

## Staff meeting – 2/03/2009

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

- ❖ CPI training (child restraint)-The people (staff) that we have signed up to go to the training are not the people that would be dealing with the child. We would be looking at possible the RC and front desk. Elaine will email the trainer to let him know that we will have a few people (Angela, Jeff and) attending. We will use the information that they gather to determine who should have this training.
- ❖ RC training for 2/17 – Elaine will get lunch from Subway for us all.
- ❖ Discussion over the Guidance specialist position – job descriptions. Involvement with graduation requirements, how might this look. Angela and Dick will get together to work out the details.
- ❖ Caryn report-
  - VHCP Directors meeting today. Transcript and Exit procedures are on the agenda. Transcripts - we need to have consistency with in all the VHCP. The transcripts should be able to be interpreted by any school that views them. Non-compliance exit procedures – the school board would like all three HCPs to have the procedure.
  - Student Task Force has completed the proposal for the bylaws to be Marylee will get copies out to all-at their next meeting they will be reaching consensus on the bylaws. Caryn did go over the bylaws to make sure that all things were addressed (research for proposals and presentations- committees). Discussion over how they will elect officers (there is a criteria that must be meet).
  - DVHCP movie planning - about six kids involved. They each had tasked that need to be completed this week. They are open to more people involved and any suggestions people may have.
  - Salary schedules & informal audit process-Caryn has asked Terry Kimber from the D.O. to come in and take a look. We just need to set up a time with Terry.
- ❖ Discussion over the use, organization and personal access to the upper and lower sheds. We would like to talk about this more when Amy is back.