Business/Human Resources Budget

This office provides central support to the school district by performing the essential financial functions of its operation. As such, we are responsible for the following: accounting and reporting, investing, payroll processing, paying of bills, payment of debt service obligations, and the upkeep of all employee benefit programs.

Items included in the budget help to achieve the above listed duties. The budget includes such items as maintenance fees for financial software package, fees for the annual district audit, bond paying agent fees, membership dues for professional organizations, advertising for all districtwide job openings and purchasing activities, general office supplies, and mileage reimbursement costs for attendance at outside professional development activities.

Centralized Copying Budget

The district currently utilizes sixteen stand alone copiers throughout the school district to serve all district staff for their individual duplicating needs. These stand alone copiers are utilized for small jobs, confidential information, or jobs that are not convenient to be sent to the district copy center.

The district copy center is located in the middle school, and consists of two high speed copiers as well as one copy center operator. It is used for higher volume duplication jobs.

The district leases its all of its copiers from ComDoc. The copy center operator is employed by Pitney Bowes, who is a subcontractor of ComDoc. Accordingly, monthly lease/rental fees are paid for these services and equipment, as well as for the ongoing maintenance of the equipment.