

## Office Support Newsletter

### Building Rental Update

The Community Use policy (KG) has been amended. Most of you are impacted by requests to use your school from interdepartmental/school requests to outside groups. The changes were made in response to a rise in energy costs in conjunction with a rise in requests to use our facilities.

I have sent letters out to groups who have used our facilities in the past to allow them to be prepared for the changes. The portion of the policy that is most impacted is the fee schedule. The groups that fall in the Type III column are our outside organizations. Many of you have asked about the scouts, HOA groups, etc. These groups will not be impacted by the rate change. If you have any questions, please feel free to contact [Kimberly Rhodes](#). [Click Here](#) to view the communication sent to the groups.

### Tech Help & Resources

#### **Microsoft Outlook 2003 Tutorial:**

- [Outlook: Quick Reference Book](#)
- [Outlook: Rules and Alerts](#)

#### **Microsoft Suite:**

- [Microsoft PowerPoint Introduction](#)
- [Microsoft Excel Introduction](#)
- [Microsoft Word Introduction](#)

#### **SchoolCenter Help:**

- [Export Calendar to Outlook](#)
- [Password Change Tutorial](#)
- [Change your Default Home Page](#)  
(Want more tutorials? [Email me](#) the other topics you would like see.)

### Tech Helpdesk Website

The Helpdesk has instituted a new way to submit your technology questions or problems. Please use the following website to report your issue:

[helpdesk.k12albemarle.org](http://helpdesk.k12albemarle.org). For easier use, save this site to your favorites. If you have trouble using the site, please contact [Diana Cheston](#).

### Employee-Only Telephone Town Hall

The budget committee and school division leadership will hold a Telephone Town Hall for all employees on Wednesday, January 13th at 7 p.m. At that time, we will call your designated phone number and invite you to participate in this large-scale conference call. You will have the opportunity to respond to polling questions about budget situations, to ask questions or provide feedback, and to listen to the conversation about the financial state of the division.

**You MUST have signed up for the Electronic Notification System** (via the email requests you received) **to participate in this Telephone Town Hall**. If you did not sign up and would like to be part of the Telephone Town Hall, send your full name, your 10-digit phone number to [news@k12albemarle.org](mailto:news@k12albemarle.org). Also indicate whether you wish to receive Emergency only phone calls, or non-emergency calls as well, such as inclement weather or school-specific parent outreach messages. **We must receive your information by January 11th to participate in the employee Telephone Town Hall meeting.**

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](#)
- [Model #7911](#)
- [Model #7941](#)
- [Model #7961](#)
- [OA Meeting Presentations](#)

## Fiscal Resources

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

As we find ourselves in the winter season, please take a few minutes to brush up on winter safety with "[Winter Driving Tips](#)" and CDC's "Winter Weather" site <http://www.cdc.gov/Features/WinterWeather/>.

This was sent to you on behalf of the Albemarle County Safety Team!

## 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](#)

\*\*\*\*\*NEW\*\*\*\*\*

- [Proposed 2010-11 Calendar](#)