

Staff Meeting – 1/13/2009

Present: Jeff, Cheryl, Jennifer, Elaine, Dick, Trona, Caryn and Angela.

Jennifer will meet with Gumdrop Books rep today at 11a.m. She has about \$250.00 that can be used to purchase 2007 display books that the rep would like to get rid of. The books are \$5 and \$7 each. Jennifer will also get additional information from the rep about a fundraiser the company offers.

Library – Jennifer found out that the Ancient Civilization DVD package runs about \$650.00 (to complete the series). The budget would need to be reviewed before the agreement to purchase the package. Dick has some great DVDs that he will return to the program for check out. Items checked out from the library are coming back without a problem. Next we could look at creating a library card with an agreement or contract in place. We really want people to take good care of the items being checked out.

Dick has had more interest in the Wyo-Tech trip. It has been added to the MOOs for the second semester. He would like to open it up to other local high schools. The problem is transportation, buses would cost \$2.46 a mile. Dick will speak with John Jones about a proposal for transportation.

Exit process – When students exit midyear, we are not getting complete records at the exit. We need to think about what documentation we really need completed when they go. Jeff spoke with Kristie Ward about the process that was in place when she was Advocate. Suggestions were shared with the group. We need to discuss this at the proposal meeting and develop a clear process. We may need to have the process go to the D.O. so that the other schools know what we are doing and why.

Nathan will submit a supply order for laptop batteries for the RCs computers. If a Learner needs such a thing it needs to go through their funding.

Lunch break – there is no federal law that states she must take a break after six hours on the job. Marie wrote to the state to ask about the state law. She was told “you can choose to take the lunch break or not – if you choose not to take the break the employer must allow the lunch to be eaten on the job.” Marie will write up what she would like to do. This information will go into her employee file.

January Proposal meeting –We will use the week of 1/26/09 to discuss funding, exit, enrollment, and other issues. Angela will organize topics we would like to discuss. Friday of that week will be used to write up proposals for the policy meetings starting in March. There will also be a sign up sheet so that we know when each staff member will attend. At this point we will not have the families at the meeting. We will have an additional meeting with families to get their input. We would mainly be looking a process and procedures that need to change.

Educator notebook at the front desk is complete. The front desk has this note book, families can come in a find additional information on program educators. Discussion over educators that need to change their grading policy in their Learner-Educator Contracts.

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Elaine is working on the current durable goods list. In the next few months we need to have a crosscheck of all items to have an accurate list.

Gerry's books – relocation of Gerry's books is needed in order to make room for CSAP items. Trona will talk with Gerry to find out what might work for him. We could look at using the wooden file cabinet in the kitchen.

Caryn-The Attendance Audit went well. We need to find a more standard procedure for attendance. Caryn is preparing for the School Board presentation on 1/22/09. The Safe School Checklist is completed. Board of Stewards meeting is tonight at North Fork HCP. Update on the Evaluation Group.

Trona has found a few new fund raiser that may work well. The proposal will go to the Task Force (Papa Murphy's Pizza fundraiser).

Site Development Committee- Discussion of response letter from John Jones regarding the problems with the basket ball court. The committee will draft a letter to the Board of Stewards asking for their help. We would like to have the D.O. insurance adjusted come out and take a look. What might he say?

Senior, Brian Stewart would like to have a lock-in for the seniors. Angela will let him know that this would need to be a proposal and come before staff.

Angela will be in at 9:30a.m. this Wednesday not at 9a.m.

1/20/09 – next staff meeting Cheryl will take minutes for Angela. She will be meeting with each RC to check off semester paperwork.