



Business Services

Chief Business and Operations Officer

Janea Marking

Interim Assistant Superintendent of Business Services,
Cindy Tao

Assistant Superintendent of Facilities Support Services,
Chris Ralston

Agenda



Business Services



Updates



Organization Chart



Department Introductions

Business Services



Operational Excellence



Ensures efficient operations for employees, students, and the community



Enhances program delivery and educational initiatives



Fiscal Management



Oversees budgeting, accounting, employee compensation, bond management, and grant/program reporting



Manages cash flow/assets oversight, financial planning, budget adoption, revisions, and reporting

Business Services



Operations & Facilities



Manages contracts & procurement processes and compliance



Oversees food services, warehouse distributions, employee benefits, and retirement programs



Directs facilities management, capital projects, maintenance, and transportation



Strategic Collaboration



Advises the Board on policy and financial planning



Coordinates with district staff on business services and operation, and engages in negotiations

Business Services Updates

The Great Reset

- A memo our department is developing regarding policies and procedures to ensure consistency and awareness for everyone in the district

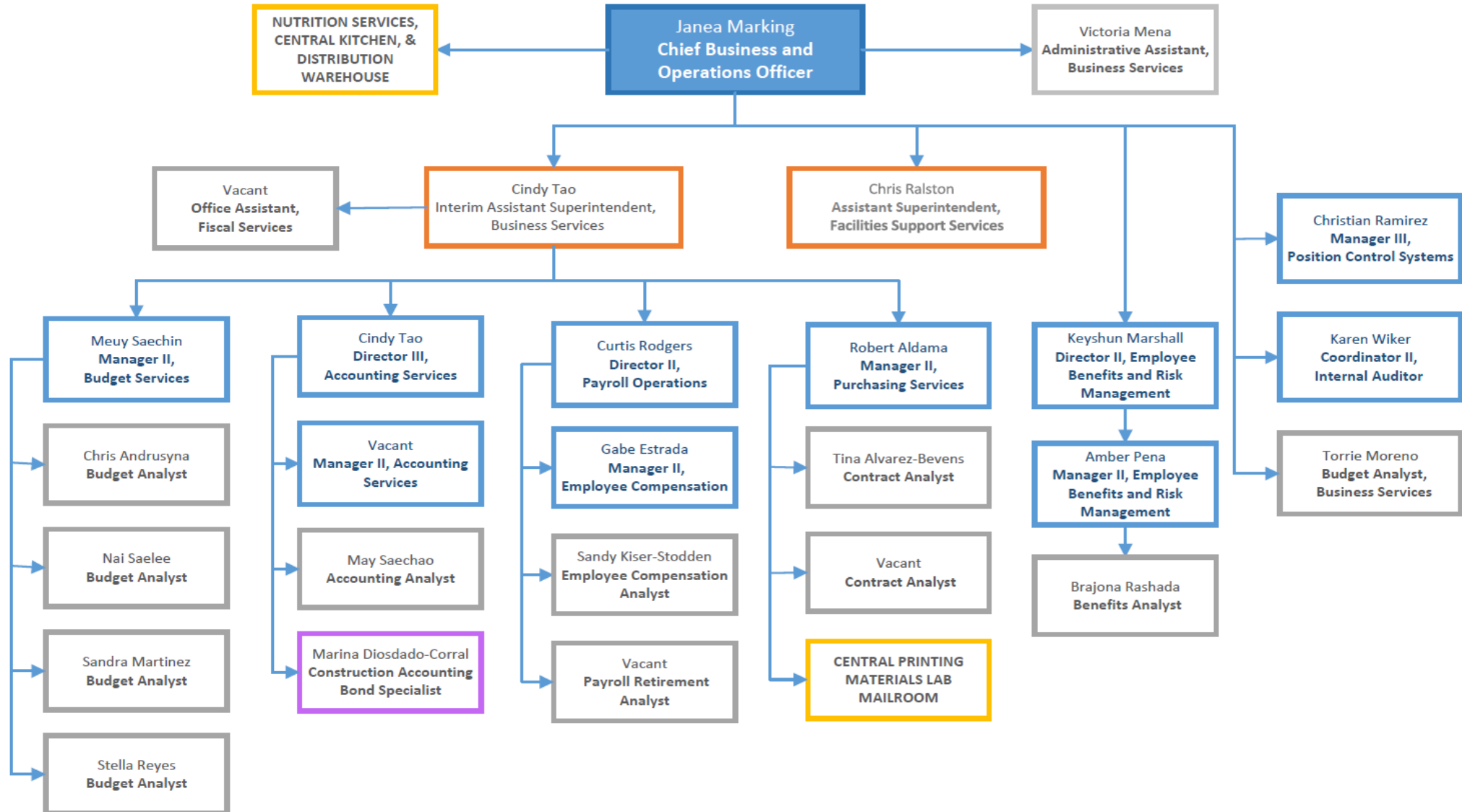
2025-26 Budget Development

- Implementation of a redesigned process emphasizing strategic goals and resource alignment
- Detailed updates will be provided in subsequent sessions. **Contracts, Insurance, and Cal-Cards**
- Additional resources and in-depth discussion will follow in September 2024



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BUSINESS SERVICES DIVISION





Budget Services

**Interim Director III, Budget Services,
Christian Ramirez**

Manager II, Budget Services
Meuy Saechin

Budget Services

Account Code Management

- Establish, maintain, and oversee 100,000+ accounts within the district

Expenditure Reporting

- Provide detailed information on district resource expenditures
- Regularly report expenditure information to federal, state, and local governments

Processing and Approvals

- Process an average of 4,062 per diems for personnel and overtime via Informed K-12
- Review and approve an average of 10,778 requisitions annually

Budget and Financial Support

- Support sites and departments during budget development
- Conduct SACS (Standardized Account Code Structure) reconciliation and budget trainings
- Manage salary projections and statistics

Enrollment and Attendance

- Oversee enrollment and attendance reports



Position Control

Manager III, Position Control System

Christian Ramirez

Position Control System

- **District Position Control:**
 - Manage and maintain the District Position Control System
- **Salary & Benefit Projections:**
 - Prepare detailed salary and benefit projections for budgeting and reporting
- **Internal Controls:**
 - Implement processes and controls for all employee positions
 - Ensure compliance with AB1200 regulations
- **Budget Management:**
 - Prepare, update, and monitor vacancy budgets for the budget development process, establish staffing allocations based on enrollment projections
- **Position Control Analysis:**
 - Conduct periodic analysis and calculations to determine staffing needs and budget adjustments



Accounting Services

Director III, Accounting Services

Cindy Tao

Interim Manager II, Accounting Services
Paola Lopez

Accounting Services

Payments

- Process District invoice payments (bills), reimbursements, travel, and utilities
- Average 2,276 invoices are paid per month (27,316/Yr, 525/Wk)

Expenditures, Receipts, & Invoicing

- Track expenditures for projects, repairs, and renovations
- Record and deposit cash receipts (325/Mo, 3,900/Yr), donations, and cash reconciliations
- Generate approx. 50+ District invoices per month

Monitoring, Reconciliation, & Compliance Oversight

- Monitor student activity fund balances for sites, issue warrants, and collect checks
- Reconcile petty cash, Cal-Cards, and store inventory
- Participate in internal and external audits

Maintenance & Management

- Manage general ledgers, chart of accounts, capital assets, and cash
- Oversee construction bond accounting, debt payments, and lease recording
- Cash flow projections, journal entries, and transfers



Internal Audit

Coordinator II, Internal Auditor

Karen Wiker

Internal Audit

Fiscal Accountability

- Ensures compliance to protect district resources

Instructional Minutes Compliance

- Review and approve bell schedules to ensure compliance

Internal Controls

- Evaluates the effectiveness of internal control systems

Audit Coordination

- Manages annual audits and coordinates with federal, state, and external auditors

Audits & Investigations

- Conducts audits in various areas, such as attendance and student body activities

Kindergarten Continuance Forms

- Reminder to complete and submit to Internal Audit
 - [Kindergarten Continuance Forms](#)





Payroll Operations

Director II, Payroll Operations

Curtis Rogers, Jr

Manager II, Payroll
Gabe Estrada

Payroll Operations

Employee Payments & Adjustments:

- Processes payroll for ~6,661 employees (full-time, part-time, temporary, substitutes)
- Handles settlements, retroactive pay, and correction pay
- Ensures accurate and timely wage disbursements

Retirement & Tax Management:

- Manages PERS/STRS credits, reconciliations, and quarterly federal/state tax filings

W-2 & Reconciliation:

- Distributes and reconciles W-2 forms
- Performs payroll reconciliation and statistical analysis

Deductions & Contributions:

- Manages dues, voluntary contributions, and 457/403(b) TSA contributions

Programs & Reporting:

- Oversees EV workplace changing program
- Prepares government compensation reports





Purchasing Services

Manager II, Purchasing Services

Robert Aldama

Purchasing Services

Procurement and Contract Management:

- Acquire goods and services for school sites and departments
- Ensure efficient, cost-effective procurement and manage vendor relationships
- Process 536 Service Agreements/Non-Public Schools/Agencies Annually

Cost Control & Processing:

- Process 6,896 annual average of Purchase Order/Chargebacks/Travel Request & Confirming Requisitions

Operations

- Mailroom operations, and manage Cal-card and district store cards

Project & Bid Coordination:

- Administer 13 district bids and oversee/process RFPs and RPQs
- Facilities/Construction Bids/RFPs/Lease-Lease Backs Average 28 annually

Central Services Management:

- Direct central printing services



Nutrition Services, Central Kitchen, And Distribution Warehouse

**Executive Director, Nutrition Services, Central
Kitchen, and Distribution Services
Diana Flores**

**Director II, Nutrition Services
Kelsey Nederveld**

Nutrition Services, Central Kitchen, and Distribution Services

Central Kitchen

- Prepare fresh entrees and sides for our school sites

Distribution Services

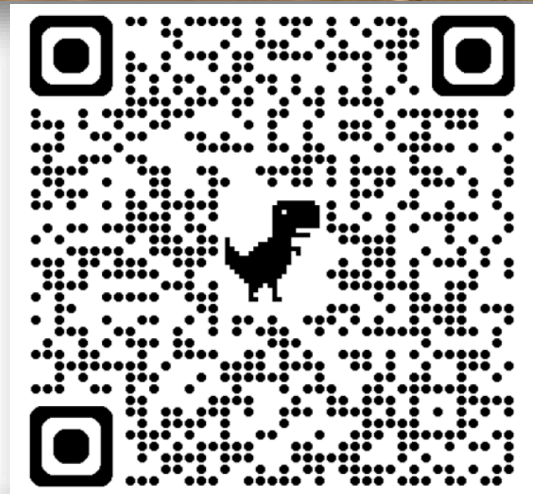
- Distribute Farm to School in season produce that is locally sourced
- Provide service for warehouse, textbook, freight and mail deliveries

Food Truck

- Freshly prepared breakfast at Comprehensive High Schools and some middle schools

Nutrition Services

- Provide operational support and customer service to all our school sites from our cafeteria teams to our admin office support teams.





Risk Management/ Benefits

Director II, Risk Management/Benefits

Keyshun Marshall

Manager II, Risk Management/Benefits
Amber Pena

Risk Management/Benefits

Risk Management

- Injury and Illness Prevention Plan and Compliance Enforcement
- Accident Prevention - Ergonomics
- Liability Claims and Accident Reporting (Student/Employee)
- Student Insurance, Field Trip Requirements and Forms
- Insurance Requirements and Liability Waivers
- Waste Removal - Environmental Compliance Management
- Mandated Trainings - Injury Illness Prevention Plan, Integrated Pest Management, CalOSHA, CPR/AED/FirstAid

Employee Benefits

- Medical, Dental, Vision and Retirement Benefits
- Open Enrollment and Wellness Fairs
- Employee Assistance Program - OPTUM
- Employee Safety and Wellness - “Step Into Wellness”
- Disability Management and ADA Compliance
- Workers’ Compensation

To utilize any of the resources provided above please visit our website
<https://www.scusd.edu/risk-management>



A close-up photograph of a hand holding a key. The key has a gold-colored head and a silver-colored shaft. Attached to the key is a small, light-colored tag with the word "SUCCESS" written on it in a dark, serif font. The background is a warm, golden-brown color, suggesting a wooden surface or a similar material. The lighting is soft and focused on the key and tag.

Message from the Chief Business and Operations Officer – Janea Marking

I believe Willy Wonka captures the pervasive feeling we all (at least most of us) have in this moment...

“So much time and so little to do. Wait a minute. Strike that. Reverse it.”

And, while there may be no truer statement right now, we jump into this new school year together with excitement about the many possibilities ahead. Thank you all for being amazing colleagues!

We are looking forward to a successful year with enhanced processes and resources!

THANK YOU!



Trivia Time!!!



Thank you!
