



NOVATO UNIFIED SCHOOL DISTRICT

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

OFFICE MANAGER MEETING

AGENDA

February 14, 2024 | 3-4PM

District Office: Conference Room #107

| <u>TIME</u> | <u>TOPIC</u> | <u>SPEAKER</u> |
|-------------|---|---------------------|
| 3:00 pm | Welcome & Business Notes - Budget Transfers on hold through 2/23/24 | Ann Marie |
| 3:05 pm | QSS Q&A / Splitting Dollars | Tiffany Tweedie |
| 3:20 pm | Hand Sanitizer | Leslie Benjamin |
| 3:30 pm | Discussion RE: Copiers and Paper | Julie Spaan/all OMs |
| 3:45 pm | Registration Ins & Outs / Aeries Importing - Request from Lisa Harris: list of each field she needs to either make a change in, or check to make sure it's populated correctly when importing a new enrollment | Stella Simon |
| 3:55 pm | Questions / Future Meeting Topics | Ann Marie |

NEXT MEETING DATE:
March 13, 2024