

DATE:

January 25, 2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve of up to an additional 5 workdays for 8 Finance Dept. staff members

APPLICABLE BOARD POLICY:

03.221 Salaries

HISTORY/BACKGROUND:

The Finance Department will be assisting the school administrators and bookkeepers with implementation of their school's budgeting and spending plans. The current staff is trained to review budget reports, explain requirements and provide on-site support to school principals and bookkeepers through this process as well as assist principals and bookkeepers in planning and recording school activity fund transactions, conduct training and internal audits throughout the year. It is more efficient and effective to utilize the current staff for the support, training and reviews given their knowledge and experience with the regulations/requirements. The additional workdays will provide the resources needed to provide this needed support during the fiscal year 2024 and will be scheduled as needed. The Finance Dept. staff's current work schedule is 230 days. A similar request was approved in 2023 and resulted in an average of 3 additional work days for 6 staff members.

FISCAL/BUDGETARY IMPACT:

\$9,000.00 General Fund Indirect Cost Revenue from ARP ESSER funds

RECOMMENDATION:

Approval of up to an additional 5 workdays for 8 Finance Dept. staff members in FY 2024.

CONTACT PERSON:

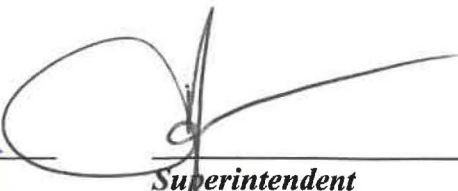
Susan Bentle, Exec. Director Finance



Principal



District Administrator



Superintendent