

Business Office Report for the month of April

Hello! Currently, we have business office staff meetings every Tuesday. During those meetings we discuss issues or concerns we have regarding our daily operations and offer meaningful suggestions to resolve any issues or concerns. The meetings are productive and informative. Also, we have implemented team building exercises during our staff meetings to assist with relieving stress, building positive teamwork, and practicing productive workplace etiquette

Glenna, Corrina, and I have been attending Black Mountain Software trainings on a weekly basis; the trainings are broad. Sasheen, Linda and Jess attend Black Mountain trainings as they are offered to each one's specific job duties/responsibilities.

MASBO has assigned me a mentor. Her name is Shanna Flores. Shanna is the district clerk/business manager at Havre Public Schools. Shanna will be assisting me with reconciling as well as giving advice and assisting me with daily issues/concerns I might have. It is not uncommon for new clerks/business managers to be assigned a mentor.

I am becoming more comfortable and confident. Each day holds new tasks and challenges. I am learning as I go and able to maneuver Black Mountain better and starting to grasp the concept of school finance. The girls from the business office and I have established daily procedures and provided each other with those procedures (we call them our bibles).

Jessica Rutherford is providing payroll training to Tracie Coursey. With mostly new staff including myself, I am excited to see what the future holds for the business office. We will be implementing changes to the records management system and accounts payable. We are anticipating proposed changes to the standard operating procedures (SOP).

It is starting to come together like a huge puzzle. Each day we add pieces to the puzzle. I would like to thank the board members and staff for the support and patience as I learn my new job.

Shout out to the following people for assisting me with the mail ballots: Teresa Roland, Linda Baker, Sasheen Campbell, Glenna Hall, Dixie Guardipee, Nathan Stone, Jeri Boggs, Lynne Keenan, Bonnie McKenney, and Corrina Guardipee-Hall.