

Staff meeting – 2/17/2009

Present: Cheryl, Elaine, Jeff, Angela, Amy, Jennifer and Caryn.

Jennifer-update on the RC Retreat planning committee. The theme is LIFE IS A GAME- we will focus on teamwork. The power of a team. Two days instead of an overnight time-looking at locations. Cheryl talked with Terry about appreciation gifts.

Elaine-1-family asking about Wednesday classes that families not on MOO –could they invoice Wednesday classes and funds would be direct funds transfer. We need a process - We can create a invoice that states it is a direct transfer. Discussion of downside of doing this. 2-Will we discount the MOO curriculum cost for the 2nd semester. What about learners that come in so late and have less funds. Plan to keep at \$300 and go to supplemental funds.

Cheryl-1.Request for mutply ink cartridges. The family is printing out their curriculum. 4 color 4 blk is what they want. Discussion over other options. Funding admin. Does not feel it is a good use of funds. They had just purchased ink cart before the December break. WE have had this dicussion before. The funding admin will speak with the RC to get more information-possible just one set for each child at this point. They are printing by choice. Funding admin will talk with RC. 2. – Cosmo kit-DHS students have to pay for their own. We have paid for them in the past. Some items are consumable some are not. Discussion over what could be funded. Would all three VHCP need to be on the same page. Caryn will take this to the next Directors meeting. Would the DMCT work with the student to be paid. We really need a whole packet on DMCT-apps and requirements funding. We could get the DMTC on the funding summaries also and any college classes. We really need to be clear on what we can do. Not paying for books and things. ANGELA 3. Quick reports for RC funding checks we would like to do that in April. Funding process sent out. Cheryl spoke with two people about looking at our books . There is a quick books class in GJ and suggested she go (we would send two people to that class). 18 vs 100 an hour. Cheryl would feel better about having someone coming for just a short time. WE may use one person for payroll issues and one for the day to day finainals. We still need to look at the staff roles for next year. Emailed attachment. Breaking down the role of the finainal . Aspests to the role. Discussion The funding admin had a great meeting with Terry Kimber yesterday. Cheryl really want someone to come in and look at the pay schedules-does it make sence. If we go to hourly we would need to define what is qualified. Kelly and Mr. Lewis either one could help us about payroll issues-vaction-salary-hourly. You could sure the accountability pieces so that the people get an idea of hours this would work-we could have a comprehensive doc to show to them-caryn will start working on this. Amy will help with loose ends to help keep things up.

Next years roles and sort out the finacial piece that was lost. When could we do this? Discussion over concerns with people having to take on extra things just to get through this year. We all need to come up with what we are willing to do hour wise-for this year and next. Elaine would like to get ride of the

special activity piece. (Wednesday classes and MOOs for next year-she would still do the educator piece and the catalog) Discussion over dual roles. Pay schedules.

Terry has a company that we could order our ink from-Cheryl would ask Terry. Discussion over what the D.O. has as far as office supplies. We can really shop around to get the best price.

Jeff-1.marie will do monthly fire drills to keep us up to date. We also have to do lock in drills-we should talk about getting a true fire alarm-looks like a dirtst she can send out a request to J. McHugh to get that set up/ 2.We have a parent that would like to start a study hall here at the office. She would like to sign up for next year – sign up by June 1st. We need to have it in the news letter so that they know when they can sign up. She can speak with Elaine if she has more questions. 3.We need to have a group meet about check list for RC for next year. Who would be interested-we could get it ready for RC Retreat. Jeff-Angela-Elaine-Jennifer.

Caryn-Bill Heddles has a wellness plan for employees of the district. You can get a district. Anything that the district has we are included in. anywhere.

Attendance issue with Terry-to set records from him. We will need to meet with him and J Jones.

Policy meeting date-Wednesday afternoons. March 18, 2009 third Wednesday at p.m. CALENDAR we will get the big room in the back. April 22, 2009 at May 20, 2009 at 3 to 5 for all days - Large room.

Rearranging the staff office space. Possible turning Caryns office into a conference room type. Discussions over issues –for meeting or work space. Jeff has a AutoCad program that we could use to determine how all the furniture would fit.

Angela Handed out exit and crossover procedures for staff to look over. Please get back to Angela.

April 08 posted in newsletter information about code of conduct. We need to get a real procedure in place – example if your child is left unsupervised and act inappropriately – parent in contacted at that point.

Discussion over stolen laptop. Discussion over the time frame. It will cost full payment. Would the business cover the cost of the stolen laptop.