NWESD Support Staff Meeting
May 19, 2016
Cap Sante Room

In Attendance: Lenka, Rose, Hope, Jennifer, Kristine, Mia, Anita, Gerry, Angela, Nancy, Paula, Jodi, Dorothy, Krista, Joni, and Noreen

Treats: Anita and Tammy
Game & Door Prize: Paula   Winner: Krista
Timer: Joni

New Fiscal Technician Lenka Kaliban was introduced.

LCC Update – no LCC meeting last month per Paula

Contact Information/Attention Line in PO's – Rose
Rose asked that the ATTN: field on PO's be utilized and she demonstrated how to add a narrative line to your PO if it is necessary to add your contact info.

Surplus Office Supplies – Joni
We will be losing our surplus "boneyard" cubicle in the future so it has been decided to put like surplus office supply items in boxes in the Surplus Storage area. When Mia does surplus (2 times/year) these boxes will be offered to school districts. For now, Mia will have a box at her cube to collect surplus items, then she will sort and put them into Surplus.

Hall Door After Hours – Joni
The hall door by Westcott Bay is closed and automatically locks at 4:30pm each day. At Jerry's request, not many people have a key to this door. Normally the door is closed by the cashier or whoever goes through the door after 4:30pm. In the event that you are staying late to setup or cleanup for a workshop and you need access through this door, there will now be a sign that can be posted on the opened door that reads "Please leave door open for meeting room setup/cleanup." The sign will be on the bookshelf next to the door. Open the door and post the sign. When you are done please close the door and replace the sign to the shelf. Joni will distribute this information to the Directors and Proftech group.

Other –
Gerry asked what the Print Queue protocol is for our printers. The printers are supposed to delete old print jobs after so many days. Joni will check with Tech Services on this.

Department Go-Round
Gerry: She's busy in Construction Services. She will be working 5 days/week for the next 3 months.

Angela: Contracting is finishing up for the 16-17 school year. Steve Dahl will be the new Assistant Director of Special Programs & Services, taking Sheila Wood's place. DHH & Eastside Summit will be closing at the end of this school year.
Nancy: She is traveling to Hawaii next week, using the condo accommodations she won in the Winter Celebration Basket raffle.
Paula: Very busy working for Karma and the upcoming Growing K Conference.
Jodi: She is busy with budget spenddown for the School Nurse Corp and finishing interlocals for the Detention Centers for 2016-2017.
Dorothy: Busy fingerprinting, but it is slowing down. Her big news is a new grandson was born last week – his name is Rolan Ross.
Krista: Accreditation is keeping her busy. The new Asst. Superintendent of Operations, David Forsythe, stopped in to chat about the upcoming transition.
Anita: She is busy with Summer Professional Development.
Kristine: She is back to full time support for Go Sign Me Up.
Jennifer: The summer catalog is done. Kevin Cooper assisted with this. There is a new ELL Cooperative starting with 12 districts.
Hope: Gearing up for September and new staff.
Rose: Paying bills. Reminded us about the new Amazon platform. It is like Prime but better for business.
Joni: The new communications specialist, Jessica Haag, will start June 22. She will be sitting where Paula used to sit in the East wing.
Larry Francois will be at the next Board Meeting on May 23 to be sworn in and many board resolutions will be passed allowing him to do all that he does.
The Retirement Celebration for Jerry and Buck is on Friday, May 20 right after work. Please come.

The meeting adjourned for those who do not work with GSMU.

Go Sign Me Up Fiscal Issues – Noreen
Instructions for AR invoicing for Go Sign Me Up are located on the Online Community GSMU page under Fiscal>General Resources. She reviewed the procedure with reminders about using the GSMU station, the correct batch number protocol, and adding the invoice number and date to the Roster Report in GSMU.
She also covered payment options and the use of PWP as a payment option. If it is used there should be notes entered in the Order Notes section on GSMU for an audit trail. She gave a reminder to enter receipt writer receipt #'s and itransact #'s as well. Discount Codes can be used if you have someone who will not be paying the full price of a course. These must be set up at the time the class is created. Kristine Juhl can assist you with this. Joni showed how to use the Export Tool to add invoice #'s and dates to the Roster Report. She will prepare instructions for using it and post this to the GSMU page on the Online Community.

Go Sign Me Up Renewal Options – Joni
Our GSMU contract is expiring April 2017. We currently pay an annual cost of $11,500.00. If we renew the contract for a year, the cost will stay the same. If we renew

for a 2 year contract the total cost will be $21,850.00 which would equal an annual cost of $10,925.00.

ESD 112 presented the registration system they have developed for ESD use at the recent AESD Conference. The cost would be a base fee of $8,000 with NWESD's cost being approx. $17,000/year. They were unable to answer the many questions that Joni had regarding the new system. Some of her concerns were uploading to the agency calendar, importing GSMU data into the system, and the clock hour component. There were too many red flags so it was decided that NWESD would not be joining in their system in September 2016. She said that Larry felt if there is general satisfaction with GSMU we should continue on a two-year contract and start doing research on other systems, listing what we might need.

Joni asked for input on how we felt about this. The consensus was despite the frustrations at times we should stay with GSMU for now. She asked us to view registration systems and send her the URL so she can research and investigate.

Paula suggested we have some GSMU training or webinar for those new to the system. Joni will set this up

Meeting Adjourned at 11:30am
Minutes Submitted by Noreen McKinney