



**Geneva Community Unit School District 304**  
227 North Fourth Street  
Geneva, IL 60134

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## Board of Education Report

**To:** Dr. Kent Mutchler, Superintendent  
Board of Education – Finance Committee

**From:** Dean Romano, Assistant Superintendent – Business Services

**Date:** Wednesday, November 13, 2019

**Meeting:** Monday, November 18, 2019

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### Agenda Item:

*Skyward Business Process Review*

**Item Type:** Consent      Action      **Information**      Discussion

**Recommended Motion:** N/A

**Vision Connection:** Effective Communicators

**Policy Reference (if applicable):** 4:10 – Fiscal and Business Management

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### Background Information:

During the previous school year, the business office engaged with Skyward for consulting services to review processes and provide training in the areas of purchasing, financial reporting, ecommerce and P-Card processing. As a result of this review, several opportunities were identified for enhancement in process and controls.

It is planned that in the March, Skyward will return to the district to review processes and provide training in the following areas:

- Employee Management
- Payroll
- Substitute Tracking
- True Time (Digital Timecard System)

This consulting engagement will include three days of onsite support with a trainer focused on HR and business applications.

**ATTACHMENT(S):** N/A

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