

Date: October 31, 2013

Location: Westcott Bay room

In Attendance: Angela Currie, Anita Garcia, Anna Bell, Anne Elkins, Anne Knott, Brian Gianello, Danette Riordan, Dorothy Moller, Hope Noyes, Jane Morgan, Jennifer Longchamps, Joanie Cochran, Joni Morrell, Kara Moore, Kristi Gunerius, Kristine Juhl, Nancy Menard, Noreen McKinney, Susan singer.

Snacks: Provided by Dorothy and Joni

Game & door prize: Provided by Dorothy, won by Noreen

LCC Update

The Action Plan was signed and it went to board. It will soon be posted on the intranet.

Cardboard recycling

Effective immediately, put broken down cardboard in the large, blue can in the workroom or in the large, gray bin at the bottom of the back stairs. Do not put it in the trash can at your desk. The white roll of paper was moved to Madrona.

Faxes with credit card information

Effective immediately, all incoming registrations with credit card information should be given to Susan. Susan will enter the registration into GoSignMeUp (GSMU) and then give the redacted registration to the AA. Joanie will be Susan's backup. Joni will discuss this process with Carol Browder to ensure there are no audit issues.

WESPaC report tip

Disclaimer by Susan: The full content of the demonstration was not accurately captured in these notes, so please see Kara for more information.

Kara demonstrated a way to pull a detailed revenue expense report (aka transaction recap) and fill in blank cells. Currently when you export a WESPaC report you have a column heading with an account number and then empty cells below that. It makes it difficult to sort the report with the empty cells.

Other

None

Go Around

Dorothy - Learning a lot in the MERO and AOP groups.

Anne K. - Will be here through November and plans to use a lot of vacation in December for the move to Spokane.

Susan - Admiralty has a new projector, and the touch panel will be reprogrammed to incorporate it.

Kristi - Work with PBIS. The Special Ed Directors have stipends, which are difficult to work with.

Angela - Snohomish Discovery has their new portable classroom up and running. Buck is accepting bids for the new portables for NRLC in Arlington. This year instead of hiring a Speech Language Pathologist (SLP) they contracted for a live interface with Presence Learning in San Francisco as a new way to deliver the SLP piece. We pay about the same rate for the on-line version as hiring a person. Parents can sign on and watch the sessions live, and get recommendations on homework that supports the on-line activities.

Danette - Anna Bell has been helping in Early Learning and she is with us for one more week. Karma Hugh is busy with WaKIDS.

Nancy - Brian MacNevin, the new Math person, is great. The Student Leadership training is here next week, Monday through Thursday (Nov. 4 through 7).

Brian - Brian will send out an email relating to using macros with your time & effort JV's. Brian starts working at NWRDC on November 1st, so today is his last day with us.

Anita - Young Authors is starting up and registrations are still done using Peopleware. Credit card payments go directly to Joanie for this class.

Jennifer - Mary Kernel wanted us to know the updated PD form (ADM-607) is now on the intranet under NWESD FORMS. The end product is a longer template but it meets WAC requirements. This is a tool that could be helpful for us to use, but it is not required. On a different subject, a Presenter Orientation document can be found on our home page. Click on the round icon to the left of 'Workshops Classes' and find the link on the right side of the page, towards the top.

https://files.nwesd.org/website/Professional_Development/Presenter_Orientation.pdf

Hope - Gearing up for open enrollment.

Jane - The Medicaid contract has been signed and we have a 24 month budget, broken down by month. We are leaning towards 'Raintree' as the electronic medical records vendor.

Anne E. - Lorali Gray is very busy with site visits. She submitted the Johnson & Johnson application for a mini grant which is a five year plan. The money would be shared among the five ESD's.

Noreen - Busy with eRate for the school districts. A reminder that when you are creating invoices in WESPaC you can save yourself a few clicks by duplicating the batch number in the Description line.

Kara - With Brian leaving, Kara will move to Brian's desk. Kara will cover both desks until her replacement is hired. Some Fiscal forms have been updated on the intranet, so if you have saved forms, make sure they are the most recent version.

Joanie - Fiscal is close to the year end close.

Joni - Very busy, as usual.

GSMU
Nothing

The meeting was adjourned at 11:00 am.

Minutes respectfully submitted by Susan Singer.