

DVHCP Staff Meeting

1/20/2009

There will be a Gum Drop Books fundraiser in March per Jennifer. She was able to purchase 75 books for \$250.00 which is a little over \$3.00 a book. Most were non-fiction and for the Accelerated Reader program.

Learners who are on the Task Force have been having committee meetings here at the office without assigned adult supervision causing Staff employees to stay on premises after office hours. Caryn will be attending the Task Force meeting today and will address this situation.

We are also having learners and parents in the building after office hours without an RC in attendance. To help resolve this situation, front desk personnel will call all RC's and have them contact their families and get a verbal confirmation/understanding per the following: 1) reiterate office hours 2) that the RC has to be at the office with the family if it is after hours 3) at 3:45 each day the front desk person on duty will go through the building and remind people of the time and that the doors will be locked at 4:00 pm.

A usage log to check out/check in of the computers kept at the front desk needs to be established. Apparently, passwords are being changed in the system and then no one is able to sign on but the last user. When the computer is checked back in front desk personnel will check the computer for passwords.

Elaine has worked diligently on updating the Educational Resource List and has a process typed out to discuss next week at the proposal meetings. We need to verify Nathan's job description and get a procedure set up to maintain an established system. Jeff to share learner's inventory list in Google with Elaine for more updates.

Study Island has been renewed. We have 25 licenses. Trona to check about if the license is per learner or can a family use just one license. Caryn gets a weekly report regarding usage. Need to compare numbers against who is using and who signed up through the Menu of Opportunity.

RC payroll was discussed regarding what should be reflected when signed up a new learner and exiting a learner. Payroll checks are for the month that we receive our checks. This procedure is set up by the District. Reporting on our payroll sheets is different than actual pay. Reporting is keeping track of what we are doing and a reflection of what each of us have done throughout the month. Base pay for RC's is figured at 3.5 hours per learner per month. CSAP time is included in the RC pay. Trona is to email everyone with clarity.

There is a school board meeting Thursday, 1/22/09 at the Performing Arts Center. VISION will be giving presentations. Surface Creek at 5pm and Delta is at 6pm. Caryn and Jeff will be addressing what we are doing for our learners, how we are supporting our learners, showing weekly journals, and a growth model.