



NOVATO UNIFIED SCHOOL DISTRICT

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

OFFICE MANAGER MEETING

AGENDA

October 11, 2023 @ 3-4PM

District Office: Conference Room #107

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
3:00 pm	NUSD Website (Site Pages) <ul style="list-style-type: none">• Requesting Updates & Process• Calendars• Training	Leslie Benjamin Oz Beckers
3:30 pm	Student Services Updates <ul style="list-style-type: none">• TK Dates for Next Year• TK & K Information Nights• Intra-District Transfer Updates• Lynwood Sub-Boundaries• Messaging to Parents Around Space at School	Mike Saisi Tracy Smith
3:50 pm	Special Education Updates <ul style="list-style-type: none">• Ensuring systems of communication between Office Managers and SpEd Case Managers to ensure the information in AERIES is consistent with SEIS. Until the information is an exact match, we cannot launch the bridge that will automatically override one platform over the other which will significantly reduce errors and ensure we are reporting clean data.	Angela Williams
4:00 pm	Questions / Future Meeting Topics Review Future Meeting Dates & Times	Ashley Albertson
