

NWESD Support Staff Meeting  
April 17, 2014  
10-11:15 a.m. in Wescott Bay Room

**Present:**

Joni, Angela, Kara, Tracy, Anya, Rose, Dorothy, Anita, Susan, Tammy, Noreen, Anne, Jennifer, Nancy, Hope, Kristine, Paula

**Treats:**

Compliments of the Directors, headed by Eric Chambers

**Door Game & Prize:**

Paula - Drawing challenge w/Easter theme

Winner: Nancy

**Setting Goals:**

- Joni did an online search for AA goals. Suggestion: have your goals line-up with your supervisor's.
- Handouts for SMART Goals and worksheet offered.

**Education Connection mailing assistance:**

For recipients, there is some confusion between the flyer and the catalog. To address the issue it was decided to:

- combine all efforts into the Ed. Connection, and
- beef it up a little, w/ summer classes included on the front. This will result in:
  - a. there are substantially more to mail out;
  - b. Joni will ask for volunteers to help with the mail out;
  - c. catalogs are expected by May 5<sup>th</sup> and hope to mail out by May 9<sup>th</sup>; and
  - d. an assembly line will be set up and volunteers will be asked to help stuff and label catalogs.

**Inclusive PD checklist resource:**

Anne Elkins posted an example sheet to Common to use as a resource for folks who would like an example guideline for setting up PD.

**Facility use/coordination:**

More and more workshops are doing breakout sessions. If the room is packed or overly large, groups are picking up and moving about the building. To address the issue:

- the lobby is free but they can't block pathways;
- Joni or someone will notify the AA so they can straighten/clean-up afterwards;
- if they move into an empty room, Joni or someone will also notify the AA; and
- the AA (or Director) can book and pay for the room (if used for over 10 minutes) or move the people elsewhere.

**Internal meeting rooms and related issues:**

- Tammy distributed a list with all the rooms and internal pricing
- Rates for other groups may be higher

- Courtyard is no longer on the list – we never charged for it anyway
- Furniture has been ordered
- Joni researched coffeepot costs. We agreed to try a dozen of the less-expensive pots to see how they hold up, as one reviewer said they had a problem with the handles after heavy usage.

**LCC Update:**

Jerry discussed the breakout rooms and how to handle.

**Fiscal reminders:**

Rose gave a handout listing where to find links to Travel, A/P, A/P FAQ, blank W9 form, and others, along with A/P cut-off dates and info to set-up Vendors.

**Other:**

- Anya asked about Chrome. Tammy said Tech services will not support it.
- Anita suggested we send a thank you to the Director's for the snacks.
- Anne asked about the Floater position. Joni replied Jerry decided to close it for now.

**Department go-round:**

Each participant shared a brief review of their department's current and/or upcoming activities along with a few personal notes.

**Addition:**

- Joni says we're drowning in surplus; getting ready to start sending notifications and taking bids. The current Pitney Bowes mail machine is no longer being supported, so she's looking for a new one.
- Kristine is starting to get phone calls about certification and many of the callers are very unhappy. Joni said ESD 113 had gotten back to her – they will try and help people, but their own people are their priority. OSPI's e-certification doesn't work properly and only serves teachers.

*Meeting adjourned at 11:15 a.m.*

*Minutes submitted by Jane Morgan*