

Staff Meeting Minutes  
Monday – January 14, 2008 – 11:20 a.m.

Present: Angela Toothaker, Elaine Queen, Trona Denny, Amy Bryant, Jeff Clemens, Sara Sharer and Cheryl Dyer.

- Newsletter--Gerry needs any inserts to him by Monday the 21<sup>st</sup>.
- Dolly wants to know what parents need to do if they have question/suggestions about an online curriculum (stemming from last Thursday New School Proposal meeting)? Join or get info to the DAC group-they met again this Thursday, the 17<sup>th</sup> at 2:30 at VHCP office.
- Educator issues--if any educator makes changes to a class that they have Learners signed up for it is their (the educator) responsibility to contact the Learners, not the RCs.
- Continuing Ed--“The Outstanding Receptionist” is a half-day seminar that we would like to see Amy and Marie attend. The registration fee is \$129.00 a person. Grand Junction and Montrose are the locations.
- By this Thursday you need to get a list of your staff duties to Amy. She will print them up to distribute at Large Group for RCs.
- Sara needs list of new RCs for Theanna’s Learners, especially those with an IEP.
- Issues with payroll—There have been a lot of extra hours coming through payroll that may appear excessive. The extra hours can create a budget issue for the program. Group discussion. Suggestion that extra hours need to be pre-approved by staff. Any hours that are outside of an approved committee budget or any extra hours from activities done for/with the DVHCP must have a purposed budget presented to staff. Cost like rentals, food, fees and RC or other compensation. **WE MUST HAVE A PROCESS/POLICY IN PLACE.**
- Trona and Sara will work on a Conflict of Interest Policy for our program. They will gather information from the District Policy to model and adjust to fit our needs.
- Non-purchase of Durable Goods—we have talked about this before but need to get a policy in place – bring to Large Group.
- CSAP-Compensation of CSAP hours. Discussion to bring to Large Group. If you are going to have an excessive amount of hours from CSAP testing we need to know. This is something that must be worked out in the budget.
- Discussion with Sara in regards to last Thursdays New School Proposal meeting.
  - \*Online curriculum
  - \*Assessments-possible use of ScanTron

Staff meeting 1/14/08

Large Group Agenda:

- Updated notebook check list
- Make an appointment to check semester in notebooks- February 15<sup>th</sup> deadline
- Staff Duties-who does what
- Payroll issue from 1/14/08 Staff meeting-extra hours in excess outside of budgeted committees
- Vote on part/full time RC for next school year (pay issue and other details)
- Conflict of Interest Policy
- Non-purchase of Durable Goods Policy
- Compensation of CSAP hours