LESER Memo No 2
7 March 2013

Attention: Principals, Business Managers, Valuing Safe Community Trainers, Information Technology Coordinators

All Principals

Lakeside Lutheran College – Principal Position
Applications are now invited and advertised through Teachers on net
http://www.teachers.on.net/leavacancies
Information packs can be obtained by contacting Jayne.hogan@leser.lutheran.edu.au
Applications close 15 March 2013 and should be addressed to paul.weinert@leser.lutheran.edu.au

Mobile Phone Number Request
Please send through to Jayne.hogan@leser.lutheran.edu.au a current mobile phone number. It is critical that we are able to contact you in an emergency situation after hours.

Microsoft Licensing
Thank you to those schools who have sent this information through. If you have not done so could you please ensure that this task is completed by the due date.
One of LESER’s roles is to support our schools with the management of risks. One of these risks is Microsoft licensing. All schools are asked to provide to the LESER businessmanager@leser.lutheran.edu.au details of the following by 15th March 2013:

1. Who licensing support is purchased through?
2. Basis of software licencing held? – per computer/per staff/per student etc
3. 2012 cost
4. Are you satisfied all required licensing is held for all computer devices?

Whilst it is not compulsory to use them, HP have an agreement with Lutheran Schools to provide for Microsoft licensing. The way this agreement works is that Lutheran Education hold a master agreement, and each school have their own enrolments that sit under the master agreement. This way, each school is responsible for their own licensing, but they receive the master agreement pricing. Attached is the 2013 HP Microsoft workbook that needs to be completed should any schools wish to join the current HP Microsoft plan and ensure all computer devices are correctly licenced. Every school in both LSA and LEQ have subscribed to the HP agreement.

LESER Enterprise Bargaining and Industrial Relations
Expressions of Interest are being sort from at least one Principal and one Business Manager, who would like to be involved in this committee. Please contact paul.weinert@leser.lutheran.edu.au
1. **2013 Draft Budgets**  
Thank you to those schools who have submitted a copy of their 2013 approved budget. If you have not completed this task could you please do so immediately.  
[businessmanager@leser.lutheran.edu.au](mailto:businessmanager@leser.lutheran.edu.au)  
Information is to include both $ figures and enrolment numbers etc that the budget was based upon.

2. **2013 commencement enrolments/Census**  
If you have completed a February Census could you please forward this to Graeme. All schools please ensure their commencement enrolment numbers (Preschool/Primary/Secondary/Total) are provided to Graeme Huf at  
[businessmanager@leser.lutheran.edu.au](mailto:businessmanager@leser.lutheran.edu.au)

3. **BGA Applications**  
Thank you to those schools who have sent this information through. If you have not done so could you please ensure that this task is completed ASAP as this is now **overdue**.  
If you have recently applied for a Commonwealth Government Capital Grant for 2014 works would you please advise Graeme Huf at [businessmanager@leser.lutheran.edu.au](mailto:businessmanager@leser.lutheran.edu.au) by **28th February 2013**  
of the following:  
- Project description  
- Project value  
- BGA grant amount sought  
- School borrowings required  
- Timing of loan application

4. **LESER Enterprise Bargaining and Industrial Relations**  
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**VSC Trainers**

- If you have conducted Valuing Safe Communities training this year could you please send me the names of the staff members who have been trained so that I can enter it into the LEIxCON database.  
- If you haven’t delivered training as yet, could you please notify me of your proposed training date.  
- Thank you to the trainers who have already forwarded me this information

Liz Pietsch  
LESER Education Officer  
e: [liz.pietsch@leser.lutheran.edu.au](mailto:liz.pietsch@leser.lutheran.edu.au)  
t: 9236 1271
Information Technology Coordinators

Microsoft Licensing

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