

CELC Agenda/Minutes - May 23, 2018

Members Present: Shari Clark, Joe Fredrickson, Dawn Nordin, Julie Kellerman, Heidi Wold, Troy Ferguson

Agenda

Admin Troy Update

Meeting Dates 2018/2019

October 24, January 23, March 27, May 22

Website Update

Streamline the CELC website

EL addition to form; Mental Health

Only need to fill out form if attending classes out of the district

Correspondence

Standard response to email inquiries

Uniform emails to staff

Joe looking at first meeting in fall 2018

Data Entry

Enter clock hours

Clarify process in turning in hours (when/cover letter needed)