



# OFFICE MANAGER'S MEETING

2019-2020

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11:30 – 12:00 PM

## LUNCH!

Lunch will be provided

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12:00 – 12:05 PM

## WELCOME!

Superintendent – [Kris Cosca](#)

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12:05 – 12:30 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*)
- ▶ [Driver Authorizations – NEW PROCESS](#)
  - [NUSD Approved Drivers Spreadsheet](#)
  - [CA DMV Vehicle Code Violations](#)

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](#)
  - ▶ [Purchasing](#)
  - ▶ [Purchase Orders](#) & [POCO](#)
    - [Detailed Requisition Instructions](#)
  - ▶ Overtime / Extra-Time (prior approval)
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12:30 – 12:45 PM

## MAINTENANCE, OPERATIONS & TRANSPORTATION

Interim Director of MOT – **Neil Rauschhuber**

Transportation Supervisor - **Melissa Remy**

- ▶ What to Expect from MOT the First Week of School
- ▶ What to Expect from MOT During the 2019-20 School Yr.
- ▶ [MOT Reminders](#)
- ▶ [Transportation Reminders](#)
- ▶ [Charter Company Info](#)

MOT Supervisor – **Kyle Manford**

- ▶ [Maintenance Schedule](#)
- ▶ [Grounds Schedule](#)
- ▶ [Mow Schedule](#)

Facilities / Custodial Supervisor - **Judge Taylor**

- ▶ Custodial Information
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12:45 – 12:55 PM

## BOND & FACILITIES

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

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Bond Project Coordinator – **Melissa Duggan**

- ▶ Introductions
  - ▶ [Bond Project Overview](#)
  - ▶ Contact Information
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12:55 – 1:05 PM

**INFORMATION TECHNOLOGY**

Director of IT – **Tim Rocco**

- ▶ [Staff / Locations](#)
  - ▶ Technical Support Options ([Help@nUSD.org](mailto:Help@nUSD.org) / x4299)
  - ▶ Bond Technology Work
    - Infrastructure Upgrades
    - Classroom Toolkit
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1:05 – 1:15 PM

**FOOD AND NUTRITIONAL SERVICES**

Interim Director of FANS – **Sue Brooks**

Program Specialist – **Gina Proffitt**

- ▶ Menu Updates
  - ▶ [Free and Reduced Application / Spanish](#)
  - ▶ [Opt Out Breakfast Letter / Spanish](#)
  - ▶ Student Debt
  - ▶ Field Trip Forms
    - [Elementary Breakfast / Spanish](#)
    - [Elementary Lunch / Spanish](#)
    - [Secondary Breakfast / Spanish](#)
    - [Secondary Lunch / Spanish](#)
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1:15 – 1:30 PM

**BREAK!**

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1:30 – 1:45 PM

**HUMAN RESOURCES**

Assistant Superintendent of HR – **Jonathan Ferrer**

- ▶ Hello & Team (faces with names & new staff)

Benefits Coordinator – **Dana Sarubbi**

- ▶ [Workers' Comp](#)
  - ▶ [Leaves](#)
  - ▶ [Absence Management](#)
  - ▶ [Teacher's Pension](#)
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1:45 – 2:00 PM

**EDUCATION SERVICES**

Assistant Superintendent of Ed Services – **Amie Carter**

Director of Student Success – **Jen Larson**

- ▶ [Introductions & Staffing Changes](#)
  - ▶ [Organizational Chart for Ed Services](#)
  - ▶ Transfers
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- ▶ Strive for Five
  - ▶ North Bay Security Group Home Visits
  - ▶ Community Liaisons
  - ▶ ELPAC Updates
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**2:00 – 2:20 PM**

### **SPECIAL EDUCATION**

Director of Special Education – **Angela Kriesler**

- ▶ [Introductions & Staffing Flowchart](#)
  - ▶ [SEIS – SIS \(Aeries\) / Pupil Count - October 2](#)
  - ▶ Budget / Timesheet Update
  - ▶ SPED Absences
  - ▶ Translations
  - ▶ Yearbooks
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### **REFERENCE DOCUMENTS:**

- ▶ [2019-2020 District Calendar / Spanish Version](#)
- ▶ [2020-2021 District Calendar / Spanish Version](#)
- ▶ [Phone Lists](#)
- ▶ [Parent Guide](#) – English & Spanish
- ▶ [AR \(Accounts Receivable\)](#)
- ▶ [Book Disposal Process](#)
- ▶ [Disposal Request Form](#)
- ▶ [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 2019-2020](#)
- ▶ [Petty Cash](#)
- ▶ [Purchase Order Process](#)
- ▶ [Saturday Academy / 2019-2020 Dates](#)
- ▶ [Shredding Schedule 2019-2020](#)
- ▶ [Year-End Schedule 2019-2020](#)

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

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