

# Agenda

Business Meeting for Administrative Assistants  
District Office, Room 129

Monday, January 11, 2016 – 1:00 to 3:00 p.m.	Friday, January 22, 2016 – 9:00 to 11:00 a.m.
1:00 pm <b>Welcome – John Larsen</b>	9:00 am <b>WELCOME – John Larsen</b>
1:01 pm <b>HR – SUBSTITUTES IN AESOP</b> Travis Hamblin	9:01 am <b>HR – SUBSTITUTES IN AESOP</b> Travis Hamblin
1:15 pm <b>ID BADGE PROTOCOL</b> Lance Everill	9:15 am <b>FIELD TRIP INS AND OUTS</b> Herb Jensen
1:30 pm <b>FIELD TRIP INS AND OUTS</b> Herb Jensen	9:30 am <b>SCHOOL SKYWARD FINANCIAL REPORTS</b> Pat Leverich
1:45 pm <b>SCHOOL SKYWARD FINANCIAL REPORTS</b> Pat Leverich	10:00 am <b>ACCOUNTING TOPICS (e.g. journal entries, school budgets, 1099s, etc.)</b> <b>Includes question and answer session</b> Heather Ellingson
2:15 pm <b>ACCOUNTING TOPICS (e.g. journal entries, school budgets, 1099s, etc.)</b> <b>Includes question and answer session</b> Heather Ellingson	10:45 am <b>ID BADGE PROTOCOL</b> Lance Everill