

# **EMPLOYEE BUSINESS PROCEDURES**

COLLEGE COMMUNITY SCHOOL DISTRICT  
Revised 12/2/24

## Preface

This manual is intended to outline business procedures for College Community School District. While it is an overview of various topics, it may not answer all of your questions.

Some relevant Board Policies and a Public Purpose statement are included at the end of this manual. All Board Policies can be found at

<https://www.crprairie.org/district/board-of-education/policies/>

If you need further assistance, please conta

ct the Business Office at 319-848-5223.

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## PURCHASING

“The procurement of all supplies, equipment, and services will be initiated by the issuance of an official purchase order signed by the Superintendent of Schools or by an authorized staff member. Only those supplies, equipment, and services procured by formal contract will be exempt.”(Board Policy 705.02). **This means that no employee is authorized to purchase or charge to a district account without obtaining a purchase order or check request first.**

The district is not obligated to pay for purchases made without a purchase order. Unauthorized purchases made by any employee without the above mentioned will be the employee’s personal responsibility.

ALL orders are to be delivered to the 401 76<sup>th</sup> Ave SW address to be checked in through shipping/receiving. They are not to be delivered directly to your building address.

This policy applies to all purchases including preview materials, samples, fundraiser items, all student activity accounts (teams, clubs, student groups, etc.) and PTO’s.

Reimbursement for personal purchases of school supplies by employees is not part of the district’s policy as there are other methods in place to make all necessary purchases.

The Board of Directors supports the purchase of products and services locally from within the district community if the cost and other considerations are relatively equal. Purchases from companies outside of the continental United States are not allowed.

**Board Policy 401.04 Staff Conflicts of Interest** prohibits the sale of any supplies, equipment, or services to the district, students, or parents by an employee unless prior written approval is obtained from the Board of Directors.

**Board Policy 705.03 Public Purpose** – All district expenditures must meet what is called “**Public Purpose**”. Prior to making a purchase using district funds, an individual should be comfortable defending the purchase to the taxpayers in the district. To test whether an expenditure is appropriate is called the “public scrutiny test”. Simply ask whether the tax-paying public would view the expenditure as necessary to support public education.

The district utilizes an electronic purchase order, small purchase order, and requisition system for all purchases. The type of purchase you are requesting will determine which form you will use.

## ELECTRONIC PURCHASE ORDERS

Electronic purchase orders should be used for all non-local purchase requests. *This is the preferred method for all orders whenever possible.*

Do not use electronic purchase orders for things which require prepayment such as registrations, memberships, certain subscriptions, etc. (Please send a completed

requisition form to the Business Office.)

Do not use electronic purchase orders for items from local vendors which you want our messenger to purchase for you. For example Target, Sams, etc. (Please send a completed requisition form to the Business Office.)

Keep in mind that we do not prepay supply orders. If you find a vendor who does not accept purchase orders, you should not purchase from them.

To access the electronic purchase order system go to <https://www.crprairie.org/> , click on Menu, under Staff Hub click on **Vista purchase order system**. Type in your username (in most cases it is your first initial and last name), and type in your password (default is **prairiepride** until you change it). There is a page of detailed instructions which we encourage you to print and follow if you have questions. If you enter an incorrect password 3 times you will be locked out of the system so please answer a security question which will allow you to reset your own password after up to 2 unsuccessful attempts. If you do get locked out of the system, please contact Lisa Smith in the Business Office to reset your account.

The “Bill To” and “Ship To” addresses on all P.O.’s should be College Community Schools, not your individual building. All orders must be checked in through the Central Services Shipping/Receiving Department at 401 76<sup>th</sup> Ave SW. Under no circumstances should items be delivered directly to the buildings. All deliveries are opened and inspected by Central Services regardless of the name on the shipping label so please do not have personal items shipped to the district’s address. Central Services should also be contacted whenever merchandise must be returned to a vendor. A Return/Exchange form which is included on page 11 of this manual must be completed for any merchandise return. Contact Shelley Werner regarding Amazon returns.

Special instructions for the following vendors:

- **Amazon** - When you enter an Amazon request, you **must** enter the ISBN or ASIN number in the Catalog ID field for each item in the order or we cannot place the order. We always choose free shipping unless it is absolutely necessary that you receive the order ASAP. When purchasing used books we allow a maximum of 3 resellers per purchase order. The only items that may be returned to Amazon are items that are received defective, broken, damaged or have parts missing. Items cannot be returned simply because you “changed your mind” or became broken after use.
- School Specialty (or any of its subsidiary companies), Quill, or Office Express- Please give the list of your items to your building secretary so that she can enter the order in School Specialty’s, Quill’s or Office Express online system, **NOT** in the regular Vista purchase order system.

**\*Local vendors should be utilized whenever possible.**

- Grant Wood AEA -When registering for classes at Grant Wood AEA you should use a small P.O. to register online through <https://www.gwaea.org/> . Send the yellow copy of the PO with the printed confirmation of the registration to the Business Office.
- Grant Wood Printshop – Color copies are no longer available through the Printshop here at College Community. To request color copies through Grant Wood you would access their online printing system at <https://aeacreativeservices.org/> and enter a small PO number and attach documents to be printed. Send the yellow copy of the PO with the printed confirmation of your print request to the Business Office. In addition to Grant Wood, you can also get copies made at Allegra Printing or Gazette Print Services using a small PO.

### **SMALL PURCHASE ORDERS**

Employees may use small purchase orders to make purchases from local vendors who accept purchase orders (such as Menards, etc.) using the following procedures:

1. If you are not certain whether a vendor accepts purchase orders, you may contact the Business Office to see if they are currently listed in our vendor file. If not, you should contact the vendor to see if they will accept purchase orders.
2. All building secretaries, activities secretaries, Early Childhood Center, transportation and buildings & grounds departments, and Parent Organizations have small purchase order books. You need to supply the account code to be charged as it must be included on every purchase order.
3. You will be given the white copy of the purchase order to make the purchase. Some vendors will not keep the P.O. itself but will take the P.O. number from it.
4. **As soon as you return to school**, please give the sales receipt from your purchase to the person who issued you the purchase order so that it can be forwarded to the Business Office along with the yellow copy of the P.O. (We do not need a requisition if a small purchase order was written.) This will allow for the efficient payment of invoices. (If you purchased something that is going to be shipped directly to the school, the yellow P.O. copy should be forwarded immediately to Tim Potter in Central Services so that your order may be checked in and paid for when the invoice arrives.)

If you are making a purchase from a local vendor who requires a store credit card (see attached vendor list), you must also get a small P.O. The vendor may not keep the P.O. but it is necessary to the Business Office in our payment process.

Each purchase order is for a single use and **should not be used multiple times. If you need to order more items than you originally did, you need to get a new purchase order. You can not just “add on” to an existing PO.**

**Whenever possible, an electronic purchase order through Vista is preferred over a small purchase order.**

## PROCUREMENT CARDS (P CARDS)

P Cards provide a cost effective purchasing tool for authorized staff to expedite the purchasing process. Review of the purchasing manual and signing a user agreement is required before utilizing these cards. **Board policy 705.04**

- Local in-person purchases for necessary classroom/building items which **cannot** be acquired through normal small P.O. or store credit card methods.
- Employees, PTO officers, or paid coaches are the only ones allowed to check out the card.
- Building administrator is the only person who can approve a subscription for online software to be utilized in the classroom.
- Staff are NOT allowed to set up subscriptions on their own.
- \$500.00 per transaction limit
- No personal items
- If ordering product that will be delivered to the district, you need to fill out the P Card Receiving Form and send it to Tim Potter at Central Services so that he has the information necessary to check it in. (See form on page 11 of this manual) Also found on our website at: <https://www.crprairie.org/app/uploads/2022/06/P-card-purchase-receiving-detail-form.pdf>
- All purchases are tax exempt except meals and hotels while travelling.
- When ordering online, be sure you confirm that you are not charged tax or you will be responsible for getting it refunded or reimburse the tax to the District.

Link to P Card Manual -

<https://www.crprairie.org/departments/business-services/business-office-manuals/>

**REQUISITION FORMS** (3-part, ½ sheet paper form available from your building secretary):

**For Checks:** Use a requisition form when it is necessary to have a check written. This includes registration fees, entry fees, field trips, hotel and travel expenses, etc. you need to pay before hand. **Your account code must be entered and supporting documentation attached to the requisition form in order for us to issue a check.** Documentation may be an entry/order form, price quote, invoice, fees as posted on a website, etc. Vendor information must be

complete and it should be initialed by your administrator.

To have a check written for a **registration**, you must attach the original completed registration form to the requisition. (The exception is a registration to Grant Wood AEA. You may send your registration form directly to Grant Wood AEA along with the white copy of a small P.O. from your building secretary. Send the yellow copy of the P.O. to the Business Office.)

**Internal Supplies:** Requisition forms may be used to request internal supplies such as paper or batteries from Central Services. These need to be initialed by your administrator.

**Messenger Purchases:** You may request that the Central Services messenger purchase supplies for you from local vendors, using a requisition form. You need to be specific with item numbers, quantities, descriptions, prices, etc. All request forms need to be approved (initialed) by your administrator. **Please send your completed form to the Business Office at least a week in advance of your need so that Central Services may work the pickup of your items into their schedule.** Please send a requisition form and **not** a purchase order. Keep in mind that it may be several days until your order can be picked up so don't have your items set aside unless the vendor is willing to hold them for that period of time or unless you have made arrangements with the messenger. **The messenger will only go shopping one day per week and will alternate weeks between the south side and north side of Cedar Rapids.**

**Transfers:** Requisition forms may be used to request permissible account transfers (as determined by the Business Office) and for account code corrections. Both the account code(s) to be charged and the account code(s) to be credited must be included along with the reason for the transfer. If the request is to correct an error, please attach a copy of the ledger sheet with the incorrect item(s) highlighted.

**You should detach the pink copy of the requisition form for your records before sending the white and yellow copies to the Business Office.**

### **LOCAL VENDORS THAT REQUIRE PURCHASE ORDERS & STORE CREDIT CARD**

**(Available in the Business Office):**

Barnes & Noble

HyVee (each building's office has a card for use at **Wilson Avenue SW location ONLY**)

HyVee Drug (for use at the **6<sup>th</sup> Street SW location ONLY**)

### **VENDORS WHERE CENTRAL SERVICES CAN ORDER FOR YOU:**

Barnes and Noble

Walmart

Sam's





Return/Exchange Form

Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Building: \_\_\_\_\_

PO number: \_\_\_\_\_

Vendor: \_\_\_\_\_

Choose one: ( ) Replace original item ( ) Return for credit, do not replace Have you contacted the vendor regarding their return policy? ( ) Yes ( ) No Description of item and reason for return/exchange:

Complete the top portion of this form and place in carton with item (in original packaging if possible). Do NOT seal the carton as Central Services will need to add the packing slip before shipping back.

\*\*\*\*\*

\* For Business Office use:

Date return was shipped back by Central Services: \_\_\_\_\_ Initials: \_\_\_\_\_ Date

replacement was received by Central Services: \_\_\_\_\_ Initials: \_\_\_\_\_

Date credit was requested by Accounts Payable: \_\_\_\_\_ Initials: \_\_\_\_\_ Date credit

was received by Accounts Payable: \_\_\_\_\_ Initials: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Building: \_\_\_\_\_

Order Company Name: \_\_\_\_\_

Order Detail: (Attach quote/document if applicable, please be specific to ensure that shipping/receiving can check in the items ordered)

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Delivery Instructions: (if different than above location) \_\_\_\_\_

*\*This form is required to be submitted with your monthly statements for reconciliation, please retain for our records for receipt of ordered items.*

\*\*\*\*\*For Shipping/Receiving use only\*\*\*\*\*

Initials: \_\_\_\_\_

Date Received: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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## CHECK WRITING PROCEDURES

All payments made by the district require board approval (Board Policy 705.02). Checks are issued twice a month upon receipt and verification of proper invoices or documentation. Checks for board approval are normally written on the Thursday prior to the regular monthly board meeting (which is the third Monday of the month) and again 2-3 days prior to the last day of the month.

### EXCEPTIONS:

**Board Policy 705.02** authorizes issuance of checks between board meetings for utilities, registrations, entry fees, and “in other cases where it is to the benefit of the district” (as determined by the Business Office). These checks are normally written on Thursdays. Requests for checks are due in the Business Office by 10:00 a.m. on this day. Checks are normally processed around 1:00 p.m.

## CASH HANDLING PROCEDURES

### EVENT CASH BOXES

Event cash boxes will be issued to Parent Groups and buildings for events on campus (athletic activities, PTO-sponsored activities, building activities, bookfairs and dances). Please allow 1 week advance notice for requests for event cash boxes. Requests must be made online at: <https://www.crproun.org/departments/business-services/business-office-forms/>. Include a phone number or email address so that we may contact you if we have questions. **A Fundraiser Approval form must also be submitted online for any event that is not a scheduled athletic event on the school calendar.** The Cash Box Request and Fundraiser Approval forms are both located at the above link. Cash boxes are not to be used for functions off-campus. Please count starting cash as soon as you receive the box and initial the Money Summary. If the starting cash is not correct, please notify the Business Office immediately. All cash and checks must be recorded on the Money Summary provided with the cash box. Cash boxes need to be returned to the Business Office **within two business days of the event** unless previous arrangements have been made. Instructions for processing cash and checks will be issued with each cash box. **All cash must be deposited intact.**

### AFTER-HOURS DROP BOX

Proceeds and cash boxes from events are not to leave campus. All proceeds from after-hours events must either be locked in a **building safe** or deposited in the **After-Hours drop box** located on the north side of the District Office building. A deposit bag with a key lock will be available upon request.

After your event please count the money and checks and record on the Money Summary

provided and lock in the deposit bag. If you are unable to count the proceeds immediately after your event, please deposit your bag either in your building safe or in the After-Hours drop box. You must then return the next business day to count your proceeds and finalize your event.

## HANDLING CASH IN BUILDINGS

Cash and checks need to be given directly to either the Store clerk or the building office. Teachers and coaches are not to accept money from students. Cash and checks need to be entered into InTouch on a daily basis. Make deposits daily if the total is more than \$50.00. Make deposits every Friday and the last day before a break, no matter the total. An EOP Detail and Revenue Detail from the In Touch Pay system must accompany each deposit with the account codes for each total deposit. Please stamp the back of all checks with the **building “Deposit Only” endorsement stamp**. Checks need to be totaled and the calculator tape attached. Please add checks in small bundles of 50 with no more than 200 checks per deposit. PTO’s please deposit through your building. Be sure to use the PTO deposit stamp for endorsement.

## CASH ADVANCES/PETTY CASH

Cash advances for petty cash must be requested one week in advance to ensure cash availability. All advances must be approved by the building administrator, activities office, or building secretary. All requests should be made on a requisition form with the account code to be charged. Petty cash will be issued **only** in instances where a P.O. or district credit card is not accepted; all other purchases, such as food items from Wilson Ave HyVee, etc., must be made using the district’s established purchasing procedures. The preferred method of payment for fieldtrip admissions is payment by check. ***Cash advances from club accounts for meals will only be issued when students are accompanied by staff to off-campus events.*** The person requesting cash must sign for the cash when it is issued and must be a district employee. Unused cash and/or receipts must be returned to the Business Office within two business days of return from the trip. **All receipts must be totaled before submitting** and must equal the cash used. If a receipt is not available (i.e. state tournaments, etc.) a hand written receipt is acceptable. **Debit/credit receipts will not be accepted.**

## GRANTS

Grant writing is a formal application process to request monetary support from an organization other than the district or the Prairie Foundation. The grant should be used to support the educational mission of the district. The request must be approved by the CFO prior to securing the funds.

Grant forms and instructions are posted on the district’s website:

<https://www.crprairie.org/grant-application-cover-sheet/>

## FUNDRAISING ACTIVITIES

Students and school-sponsored organizations may raise funds in accordance with **Board Policies 704.06 and 704.07**

Classrooms and/or buildings are not allowed to create fundraising sites or use commercial fundraising sites for solicitation of donations from the public. No individual, teacher, classroom, or student may use an on-line or social-media outlet for fund raising purposes except for an approved Donorschoose.org project. Prior approval is required by filling out a fundraiser form. Go Fund Me and Snap are examples of prohibited sites.

Fundraising Approval forms are posted on the district's website:

<https://www.crprairie.org/departments/business-services/business-office-forms/>

Fundraising requests should be made at least 30 days in advance to allow time for Board Approval.

If a group is interested in setting up a separate online fundraiser site, please contact Shelley Werner in the Business Office to begin the process.

## TRAVEL EXPENSE REIMBURSEMENT (Reference to **Board Policy 401.12**)

The Board of Directors authorizes the reimbursement of expenses incurred by district employees while on authorized travel in connection with their official duties within the limits set by the administration and approved by the Board.

All out-of-state travel will be approved in advance by the Superintendent.

**No** cash advances are given out for travel expenses.

P Cards, with approval, can be used for travel. Detailed receipts must be submitted upon your return.

Hotel, Flight, and Rental Car arrangements are made prior to travel through your Building Secretary or Athletic Secretary after the travel request is approved. Travel request form can be found on the Business Services page on our website at:

<https://www.crprairie.org/overnight-travel-request/>

Detailed travel claims will be submitted to the Business Office after the employee returns home.

**Detailed receipts for all claimed expenses must be attached to the claim form in order to be reimbursed.** The form must have the account code entered and have an approval signature by the employee's supervisor prior to being sent to the Business Office.

Reimbursement for meals will not be made unless the travel is associated with an overnight stay in accordance with IRS regulations. The maximum meal allowance is \$50/day which does not include tip, tax or other fees and is not cumulative. Tip is limited to 20%. Any group meals of more than 1 person need to have the [meal tracking sheet](#) filled out and turned in with detailed receipts.

Employees are encouraged to travel in school vehicles rather than by private vehicle if school vehicles are available and practical for the purpose. Reservation of school vehicles can be made by contacting the district transportation office. Mileage, when allowed, will be reimbursed at the current state rate.

Normally a rental car should not be needed when attending a conference, especially if the conference is at or very near the hotel. Transportation to and from the airport and possibly out to dinner would be the main eligible expenses to the district. This is normally cheaper to use an Uber or Taxi. Most other would be personal and thus not a district expense. If you ever think that a rental car may be more cost effective, please contact the CFO so that it can be discussed as there are times that it would make sense.

If an Uber, shuttle, taxi or other purchased ground transportation is used, the tip is limited to 20 percent. Anything above 20 percent will require reimbursement from the employee to the district.

All employees shall endeavor to coordinate rides with other employees on those trips that qualify for mileage reimbursement. The District will not reimburse mileage/parking to multiple employees who have traveled to the same event and who have not coordinated travel.

**Travel Claim forms and instructions are available on the district website:**

<https://www.crprairie.org/departments/business-services/business-office-forms/>

When employees drive their own private vehicles for official school business, the following general guidance has been provided by the district's insurance carrier:

- The district's liability coverage is primary. If an employee is involved in an accident while specifically performing school duties, the district's auto liability coverage would activate from first dollar. The employee's own personal auto liability coverage would likely not come into play.
- There is no district-paid physical damage (comprehensive and collision) coverage provided to the employee for any damage to the employee's vehicle sustained in an accident while driving it for school business. However, the school program's auto policy does provide some relief to the employee to reimburse up to \$500 of their deductible.

**EMPLOYEE LEAVES OF ABSENCE** Refer to Board Policies 403.02, 409.01 & 409.02

**It is the employee's responsibility to be sure all proper leave forms are completed and sent for approval.**

All employees must enter their leaves in Frontline at:

<https://login.frontlineeducation.com/login?signin=dac89a0236b908577631abf8478c794d&productId=ABSMGMT&clientId=ABSMGMT#/login>

Please refer to your individual working agreement for further clarification.

**EMPLOYEE SELF SERVICE (ESS) TOOL**

You may access your payroll stub, W-2 history, payroll withholding and personal information details via the internet using the following link:

<https://www.vista-iowa.com/cfapps/gwapps/index.cfm>

## **Employee Work Injury Procedures COLLEGE COMMUNITY SCHOOL DISTRICT Workers' Compensation Medical Treatment**

If you are injured at work, you must immediately report the incident to your supervisor. If this is a life/limb threatening emergency call 911. Supervisor and injured employee should call Silver Lining Nurse Advantage at **1-844-891-6022**. A Triage nurse gathers pertinent information and guides the injured employee to the appropriate care. A work injury packet should be completed and sent to the HR Department on the same day the incident occurs.

College Community School District has designated the following medical clinic(s) to treat all workplace related injuries/illnesses.

If you need medical treatment due to a work-related injury or illness, seek treatment at:

Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel)  
777 76<sup>th</sup> Avenue SW                      M-TH -7:30 AM-4:30 PM  
Cedar Rapids, Iowa 52404              F- 7:30 AM-11:30 PM  
(319)-558-0342

For any treatment that should not wait until clinic hours the next day seek immediate treatment at the nearest urgent care clinics.

Mercy Care South                              Open until 8:00 PM  
2815 Edgewood Road SW  
Cedar Rapids, IA 52404  
(319) 396-9097

For a Serious Injury or illness that can't be treated at any of the above, seek treatment at nearest emergency facility.

Mercy Medical Center

St. Luke's Hospital



Emergency/Trauma Center  
701 10th Street SE  
Cedar Rapids IA 52403  
(319) 398-6041

Emergency/Trauma Center  
1026 A Avenue NE  
Cedar Rapids IA 52402  
(319) 369-7105

**DISTRICT OFFICE/CENTRAL SERVICES STAFF DUTIES (or who do I call when I have a question about.....?):**

**Lizz Matheny, Employee Benefits and Payroll Specialist, 848-5215 (x2007)**

- Directs and oversees all Payroll & Leave records
- Manages employee benefit plans

**Sam Boston, Administrative Assistant for Payroll and Employee Benefits, 848-5220 (x2010)**

- Processes payroll information
- Processes pay memos
- Enters leave requests and missing punch sheets for non-certified staff
- Processes payroll for non-certified staff subs
- Assists with records on sick leave/vacation
- Process time cards for custodian subs
- Processes payroll for ECC

**Tracy Pridie, Administrative Assistant for Business Services, 848-5277 (x2018)**

- Processes payroll for substitute teachers
- Maintains leave records for certified staff in Frontline
- Distributes, verifies receipts & makes deposits for cash boxes & petty cash
- Imports Intouch bank deposits made by buildings

**Lisa Smith, Accounting Supervisor and Business Office Coordinator, 848-5223 (x2013)**

- Assists Chief Financial Officer
- Maintains computer (Vista) financial system
- Maintains cash flow and investments
- Prepares monthly financial reports
- Reviews requisitions and purchase orders

**Shelley Werner, Administrative Assistant for Business Services, 848-5123 (x2004)**

- Processes all small P.O.'s & related invoices
- Administers P cards, reconciles Business Office & Central Services credit cards
- Reconciles District store charge accounts: Lowe's, Hy-Vee & Sam's
- Prepares quarterly retiree insurance billings
- Assists with processing online purchase orders and Amazon orders
- Processes receipts for Business Office deposits
- Reconciles month end bank statement
- Imports InTouch online payment transactions
- Creates/Updates InTouch item requests
- Performs general office support
- Assists/processes A/P checks and ACH payments

**Jennifer King, Administrative Assistant for Business Services, 848-5251 (x2041)**

- Prepares and enters Accounts Payable and processes the vendor payments
- Maintains computerized vendor files and invoice files
- Assists with distributing and verifying cash boxes and petty cash
- Processes food service and confidential employee payroll
- Performs general office support

**Lianna Pell, Administrative Assistant for Human Resources, 848-5253 (x2043)**

- Handles correspondence for Director of Human Resources
- Maintains Human Resource information systems including Frontline Recruiting and Hiring and background checks
- Assists all applicants with employment application process
- Tracks & audits all licensure & certification documents
- Maintains and updates the Employee recognition records
- Handles worker compensation claims

**Jennifer Armour, District Registrar/Enrollment Specialist, 848-5202 (x2000)**

- Tracks and maintains open enrollment records
- New student enrollment
- Manages all student data

**Emily Collins, District Volunteer Coordinator/Administrative Assistant for Community Relations, 848-5224 (x2001)**

- Coordinates district volunteer program
- Screens all district volunteers
- Assists Community Relations Director
- Coordinates America Reads
- Coordinates district volunteer program awards and recognition
- Maintains sex offender list
- Places Kirkwood student teachers, childcare professional students, and job shadows at Prairie

**Jamie Achey, Administrative Assistant for Curriculum, Instruction & Assessment and CIA 848- 5228 (x2002)**

- Handles correspondence for CIA staff
- Manages assessment and data reports
- Coordinates meetings and staff development classes
- Manages CIA tech sites

- Curriculum system management
- Processes pay memos

**Stephanie Johnson, Administrative Assistant to Learning Supports, 848-4257 (x2048)**

- ELL registration/enrollment
- Admin Assistant to Executive Director of Learning Supports
- Assists Health Services Supervisor & school nurses
- Processes pay memos & orders for ELL, SEBH & other Learning Supports needs
- Manages interpreter & translation services
- Assists At-Risk Director & Building Facilitators with attendance & truancy processes

**Andrea Eustice, Administrative Assistant to Superintendent/School Board Recording Secretary, 848-4228 (x2005)**

- Assists the Superintendent
- Records minutes & sets up agendas for school board meetings

**Linda Bruch, Administrative Assistant to Special Education, 848-5252 (x2042)**

- Campus updates: IEP's, and Four Oaks student registrations
- Processes all orders for special education
- Coordinates meetings & calendar for Executive Director of Special Education

**Faby Orozco, HR Generalist and Recruiter, 848-5200 Ext 2044**

- Leads & oversees district recruiting initiatives
- Assists candidates with application & hiring process
- Maintains Human Resources Management Systems
- Reviews & approves course requests for certified staff lane advancement
- Manages SubCentral applicant requests

**Tim Potter, Central Services/Warehouse, 848-5218 (x2008)**

- Deliver all freight to ultimate destination within the school district
- Responsible for all on-campus mail distribution
- Fed Ex deliveries
- Checks in all district delivery orders

- Operates district laundry
- Responsible for delivery & proper distribution of all commodity and food service items
- Orders and distributes paper and batteries for the district

**Tracey Pike, Print Shop/Messenger, 848-5218 (x2029)**

- Delivers deposits to bank and performs local shopping within the community
- Schedules printing requests and operates copy & other equipment in the print shop
- Delivers outgoing mail to postal pick up point
- UPS deliveries