

Leadership Team Package Item

Mandatory Meeting:	_____
Due Date/Deadline:	<u> X </u>
Required Reading:	_____
Supplemental Material :	_____
Date of LTP:	<u> Mar. 28, 2016 </u>

To: Principals, Assistant Principals,
Department Heads, Bookkeepers &
Key Support Staff

Date Prepared: March 23, 2016

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Subject: MUNIS Training Dates

With only 100 days remaining until the Phase I "Go-Live" date of July 1, 2016, the MUNIS implementation is on schedule and on budget. End user training is scheduled to begin on Tuesday, May 10th. All end user training sessions will be held at 37 Stafford Avenue (PDC Building in Lab 1), with morning sessions from 8:30 a.m. until 12:00 p.m. and afternoon sessions from 1:00 p.m. until 4:30 p.m.

All principals, department heads, and bookkeepers are required to attend one of the trainings for each of the sessions. Principals are strongly encouraged to have one assistant principal attend a principal's training session. MUNIS will allow approvals to be delegated to an assistant principal(s) as defined by the school principal. The principal should have the assistant principal(s) that will be authorized to approve requisitions and budget transfers attend (**Note:** The principal and designated assistant principal **DO NOT** need to attend at the same time).

To ensure adequate time and space are available for all end users, please review the attached schedule. Select a first and second choice of training dates based on your job title. **Please Note:** School site and department bookkeepers, as well as administrative assistants who perform bookkeeping functions, are scheduled for three training sessions and must submit a first and second choice for each of the three sessions indicated. Once selections are made for each position required to attend training within the school or department, then save the document in the following format:

MUNISRegistration.YOURSCHOOLNAME.doc

YOURSCHOOLNAME should be the three or four character abbreviation for your school site, such as DMS (MUNISRegistration.DMS.doc) or GVES (MUNISRegistration.GVES.doc). E-mail the completed registration form to Kimberly Washington at washingtonkj@staffordschools.net, no later than April 8, 2016.

Spaces will be filled on a "first come, first serve" basis. We will make every effort to accommodate your first choice. Please plan to devote your undivided attention during the entire time allotted for training! For additional information, please contact:

Kimberly Washington, Accounting Specialist
540-658-6605
washingtonkj@staffordschools.net

In addition to the required training dates, the implementation team will host optional open lab sessions on the following Fridays: May 13th, 20th and 27th plus June 3rd and 10th. These dates will be available for end users to work on the skills learned in the training sessions with support from the team. It is encouraged that bookkeepers and supervisors attend the sessions together to work on their data entry and approval process requirements. Additional information regarding open lab appointments will be forthcoming.

Available Training Dates (Required):

School Bookkeepers	Department Bookkeepers	Principals	Department Heads
Session 1:			
May 10 th – Morning	May 11 th – Morning	May 12 th - Afternoon	May 25 th - Morning
May 10 th – Afternoon	May 12 th – Morning	May 24 th - Afternoon	May 31 st - Afternoon
May 11 th – Afternoon		May 25 th – Afternoon	
		May 31 st – Morning	
		June 1 st – Morning	
		June 2 nd – Morning	
		June 7 th – Afternoon	
Session 2:			
May 17 th – Morning	May 18 th - Afternoon		
May 17 th – Afternoon	May 24 th – Morning		
May 18 th – Morning			
Session 3:			
June 2 - Afternoon	June 1 st – Afternoon		
June 7 – Morning	June 8 th – Afternoon		
June 8 - Morning			

Open Lab Dates (Optional):

Dates	Time
May 13 th	TBD
May 20 th	TBD
May 27 th	TBD
June 3 rd	TBD
June 10 th	TBD