



NOVATO UNIFIED SCHOOL DISTRICT

1015 Seventh Street • Novato • CA • 94945 • nusd.org

OFFICE MANAGER MEETING

AGENDA

August 16, 2023 @ 9-11AM

District Office: Conference Room #107

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
9:00 am	Welcome and Format Change Update	Joshua Braff
9:10 am	Superintendent 23-24 Welcome & Introduction	Dr. Tracy Smith
9:15 am	Education Services – New Faces Introduction Student Services Updates: 1. Enrollment a. Updates b. Transfers 2. Backpacks 3. Immunizations 4. Independent Study vs. Home Hospital	Julie Synyard Mike Saisi Karina Leoni
9:35 am	Business Services Updates: 1. PAFS – Not required for timesheets (except for NEW hourly employees) 2. Timesheets – Submit complete (including budget code/s) 3. Reimbursement limit/Pre-approval 4. No PO's for expense Claims moving forward 5. Business contacts sheet 6. Site budget meetings with Jeff 7. ODP Business Solutions (Office Depot) NEW!	Jeff Wallace Tiffany Tweedie Ashley Albertson
10:10 am	Operations Updates: 1. Daytime Custodial	Joshua Braff
10:15 am	Questions / Future Meeting Topics Review Future Meeting Dates & Times	Joshua Braff
