



# 2012-9-20 - Support Staff Minutes

Date: September 20, 2012

Location: Westcott Bay Room

**In Attendance:** Michele, Brian, Jennifer, Nancy M., Kristi, Noreen, Susan, Anne E., Nancy H., Lana, Danette, Dorothy, Hope, Jane, Kara

## [Agenda](#)

Game: Mixed up words. Staff determined what words could be made out of a jumble of letters.

**LCC Update:** Wasn't really a very long meeting. Terri was elected Chair. Support Staff team members are represented by Nancy Menard, Kristine Juhl, Dorothy Moller.

**New Clock Hours Process:** Lana and Susan reviewed the new forms, new clock hour proposal site, and attendance sheets and how these will be affected by the change to GoSignMeUp.

## [GoSignMeUp Instructions and Reports](#)

## [New Clock Hour Proposal](#)

**Attendance Sheets Attached to Purchase Orders:** Anytime a purchase order is related to participant attendance (substitute reimbursement, stipends, meals/food provided), attendance sheets should be attached to the PO in WESPaC. When they are scanned for posting to the Attendance Sheet folder in the Common drive, it is easy to also post them on individual user drives for uploading to WESPaC. See Michele for questions.

**Agency Contacts:** Joni reminded everyone that the agency contact list in Outlook has been updated, cleaned out and is categorized and easy to use.

Go to: Outlook, click Folders at the bottom of your screen, go to Public Folders, All Public Folders, Agency Contacts.

In this folder you will find all 35 superintendents, principals, ESD superintendents, business managers, accounts payable, accounts receivable, SPED directors, and T&L/curriculum directors.

**Stocking Paper:** Joni asked that when you notice the color paper is getting low to please stock it. Extra paper is in the room with the shredder and mail machine (Madrona). Darrell will stock the plain white paper - please notify him when you see it getting low.

Also, any other supplies such as coffee, creamers, sugar, utensils, etc., contact Joni that they need to be refilled.

**Other:**

- Desk calendar orders should be to Joni by the end of next week - September 28.
- Please remember to raise the blinds in the Reid Harbor room if you lower them. They all need to be fully open when your event is over.

**Department Go-Around:** Each member present reviewed current activities within their department as well as a review of employee changes and summer activities.

Meeting adjourned at 11:30 am.

*Minutes respectfully submitted by: Kristi Gunerius*