



NOVATO UNIFIED SCHOOL DISTRICT

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

OFFICE MANAGER MEETING

AGENDA

November 8, 2023 @ 3-4PM

District Office: Conference Room #107

<u>TIME</u>	<u>TOPIC</u>	<u>SPEAKER</u>
3:00 pm	Human Resources Updates/Reminders <ul style="list-style-type: none">• Volunteer Clearance Process• Workers Comp/Leaves	Franny Whitcomb Jennifer Albini Carole Mencarelli
3:20 pm	Facilitron Reminders	Trevor Smith
3:40 pm	CALPADS 101	Stella Simon
4:00 pm	ODP (Office Depot) Update Questions / Future Meeting Topics	Ashley Albertson

**NEXT MEETING DATE:
DECEMBER 13, 2023**