

Date: July 18, 2013

Location: Westcott Bay Room

In Attendance: Angela, Patty, Danette, Anne E., Jane, Dorothy, Nancy, Anita, Jennifer, Anne K., Tammy, Hope, Noreen, Susan, Joni

Guests: Wendy Chevalier, Carol Browder, Terri Johnson

Treats: Jane & Brian

Game and Door Prize: Brian – Winner: Anne E.

POs, ICAs, Contracts, Agreements: Carol Browder presented the new contracting procedure we will follow effective immediately. All of the information may be found on our Intranet. Just type “Contracts” into the search bar. We are to continue to use the Position Analysis and ICA Qualification forms, but the Independent Contractor Agreements (ICAs) are not to be used anymore. There is a “Contract Payable” template which is found on the Intranet. Before beginning a contract, you must first complete a “Contract Clauses Checklist”. This will help guide you in what is to be included in the contract you will create. This checklist must be completed, signed, and accompany your contract when you route it for signatures. All of these forms are available on the Intranet. Please see Carol or Terri for guidance in using these new forms.

Travel documentation: Brian led us through tips on filling out the Advance Travel Request paperwork. A few of his pointers included:

- You must include dates of travel, work station, residence, destination to and from, purpose of the trip, and miles.
- A copy of MapQuest mileage is not necessary, but Fiscal will be spot checking your mileage claims for accuracy.
- Please use one line for each date. Don’t combine dates on a single line.
- If slight changes are made after signatures have been collected, you may have your supervisor initial the changes rather than resubmitting a new form. If major changes are done, then a new form would be required with new signatures.
- Please make sure you are using the most recent form to ensure the correct mileage rate is being used.
- The bottom chart of “Detail of Other Receipts/Purchases” is not to exceed \$50. Anything above that will need prior approval from the superintendent.
- Turn your travel in by the first of the month for reimbursement by the 15th, and by the 15th for reimbursement by the end of the month.
- Search “Travel” on our intranet for a page of FAQs regarding travel.

Presenter Orientation: Jennifer gave a summary of a PowerPoint that Teaching and Learning has developed. It is geared towards presenters to give them an overview of what is involved before teaching for the NWESD. It covers topics such as paperwork procedures, copyright considerations, before and after class preparations, etc. This PowerPoint is still being updated, and will continue to be updated as policies change. Email Jennifer if you would like a copy. The eventual goal is to post it on the website under Professional Development so presenters may access it that way.

LCC Update: Thank you to Anne K. for volunteering to serve on the LCC committee as our Support Staff representative. Thanks also to Dorothy for volunteering to serve another term, and to Nancy as she has one year remaining on her term.

Other:

- Our website is still locked down for edits. The database migration process has been outsourced and is expected to take 80 hours of work. Rachael and Kyle both are working hard on it as well. Tentative new date for completion is September 1.
- School Nurse Corp has been funded for next year so Anne and Lorali have another year of job security.
- Calendar holidays for 2013-14 have been posted on the intranet. You can click and drag them into your Outlook calendar if interested.
- Susan shared that new flat screens have been installed in North Pass and West Sound for updated video conferencing capabilities. If you would like directions on how to run them, please see Susan or Kyle for training.
- Kara is out for her honeymoon, but once she returns, Fiscal will be back to full strength.
- Jennifer shared that we are getting good information from the Check-Out question "How Did You Hear about This Course?" Answer options may be tweaked as the fall season begins.
- Jerry will be out of the office July 19-29 and August 7-12. Carol Browder will sign contracts in his absence.
- Joni will be out of the office July 30 – August 6. Jennifer and Dorothy will serve as her back-up.

The meeting was adjourned at 11:30 am.

Minutes respectfully submitted by Anita Garcia-Holzemer