Nov. 4, two employees' email accounts were hacked, and a direct deposit change request was made. The person who got into these accounts tried to change the direct deposit information to wire money back to themselves. In addition to the direct deposit issues, a fraudulent Accounts Payable request was made to wire money into someone's account replicating an invoice type of transaction.

Luckily, the Business Office recognized the fraudulent activity before there were any repercussions.

After this happened, we decided to investigate the security of our email accounts further.

We found some areas for improvement:

- Password Resets
 - Our Active Directory (Locally Hosted Directory for User Accounts) hasn't been updated in years and many of our employees are unable to reset their password without calling the district office leaving them to tell whoever takes the call that they want their password to be. This instantly makes the password insecure if you must read it out to an employee over the phone. This creates extra work and liability for Brian and Amber, while also discouraging employees from resetting their passwords. This is a known issue with a known fix, that needs to be addressed.
 - Most of our other platforms from third parties require us to reset our passwords periodically to maintain the security of their systems and our accounts with them. For our district email, you never have to reset your password. The password expiration policy has never been set up, even though the capability is there.
- Two Factor Authentication
 - Two Factor Authentication is a more secure way of logging in that requires
 - Password
 - Code texted to your phone number (or other verification)
 - Two Factor is reserved for those who have access to particularly sensitive information, i.e., payroll, medical, etc.
 - Many organizations enforce Two Factor for ALL employees.
 - Two Factor has not been enforced for any of our Business Office Email Accounts nor on an organizational level. We will be addressing this ASAP.

Evaluation Automation

Brian has continued to work on automating unnecessary district labor.

Our Evaluation Program has been working seamlessly with the Athletics & Activities Department over the last two months. 23 evaluations have been completed through this program with 9 more currently in progress. Para Evaluations and Tech Evaluations have been created as well.

When these forms are created Brian must meet with the department to tailor a program for their specific evaluation.

Brian has worked with Ascendra on the Para Evaluation Program and it has just begun processing its first Para Evaluation.

Brian wrote a Tech Technician Evaluation for the Technology Department but has not heard anything back. We hope to get the Technology Department on board with the new Evaluation System.

State Reporting Automation

Brian has created a program that stores enrollment changes that need to be submitted to the State. This program works by creating a checklist of reports that need to be submitted to the state for a given week.

Previously, you would get an email notification and would have to dig through your email to find out what enrollment changes happened over the past week.

Hotspot Check-In/Out System

**Hotspots are devices that give students and staff to provide a mobile internet connection. We pay a monthly service bill to AT&T for each Hotspot.*

Brian wrote a program with a labeling system for Hotspots. We have been having an issue with Hotspots being given out without any documentation.

This Checkout system ties the Phone Number that is billed to a name that is easy to remember, i.e., CAT or DOG.

An admin can click on a Hotspot and Check it in or Out to any employee in the district. The program logs who currently possesses the Hotspot and anticipated return date, along with the user's contact information. This program integrates with Microsoft, so you can look up any employee account and assign a Hotspot to them. This prevents us from having to type in phone numbers and email addresses repeatedly because it already has it stored on their account!

Unfortunately, when Brian began labeling the Hotspots, it turned out that many were lost. I was only able to label and track 3 of the 28 hotspots.

Chris told us that he might have a spreadsheet with where some of them were last. Hopefully, he can produce that spreadsheet for us so that we can track them and stop the district from having to pay recurring bills on lost property. The success of this system depends on cooperation from our Technology Department in locating these Hotspots or canceling their plans if they are lost.

New Hire Logger

Brian wrote a program that logs the Hires that occur throughout the district.

These Hires are logged in a spreadsheet format and are broken up by their Department and Job Title.

The plan is to use this spreadsheet so that our Technology Department can have a checklist for the iPads and Laptops they need to set up with new hires. We believe this could alleviate some of the issues we had last year with the New Staff Technology Pickup.

Events

Year end is coming up for the calendar which means the Business Office will be processing W2s, 1099s, 1095s and reconciling KPERS and a few other things.

Staffing

Onboarding is going on almost every day! It seems we hire people, and they decide to leave sometimes after one shift or in a week. It is discouraging to do all the work we need to do to get them into our systems just for them to leave. We are also experiencing job abandonment a little more these days as well. We appreciate the ones that stay!

As for onboarding, we will be working on enhancing the process for the coming year when the new hires start rolling in. We really need to address this with the Tech Dept as that is where we find some hiccups in the process. Hopefully, some issues that we experienced last year will be fixed.

Goals

1. Start working on Salary Negotiations module in Skyward
2. Work on new calendar and hold calendar committee meeting
3. Meeting with Bookkeepers and Food Service Directors to go over Fee policy (meeting is scheduled for 12/8/2022)
4. Dedicating Early Childhood Building and holding some sort of community event.