

BUSINESS & FINANCE

Financial Services

Employee Services

Procurement Services

Responsibilities of Business & Finance

Business and Finance (B&F) incorporates:

1. business, accounting, budget operations,
2. employee services, and
3. procurement.

It also supports the Board of Education. B&F can answer questions about department and school budgets, accounting, jury duty, crowd funding (DonorsChoose.org), payroll, benefits, and insurance questions, purchasing, and much more.

Business and Finance – Public

<https://www.dmschools.org/departments/business-finance/>

Employee Services

<https://www.dmschools.org/departments/human-resources/employee-benefits/>

Benefits

https://livedmpsk12ia.sharepoint.com/sites/resources/Pages/Employee_Services.aspx

Payroll

<https://www.dmschools.org/departments/business-finance/payroll/>

Purchasing

<https://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/>

Business and Finance – Staff

[Annex Staff location and extension 2023.docx](#)

[Org Chart 2023.2024.docx](#)

Business & Finance Contacts

<p>Shashank Aurora Chief Financial Officer shashank.aurora@dmschools.org 242-7745</p>	<ul style="list-style-type: none"> • Banking Relations • Board Meeting Agenda Planning • Board Policy and Interpretations • Board Secretary • Budget Development, incl. Staffing, Forecasting • Debt Financing • Develop Permanent Performance Measures • Employee Benefits • Enterprise Risk Management • Financial Outlook • Financial Planning • Formulate: Financial Strategy, Risk Management Strategy and Tax Strategy • Investment Relations • Investments: All Funds and Pension Funds (DMTRS) • Legal Services • Maintain Accounting Policies • Maintain Financial Policies • Maintain Insurance Coverage • Payroll • Property and Casualty Insurance • Review and approval of district contracts
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Business & Finance Contacts continued...	
<p>Erica Armstrong Controller erica.armstrong@dmschools.org 242-7718</p>	<ul style="list-style-type: none"> • Blue Contract • Certified Annual Report (CAR) development and inquiries • Creating reports (financial) • Daily Administration of department activities • Ensure financial controls functions • Explaining accounting transactions • General ledger account coding • General ledger maintenance and integrity • Implementation of new accounting standards • Lead annual external audit • Management and oversight of accounts payable, accounts receivable, cash receipts, fixed assets, and prepaids • Monthly financial close • Paraeducator Degree Program • Presenting the accounting books • Review, direct, and enhance financial processes and procedures • Serve on district steering committees

	<ul style="list-style-type: none"> • System implementations • Transaction specific accounting research
<p>Kevin Oleson Director, Financial Planning & Analysis kevin.oleson@dmschools.org 242-7834</p>	<ul style="list-style-type: none"> • Aid and Levy • Certified Annual Report (CAR) development and inquiries • Direct cost accounting implementation and processes • Directs position control and cost accounting • Manage budget development and execution • Manage accounting & budget forecast for: <ul style="list-style-type: none"> ○ Apprenticeship Training Program ○ Athletics ○ Board ○ Central Campus ○ Community Education ○ Decentralized Accounts ○ Dream to Teach ○ EQ/PD ○ Gifted & Talented ○ Grant Funds ○ Instructional Support Program ○ International Bachelorette (IB) ○ JROTC ○ Music ○ PERL for Community Ed ○ School budgets ○ Science ○ Shared Programming

	<ul style="list-style-type: none"> ○ Successful Progression for Early Readers ● SBRC requests ● Schedule of Expenditures of Federal Awards (SEFA)
<p>Lori Brenno Grant Writing Specialist lori.brenno@dmschools.org 242-8215</p>	<ul style="list-style-type: none"> ● Crowd Funding (DonorsChoose.org) ● Donation applications ● Grant Applications ● Grant Evaluation criteria ● Program design (planning and development)
<p>Elizabeth Castillo Special Education Accountant elizabeth.castillo@dmschools.org 242-7690</p>	<ul style="list-style-type: none"> ● Manage accounting, budget forecast, and monitors results for: <ul style="list-style-type: none"> ○ District Court Claims ○ Dropout prevention (DOP) ○ Medicaid ○ Non- public transportation ○ Orchard Place ○ Project Search-Vocational Rehab ○ Special Education ○ SPED AEA Grants ○ SPED District Court Placed Claims ○ SPED Foster Care Claims ○ SPED High-Cost Claims ● Open Enrollment out billing ● Special Education Supplement (SES) reporting ● SPED Tuition-out and Tuition-in billing ● Transportation ● Trusts and Scholarships
<p>Casaundra Christensen Financial Services Communication Manager casaundra.christensen@dmschools.org 242-7398</p>	<ul style="list-style-type: none"> ● ACFR ● Budget book ● Financial Services Communication ● Popular Annual Financial Report (PAFR)

<p>Hunter Dettler Financial Decision Support Analyst hunter.dettler@dmschools.org 242-7778</p>	<ul style="list-style-type: none"> • AEA Flow Through • Encumbrances • ESSA • Financial Planning Analysis • Manage accounting, budget forecast, and monitors results for Internal Service accounts: <ul style="list-style-type: none"> ○ Management Fund ○ Print Shop ○ Risk Management Fund ○ Self- Insurance Fund • Manage accounting, budget forecast, and monitors results for: <ul style="list-style-type: none"> ○ Custodial Department Accounting ○ Home School Assistance/Instruction ○ Virtual Campus
<p>Sharon Fuller School Support Specialist sharon.fuller@dmschools.org 242-8175</p>	<ul style="list-style-type: none"> • Manage accounting and monitors results for Agency Funds-Student Activity Funds • Office Manager/Bookkeeper Assistance and Trainer • Supply Chain Support for B&F and HR
<p>Pam Gomez Administrative Assistant pamela.gomez@dmschools.org 242-8527</p>	<ul style="list-style-type: none"> • Collect and Report Key Performance Indicators (KPIs) • Credit applications • Deposit slip orders • General inquiries and support • Jury Duty
<p>Emma Knapp C.I. Coordinator emma.knapp@dmschools.org 242-7858</p>	<ul style="list-style-type: none"> • Process Improvement • Project Management
<p>Melinda Lawrence General Ledger Accountant melinda.lawrence@dmschools.org 242-8380</p>	<ul style="list-style-type: none"> • Analyze accounting transactions and balances • Fixed Assets • Petty Cash • Reconciliations <ul style="list-style-type: none"> ○ Accounts Payable ○ Accounts Receivable ○ Bank ○ Payroll/Tax Reconciliations

Ben Lubkeman

Accounting Manager

Ben.lubkeman@dmschools.org

242-7750

- A/P & P-cards
- HR
- Inventory Management
- IPERS Review
- Payroll & Benefits
- Prepays
- Teacher Salary Supplement (TSS)

Business & Finance Contacts continued...

Debra Meyer
Grant Accountant
debra.meyer@dmschools.org
242-7646

- FEMA
- Manage accounting, budget forecast. and monitors results for:
 - Career Technical Education (CTE)
 - Carry Forward: Title II, III-ELL, IV
 - Delinquent
 - Gear Up
 - Innovative At-Risk K-3
 - Migrant/Migrant Carry Forward,
 - Other State Grants
 - Polk County Betterment Grant
 - School Improvement
 - Teacher Leadership Compensation (TLC)
 - Title I,
 - United Way
 - Vocational Education Basic Grant (Perkins)

Rosa (Rosie) Rios
Board Executive Assistant
Rosa.Rios@dmschools.org
242-7713

- Board docs
- Board minutes
- Meeting notices
- Publications
- 28E Filing
- Support:
 - Board Members
 - Audit Committee
 - DMTRS Advisory Committee

Ray Serrano
Enterprise Accountant
ray.serrano@dmschools.org
242-7329

- Food Stamps Program
 - Metro Kids Care
 - Non-public Schools
 - Other Enterprise Fund Accounts
 - Preschool Program
- Manage accounting, budget forecast, and monitors results for:
 - Ag Store o Automotive Shop
 - DHS
 - Food Service
 - Four-year-old preschool
 - Home Building/remodeling
 - Iowa Nutrition Network Basics
- Textbook Aid for Nonpublic Student

Emily Truitt

Accounts Receivable Manager and
Treasury Analyst

emily.truitt@dmschools.org

242-8120

- Banking Liaison
- Cash management
- Concurrent Enrollment
- E-commerce Liaison
- Investments and Debt Service
- Manage accounting, budget forecast. and monitors results for:
 - Debt Service Fund,
 - Facilities,
 - Operations, PERL –
Playgrounds/Capital Projects, PPEL,
 - Prairie Meadows/Polk County Tech
Integration, SAVE,
 - Smouse Trust, Software/Assessment,
 - Technology
- Manage Receivables and Collections,
including district-wide and childcare
- RevTrak
- Unclaimed Property
- Vanco Events

Business & Finance Contacts continued...

Ashley Williams
Grant Accountant
Ashley.williams@dmschools.org
242-7623

- Manage accounting, budget forecast, and results for:
 - AEA Flow Through
 - At-Risk
 - Cares Act, including Headstart and Rejuvenated funds - Metro Kids
 - DHS DCAT Funds
 - Early Childhood IA
 - Early Intervention
 - Empowerment Professional Development Grant
 - ESSER III
 - Full-Service Community Schools
 - GEER
 - Headstart
 - ISU Impact Grant
 - Limited English Proficient (LEP)
 - McKinney-Vento Grant
 - Other Federal Grants
 - Other Local Grants
 - Prairie Meadows Grant
 - School Improvement
 - Teacher Leadership Compensation (ILC)
 - Title IVB-21st Century
 - United Way Grants

Business & Finance Contacts continued...

<p>Mina Couch Accounts Payable Technician mina.couch@dmschools.org 242-7623</p> <p>Amy McKee Accounts Payable Technician amy.mckee@dmschools.org 242-7746</p> <p>Janet Stonerock Accounts Payable Technician janet.stonerock@dmschools.org 242-7748</p>	<p>Accounts Payable Extension #3221 Internal District Calls Only</p> <ul style="list-style-type: none"> • Amazon Business • Employee reimbursement • P-Cards • Vendor payments <p>Admin PCard Receipts SMO-AdminPCardReceipts@live.dmps.k12.ia.us</p> <p>DMPS Payables</p> <ul style="list-style-type: none"> • SMO-AdminPCardReceipts@live.dmps.k12.ia.us
<p>Dorcey Cavil Accounting Specialist dorcey.cavil@dmschools.org 242-8548</p> <p>Amy Fritz Accounting Specialist amy.fritz@dmschools.org 242-7920</p>	<p>Accounts Receivable Extension #3254 Internal District Calls Only</p> <ul style="list-style-type: none"> • Accounts Receivable <ul style="list-style-type: none"> ○ Food Service billing ○ Metro Kids billing ○ Preschool billing ○ SPED, OE, SP billing • Cash Receipts <p>School fee credit card payments and refunds</p>

Responsibilities of Employee Services

DMPS Employee Services Team supports the district's employees and supervisors. This includes payroll, employee benefits and compensation, wellness, NOVAtime, employee calendars, employee data center.

Employee Services Contacts

<p>Catherine McKay Director of Employee Services catherine.mckay@dmschools.org 242-8131</p>	<ul style="list-style-type: none"> • Compensation/DBM • Employee Benefits • Enterprise Risk Management • FMLA • Mediation and Litigation • Payroll • Property and Casualty Insurance • Retirement Incentives • Workers' Compensation
<p>Gwen Abington-Robbins Payroll Technician gwendolyn.abington@dmschools.org 242-8380</p>	<ul style="list-style-type: none"> • EL/MS Network Payrolls • Support <ul style="list-style-type: none"> ○ Food Service ○ Health Services ○ Student Activities ○ Transportation ○ Welcome Center
<p>Claire Cancino Payroll Processing Analyst claire.cancino@dmschools.org 242-8109</p>	<ul style="list-style-type: none"> • FMLA • Garnishments, Child support, and levies • Incentives • IPERS • Retiree Payouts
<p>Megan Fouche Payroll Manager megan.fouche@dmschools.org 242-8182</p>	<ul style="list-style-type: none"> • DBM • New compensation • Payroll processing
<p>Jamie Shannon Payroll Systems Coordinator jamie.shannon@dmschools.org 242-7648</p>	<ul style="list-style-type: none"> • Employee Online • IPERS forms • NOVAtime Support • Supervisor training • Webforms, Additional pay, Summer School • Work Comp

<p>Chuong Vo Payroll Account Technician chuong.vo@dmschools.org 242-7785</p>	<ul style="list-style-type: none"> ● HS Network Payrolls ● Support <ul style="list-style-type: none"> ○ Administration ○ Assessment Data & Evaluation ○ Employee Services ○ Facility Management ○ Financial Accounting ○ Leadership & Learning ○ Metro Kids ○ Operations ○ Security ○ Talent & Personnel ○ Technology
<p>Rhonda Wagoner Benefits Specialist rhonda.wagoner@dmschools.org 242-7711</p>	<ul style="list-style-type: none"> ● Benefitfocus ● Cobra/1095C (ACA Reporting) ● Dental Insurance ● Medical Insurance ● Medical/Dependent Reimbursement ● Medicare Forms ● Unemployment ● Vision Insurance

<p>Sherri Weatherly Benefits Specialist sherri.weatherly@dmschools.org 242-7624</p>	<ul style="list-style-type: none">• Disability• DMTRS• FMLA• Liability and Property Claims• Life Insurance• Retirement• TSA/403b• Worker's Compensation
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Responsibilities of Procurement

DMPS Procurement Office Team supports the district students and staff by acquiring goods and services needed to maintain effective operations. Procurement involves the process of selecting vendors, establishing payment terms, strategic vetting, selection, the negotiation of contracts and actual purchasing of goods while complying with District, State and Federal guidelines for public entities. By leveraging the district's economies of scale and strategic planning the procurement staff can maximize savings and ensure the effective utilization of taxpayer funding.

Procurement Contacts

<p>Joanne Khounlo-Philavanh Procurement Manager joanne.khounlophilavanh@dmschools.org 242-7962</p>	<ul style="list-style-type: none"> • Amazon Business • Board Communications • Compliance • Construction Management System • Cost Control • E-Procurement System • ERP System • Lead Supply Chain Analyst • Maintenance • Major Contracts • Procurement policies and procedures • Vendor maintenance and new vendor set-up
<p>Sharon Fuller fuller.sharon@dmschools.org 242-7711</p>	<ul style="list-style-type: none"> • Procurement <ul style="list-style-type: none"> ○ Business & Finance ○ Central Stores ○ Human Resources
<p>Deb Hill deborah.hill@dmschools.org 242-7931</p>	<ul style="list-style-type: none"> • Procurement <ul style="list-style-type: none"> ○ Curriculum programing ○ Library Services ○ Teaching & Learning ○ Textbooks
<p>Sarah Holland sarah.holland@dmschools.org 242-8125</p>	<ul style="list-style-type: none"> • Procurement <ul style="list-style-type: none"> ○ Construction Services & Products ○ Facility Mgt Products & Services ○ Operations
<p>David Niemi david.niemi@dmschools.org 242-8125</p>	<ul style="list-style-type: none"> • Procurement <ul style="list-style-type: none"> ○ Custodial
<p>Brett Perman brett.perman@dmschools.org 242-7738</p>	<ul style="list-style-type: none"> • Procurement <ul style="list-style-type: none"> ○ Central Nutrition
<p>Michael Schneider Michael.Schneider@dmschools.org 242-7962</p>	<ul style="list-style-type: none"> • Procurement <ul style="list-style-type: none"> ○ Technology ○ Transportation

