

Staff Minutes

2/24/2009

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

- Tyler Ray and his RC, Stacey, came in to address the staff regarding a funding he would like processed. Tyler told the group about a music camp he would like to attend later this year. The camp is aimed at teaching students how to gain access to the music industry. Members of staff asked Tyler to make sure the camp was documented in his Learning Plan and Weekly Journaling; submitting a mini packet with funding to explain why the use of funding including why this is the logical next step. Staff suggested that he follow the Educational Trip outline when submitting the funding.
- Cheryl spoke with Mr. Lewis over the phone regarding job descriptions, employee handbook and payroll. She also spoke with Mr. Kelly Scates who would be willing to meet with us over a lunch hours (he is very busy this time of year) to discuss the same issues. We need to draft background information on the program positions (staff-RC-HQ) so that Mr. Scates can review this ahead of time and get a better idea of how payroll could look. Trona had started to create a employee hand book-Amy has looked for a copy of this and cannot find it. Terry Kimber has said that the only exempt option should be that of the directors. So we need to have this discussed also. We currently have employees asking about payroll and vacation hours-we need to get this resolved ASAP. Cheryl, Elaine, Caryn and Jeff will all go to meet with Mr. Scates. Cheryl will bring in DeeDee Lousignont to help her and Elaine to learn the Quick Books program that we use.
- CSAP Coach order-Amy has several parents that need to order teachers guides. Amy will order enough teacher guides to cover the current stock of CSAP Coach books. We will not charge, this year, for the teachers guide.
- Birthday gift cards-Amy will pick these up for the office. She will get enough to finish out the year.
- John Maxwell's book on leadership is one we all need to read.
- RC Retreat update from Jennifer. She will send out an email to everyone with the details of date-time-location.
- Student video-has there been one returned? Needed for school video. Discussion over a possible "Training Video."
- Town Hall meeting tonight and directors meet with Terry Kimber about the attendance audit later this week.
- Discussion over DMCT fees. We need to have a clear policy in place regarding the funding of books and tool kits for post secondary classes. All three HCP need to be on the same page with this. All DMCT fees will come through a funding summary completed by the Learners RC.
- Angela addressed the need for HS students to meet yearly with the Guidance Specialist. This would help us to see that our students are on the right path for graduation and life. Short discussion over a policy change in the graduation requirements. Angela will attend next week's HQ meeting to discuss the matter in more detail.
- Accredited curriculum (curriculum that offers a diploma to graduates)-students can remain in our program even after receiving such a diploma but would be held to our public school graduation requirements AND must be pursuing a graduate path.
- Our students are enrolled in a public school and are under parent guided education. They are not homeschoolers. We need to make sure that our families understand this.
- Jeff show staff members how to create, maintain and email a survey form in Google documents.

