

Staff Meeting Minutes  
Monday – February 11, 2008 – 11:15 a.m.

Present: Caryn Braddy, Angela Toothaker, Gerry Lell, Elaine Queen, Marie Failing, Trona Denny, Jeff Clemens and Cheryl Dyer.

- Newsletter **deadline-** by the 19<sup>th</sup> of February.
- Classes with continue during next Tuesday’s open house. It will be business as usual.
- Storage Shed-do we have a system in place of what comes in and out of the sheds? We need to talk with Nathan as to how he checks things in and out.
- Cheryl will get the VOP info out because Amy is out of town.
- Keys-We need to have master keys placed into the key box that we access. Jeff will take care on this. We need to check with Cristen, she may have shed keys still.
- PO-we need to get a requisition form for POs for RCs and staff needs. How things are laid out for the request. We are not talking about general office supplies, but other tangible items. It will be brought up at the Large Group so that decisions can be made.
- Elaine-can we get Mike Burns a gift card for taking kids to Power Horn? YES!
- Jeff will pick up our Love and Logic speaker from the airport. We do need to have more people coming – Marie will call RCs to call their families for the workshop. Marie - Get it out at the schools also, maybe we can get a count of teachers coming. Maybe get it out on the radio.
- Elaine funding - RC checklist in notebooks needs to be marked and items must be filed into the notebooks. If funding is tied to documentation, do we need to have front desk check notebooks more often--No that may change for next year.
- “Project List” for front desk-This way they know the priority of things that they are being asked to complete for the office. There are already a few things that Elaine has Marie working on. If we can be thinking of projects that we need to have completed and create a list over the next few days. List should be kept at the front desk. First speak with Amy/Marie about the project so that they have a good understanding of what you want done.
- DAC-Just an update. We are looking at two different curriculums and there will be a vote on the 28<sup>th</sup> on which curriculum to use. Tonight at Stewards meeting Stewards will ask John Jones what the PPR is. If it is less than the 95% we need to know that now. We will have a meeting this week at 2:30pm. We also asked the District for a written document stating that we were told we could not be on the writing team when the Stewards asked.
- Caryn will start up a list for Large Group.
- We need to have listed documenting the things that are not being completed by RC/Staff for their evaluations.

- Discussion of Learners that are having to hangout hours in between classes. Who is responsible to supervise that child?? Ask question at Large Group. We need to have this worked out before we have more space.
- Is Mary sure of what her responsibilities are. We need to clarify to her again. They will have the hiring committee review with her again.
- Does support staff (ex. Dolly, Gerry, Jennifer, Dick, Darcie and Andrea) go through evaluations? Yes they do, but in late April for the formal evaluations.
- Can the Knowledge Bowl Team get T-shirts?? They do not have enough time to take it to the Large Group. No-Not for this next Knowledge Bowl Team. -- Why don't we have T-shirts made for the program and then purchased by individuals? We could have the Student Task Force poll the student body and have a T-shirt designed and ready to purchase for the Picnic.