

# Staff Meeting

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3-24-2008

Present- Amy, Angela, Jeff, Cheryl, Trona, Elaine and Marie

- Concern with the Educational Field Trip Committee-We need some consistency with the field trip committee request process. There has been an application in their box for a while now. Amy said she was told that they are planning to meet next Friday. The family would miss the deadline for funding (if there were items that the committee wanted additional information on). The family's request is a PO-we need to get it viewed now. When the committee fell apart it caused a lot of the problems. Discussion of issues at hand. Would it help if we meet earlier this week? We need to have something in place to see us through to the end of the year. We will be evaluating the committee processes for next year.
- We are getting phone calls from students to students. We are also having students use the phone to call friends. We need to ask what they need to use the phone for. It is not to be used for private calls.
- CSAP-April 3<sup>rd</sup> test day will be at the LDS Church. We need to make sure that the students are being very respectful of the facilities being used (no running-yelling-rough housing).
- Amy is thinking that she may not take a staff position next year (front desk). Is there someone, within staff already, which can take the Thursdays and Fridays? We could try it out in May to see how it will work. She would still be willing to cook for program meetings/events and RC fulltime.
- Discussion over the scope and sequence for next year with the new curriculums. Hopefully after the second week in April we could start coming up with the scope & sequence.
- Does front desk have a daily check list? There is a copy in place for people that cover. Is there a common check list? Amy and Marie each have their own. They will get together to create one master check list. Caryn thinks that we need to have a clipboard of messages (ex. Sara called and will drop off copies this Thursday). This will help forward information to the next day front desk person.
- Tomorrow Amy and Marie will be attending a training seminar.
- There is an Excel training offered that we may mention to the RCs. Dolly also had someone in mind that could train in house (computer programs).
- Non-consumable items (ex. Books, DVD, CD-ROM) will have a library check out card or labels on them. This will help to remind families that these items are not their own personal property.
- One of our little painted chairs for the silent auction is gone. Does anyone know where it is???
- Jeff gave a power point presentation titled "Who decides?" Discussion over the presentation. The need for consistency in the program. Training is a key factor with RC issues.