



# NOVATO UNIFIED SCHOOL DISTRICT

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

## OFFICE MANAGER MEETING

### AGENDA

September 13, 2023 @ 3-4PM

District Office: Conference Room #107

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
3:00 pm	Welcome & Meeting Overview	Ashley Albertson
3:05 pm	Meeting Notes Discussion	Ashley Albertson
3:10 pm	Disposal Request Process Site Incident/Student Accident Forms Driver Authorization/Live Scan Resources	Ashley Albertson
3:20 pm	Field Trip Procedures (Overnight/+100 miles)	Ellen Christensen-Denton
3:25 pm	QSS Budget Training Budget Codes-Timesheet	Tiffany Tweedie Jeff Wallace
3:45 pm	Questions / Future Meeting Topics Review Future Meeting Dates & Times	Ashley Albertson

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