



## Aeries Office Assistant's Meeting Agenda

October 18, 2019

9:00 AM – 12:00 PM

- |                   |   |         |
|-------------------|---|---------|
| • Janelle Cranch  | CSEA<br>Negotiations & Members Drawing        | 9:00 AM |
| • Terri Martz     | CALPADS                                       | 9:20 AM |
| • Charlotte Glass | Justifiable Personal Reason Absences<br>Q & A | 9:35 AM |
| • Robbi Edmondson | Attendance                                    | 9:50 AM |

### **BREAK 10:00 – 10:10**

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|----------------------|---|----------|
| • Erin Timberman     | Changes with Interpreters                       | 10:15 AM |
| • Barbera Carruthers | SPED Department Contact                         | 10:30 AM |
| • Becca Huerta       | SPED Records Request Procedure                  | 10:35 AM |
| • Arthur Cummins     | McKinney Vento & Foster Youth                   | 10:45 AM |
| • Student Services   | Residency Verification<br>New Communities Forms | 11:00 AM |
| • I.S. Team          | Information Services Reminders                  | 11:20 AM |

### **Please Note**

- ✚ Office Assistant's meeting hand-outs will be posted to the intranet.  
<https://intranet.iusd.org/infotech/school-clerks.html>

- ✚ EdTech Website/Aeries Web How To's
- Classroom: <https://intranet.iusd.org/edtech/aeries-class.html>
  - Office: <https://intranet.iusd.org/edtech/aeries-office.html>

*\*Snacks & Water will be provided*