

**Support Staff Meeting
May 21, 2013**

Attended:

Anita Garcia	Jane Morgan	Kristi Gunerius
Anne Knott	Jennifer Longchamps	Kristine Juhl
Danette Riordan	Joanie Cochran	Nancy Menard
Dorothy Moller	Joni Morrell	Noreen McKinney
Hope Noyes	Kara Wolkenhauer	Patty Yates
		Susan Singer

Meeting called to order at 10:00 am.

Thank you:

Thanks to Patty for providing the game and door prize; Anne won the prize.
Thanks to Anne and Jennifer for providing the snacks.

LCC Update:

There was no LCC meeting last month; no report.

Anacortes Chamber of Commerce brochure:

Joni showed us a brochure she was been given by the Chamber. Joni will try to get a few more.

Class material fee(s) in GSMU:

If your class has a materials fee, is it payable to NWESD 189 or to the instructor? If payable to NWESD 189, add the materials fee into your registration fee. If payable to the Instructor, omit the materials fee from the registration fee. When creating the class under 'Course Misc. Setting' type in a 'Course Comment' and it will appear on the student side in red colored font. Your other option is to add a materials fee comment within the class description.

Lodging options in Tumwater:

Kara mentioned the Guest House Inn and Suites. The Comfort Inn was also mentioned.

Department Go-Round:

Patty asked how Jerry prefers to get contracts needing his signature. Per Joni, the contract should already be initialed by the Director, in a folder, and Jerry signs last. The contract should be stapled not paper clipped. Flip to the page needing signature. Put the 'To Be Signed' tab on the right edge of the page. If you need something signed as part of a group of documents, give Jerry all the documents at the same time.

Joni went on to mention that Interlocal Agreements are going to be pdf scanned on our web site. AA's should go back to when Rhoni Colvin left the ESD (January, 2011) because they haven't been scanned since she left. We hope to have this in place by September, per Rachael.

Nancy mentioned that the Science Materials Center moved.

Kristi mentioned that the Denny Youth Center, formerly known as Snohomish Detention Center, starts in September.

Hope mentioned that the work calendars for the 2013/2014 school year must be in by mid-August.

Joni thinks we may get a Work Source person in the summer to help Darrell.

Meeting adjourned at 11:15 am.

Minutes respectfully submitted by Susan Singer.