

DENVER PUBLIC SCHOOLS
Summer Secretaries Institute 2009
July 29, 2009
Colorado Convention Center



STOP BY AND SEE OUR VENDORS!
ROOM 601/603



Time	Room 605/607
7:00-7:30	Registration
7:30-8:30	Breakfast
8:30-8:45	Welcome/Overview
8:45-10:15	09-10 Important Information

TIME	ROOMS								
	605/607	702/704	703	705	706	707	708	709/711	710/712
10:30-11:20	Payroll Payroll Patty	Student CUM Folders Barb Ruby	Emergency Response/Crisis Management S. Finley	DAEOP	Purchasing from Dell Website Dell	Supp. Serv. Tutoring & SOC V. Bradsby	ECE/Full Day Kinder. Aug Processing J. Pacic	Human Resources	IC Elementary Scheduling DoTS
11:30-12:30	 LUNCH/RAFFLE PRIZES 								
12:40-1:30	Human Resources	Releasing Records Barb Ruby	How I Organize My Financial Office Denise Dixon, Teller	ELA Roma Pitt	Purchasing from Dell Website Dell	Risk Management Stephen Finley	ECE/Full Day Kinder. Aug Processing J. Pacic	Payroll Payroll Patty	General Accounting Petty Cash, Visa Journal Entries Gen. Accounting
1:40-2:30	Infinite Campus Best Practices DoTS	Student Scheduling/ Excursions/ Athletics/RTD Passes Steve Clark	Transcript Secretaries Cori Canty	DAEOP	Purchasing from Dell Website Dell	Special Ed Paras Lynn McAllister	IC-Let's Play House! Lucy Gutierrez	Purchasing Lori Zell	Emergency Response/Crisis Management S. Finley
2:30-3:00	 ICE CREAM SOCIAL! 								
3:00-3:50	IC Elementary Scheduling DoTS	Time & Effort Ty Gilliam Grants Yolando Lucero & Suzanne Simmons	Travel Procedures, Ind. Contractors T. Hartung	Auditing Sharron Key	Purchasing from Dell Website Dell	Free & Reduced Lunch Elaine Leggett	IC-Let's Play House! Lucy Gutierrez	ProComp Mandy Potts	Infinite Campus Best Practices DoTS