

Staff Minutes 12-02-2008

Present: Amy, Angela, Trona, Elaine, Cheryl and Jeff.

Trona-Discussion of process for employees that take classes or continuing education. They need to contact Elaine. Make a proposal to staff. If passed then Elaine will arrange payment for the class directly. The employees would not be reimbursement for the class--program will pay direct to the school. If it is required by the program then Elaine would need to know that. We would need to keep the certificates of completion of classes in the employee files. Elaine will put out an email to remind everyone of the process. No matter what the class, it should come to the staff for discussion.

AMY-we need to have an endorsement on bulk mailings. There is a class that the postmaster suggested Amy attend. The class would discuss new rules and regulation, it is about a 2 hour class, class is in Grand Junction. She would like to have a second person (Cheryl and/or Jennifer) to go with her to help gather all the information. The class is free but we will fund mileage and lunch per person.

Elaine-Discussion over direct pay to an educator even though a family is not WJ as they should. It would be best if the educator contacted the family to discuss the problem so that is it being put back on the family (remember –the family is contracting with the educator, not the program). WJ that is a least two weeks behind, is behind and gives ground for no funding to be processed and discussions over non-compliance. Discussion over other funding issues, including durable goods.

February 17th RC Training has been cancelled.

Scantron and DIBELS testing windows are listed on the Google Calendar.

Parade of Lights budget update-they have gone over by about \$22.00. There are some things listed that would be funded by the program, not coming from their budget. They also need flood lights; we should have some from last year, they just need to be found. Delta Parade of Lights is set for December 5th. Overage of budget approved by staff.

Jeff-is trying to find coverage for front desk for Susan Fry today so she can attend the afternoon RC Training at 3pm. Amy has said that she could cover.

Angela will change her hours for this Wednesday ONLY from 9 to 3 TO 8 to 2.

Is there a Grade Template for the Plato curriculum set up yet? Angela will email Dolly and ask.

Angela is working on Transcript for RCs with protected cells.

Discussion over Google RC Check List, sharing with HQs and emailing out printable 2nd Semester Learner Schedules.

Amy is thinking about changing her hours to noon to 3pm. Amy would like feedback from the staff.