



OFFICE MANAGER'S MEETING

2018-2019

12:00 – 12:15 PM

LUNCH!

Lunch will be provided

12:15 – 12:20 PM

WELCOME!

Superintendent – [Jim Hogeboom](#)

12:20 – 12:40 PM

BUSINESS SERVICES

Executive Assistant to ASBO – **Ashley Albertson**

- ▶ Team Introductions
- ▶ Business Staff – [Contact Sheet](#)
- ▶ Contracts, MOU & Leases
(*ALL leases must go to Yancy for review & signature*)

Director of Fiscal Services – **Nancy Walker**

Business Manager – **Jennifer Frost**

- ▶ [Payroll – Timesheet Due Dates](#)
- ▶ [Salary Calculator – New Rates](#)
 - [Classified SUB Pay](#) | [Certificated Sub Pay](#)
- ▶ [Expense Claims](#)
- ▶ Open Purchase Orders

Account Tech III A/P – **Susie Treanor**

- ▶ [Purchase Orders](#) & [POCO](#)
 - [Detailed Requisition Instructions](#)
-

12:40 – 12:55 PM

MAINTENANCE, OPERATIONS & TRANSPORTATION

Director of MOT – **Mark Silva**

- ▶ Emergencies ([MOT Info Document](#))
 - ▶ Work Orders
 - ▶ Equipment
 - ▶ Lost Keys
 - ▶ Facilities Improvement Request
 - ▶ Moving
 - ▶ Emergency Phones
 - ▶ [Book Disposal](#)
 - ▶ [Grounds Site Schedule](#)
-

12:55 – 1:05 PM

BOND & FACILITIES

Director of Facilities & MOT - **Mike Woolard**

Bond Project Coordinator – **Melissa Duggan**

- ▶ Introductions
 - ▶ [Bond Project Overview](#)
 - ▶ Communications
 - ▶ Contact Information
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1:05 – 1:15 PM

INFORMATION TECHNOLOGY

Director of IT – **Tim Rocco**

- ▶ [Staff / Locations](#)
- ▶ When Bad Things Happen (Helpdesk/Zendesk)
- ▶ [One:World Timelines](#)
- ▶ Bond Technology Work
 - Model Classroom
 - Teacher Toolkit

Director, Comm. & Community Engagement – **Leslie Benjamin**

- ▶ School Mint Feedback
-

1:15 – 1:25 PM

FOOD AND NUTRITIONAL SERVICES

Director of FANS – **Miguel Villarreal**

- ▶ Menu Updates
 - ▶ Free and Reduced Applications
 - ▶ [Opt Out Breakfast Letter](#)
 - ▶ Student Debt
 - ▶ Field Trip Forms
 - [Elementary Breakfast / Spanish](#)
 - [Elementary Lunch / Spanish](#)
 - [Secondary Breakfast](#)
 - [Secondary Lunch](#)
 - ▶ [FANS Marketing Flyer](#)
-

1:25 – 1:40 PM

BREAK!

1:40 – 1:55 PM

HUMAN RESOURCES

Assistant Superintendent of HR – **Kris Cosca**

- ▶ Hello & Team (faces with names)

HR Executive Assistant - **Lillian Rincon**


- ▶ [Absence Management](#)

HR Specialist – **Ellen Christensen-Denton**

- ▶ [Stipend Form – NEW](#)
- ▶ [Unit Advancement / Professional Growth Form](#)
- ▶ [Evaluation Tracking / Administrator Resources](#)

Benefits Coordinator – **Dana Sarubbi**

- ▶ [Workers' Comp](#)
- ▶ [Leaves](#)
- ▶ [Commuter Benefits](#)



You may take a pre-tax payroll deduction of up to \$255.00 to purchase Commuter products.

With this program you can load a Clipper Card with cash or purchase a SMART Train Pass.

SMART Train offers the ECO Pass to educators for \$155.00 per month.



1:55 – 2:15 PM

EDUCATION SERVICES

Assistant Superintendent of Ed Services – Amie Carter

Director of Student Success – Jen Larson

- ▶ [Introductions & Staff Changes](#)
- ▶ Data Entry (Joint Topic with IT)
- ▶ Timesheets/Expense Reports/Sub Forms/Stipend Review
- ▶ [Paperwork for One:World](#)

2:15 – 2:35 PM

SPECIAL EDUCATION

Director of Special Education – **Kelly Johnson**

- ▶ Introductions & Staffing Grid
 - [SPED District Leadership Team](#)
 - Program Specialists
- ▶ School Nurses-Assignments, Critical Health Alert, Lice, Epipens

SPED Administrative Assistant – **Mary Hamilton**

- ▶ Department of Social Services

SPED Administrative Assistant – **Helen Hughes-Tome**

- ▶ IEP Translations
-

REFERENCE DOCUMENTS:

- ▶ [2018-2019 District Calendar / Spanish Version](#)
- ▶ [2019-2020 District Calendar / Spanish Version](#)
- ▶ [Phone Lists](#)
- ▶ [Parent Guide](#) – English & Spanish
- ▶ [AR \(Accounts Receivable\)](#)
- ▶ [Crossing Guards](#)
- ▶ [Disposal Request Form](#)
- ▶ [District Forms – Where They Go](#)
- ▶ [Driver Authorization Form](#)
- ▶ [Van Driver Authorization Form](#) (only NEW Van drivers need to complete the DMV Form)
- ▶ [Site Incident Report](#)
- ▶ [Student Accident Report](#)
- ▶ [Expense Claims](#)
- ▶ [Facility Use Permit](#) - Facilitron
- ▶ [Master Calendar Step-by-Step](#)
- ▶ [Mileage Refund](#)
 - [NUSD Mileage Chart](#)

- ▶ [North Bay Security Group](#)
- ▶ [Novato School Resource Officers](#)
- ▶ Network Forms:
 - [Confidentiality Agreement](#)
 - [Employee Tech Agreement](#)
 - [Student Tech Agreement](#)
- ▶ [Overtime/Comp-Time Authorization Form](#) – Preapproval REQUIRED
- ▶ [Payroll – Salary Calculator](#)
- ▶ [Payroll – Timesheet Coding 2018-2019](#)
- ▶ [Petty Cash](#)
- ▶ [Print Shop / Mail Room](#) (Mail, Print Shop Charges, Duplication Guide, June Deadlines)
- ▶ [Purchase Order Process](#)
- ▶ [Saturday Academy](#) / 2018-2019 Dates
- ▶ [Shredding Schedule 2018-2019](#)
- ▶ [Year-End Schedule 2018-2019](#)

A PDF of this agenda - with links – can be found online at:

<http://nUSD.org/office-manager-resource/>