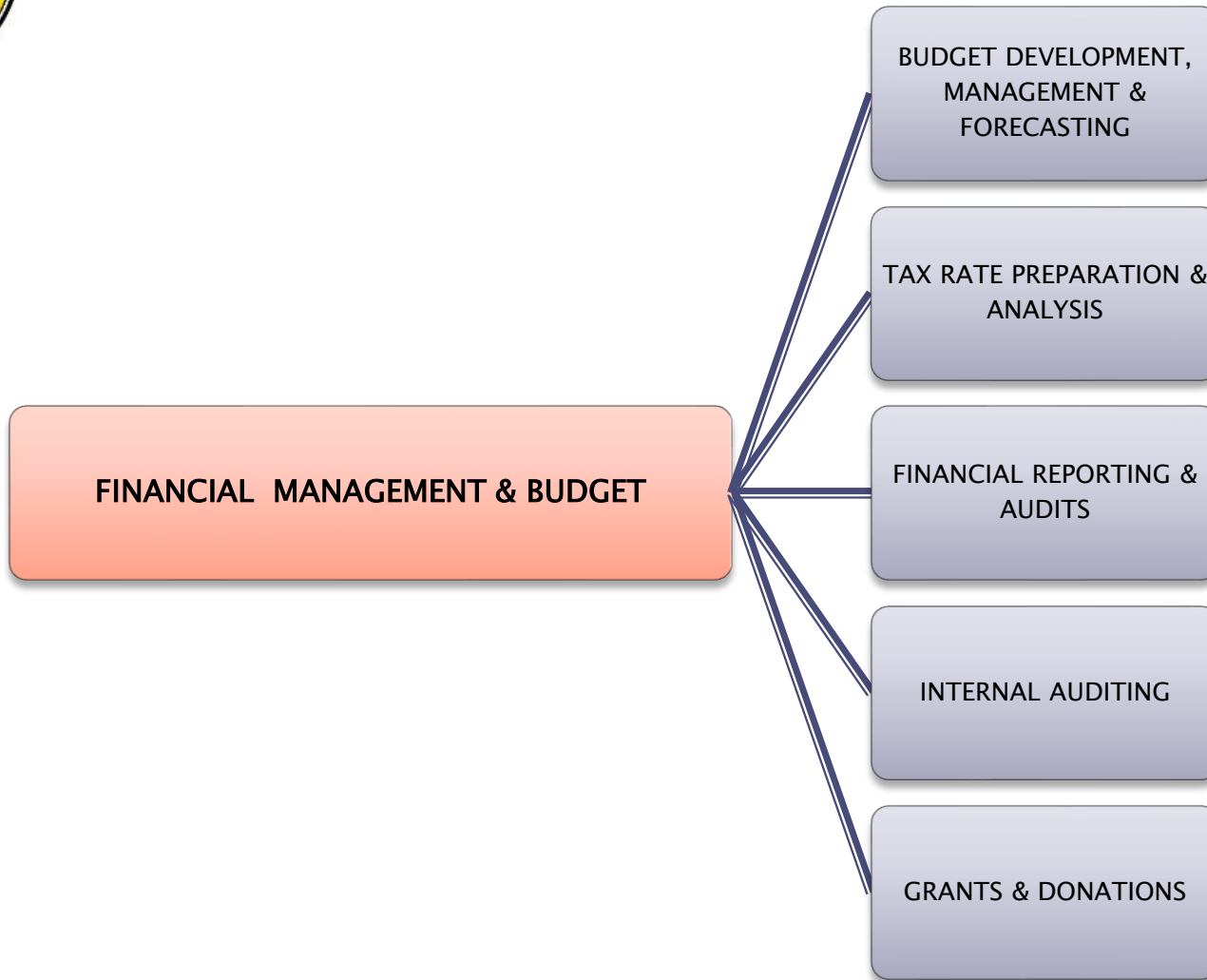


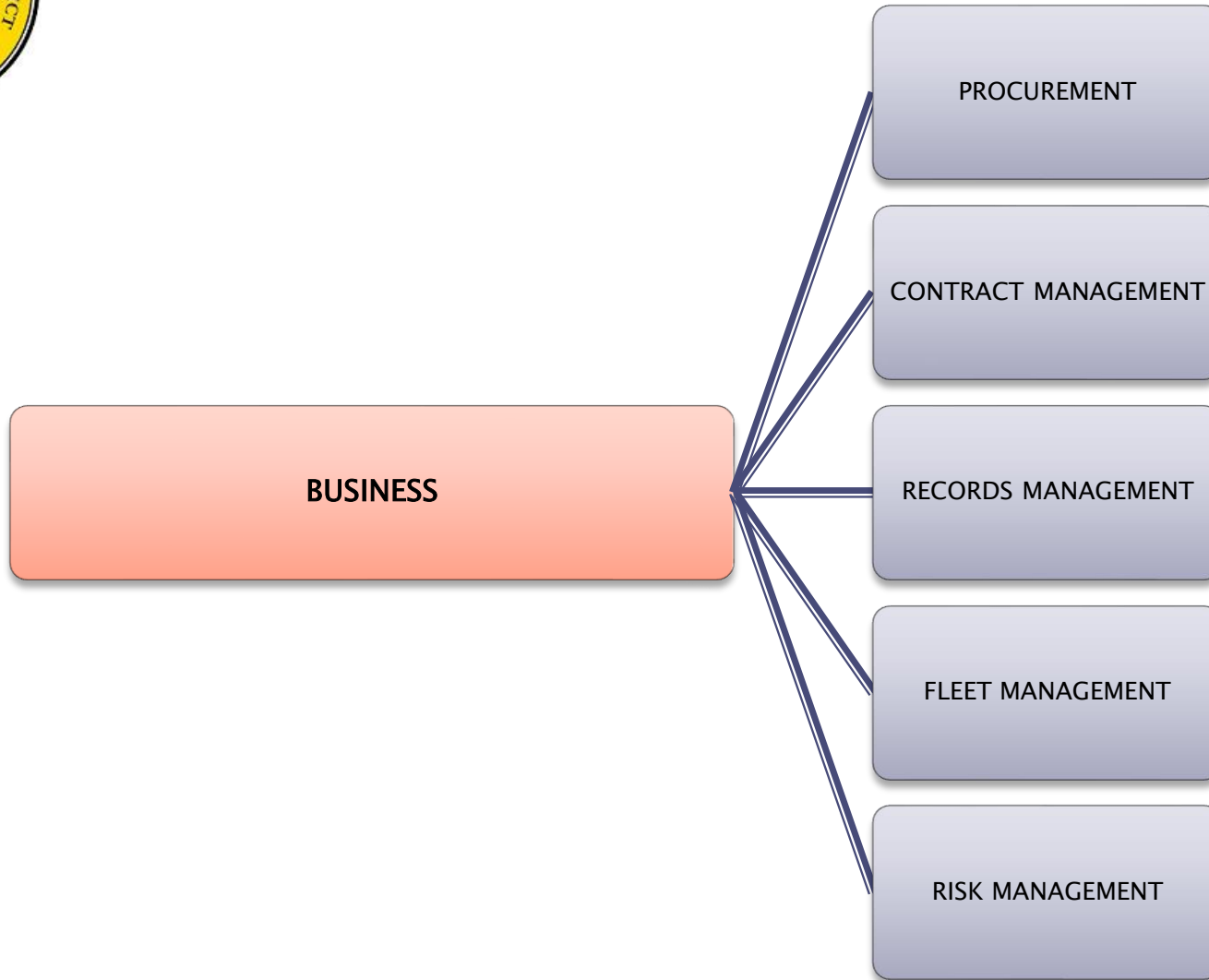


BUSINESS OPERATIONS



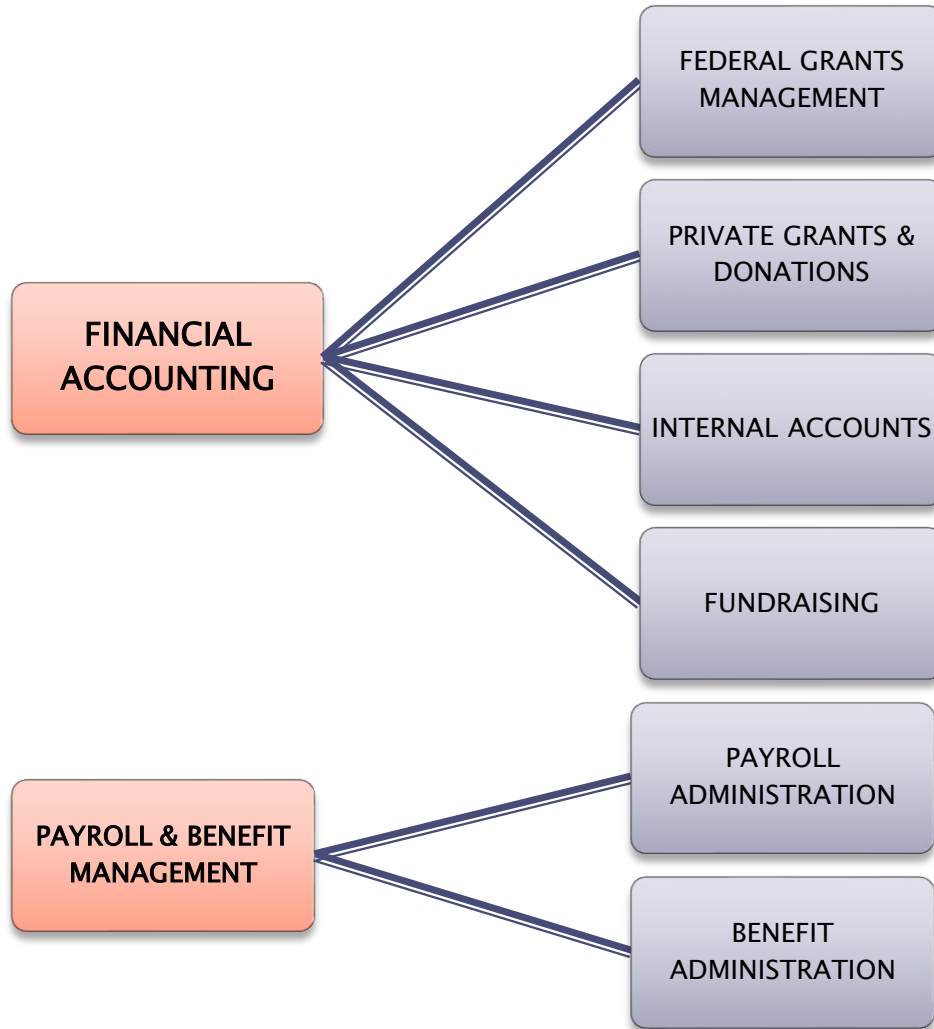


BUSINESS OPERATIONS



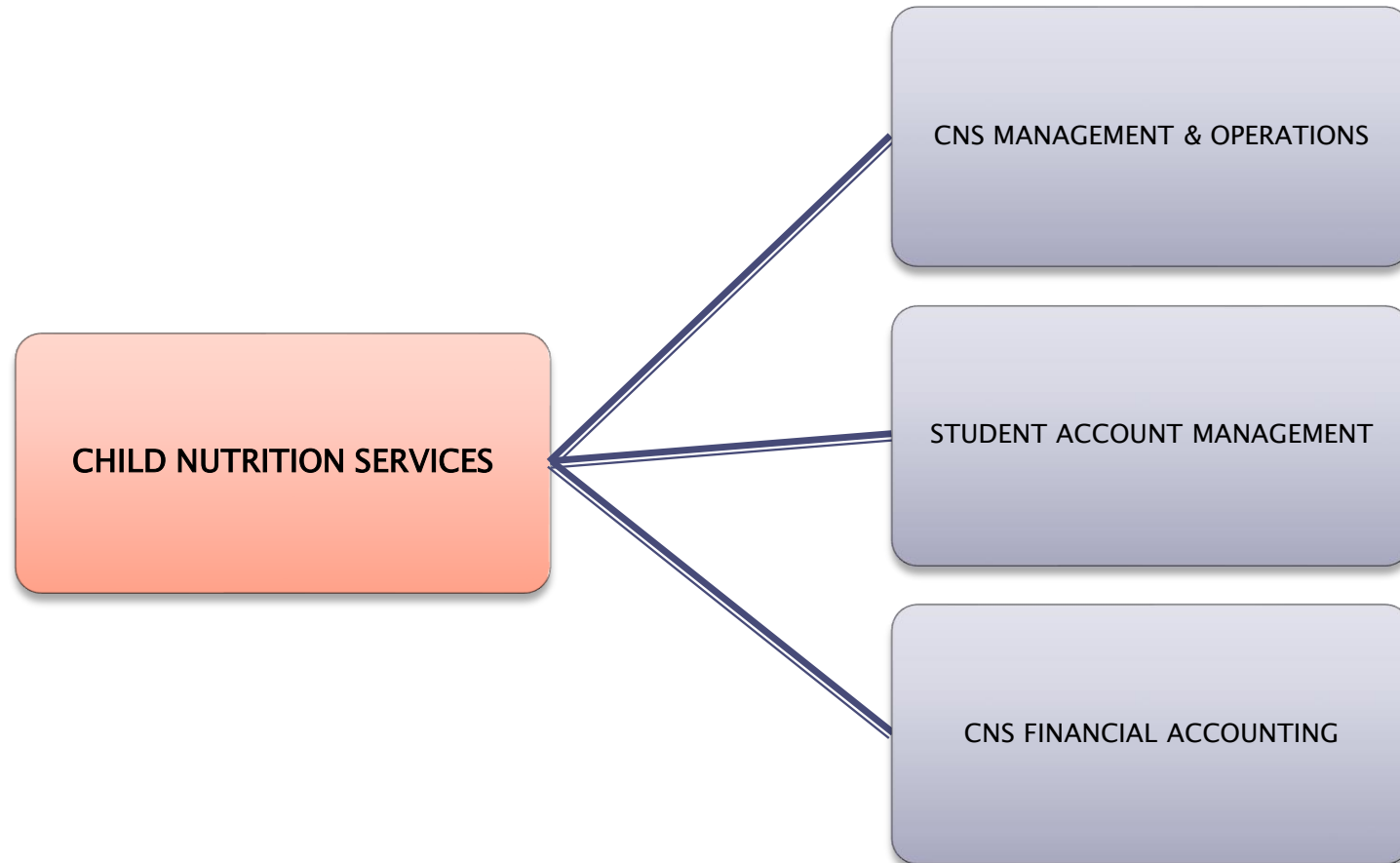


BUSINESS OPERATIONS



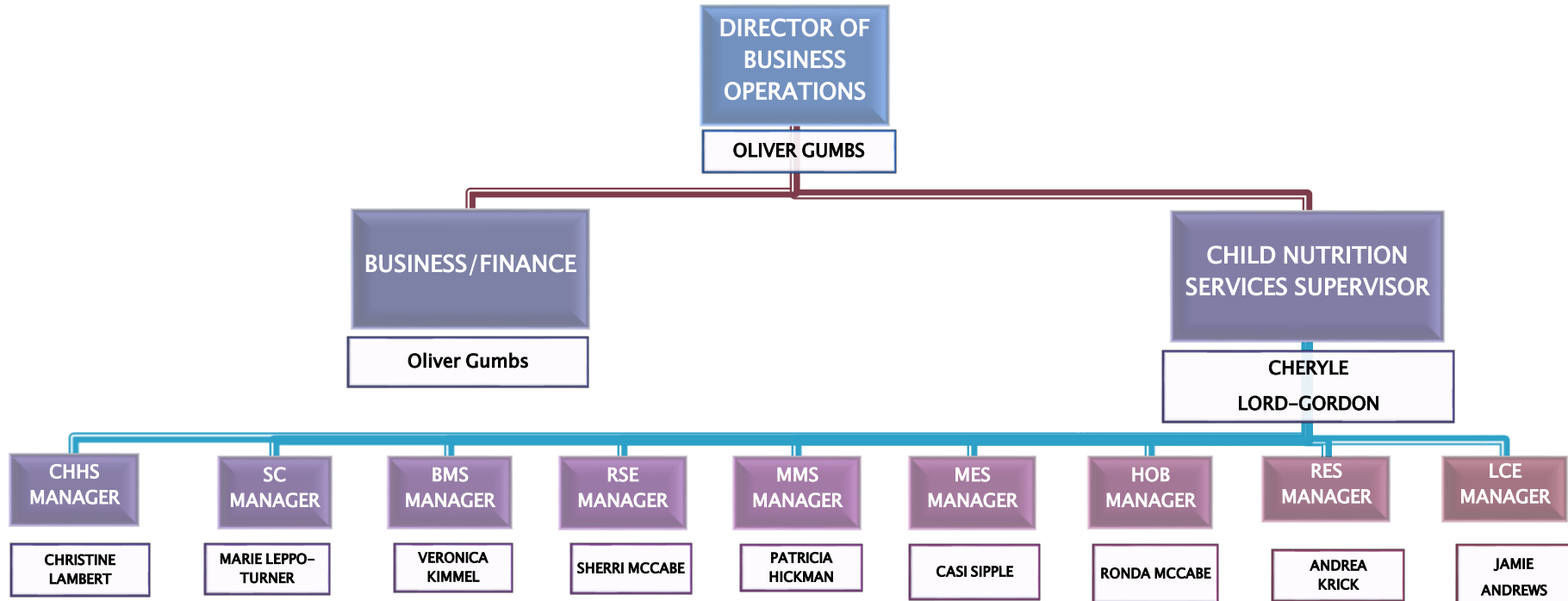


BUSINESS OPERATIONS





CHILD NUTRITION MANAGEMENT TEAM



BUSINESS/FINANCE



FINANCIAL SECRETARY RESPONSIBILITIES

CROSS-TRAINED FUNCTIONS

- # ACCOUNTS PAYABLE
- # ACCOUNTS RECEIVABLE
- # CURRICULUM BUY DOCUMENT PROCESSING
- # CASH RECEIPTS (CR) AND INTERGOVERNMENTAL VOUCHERS (IV'S) FOR LIAISON OPERATING UNITS
- # PCARD VERIFICATION, FUNDRAISER MANAGEMENT, CASH VERIFICATION

REGINA MCGIRK

FINANCIAL SECRETARY

- PRIMARY CONTACT FOR RESOLUTION OF ACCOUNTING ISSUES
- PRIMARY CONTACT IN THE ABSENCE OF THE DIRECTOR
- FSF COORDINATOR
- FLEET DRIVER AUTHORIZATION COORDINATOR
- INTERNAL AUDITS AND RECONCILIATIONS
- AUDIT COORDINATOR
- DATA SERVICE CENTER COORDINATOR
- MONTHLY RECONCILIATION-STATE/LOCAL COORDINATOR
- STUDENT ACCOUNT RECONCILIATION/TRAINING - QUICKBOOKS
- MONTHLY REVENUE TRACKING
- CASH RECEIPT REVIEW, RECONCILIATION AND PROCESSING
- PAYROLL AND BENEFIT REVIEW
- FSF ESECURITY ADMINISTRATOR
- PCARD COORDINATOR
- PAYPAMS COORDINATOR
- VENDOR LIAISON/SUPERUSER
- DAILY VALIDITY DISTRIBUTION

BUSINESS / FINANCE



KATHY STREETT

FINANCIAL SECRETARY

- LIAISON - ELEMENTARY
- GAAP COORDINATOR
- PETTY CASH MANAGEMENT
- INVENTORY CONTROL
- STUDENT ACCIDENT INSURANCE REPORTING

JUDITH (JUDY) SMYK

FINANCIAL SECRETARY

- LIAISON FOR INSTRUCTIONAL SUPPORT, INFORMATION TECHNOLOGY AND COMPETITIVE STATE GRANTS
- DISTRICT OFFICE, SPECIAL EDUCATION AND SUSSEX CONSORTIUM
- DISTRICT CONTRACT COORDINATOR
- FUNDRAISING MANAGEMENT
- EMARKETPLACE B/U

AMANDA (MANDY) WAGNER

FINANCIAL SECRETARY

- LIAISON - SECONDARY & ATHLETICS
- VOCATIONAL (509) - DOCUMENT PROCESSING, RECONCILIATION AND REPORTING
- AFFILIATED ORGANIZATION TRACKING
- LIAISON - CHILD NUTRITION, FACILITIES, TRANSPORTATION AND EXTRA TIME PROGRAMS
- ATHLETIC AND AFFILIATED ORGANIZATION CERTIFICATION FORMS

PAYROLL AND BENEFITS



FINANCIAL SECRETARY RESPONSIBILITIES

CROSS-TRAINED FUNCTIONS

- # PAYROLL ADMINISTRATION
- # BENEFIT ADMINISTRATION
- # BACKUP COVERAGE FOR P&B FUNCTIONS
- # ATTEND KEY END USER MEETINGS/TRAININGS AS SCHEDULED

CYNTHIA (CINDI) CLAVETTE

FINANCIAL SECRETARY

- PHRST COORDINATOR/CRITICAL MORNING REPORTS
- SALARY SCHEDULE MAINTENANCE
- DONATED LEAVE BALANCE MONITORING
- LIFE INSURANCE BILLING/CONTACT
- JROTC MANAGEMENT
- CONSTRUCTION CONTINGENCY FUNDS
- PENSIONS/RETIREMENTS - (LAST NAMES BEGINNING A-K)
- BENEFIT REFUND ADJUSTMENTS - (LAST NAMES BEGINNING A-K)
- BENEFIT ADMINISTRATION - (LAST NAMES BEGINNING A-K)
- TECHNOLOGY STAFF & SUBSTITUTES (200)
- ADMINISTRATORS, NURSES, SECRETARIES, JROTC AND SUBSTITUTES (600)
- TRANSPORTATION STAFF & SUBSTITUTES (700)
- COACHES & ATHLETIC STAFF (800)

PAYROLL AND BENEFITS



MAUREEN MCCAMBRIDGE

FINANCIAL SECRETARY

- BENEFIT REFUND ADJUSTMENTS (LAST NAMES BEGINNING L-Z)
- BENEFIT ADMINISTRATION - (LAST NAMES BEGINNING L-Z)
- PENSIONS/RETIREMENTS - (LAST NAMES BEGINNING L-Z)
- ASI FLEX OPEN ENROLLMENT LEAD
- ADDRESS CHANGES
- DSEA DUES
- ACA REPORTING
- PARA & TEACHER SUBSTITUTES (50 & 100)
- CUSTODIAL STAFF & SUBSTITUTES (300)
- CHILD NUTRITION STAFF & SUBSTITUTES (400)

JENNIFER THOMPSON

FINANCIAL SECRETARY

- FUNDING LEAD
- POSITION AUDIT MAINTENANCE
- PCIP INTERNAL AUDIT REVIEW
- PAYROLL FUNDING ADJUSTMENTS
- DSC ELECTRONIC TIMESHEET AND WORKFLOWS
- DSC PAYROLL REPORTS
- AESOP/FILEMAKER PAYROLL IMPORT
- COMBO CODE MAINTENANCE
- PAYROLL AND BENEFIT FINANCIAL REPORTING
- TIME & EFFORT REPORTING
- SALARY REPORTING/PROJECTIONS
- COVID IMPACT/LEAVE LEAD
- REIMBURSABLE SUBSTITUTE MANAGEMENT
- DATABASE MANAGEMENT & SUPPORT FOR FRONTLINE/HRMS APPLICATIONS & DSC
- SUMMER SCHOOL
- EPER STIPENDS
- TEACHERS, PARAEDUCATORS & SPECIALISTS (500)

CHILD NUTRITION SERVICES



CHERYLE LORD-GORDON, CHILD NUTRITION SUPERVISOR

- CNS FINANCIAL & OPERATIONS MANAGEMENT
- STUDENT ACCOUNT MANAGEMENT
- CNS FINANCIAL ACCOUNTING
- MARKETING AND COMMUNICATIONS
- PERSONNEL MANAGEMENT OF ALL CNS STAFF
- AESOP RECONCILIATION
- RESPONSIBLE FOR THE REVIEW, DEVELOPMENT AND MANAGEMENT OF CNS RELATED PROCEDURES, AND POLICIES
- REPRESENTS THE DISTRICT ON CHILD NUTRITION RELATED MATTERS (FEDERAL, STATE, LOCAL AND DISTRICT)

STACY DAVIS-SMITH, CHILD NUTRITION SPECIALIST

- ASSISTS WITH CNS MANAGEMENT & OPERATIONS
- MARKETING, EDUCATION AND COMMUNICATIONS
- REPRESENTS THE DISTRICT ON CHILD NUTRITION RELATED MATTERS
- PRIMARY CNS CUSTOMER SERVICE CONTACT AND OFFICE MANAGER
- ADMINISTRATIVE ASSISTANT TO THE SUPERVISOR
- DATABASE AND WEBSITE MANAGEMENT
- MENU PLANNING AND NUTRITION MANAGEMENT
- FEDERAL COMPLIANCE MANAGEMENT
- CNS PROGRAMMATIC, COMMITTEE AND TECHNOLOGY LIAISON
- CNS PROGRAM AUDIT LEAD
- RESPONSIBLE FOR COORDINATING ALL PROGRAM REPORTS

CHILD NUTRITION SERVICES



ROSA GILLESPIE, FINANCIAL SECRETARY

- CNS FINANCIAL REPORTING
- CNS INTERNAL AUDIT AND RECONCILIATIONS
- CNS FINANCIAL AUDIT LEAD
- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- PAYROLL REPORTING
- PCARD VERIFICATION
- STUDENT ACCOUNT/PCS FINANCIAL ACCOUNTING
- MEAL BENEFIT FORM PROCESSING
- FEDERAL REIMBURSEMENT PROCESSING
- PAYPAMS COORDINATION
- PROCUREMENT AND INVENTORY MANAGEMENT

CAFETERIA MANAGERS

- CHRISTINE LAMBERT - CHHS
- MARIE LEPPÖ-TURNER - SC
- VERONICA KIMMEL - BMS
- SHERRI MCCABE - RSE
- PATRICIA HICKMAN - MMS
- CASI SIPPLE - MES
- RONDA MCCABE - HOB
- ANDREA KRICK - RES
- JAMIE ANDREWS - LCE

FUNCTIONS

- CAFETERIA OPERATIONS
- CAFETERIA FINANCIAL MANAGEMENT
- MENU PLANNING AND NUTRITIONAL MANAGEMENT
- INVENTORY CONTROL
- STAFF AND PRODUCTION MANAGEMENT

RECORDS MANAGEMENT



KATINA BELL

SENIOR SECRETARY

FUNCTIONS

- ARCHIVES COORDINATOR
- SERVES AS LIAISONS TO STATE ARCHIVES FOR THE PROCESSING AND TRANSMITTAL OF STUDENT DOCUMENTS
- SERVES AS LIAISONS TO SCHOOLS FOR DOCUMENTS MANAGED AT THE DISTRICT-LEVEL
- ASSIST IN THE REVIEW OF SCHOOL RECORDS TO MEET STATE ARCHIVING REQUIREMENTS
- ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF DISTRICT DOCUMENT MANAGEMENT POLICIES AND PROCEDURES
- SPECIAL ARCHIVES PROJECTS
- ASSIST WITH THE CASH MANAGEMENT AND RECONCILIATION PROCESS