

## ***Elementary***

### **Administrative Assistant Meeting**

ASB Presentation room C100

January 12, 2023

1:00 - 3:00 pm

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#### **Welcome - Lisa LeStarge**

- Share [User Group Information](#) w/Office Staff
- Legislative Supply funds reminder

#### **Human Resources - Brittany Bauer & Jane Olson**

- Sub office changes
- Hiring reminders
- Resignation reminders
- Upcoming job fairs

#### **Informations Systems - Steffany Ellsworth**

- Check request filters
- Entry dates for 2023-24
- Pre-Transfer Information

#### **Accounting - Jason Mott**

- Account code reminders
- Purchasing/ Vendors
- Other reminders
- Communication with Accounting

#### **Student Services - Caleb Olson**

- Homeless & McKinney Vento

#### **Home & Hospital - Michelle Reyes**

- Home & Hospital updates
- Truancy

#### **Student Support Services - Sharon Jensen**

- Positive Behaviors Plan
- Stipends to be paid to 2 licensed employees in April

#### **Language & Culture Services - Michelle Love-Day or Nicole Woodburn**

- Skyward registration update- virtual format
- Enrolling newcomers and acceptable documents

#### **Auxiliary Services - Curtis Hagen**

- New Work Order Process - overview
- Training opportunities available

**Auxiliary Services - Curtis Hagen** (30-45 mins)

*(optional hands-on training for those who wish to participate at this time)*

- Work Order submission detailed instructions
- Hands-on training for Work Orders (bring laptop if possible)

**Administrative Assistant Collaboration Time** (remainder of time)