

DISTRICT OFFICE FAQs

BUSINESS OFFICE

Q: When are employee reimbursements (mileage/tuition/family health, etc.) processed and paid?

A: All reimbursements are approved at the monthly board meeting which is the third Monday of the month. All direct deposits, for these reimbursements, are processed the following day and money is available in the employee's bank account within two business days.

Q: Have I been registered for my approved conference?

A: Once a conference has been approved, it is sent to Cindy Heiner for processing. If a completed registration form is attached to the conference form, the registration will be completed immediately, otherwise the employee will be responsible for completing the registration.

Q: What is the deadline for submitting bills (including expense, tuition and family health reimbursements) to have them processed for the monthly board meeting?

A: All bills and employee reimbursements are approved at the monthly board meeting (third Monday) of each month. The deadline for submitting bills and reimbursement forms is two weeks prior to the meeting.

TECHNOLOGY DEPARTMENT

Q: How do I unlock my Employee Portal or change my password?

A: Put in a Help Desk ticket.

TRANSPORTATION DEPARTMENT

Q: How many students can fit on a school bus?

A: Buses are equipped with 24 bench seats. Legally you may have three students per seat (72 total) but most prefer two students per seat (48 total).