

**NWESD Support Staff Meeting**  
**August 18, 2016**  
**Cap Sante Room**

In Attendance: Jane, Lenka, Kristi, Joni, Gerry, Krista, Nancy, Rose, Noreen, Anya, Dorothy, Anita, Jodi, Angela, Mia, Paula for part of mtg.

Treats: Paula & Jodi

Game & Door Prize: Joni                      Winner: Paula

**LCC Update:** Noreen gave this update as Paula was unavailable. Noreen reported that the LCC meeting of 8/11 focused on Kyle and Carol giving an historic overview of LCC to Larry and David. Larry requested input on what staff would like to see included in All-Staff Kickoff; focusing on transitions and team-building. Larry is actively seeking input from directors, staff, board members, etc., to determine the future of the NWESD action Plan.

**Elect New LCC Rep:** Rose reported that her term as LCC Representative was up and opened the floor to volunteers. Jane agreed to take this role on

**Plus/Delta: for 2015/16 Support Staff meetings:** Joni would like support staff to complete this form to help guide the meetings going forward; how often should we meet, topics to focus on, changes to consider, what worked, what didn't... Please turn in to her.

**Mount Erie = Computer Lab:** The Tech Department would like to keep this room exclusively as a computer lab, if at all possible. When reserving consider what other classes are utilizing this room as a computer lab. Removing/replacing lab is fairly arduous but if you MUST use it please arrange seating back to original configuration. Mt. Erie room use is on the agenda for the Leadership Team meeting on Monday, August 22<sup>nd</sup>, so new guidelines may be coming out.

Kristi added that Special Services will be offering "ParaPro Testing", virtually the only one west of the mountains, and will be utilizing these computers. This will be offered 4 times a year; 8 people per session, 4-hour sessions (possibly twice a day), which must be manned at all times.

**Interest in GSMU user group Q&A forum:** Kyle mentioned that his Windows User Group forums were well-received and well-attended and suggested offering a GSMU forum. Joni asked that we let her know if we'd like to do this, how often, what specific areas of focus, etc.

**Mailing List updates for Education Connection:** Jen suggested that the mailing list may need to be updated so Joni asked that Paula, Anya and Jessica get together and review this for accuracy. Recipients must let us know if they'd like to be removed from the list. The plan is to send out the Education Connection 3 times a year.

**Other:** Rose queried everyone about Amazon Prime. Has it been worthwhile for everyone? We currently have 5 Prime users; we will continue to contact them if we want to get Prime orders in but this does not present a problem. It appears to be cost-effective to continue using Prime; it was noted that Prime seems to ship faster than the basic business platform.

Everyone should be aware that the old Adobe will be going away on September 1<sup>st</sup>. NWRDC may not be aware of this so April needs to be contacted and updated. Adobe Pro can be accessed on any computer, agency-wide and, per Joni's experience, remotely, by any user with a license/log-in.

A sign-up sheet for upcoming meetings was passed around.

**Excel Tips & Tricks:** Joni was unable to get this working but did share that if you had a list of entries in the far-left column and an equation in a cell to the right and wanted to duplicate that equation all the way down, you simply had to double-click in the first cell with the equation and it would auto-fill all the way down to the end of the list of entries on the left. Also, you could use Proper/trim to auto-format text.

### **Department Go-Round:**

Kristi: Gearing up for new year, new staff, new program.

Jane: Preparing for new year, iGrants, EOY reports, new hires, applying for new grants.

Gerry: Very busy with construction services, Tex has several major projects going on, lots of OSPI requirements to adhere to, lots of paperwork packets to complete.

Krista: Accreditation picking up, working on lots of contracts.

Paula: Out of Early Learning now, helping with BEST grant and working with Enrique.

Rose: Calm before the storm, new contracts, closing fiscal year.

Noreen: Getting ready for OSPI's Enrollment Reporting training happening here at NWESD, this coming Monday. OSPI will now be requiring individual schools to report rather than by district.

Cleaning out files, working on dates for shredding.

Anya: Transition back in, working with Paula to get up-to-date.

Angela: Whatcom Discovery starting up, Sedro-Woolley Skagit Discovery starts 9/6/16, other two sites begin on 9/7/16. All-Cert Training happening same day as Pot-luck BBQ; hope attendees will be able to mingle with staff sometime during lunch.... Has enjoyed working with Steve Dahl – great working style.

Jodi: School Nurse Corps – working on budgets, grant was released, everyone ready to get back to their districts and begin work. 3 seats need to be filled; Orcas Island is struggling to keep someone. Detention Centers – turnover issues, grant cut by 30%, lots of difficulties to deal with. Reiterated what Angela said, Steve is great to work with.

Anita: T & L wrapping up development and gearing up for fall.

Dorothy: Lots of fingerprinting as people get ready for new year. Warned everyone of aggressive harbor seals!

Mia: Preparing for new year, struggling to get open positions filled.

Lenka: Working closely with Terri, learning a lot – does not feel confident yet.

Joni: Has been slow with Larry mostly out talking with districts and representatives. Expects to get slammed in next week or two. If anyone needs help while she's got a little free time, let her know. Everyone loved the revised Advance Travel Forms!

Meeting Adjourned 11:30

Minutes: Mia