



Okii from the Business Office. The month of November was a busy one. I assisted Jocko with the TEAM/TOE report; which was due December 1st. We got it submitted in time. There are some issues that need to be addressed; so that next year when the report is compiled it won't take as long. The issues consisted of proper format, compiling the required information from other departments and utilizing Infinite Campus. Jocko and I will be meeting to discuss the report and aligning what needs to be done to address the issues we found.

I submitted the compensation expenditure report; which coincides with the TEAM/TOE report. I had assistance from Renee Richter at OPI. Again, there was some issues, but those issues will be discussed with the appropriate staff and corrected in Black Mountain. The compensation expenditure report reflects each employee who is listed on the payroll register. The errors that were found were errors with coding. I will get with Jessica to resolve the issues.

Rose Racine will no longer be the accounts payable person; Sasheen Campbell will be replacing her. Rose requested to be transferred to Child Care. I am waiting on the hiring of the assistant director of finance; which I am hoping happens soon. I anticipate the day we are fully staffed.

The business office staff and I will be reviewing the SOP and will make the necessary changes. I'll present the amendments to the board next month. The business office staff have been utilization free Black Mountain training.

Merry Christmas and Happy New Year from BPS Business Office staff!