**Support Staff Meeting**

**October 15, 2015**

**10:00 – 11:15am**

**In attendance:** Krista, Kristi, Kara, Kristine, Angela, Anita, Dorothy, Tammy, Mia, Jodi, Jane, Nancy, Paula, Joni, Rose, Anya, Hope

**Snacks** were provided by Dorothy & Anita

**Game** was provided by Jane and won by Kara

**LCC Report:** Paula

* LCC is suggesting that the Comment Box be retired as it no longer meets the needs of the original intent. After discussion, the Support Staff group requests that that Comment Box stay in play. Further discussion was held around the Operating Principles and alternatives to the Comment Box.
* LCC changed its bylaws so that they will only meet when an issue is raised instead of monthly.
* LCC will no longer be signing the Action Plan.

**Meeting Room Catering Supplies:**

* Administration has purchased some supplies for the meeting room related to the catering of meetings. There are now trays, tongs, cutting boards, knives, etc. available in the Reid Harbor, Cap Sante, and Mount Erie rooms.

**New JV Import Form: Kara**

* Kara demonstrated the new import JV. It can be found on the Online Communities (OC) by typing [Journal Voucher](https://communities.nwesd.org/Staff_Community/Fiscal_Department/Forms/Journal_Voucher?origin=deflection) in the search field after you sign in.
* Kara asked they we use the form carefully and be sure:
	+ Not to add or delete lines
	+ Not to add or delete columns
* When printing, the Import JV will go to the 00 mailbox unless you save the form and change the printing preferences to your normal mailbox.
* Kara also reminded us that if we paste into the JV to use paste special values so we don’t accidentally erase the formulas in the cells.
* Paper form and backup documents go to Terri as normal. Send the electronic JV to Joanie Cochran with a copy to Kara.

**GSMU Support**

* General support for GSMU goes to Kristine
* WEB/software issues go to Rachael
* Credit card registrations remain with Kristine (Joanie as backup)

**Laminator**

* There is a roller cleaner sheet under the laminator. If you notice it’s getting gummed up, run the sheet through – without any laminating sheets.
* A limited amount of laminating supplies have been supplied by Administration. If you need to use a large amount, please order from your program.

**Other:**

* **Mail –** Paula will be taking the mail at 2:15pm to the Post Office so that our delivery of mail to vendors may happen earlier. The mail is being delayed due to cutbacks at the Post Office in delivery/pickup schedules. Note that mail that goes out of Friday may not be delivered to vendors until late Monday or Tuesday.

**Go-Around:**

* Paula – E-rate is done and gone.
* Anya – Busy with classes
* Kara – Busy setting up importing documents, year end, and aligning time and effort with the import JV
* Kristi – Year and closing and starting up new year projects. New Program Specialist starting.
* Krista – Busy with Accreditation
* Angela – Online IEP, Skyward, trainings
* Dorothy – Fingerprinting
* Rose – busy with 14/15 close
* Mia – Project Aware & Open Doore
* Jodi – New Program Admin for Detention programs – Jessica Mutale
* Jane- Open Doors and Project Aware
* Joni – Superintendent survey and ESD Boundary dispute

Postponed the Adobe Acrobat demonstration due to lack of time.

*Minutes taken by Kristi Gunerius*