07:54:23   From Sarah Yeckley : Gayla, where on earth are you? It looks so posh! ;)
07:56:10   From Gayla Jenner : In my LOUNGE!
08:06:23   From 10888 : Good morning, I don't have a camera on my work desktop. Claudia Gray 10888
08:06:51   From Ruth Floyd : Thank you, Claudia!
08:07:05   From Tina Jensen : Good Morning everyone Tina Jensen 02880
08:07:17   From Ruth Floyd : Thank you Tina :)
08:08:16   From Andi Tress : I don't see her
08:09:35   From Ruth Floyd : Welcome, Stephanie!
08:09:43   From Sarah Yeckley : Welcome to the CRC Stephanie!
08:09:51   From Lynn : Welcome Stephanie!!
08:10:15   From Stephanie Alf : Thank you!
08:10:56   From Lynn : Love working with Matt!
08:11:02   From Sukawt Al : welcome Matt
08:11:32   From Vanessa Edwards : Yesss...love Matt!
08:14:24   From Angie Waddle : I have
08:14:35   From Bianca Lewis : I have as well.
08:17:28   From 09300 : what should we use for distribution days where staff stays after hours to issue items to students?   Extended Day?
08:20:36   From Angie Waddle : we had paras help before their contracted time. When they tried to do an online time card, the dates were grayed out so they were unable to enter time. How do we work that ou?
08:21:09   From Bridget Sphung : Is it possible to get a copy of an online timecard for the budget? It currently goes only to the office manager.
08:21:55   From Sarah Sundstrom : I get paper timecards for custodial working at the stadium, grounds crew and for Athletic events. Do these also need to be electronic?
08:24:25   From Lindsey de Carteret : When I do a proctor training for Hi Cap it's after hours and I get paper TC can I enter everyone's into the system myself?
08:25:37   From Ruth Floyd : Lindsey, it is possible for you to enter other staff's time, but work with Gayla to make sure that is true for your proctor training.
08:26:03   From Lindsey de Carteret : Awesome! Thank you!
08:38:34   From Mary VanAelst : If we put in an outsource code, do we just approve it from the Workflow tasklist or do we forward it again
08:40:36   From 09300 : I thought all employees had to change their own hours? We can't fix them so they show accurately.
08:41:01   From 09300 : I know we can fix each time, but could we adjust for the year?
08:41:44   From 09300 : Verification is not the same as Reconciliation - right?
08:43:20   From Jessica Schug Quiroz : we have the authority to change the hours for a specific absence - we cannot adjust their SCHEDULE in frontline, the employee has to do that
08:44:29   From Lynn : Not familiar with what verification is? I reconcile but don't verify.
08:45:16   From Tami Koenen : i have the staff email me for a paper trail if they request the time to be changed.

08:45:48   From Shelley Barbano : I always work with the employee, get their approval, and then change the hours, sending a copy of the new Fronline hours.
08:47:40   From Susan Butterfield : What is meant by "HR Location codes"?
08:48:01   From Ruth Floyd : Thanks, Shelley. As long as the change is communicated to payroll, that is a great process.
08:49:56   From Susan Butterfield : Thank you!
08:50:14   From Lynn : Gayla...can you take us on a tour of your house??? Looks amazing. :)
08:50:16   From Ruth Floyd : Most budget reports use the account code locations. Only certain HR reports use HR location codes. They aren't typically used by schools/depts.
08:50:59   From Gayla Jenner : https://mfbc.us/v/bxheny2
08:52:25   From Angie Waddle : I can't get the link to take me anywhere
08:52:46   From Shanai Cole : Angie copy and paste it into your browser
08:52:59   From Susan McCoard : angie, if the link doesn't work, try copying and pasting it into your browser
08:54:48   From Angie Waddle : Thanks Shanai!
08:55:43   From 13398 : Sarah what was the 5th item for Gimme Me 5. I missed it. Thx
08:56:07   From Tami Koenen : the date it was purchased
08:58:03   From Sarah Yeckley : Thanks Tami, that's right! Gold star for you! <3
08:59:39   From Shelley Barbano : go to the View button at the top of the zoom and uncheck it.
09:00:26   From Tracy Dickinson : Yes
09:04:18   From Tina Roth : There is an object code that won't be taken in the webform, will that change?
09:04:44   From Ruth Floyd : Tina, which object?
09:05:21   From 09300 : I would like a training on web forms for account code changes, etc.   I just did a paper form for account code change.
09:05:59   From Tina Roth : Thank you Andi!
09:06:18   From Patricia Tetrault : Recording
09:06:33   From Heather : bigger so someone's questions can help others
09:06:33   From Stephanie Alf : recording
09:06:35   From 09300 : zoom would be nice if enough want it
09:06:37   From Tracy Dickinson : Zoom with my dept. staff
09:06:38   From Shelley Barbano : recording
09:06:39   From Kristi : recording
09:06:44   From Jessica Schug Quiroz : recording
09:06:52   From Cheri Miller-Burkhardt : Helpful videos/recording added to the website
09:06:54   From Susan Butterfield : recording
09:08:24   From Cheri Miller-Burkhardt : Zoom breakout rooms by like sites/departments... round table discussions would be nice.
09:10:15   From Jessica Schug Quiroz : as an OM, I would prefer instructions or recordings available in the Office Professionals toolbox or in Canvas
09:11:25   From Colleen Denny : Is there a webform available for Inter-fund transfer now?
09:16:13   From Lynn : That is a true story! So many refunds...thank you Accounting for all that hard work

09:21:21   From Lynn : What did Sarah call on Bingo...I had to be on Teams for a subbing emergency. Sorry.
09:21:46   From Shanai Cole : pcard limits
09:22:01   From Gayla Jenner : Sarah, I knew you were a ROCK STAR!
09:23:05   From Lynn : Thank you Shanai
09:23:10   From Sarah Sundstrom : Agreed! Procurement is so helpful! Thank you all!
09:23:50   From Lynn : Got it Sarah...thank you!
09:26:34   From Sarah Sundstrom : would labor be considered a service or goods?
09:28:05   From Sarah Sundstrom : security
09:28:18   From Heather : printer repair
09:28:30   From Shelley Barbano : installations
09:30:39   From Lynn : Can it be an emailed request sent to our supervisor then passes it on to you? Or do you need a hard copy?
09:34:06   From 09595 : Thank you, Sarah! That form will be really helpful. (:
09:44:51   From Vanessa Edwards : PTF forms - is this used for in-district transfer of equipment?
09:45:09   From Sarah Sundstrom : So we no longer submit a work order to move items to surplus?
09:45:23   From Sarah Sundstrom : printer
09:45:24   From Tracy Dickinson : Never
09:45:45   From Tracy Dickinson : Fill out PTF and send to purchasing!
09:45:51   From Cheri Miller-Burkhardt : There is a difference between IT items to furniture when using the PTF
09:45:55   From Shelley Barbano : unless it is technology - techs need to see it to determine if it is surplusable
09:46:55   From Jan Woebke : Are OM's getting webcams? I heard this was happening....
09:48:27   From Susan Butterfield : Also, surplussing CURRICULUM items is s separate process from surplussing equipment; that is handled through Curriculum/Shelley Boten's dept, (Theresa Webb)
09:49:34   From Cheri Miller-Burkhardt : Jan, please reach out to me regarding the webcam question. Thank you.
09:49:39   From 13502 : where can we find infos doc for the Tech related purchases? Link or path?
09:50:35   From 09595 : The amazon business account has been great! Thanks, Sarah for getting that set up for us.
09:50:48   From Tracy Dickinson : Before we move forward may I speak about surplus to all?
09:50:50   From Lindsey de Carteret : how do we know if our Amazon account has been moved to the district account?
09:50:57   From Susan Butterfield : Yes! I;ve found things come up cheaper with the district AMZ account vs personal.
09:51:35   From Cheri Miller-Burkhardt : Technology Purchasing Guidelines:
09:51:39   From Cheri Miller-Burkhardt : https://www.everettsd.org/Page/17568
09:52:54   From Tracy Dickinson : I'm on my phone
09:53:08   From Bridget Sphung : Lindsey it should say Everett Public Schools in the top right corner
09:53:10   From Tracy Dickinson : 4255081127 Its not muted
09:53:26   From Tracy Dickinson : Great idea!

09:55:10   From Cheri Miller-Burkhardt : IT: please refer to Section to 6.05 in the Business Manual
09:56:24   From Sarah Sundstrom : the PTF has a broken link in Business Manual, so it doesn't download
09:58:01   From Cheri Miller-Burkhardt : Sarah, just sent you the 6.05 document by email.
09:59:12   From Shanai Cole : That picture is awesome Sarah!
09:59:37   From Ruth Floyd : Sarah, we will check out that broken link.
09:59:40   From Megan : It does say that staff should submit a school dude request to move furniture, equipment or non-technology assets. Is that incorrect? It should only be procurement submitting those?
09:59:53   From Tracy Dickinson : Cheri - Can you send me the 6.05 document as well for ease.
10:00:00   From Shelley Barbano : bingo
10:00:49   From Cheri Miller-Burkhardt : Yay Shelley... way to represent LITS!
10:00:50   From Sarah Yeckley : YAY Shelley Barbano!
10:01:21   From Sarah Yeckley : Lindsey, I will reach out to you about your Amazon account, but if anyone is unsure, please reach out to us here in Procurement
10:01:25   From Shelley Barbano : 014
10:01:25   From Sarah Yeckley : YAY JEan!
10:01:39   From Sarah Yeckley : WOW! Yay to Tracy too!
10:02:38   From Sarah Yeckley : Well now you're ready for when it IS called! :)
10:03:03   From Shelley Barbano : 2nd bingo
10:03:10   From 13398 : BINGO   #21
10:03:10   From Cheri Miller-Burkhardt : Bingo
10:03:12   From Susan Butterfield : BINGO!
10:03:13   From Sarah Yeckley : Way to go Darlene!
10:03:13   From Angie Waddle : Bingo
10:03:23   From Lindsey de Carteret : #015
10:03:42   From Susan Butterfield : Sue Butterfield, Card#30
10:03:53   From Darlene Vonogas : Bingo 048
10:04:41   From Lynn : Yay Shelly Barbano...you got 2 Bingos!!
10:05:42   From Lindsey de Carteret : This was great! Thank you so much!
10:06:16   From Ruth Floyd : Department staff please stay on for this portion. We will release you after that.
10:06:28   From 03139 : 03139 is Wayne
10:06:51   From Sarah Yeckley : Thank you everyone for attending! Have a great weekend!
10:07:07   From Tracy Dickinson : Vickie Ubhi is out ill
10:07:34   From Tina Roth : Theresa Webb is also out on sick leave
10:09:32   From Tracy Dickinson : I am not hearing Karen at all.
10:10:10   From Patricia Tetrault : s
10:10:11   From Susan Butterfield : does Karen know her camera is facing the room and not her face?
10:10:16   From Tracy Dickinson : Now I can
10:10:16   From Sarah Sundstrom : I can.
10:10:33   From Susan Butterfield : Yay!! HI Karen! :)
10:22:17   From Bridget Sphung : mileage?

10:23:12   From Julie Yamamoto : hi karen, may i have a copy of your presentation? The examples you provide in the account code review is helpful. Thank you.
10:23:22   From Bridget Sphung : facilitators
10:27:35   From Ruth Floyd : Bridget, PD for facilitators would also be activity 31.
10:29:47   From Lindsey de Carteret : Where is the activity code list?
10:30:04   From Ruth Floyd : Business Information Manual section 3.
10:30:10   From Cheri Miller-Burkhardt : Please remember to work with LITS to purchase all IT items. Thank you.
10:32:23   From 13502 : Please confirm if one of our EL Facilitator is meeting with educators (teachers/paras at individual buildings) to touch base or discuss general program items (assisting teachers with any Q&A), would this be 31 or 27?
10:35:27   From 13502 : Thank you. I may call later :-)
10:36:23   From Ruth Floyd : Sounds good :)
10:39:28   From 13502 : Is the 1/20 version of docushare 3.02 - 3.06 for the codes the most current version?
10:40:21   From Ruth Floyd : Yes I believe so. We will verify after and repost if there is an update.
10:41:57   From Lindsey de Carteret : Would you tag an iPhone?
10:43:58   From Lindsey de Carteret : I'm sorry I got a call did they say they would not tag iPhones?
10:44:54   From Jessica Schug Quiroz : no tag on iPhone as they are tracked through service provider (Verizon)
10:45:00   From Sarah Yeckley : Hi Lindsey, we do not tag district issued iPhones
10:45:03   From Lindsey de Carteret : Thank you!!
10:45:07   From Susan Butterfield : This is very helpful!! always question on OBJ codes, so thank you!
10:45:17   From Sarah Yeckley : Gold star for you too Jessica! <3
10:45:40   From Jessica Schug Quiroz : LOL thanks!
10:47:52   From Linda Briggs : We are working on codes to fix
10:48:13   From Linda Briggs : There are a few combinations that do not work and we will come up with a list.
10:48:53   From Lynn : Thank you all ~ signing out now.
10:49:09   From Susan Butterfield : Dept OMs too?
10:49:14   From Shelley Barbano : Thank you all!
10:49:31   From Susan McCoard : Thank you!!
10:49:36   From Tina Roth : Thank you!
10:49:37   From 13502 : thank you :-)
10:49:47   From Bridget Sphung : Thanks for everything! :-)
10:49:50   From 13398 : Ruth did you say school OMs to stay on?
10:52:52   From Ruth Floyd : Yes please :)
10:55:31   From Tami Koenen : Gayla question about object codes for timesheets. do we still use 00000
10:56:56   From Gayla Jenner : @Tami - yes, for Timecard Online you can still use 00000 object codes. TO will auto-assign the proper salary object code
11:01:21   From LAINE PALABRICA : Karen-what is the difference between Instructional line and Instructional Prof Dev?
11:07:25   From LAINE PALABRICA : It's under my Discretionary Budget
11:07:38   From LAINE PALABRICA : Sorry no speaker. I'm on the phone.
11:08:13   From LAINE PALABRICA : Yes one is 27 and 31

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11:13:03    From  Jan Woebke : Where can we find who has a grant at our
school?
11:14:10    From  Bianca Lewis : You should receive an emailed and hard
copy letter telling you who received it and how much.
11:17:24    From  13398 : Will you please send me?  I don't have that
list from last year that I can locate.
11:17:26    From  13398 : Thank you
11:18:36    From  Sukawt Al : can we get clarifcation
11:18:41    From  Sukawt Al : on COVID
11:18:42    From  Sarah Yeckley : You did a GREAT job Karen!
11:18:46    From  Sukawt Al : expenses
11:21:06    From  09300 : Could we also have clarification on the 25%
hold on our budget.
11:24:26    From  Tami Koenen : is this 25% for the 20-21 sy not the 19-
20 sy
11:28:22    From  Sukawt Al : thank you
11:28:26    From  Julie Yamamoto : thank you!
11:28:36    From  13398 : Thank you
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