

## Staff Minutes 3-03-09

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

Elaine-

We would like to give an appreciation gift for Mike Burns for driving kids to Power Horn.

Nora would like a helper to coming into a Learning Lab. We do not look at this lab as a one on one setting; the kids should be bringing your own curriculum to work on. Elaine will talk with both the educators for the Language Lab.

Dolly-

We have a lot of leftover OW disk that have been returned. The company is no longer going to support the CD-ROMs. We have about 28 disks in a variety of subjects and grades. There is no way to determine if they have been checked out to the maximum of two uses. Dolly will send out an email telling everyone that the CD-ROMs are no longer available. We can issue the CD-ROM set that was never used, letting the Learner know that would have no OW support with the disks. Dolly will shred the rest of the disks.

We do still have E-Cash open. The OW has the new business systems course. We could use that for RC training. Dolly said there is about \$400+ in the E-Cash account. We also have Microsoft training programs available for check out.

Copier for HQ office- DO has ordered the cord and it will be in soon. The large Canon copier is jamming so we need to get with the BOSS Company to have them fix it. We are going to give the HQs a laser copiers. Right now we are going through about 12,000 a month. We need to look at the contract to see where we are as far as our allowed copy production. We want to have pass codes on all copy machines. This will help to ensure that only RCs and Staff are using the machines.

Dick- John Jones talked with Dick about the basketball court. John thought that the risk assessor would come through this next. Not sure of the day or time the assessor will be out to look at the court.

Dick took class for small vehicle and passed.

Jennifer-Sent out an email about the Library fundraiser through Gumdrop Books to all RCs.

Amy-CSAP coach-order is pulled together. In math we cannot get the teach guide because it has been up graded. We are going to see if they will let us make copies---it was mainly just the lower level math.

Amy is going to work on the upper shed over the next few days (weather permitting). She is going to need more banker boxes. She would like to get some shelves—we could condense the lower shed to make room and take shelves from there for the upper shed.

Newsletters have to change a little. We can have 3.3 oz in every one of our packets. It will not cost us any more postage to add to the newsletter packet.

Caryn-We have a lot of problems with students hanging out here at the office. Some of the students were very unkind to younger students. Caryn will be calling the parents of the students causing the problems. We need to get the office rules in place. We really need to get a group on this-What is the contact process?-What is the educator's role? The RCs need to remind the families again what appropriate behavior is. The RCs need to be made aware of problems if they are not already. WE NEED A POLICY PROCEDURE REGARDING LEARNERS JUST BEING HERE—work to do and waiting for a place to go and someone is watching you. GOOD RETREAT TOPIC FOR NEXT YEAR.

DMCT will have a college fair. Dick will contact them for more information to pass one to the RCs and students.

Is there a phone that we could send message to for Dick/Dolly to use? Amy can talk to Marie to see if there is a way to set up a phone mail box.