



November 2022
DLT Meeting

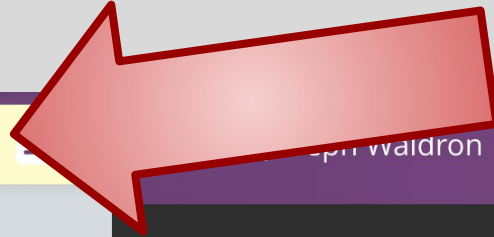
Dr. Joseph Waldron
Chief Financial Officer

AGENDA FOR DLT

- ▶ **Frontline TIPS**
- ▶ **Board Policies**
- ▶ **Who do I call?**
- ▶ **Questions?**

Frontline Tips

Type in Search Bar



The screenshot shows the Frontline Education user interface. At the top, a search bar contains the text "My O". Below the search bar, a dropdown menu displays "SEARCH RESULTS" followed by two items: "My Organizations" and "My Organization Attendance". The user's name "ph wardron" and a notification bell icon are visible in the top right corner. At the bottom of the page, there are navigation icons (down arrow, up arrow, clock, gear) and the "frontline education™" logo.

My Organization

Organization's Positions Positions with Work Location at this Organization

☰ : Organization Positions - As of Date: 11-09-2022

	PCN	Status	PFTE%	Last	First		Job Title
+ :	60004865	Filled	100.00	Roberts	Betty	June	Positive Behavior Support
+ :	60003261	Vacant	100.00				Substitute Short-term Pa



Highlights

PRODUCTION / Abilene ISD

Organization Positions

Board of Trustees >> Superintendent >> Leadership and Student Services >> Elementary Educa

Filter

- Board of Trustees
- Abilene State School
- Alta Vista Elementary
- Ben Ritchey Boy
- College

Organization's Positions

Organization Positions

- Columns
- Filtering
- Clear all filters
- Manually resize columns
- Fill width
- Fill height

+	:	60003976	Filled
+	:	60004051	Filled
+	:	60004375	Filled
+	:	60004053	Filled
+	:	60002167	Future Held
+	:	60002204	Held
+	:	60002213	Future Held
+	:	60003229	Vacant
+	:	60004530	Held
+	:	60005475	Held
+	:	60005711	Held

My columns

All columns

- PCN
- Organization
- Status
- PFT%
- Vacancy Start
- Staff ID
- Last
- First
- Middle
- << no title >>
- Date
- Location
- Role Name
- Report Category
- Job Title
- Certs
- Stipend
- Position Start
- Future Job Title
- Job Title Code

HIDE OR SHOW OPTIONS

Frontline Tips

ERP & SIS Abilene Independent School District

PRODUCTION / Abilene ISD

All Organizations

Board of Trustees

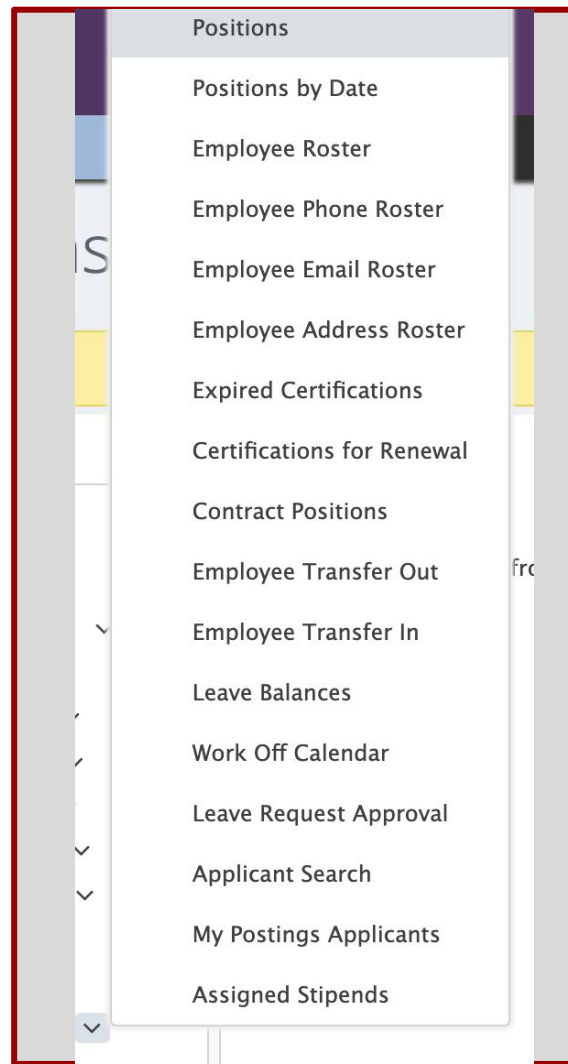
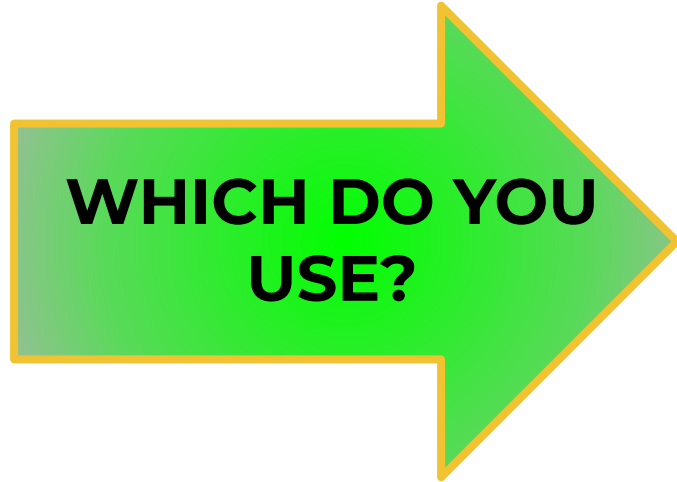
Filter

- Finance
- Fine Arts
- Human Resources
- Leadership and Student Services
 - Elementary Education
 - Elementary Campuses
 - Alcorta Elementary
 - Austin Elementary
 - Bassetti Elementary
 - ...

Positions

- Positions by Date
- Employee Roster
- Employee Phone Roster
- Employee Email Roster
- Employee Address Roster
- Expired Certifications
- Certifications for Renewal
- Contract Positions
- Employee Transfer Out
- Employee Transfer In
- Leave Balances
- Work Off Calendar
- Leave Request Approval
- Applicant Search
- My Postings Applicants
- Assigned Stipends

Frontline Tips



My Organization

- ▶ **Stand up and share with elbow partner what you use in the “My Organization” menu**

Board Policy

CAA	(Local) Fiscal Management Goals and Objectives: Financial Ethics
CCA	(Legal) Local Revenue Sources: Bond Issues
CDA	(Legal, Local) Other Revenues: Investments
CE	(Legal, Local) Annual Operating Budget
CFB	(Legal, Local) Accounting Inventories
CFD	(Legal, Local) Activity Funds Management
CH	(Legal, Local) Purchasing and Acquisition
CHE	(Legal) Purchasing and Acquisition: Vendor Relations
CHF	(Legal) Purchasing and Acquisition: Payment Procedures
CMD	(Legal) Equipment and Supplies Management: Instructional Materials Care and Accounting
CQ	(Legal, Local) Electronic Communication and Data Management
CV	(Local) Facilities Construction
DBD	(Legal, Local) Employment Requirements and Restrictions: Conflict of Interest
DBE	(Legal) Employment Requirements and Restrictions: Nepotism
DEE	(Legal, Local) Compensation and Benefits: Expense Reimbursement
DH	(Legal, Local) Employee Standards of Conduct
DK	(Legal, Local) Assignment and Schedules
DMD	(Local) Professional Development: Professional Meetings and Visitations

CH (Legal, Local) Purchasing and Acquisition

Board Policy

CFB (Legal, Local) Accounting Inventories

CFD (Legal, Local) Activity Funds Management

CH (Legal, Local) Purchasing and Acquisition

CHE (Legal) Purchasing and Acquisition: Vendor Relations

CHF (Legal) Purchasing and Acquisition: Payment Procedures

CMD (Legal) Equipment and Supplies Management: Instructional Materials Care and Accounting

CO (Legal, Local) Electronic Communication and Data Management

DEE (Legal, Local) Compensation and Benefits: Expense Reimbursement

DH (Legal, Local) Employee Standards of Conduct

DK (Legal, Local) Assignment and Schedules

DMD (Local) Professional Development: Professional Meetings and Visitations

Who Do I Call?



Finance Department

Joseph Waldron, Chief Financial Officer.....	Extension 3724
Jennifer Hinds, Director of Fiscal Services.....	Extension 4766
Budget, Tax Collections, Student/Campus Activity, Fixed Assets, Revenue Monitoring, Manuals	
Sean Smith, Director of Accounting.....	Extension 4979
Jennifer Stoneroad, Payroll Supervisor.....	Extension 5746
Mandy Thompson, Accounts Payable Supervisor.....	Extension 7638
Petty Cash, Supervision of AP Dept., Travel Audit, Fringe Benefits, P-Card Administrator	
Tonya Carrigan, Executive Finance Assistant.....	Extension 8133
Traci Jenkins, Executive Finance Assistant.....	Extension 5969
Student/Campus Activity, Weekly Bank Deposit, Citibank Reconciliation & Audit, EOM Finance Responsibilities	
Walt Wilkinson, Accountant – Special Programs.....	Extension 2111
Keith Dowell, Budget Coordinator.....	Extension 7725
SHARS, Indirect Cost Rate, Fixed Assets	
Amber Kendrick, Software Analyst - Finance.....	Extension 5489
Software Specialist for Finance & HR	
Hollye Stallings, Payroll Specialist.....	Extension 8838
Paraprofessional, Clerical, Transportation, Technology Personnel	
Kayla Grantham, Payroll Specialist.....	Extension 4300
Certified Personnel	

Who Do I Call?



Warehouse & Purchasing Department

Joseph Waldron, Chief Financial Officer.....	Extension 3724
Lisa Metcalf, Director of Purchasing.....	Extension 8600
Purchasing Operations, Warehouse, Central Receiving, IMA, Contracts, Proposals, Campus & Vendor Relations	
Kim Slough, IMA Coordinator/Buyer.....	Extension 2854
Instructional Materials, Letter Jackets, Quotes, Reviews/Approves Requisitions, Vendor & Campus Relations	
Cindy Brown, Procurement Specialist.....	Extension 8841
Pcard, Auditor, Federal Procurement	
Mary Bucherie, Central Receiving Coordinator.....	Extension 5300
Order Tracking, Receiving, Inputs Asset Tags, Vendor & Campus Relations	
Renee Calcote, Secretary - Purchasing.....	Extension 8992
Miscellaneous Duties, Purchase Orders, Assist Purchasing & Warehouse Operations, Campus & Vendor Relations	
Angela Clark, Buyer.....	Extension 7500
Quotes, Reviews/Approves Requisitions, Replenishes Warehouse Inventory, Vendor & Campus Relations	
Pamela Fenter, Buyer.....	Extension 8887
Reviews/Approves Requisitions, Purchase Orders, Vendor & Campus Relations	
Amy Potter, Buyer.....	Extension 3089
Quotes, Reviews/Approves Requisitions, Replenishes Student Nutrition Inventory, Vendor & Campus Relations	
Toby Marks, Warehouse Manager.....	Extension 7999
Warehouse Operations, Inventory (Student Nutrition/Warehouse), Central Receiving Operations, Surplus	

**Thank You for Being a
Part of the Financial
Health of AISD!**