SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

**38th Annual
School Business Conference
April 11, 2024**

SESSION LISTING

STUDENT SESSIONS

1. **An Introduction to JMC's New Family Enrollment & JMC MCCC Q&A**
   During this session, Paul Freid from JMC will walk you through the refreshed JMC New Family Enrollment Portal giving prospective families a positive first experience with your district. We will also be reviewing some JMC MCCC best practices and answering any questions.
   Presenter: Paul Freid, JMC
   Session Time: 9:15 am – Room CC 117

2. **Prepare for MCCC Reporting 2023-24**
   MCCC reporting will be through Ed-Fi. What are the steps to prepare. In this session, we will cover:
   1. Prepare, enter, review data to be reported to MCCC
   2. Need to work with the software support for documentation, training, they will provide
   3. The change in data validation and training available
   Presenter: Karen Millette, MDE
   Session Time: 10:25 am – Room CC 211

3. **MARSS Ed-Fi Certification - Virtual Session**
   In this session we will cover the certification process, briefly talk about the comparison report, look at what reports need to be verified, and what to do if reports don't match.
   Presenter: Marilynn Loehr, MDE
   Session Time: 12:10 pm – Room CC 211

4. **Online Reporting in MARSS – Virtual Session**
   This session will provide guidance on how to report student and school information for students enrolled in an MDE approved online school full time as well as those enrolled outside of their own enrolling district taking classes that supplement their coursework. This is often referred to as supplemental and comprehensive enrollment. Guidance will be given for Online Learning ADM as well as resources provided to Online Supplemental providers that wish to report via Course Completion File. Other resources and reports will be pointed out during the training. MARSS Procedure 21 will be a large part of this training.
   Presenter: Tara Chapa, MDE
   Session Time: 2:30 pm – Room CC 211

5. **MARSS Reporting in Ed-Fi Work Session**
   Please bring a laptop or printed reports (i.e., MARSS reports, Comparison Reports) to this session so we can discuss. This will also be a time to ask questions about your data in Ed-Fi. If you are new to Ed-Fi, we can make sure you are syncing and will give you your next steps.
   Presenter: Kari Johnson, MDE
   Session Time: 10:25 am – Room CC 212

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FINANCE SESSIONS

1. **UFARS Hot Topics**
   This session will discuss FY 24 UFARS codes, provide updates on 2023 legislative changes and new programs, and provide various UFARS accounting reminders.
   Presenters: Deb Meier and Molly Koppes - MDE
   Session Time:. 12:10 pm – Room CC 213

2. **Student Support Personnel Aid**
   Student Support Personnel Aid was passed as part of the 2023 legislative session to support the hiring of new additional employees in the applicable staffing areas, or contracted staff after an unsuccessful attempt to hire new employees. This session will cover the details of this new program and coding information.
   Presenter: Deb Meier, Molly Koppes and Kateri Little - MDE
   Session Time: 10:25 am – Room CC 213

3. **Special Education Finance Updates**
   This presentation will review general special education updates, including formula changes, Maintenance of Effort along with federal funding within the new Minnesota Education Grants System (MEGGS).
   Presenter: Paul Ferrin, MDE
   Session Time: 9:15 am – Room CC 213

4. **SMART Finance**
   Come and see new features, reminders, and tips to make you more efficient. Bring your questions and ideas too!
   Presenter: Stefanie Sylte and Krista Kutzman, SMART Systems Development
   Session Time: 2:30 pm – Room CC 214

5. **Sales and Use Tax for Schools – Virtual Session**
   This presentation will explain how sales tax applies to sales and purchases made by school districts, public schools, and the various parent organizations associated with the school district. It will also include fundraising, ticket sales, and sales made to students.
   Presenter: Michelle Solsten and Kara Dombrock, MN Department of Revenue
   Session Time: 9:15 am – Room CC 211

6. **General Education and Compensatory Revenue Overview and Discussion**
   This session will cover information about the General Education Revenue Report. Also, there will be a discussion about Compensatory Revenue. Participants should come prepared with their questions regarding these topics for discussion.
   Presenter: Kristine Anderson and Kelly Wosika - MDE
   Session Time: 12:10 pm – Room CC 212

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PAYROLL SESSIONS

1. **TRA Payroll and Reporting Overview**
   Margaret Sullivan, Employer Auditor, and Katie Wakefield, Payroll Processor, will present an overview of TRA portal functions and requirements. Areas covered will include payroll reporting and corrections, summer payroll reporting, eligibility, and annual workflows. A Q&A session will follow.
   Presenter: Margaret Sullivan & Katie Wakefield, TRA
   Session Time: 12:10 pm – Room CC 117

2. **Intro to PERA Eligibility – Virtual Session**
   This brand-new program focuses in on a highly requested topic – eligibility. What qualifies an employee for PERA membership? What excludes them? And, which PERA plan should they be enrolled in? This session will answer all those questions and more.
   Presenter: Desi Felker, PERA
   Session Time: 1:20 pm – Room CC 211

3. **TimeTracker**
   See how SMART's timekeeping module can help track employee time and Time Off requests. Come and see advanced options and new features.
   Presenter: Stefanie Sylte, SMART Systems Development
   Session Time: 12:10 pm – Room CC 214

4. **SMART HR/eR**
   Come and see new features, reminders, and tips to make you more efficient. Bring questions or ideas.
   Presenter: Stefanie Sylte, SMART Systems Development
   Session Time: 10:25 am – Room CC 214

5. **Navigating the Family Medical Leave Act (FMLA)**
   Whether you are wanting to learn more specifics about FMLA leave, or looking for a general overview, join us as we talk through the requirements of FMLA, determining when an employee qualifies, how it could intertwine with ADA and the steps to take before, during and after the leave has concluded. We'll turn a less than exciting topic into an engaging and informative experience!
   Presenter: Abby Polzine - SWWC
   Session Time: 2:30 pm – Room CC 212

6. **SMART Payroll - Back to the Basics**
   This presentation is designed to educate our users on NEW efficiencies within the SMART Systems that will allow them to meet their payroll requirements under federal and state laws. Through payroll operations we will also take a step back to the basics of processing within SMART. How does the operation of your payroll compare? Bring your questions and suggestions!
   Presenter: Bethany Lacek, SWWC
   Session Time: 9:15 am – Room CC 214

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ALL ATTENDEES SESSIONS

1. **An Overview of "Old and New" Long-Term Facilities Maintenance Information**
This session will cover an important review of LTFM 24-25 Legislative proposals and FY 2025 effective legislation ("Single User" restroom and new "Lead in Water" requirements). Did you Know? – "New" LTFM/UFARS guidance for Allowable Project Expenditures (LTFM website). July 31, 2024 LTFM Ten-Year Plan process requirements to include FAQs/LTFM Budget/FY 26 Documentation availability.
Presenter: Sarah C. Miller, MDE
Session Time: 1:20 pm – Room CC 213

2. **Negotiations and Legislative Updates**
MSBA will provide the latest information on the 2024 legislative session and an update on school district labor negotiations across the state.
Presenter: Gary Lee and Amy Fullenkamp-Taylor - MSBA
Session Time: 1:20 pm – Room 214

3. **General Networking**
Come, share, and network with others. This time is dedicated to you to meet new people, build relationships, and gain support from others in your line of work.
Session Time: 2:30 pm – CC 117

4. **AI Tools and Best Practices**
Participants will learn about the most popular and effective tools for incorporating A.I. into education. This session will include live demonstrations of a variety of tools and participants will be provided resources with recommendations on the best tools and practices for schools.
Presenter: David Berner, SWWC
Session Time: 1:20 pm – Room CC 117

5. **Cybersecurity Essentials for the Finance Department**
"Cybersecurity Essentials for the Finance Department" offers a concise, expert-led overview crucial for finance professionals. Presented by Brady Carstens, Cybersecurity Engineer, and Jamie Unke, System Administrator at SWWC, this session focuses on the intersection of finance and cybersecurity. Attendees will learn about prevalent cyber threats, defensive strategies to protect financial data, and the synergy between finance and IT for improved security. With practical insights from industry experts, this session equips participants with the knowledge to safeguard their operations against cyber risks, making it essential for those looking to fortify their financial department's cybersecurity posture.
Presenter: Brady Carstens & Jamie Unke, SWWC
Session Time: 9:15 am – Room CC 212

6. **How to Communicate with a Multigenerational Workforce**
Each generation has grown up with different technological advancements and that has a direct influence on how individuals prefer to give and receive communication. In this session we will talk through developing an understanding and the strategies that can be used to not only bridge the communication gap between generations but also empower and improve communication in the workplace.
Presenter: Abby Polzine, SWWC
Session Time: 1:20 pm – Room CC 212