

Office Manager Transition Plan - Feb 2023

PURCHASING:

Jennifer will be taking on RMS purchasing. The system is pretty simple and here are some need to knows:

Office Manager Orders:

1. If at all possible, it is always best for Jennifer to do the purchasing rather than to hand teachers a credit card (WAY fewer glitches).
2. The way to get something purchased by Jennifer is to send them a link to the specific item you would like purchased and quantity. Jennifer will then check in with Roger to approve the purchase. You can always check in with Roger 1st to see if there is a budget for what you want, and THEN send the link to Jennifer.
3. Once Jennifer has the link and the purchase has been approved by Roger, the order will be placed and when it arrives, we'll let you know and deliver it to you.
4. The turnaround between when Jennifer receives your ordering information and gets the order **placed** (including budget approval when needed) is *typically* about 48 hours.
5. **PLEASE plan ahead for any classroom supply needs you will need.**

Teacher Checks Out a P-Card:

1. If you need something urgently or it is not something easily ordered online, you may sign out a P-card. **Please give Jennifer 24 hours notice prior to checking out a P-card.**
2. The purchase/total STILL NEEDS TO BE APPROVED by Roger (Jennifer can sometimes approve these on my behalf since she knows the budget well) BEFORE you purchase
3. **The card and itemized receipt needs to be returned to the Jennifer ASAP - within 24 hours of the purchase please! Failure to do so can result in restrictions to use of P-cards.**
4. Teachers should NOT put a school p-card number into Amazon or any other online retail sites... ***if you are purchasing online, it must be done by Jennifer!***
5. If you use a P-card with students off campus (smoothies, lunch, Bend Rock Gym, etc) a detailed receipt and list of students who participated will need to be submitted.

ABSENCES & SUBS:

Entering Frontline Absences & Sub Requests:

- **Teachers will enter all absences through [Frontline](#). Please enter your absences AS SOON AS YOU KNOW/THINK you will be absent.** Absences entered the night before (or earlier) have a much greater chance of being filled than absences entered the morning of... we have seen several absences go unfilled recently! It is always possible/easy to CANCEL a sub in the morning if it turns out you can make it in!
- Teachers will enter their own absences/sub requests now for sick days, personal days, school business (pd) days, bereavement etc.

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- **Please set up your preferred sub list ASAP.** [Here](#) is a list of subs we have had success with, you may add folks for others to see/use!. [Best Practices and How-To Instructions for Staff Entering Absences into Frontline Absence Management \(AESOP\)](#)
- Personal days still need to be approved by Admin, but this process now happens digitally when you request an absence/sub through Frontline which talks to UKG and sends Admin a request for approval. We will still be adding planned absences to the Outlook calendar so we are all “in the loop”.

Sub Plans:

The greeting of and “set up” of our subs each day will now be handled for both RHS and RMS by the team in the front office. This includes setting them up with attendance sheets and directing the sub to your sub plan, giving them our sub binders etc. If needed, we can make copies for you as well (please keep this simple if possible - we often have MULTIPLE SUBS PER DAY to get set up.

Please do the following:

- **Required:** upload your sub plans links to Frontline where they will be accessible to the sub
- **Requested:** also email them to Jennifer/Roger/Zach
- Be sure ALL Google links and any Canvas pages are accessible to outsiders
- Test any video resources and tech ahead of time.... This is notoriously fraught for subs
- **Email any copying requests directly to Jennifer/Roger/Zach and include the docs to be copied in the email**

If you are new to Frontline, it is actually pretty easy!!

[Here are detailed instructions.](#)

TIMESHEETS FOR EXTRA PAY:

UKG is now default - no more need to use spreadsheet. There will no longer be any google sheets or forms used to track extra duty timesheet pay.

Timesheet hours need to be approved by Admin (RW) **BEFORE** you work them! Nobody likes surprises! Once you have approval from Roger AND you have completed the extra duty hours, you will need log them into UKG in order to get paid

Jennifer will send out a monthly reminder email to log your timesheet hours into UKG. [Simple Instructions on Adding Extra Duty Time to Your Timesheet](#) (video)

OFFICE SUPPLIES:

If you use up the last of something in the supply room or notice an item is running low, please email Jennifer (or drop by) asap and let her know that there are no “_____’s” left so we can re-stock!

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Also, the HS office supply room may have what you are looking for, so if it is urgent, just stop by the HS office and we can try to cover what you need until we order more!

Sharing office supplies between the MS and the HS is no big deal..... #onerealm

COPIER ISSUES:

Please let Jennifer or the front office know asap!

CLASSROOM TECHNOLOGY:

Tier 1 iPad Support:

- Kelly (at the MS) and Lisa (at the HS) used to be the go to people for tier 1 “in the moment” iPad support and/or broken/lost ipads. **For both the HS and the MS Tier 1 iPad support has now shifted over to Richard Ferguson**
- **Richard is our OSSM supporting Bend LaPine Online kiddos and courses as well as helping with the Learning Lab at the HS and can be found in and around the HS Learning Lab!**
- Lisa will be in charge of the scanning in/out of technology through the Destiny system for both the MS and HS

Robyn Lyman is our new (old) Site Tech replacing Richard. Robyn’s role is to troubleshoot larger or less “in the moment” tech challenges and/or improvements.

RMS STUDENTS NOT FEELING WELL & MEDICATIONS:

For the short term, there will not be anyone **regularly** staffing our Middle School Office back in the Hub. Harju and Roger may try to be in there some, but knowing that our work takes us in lots of different directions, it is unrealistic to think it will be staffed except for sporadically.

All medication administration (both the “I have a headache and need ibu” and the regularly scheduled ADHD meds... we just have one) has moved to the main office up front. Middle school students who are not feeling well can get support (a little TLC, rest in the health room, a phone call home if needed, some meds if they have paperwork on file etc.)

OTHER LANE CHANGES:

All wait lists and lottery responsibilities for both RMS and RHS will shift to **Jill Deckman Cooper**