

Date: February 21, 2013

Location: Westcott Bay Room

In Attendance: Anita, Anne E., Anne K. Danette, Jane, Jennifer, Joni, Kara, Kristi, Michele, Nancuy, Noreen & Susan.

Treats: Patty & Jane

Game and Door Prize: Noreen – Winner: Dannette

LCC Update – The committee ask that Jerry Jenkins, NWESD Superintendent, propose to the NWESD Board of Directors that our district office close our doors to the public for the work days between the Christmas and New Year's holidays. This would give ALL full-time employees the option to either work those days or use leave for the time off. This would result in there being no front-desk service, receipting of money, processing of in-coming or out-going mail, fingerprinting, or unscheduled meetings with walk-in visitors."

WESPaC web refresher, tips and tricks – Terri sent an email that said: Currently you have the option of using the Pac or Web versions of WesPac when creating requisitions. That option will be going away very soon. In March, not sure the exact day yet, you will only be able to create requisitions in the Web version. If you are not currently using the Web version, I would highly recommend that you start so that you can get familiar with it and if you have any questions or issues we can solve them before March. Joni walked us through some of the tips and tricks.

Advanced Excel pivot tables – Joni also showed up examples on how to use the pivot table. The ESD purchased a one hour webinar "Advanced Excel Tips for the Power User". Jennifer will set this up as an Internal Staff Development. The video is also available for check out. See Jennifer.

Department Go-Round – Susan: Working with GSMU to make it faster. Jane: Working in new grants. Kara: Also new grant. Michele: Gere-a-Deli will now email invoices to her. Anne: On vacation week of 3/15 and needs help setting up a class on 3/21 & 22. Jennifer will help. Danette: Private funding for Starting Strong Conference.

Meeting adjourned at 11:15

Minutes respectfully submitted by Nancy Menard