

GOOD CENTS

Budgets:

Jessica Jimenez
General Fund
429-4639

Sara Comeau
Food Service
429-3983

Peggy Barnes
Grants
429-3646

Vickie Nash
429-3970

Purchasing:

Pam Brown
429-3993

Donna Sapp
429-3990

Dee Dee Akins
429-3988

Shannon Dunbar
429-3971

Accounts Payable:

Charice White
429-3981

Cindy Oliva
429-3985

Cindy Hill
429-3987

Christine O'Rourke
429-3982

Lisa Green
429-3966

Mary Crispino
429-3984

Payroll:

Alaina DeGroat
429-3992

Marcy Deweese
429-3997

Sandra Paige
429-3994

Debbie Jervis
429-3976

Myla Wine
429-7538

Ashley Honeycutt
429-3995

Tami Alexander
429-3968

Deb Daly
429-3998

Did you know?

- In the Southern Hemisphere February is a summer month the equivalent of August.
- The 2019 Super Bowl will take place at Mercedes-Benz Stadium in Atlanta, home of the Falcons. It'll be the first Super Bowl hosted at the stadium, which opened in 2017.
- The average Super Bowl ticket costs between \$2,500 and \$3,000, but that price varies depending on the particular matchup and when the tickets are purchased. Super Bowl XLIX between the Seahawks and the Patriots was an exception to this rule, with tickets averaging \$4,314. (seatgeek.com)



What's New

Title I Purchase Orders—All purchase orders for the following items must be submitted no later than February 15, 2019. ITEMS: Books, materials and supplies (etc.). The cutoff does not apply to professional development, conference/travel or online subscriptions. If you have questions, please contact Mike McCarthy (772-708-5784).

Don't Forget—NEW—Travel Policy—The travel policy was updated at the most recent Board meeting. A copy posted to the Bookkeeper Resource page, under Travel Policy. Please make sure you share the information with staff at your location.

Reminders

Please take a moment to review the Bookkeeper/Secretary Resource page (<https://www.stlucie.k12.fl.us/finance/bookkeeper-secretary-resources/>), many of the forms, instructions and manuals you need are posted to the site.

Internal Accounts

School Pay—Don't forget to setup your convenience fee project to record the revenue and monthly charges.

Coming soon! Computer Lab training for School Pay. Look out for dates soon!

Professional Development

Payroll Training

This training is **mandatory** for all Secretaries and Bookkeepers that process stipends. The session will cover payroll worksheets, leave requests, substitutes, stipends and possibly donation days.

Register In Frontline—Session Code: 509-8509003 Session: 115

February 20, 2019 9:00 AM—11:30 AM

Allapattah Flats, Room 3-216

New to You—Bookkeeper Basics—Session 4

This training will be for Bookkeepers new to their role OR Bookkeepers that need some refreshers on the basics. This training is required for Bookkeepers or Elementary Secretaries in their positions for less than one year.

Register In Frontline—Session Code: 509-8509003 Session: 116

February 28, 2019 10 AM—12 PM

South County Facilities/Maintenance Room #60