

## Staff Minutes

3-20-2008 11:15 am

Present: Jeff, Caryn, Elaine, Cheryl, Angela, Amy, Marie and Trona.

- Office hours and screening protocol for important calls. When hours are changed, we will update the list so that everyone knows staff schedules. When a staff member is on vacation or out of the office for an extended period of time, please let people calling know. They may want to speak with someone else. If you are not going to be here during your office hours the front desk needs to know. WE NEED TO PUT SOMETHING IN PLACE TO HANDLE CALLS AND VISITORS. Standard way for the front desk to deal with people. Front desk will develop this process with Jeff's help.
- FYI-Cheryl is going to change her weekly office hours to Mon-Tues-Fri. This way she and Trona can work on projects together.
- Amy needs a Project List for the front desk. Caty is binding the notebooks from last year. Caryn has some up date to do on forms. Discussion about checking notebooks.
- Thank you note from Paul Glassier from Love & Logic. Do we want to have him back as the 5pm speaker for the Parent Conformance -- JUNE 23? Would this even work for the program? Would we have a Back to School Picnic for the program, possible early August?
- We have a guy that offers a school program from the Renaissance Era-he dresses the part, has handouts and speaks on the subject.
- Funding-Rec punch card vs. yearly pass. Discussion. At this time of year a year pass would rollover to next year's school year; do we really feel good about this? Where are the kids at with their academics? What is the cost? We will be willing to fund the punch cards for the family at this time.
- Auditing class by the Gladdings-discussion. Yoga booked-religious issue. Do we fund it? Is it exercise and meditation? Elaine will look at the book on line to make sure it is okay. Other funding items discussed.
- Student Blog site – the Learners are really getting into it. Please log-on and give input. They have changed the look and have lots of content. They are having lots of fun.
- IEP-Applications need to be updated to address the residents in district/out of district of the applicant. We also need an IEP question on application. They can be flagged so that we can make sure to address their needs. We really need to stay on top of this for the families.
- DAC-Did adopt both the Odyssey Ware and Plato curricula. ???RC training - how many windows do we need – we need a process in place. We need to be prepared so that if families want to start in July we would be ready to help. Amy will work on the timeline so that we are ready to help the families for next year. She will start by just forming some questions.
- CSAP-A training set up by Sara.
- Retreat – We need to make sure that we are coming up with ideas.
- CLARIFICATION-we have a senior that wants to stay again next year only to get funded for advanced schooling beyond high school. You can not do that.

- RC meeting to define the role. There are requirements that must be met. Please, as staff, help to keep everyone on track. First meeting this Tuesday from 1 to 2 pm. Trona gave Angela some information to review and possibly us to help outline the meetings. The idea of having an outside auditor to come in and review the roles/job/pay scale. Discussion about what must be in place to do a good job.
- Joint Policy book is almost complete, still in the draft stage. Amy Miller did a great job of pulling all the programs policies together. Caryn has a copy if you would like one.
- Exchange teacher wanted-Elaine will follow up on this.
- Colorado Reader-Marie will see if this is something that we could use.
- If you have anything for Large Group please let Caryn know.