

## Office Support Newsletter

### Transportation Information

Transportation has released a memo to help communicate information pertaining to their services. This memo addresses:

- Student Registration
- Prioritization of Field and Athletic Trips
- Increase Fee Information

Click here to view: [Transportation Memo](#)

Click here to view some [new faces](#) at Transportation.

### Kindergarten Registration

Some of you had some questions and concerns about the forms for kindergarten registration. We have met and we discussed changing the announcement so that:

- the public knows that you can register that day or anytime after;
- inform parents that it is not required that their child attend the registration.

We are also going to push to get those forms out to you around the 1<sup>st</sup> of March.

### Tech Help & Resources

#### **Microsoft Suite and SchoolCenter**

- [Microsoft Excel Introduction](#)
- [Microsoft Word Introduction](#)
- [Microsoft PowerPoint Introduction](#)
- [Export Calendar to Outlook](#)
- [Password Change Tutorial](#)
- [Change your Default Home Page](#)

(Want more tutorials? [Email me](#) the other topics you would like to see.)

### Office Support Meetings - 2010

Thanks to your feedback, the two dates for the meetings this summer are:

June 29<sup>th</sup> and July 29<sup>th</sup>.

I have reserved the large meeting room at the COB South facility along with some smaller conference rooms. If you have not been to COB South, this page will offer some information: [COB Fifth Street](#). In March's newsletter, I stated that the meetings will be quite different from past years. Two of the biggest changes are:

1. Each meeting will be a half day;
2. Sessions offered in approximately 30 minute "blocks" or "pods". You choose the "track" you wish to take.

So far, everyone has been very supportive of this idea and I am very excited to bring this new format to you.

I asked for your input about topics for the "blocks" and the HR classes have been the most popular. If you have not responded with what you would like to see offered, please feel free. Below is the original request:

2. HR offers classes in several areas from developing management skills to improving your knowledge of technology. However, I know school staff finds it hard to attend. I would like to bring them to you. What classes have been offered by HR that you would like to see at the meetings? ([Click here for a list](#))

I continue to be open to any suggestions. As I have said in the past, these meeting are for you, let me know how I can tailor them to meet your needs.

Please email your input and suggestions to [Suggestions for Meetings](#).

In the following sections, you will find documents that you can print off or save to your computer. If you wish to have a physical binder for reference, feel free to create it.

## School Resources

- [Voicemail Guide](#)
- [Guide to Common Tasks](#)
- [Guide to SINGLE-USE Phone Tasks](#)

**Hotline for Weekend School Use  
Cancellations: 975-9331**

## Fiscal Resources

- [General Expense Form](#)
- [How to do Expenditures & Payroll](#)
- [Grant Proposal Information](#)
- [Special Account Bookkeepers](#)
- [School Record Retention Schedule](#)
- [2010 Payroll Input Schedule](#)

## Miscellaneous Policies or Procedures

- [Donation Procedures](#)
- [Insurance Claim Procedures](#)
- [Building and Naming Facilities Policy](#)

## Contact Lists

- [Schools Contact List](#)
- [COB Contact List](#)

## Suggestion Box

Email me your feedback on this newsletter.

What do you want to see?

What did you hate?

What did you like?

Anything you want to add, email it here:

[krhodes@k12albemarle.org](mailto:krhodes@k12albemarle.org)

## Items of Interest

[What Happy People Know](#)

Provided by *Prevention* magazine

## Important School Links

- [School Center login](#)
- [Inside Albemarle](#)
- [Albemarle County Schools website](#)
- [Albemarle County \(local gov't\) website](#)
- **Email:** [School Division Help Desk](#)
- [2009-10 School Calendar](#)
- [Newsletter Archive](#)
- [County Maps](#)
- [Phone Locator List](#)
- [How to Access Schoolnet](#)
- [Proposed 2010-11 Calendar](#)
- [2010-11 Budget Information](#)