

## Staff Meeting

3-3-2008 11:15 am

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

- ❖ Amy has started on the Project List for the front desk.
  - She has completed tabs and inserts for the notebooks. We will have RCs place the card stock inserts into the notebooks. The Narrative and Curriculum sections will be tabbed. We will group all related items behind an inserts (ex. All attendance together-all Learner Schedules together and so on). TO BE ADDRESS AT SMALL GROUP.
  - The mailing list has been updated.
  - All notebooks will be checked as of 3-4-08.
  - Binder-Caty has it and Trona will speak with her about the binding of last year's notebooks.
  - New items needed for the Project List.
- ❖ We have no business cards at the front desk for staff. Amy will work on printing and place the cards up front.
- ❖ Concern-Mail is not being picked up daily. Mail will be picked up at the end of each day by the front desk person and a request will be made to the post office to have Saturdays mail held until Monday drop off.
- ❖ Concerns with office hours-Educators are not leaving the office at closing (4pm). Classes to end at 3:30 pm and be out by 4pm. We need to be consistent with everyone and let them know that they must finish and leave by 4pm. If you are asked by an educator if they may stay late and you tell them yes-you must remain here at the office until they do leave. TO BE ADDRESS AT SMALL GROUP.
- ❖ Silent auction-Classes coming up. They will be group by age. We still need donations. TO BE ADDRESS AT SMALL GROUP.
- ❖ April Small Group-will be moved to the second Tuesday due to CSAP test April 8<sup>th</sup>. TO BE ADDRESS AT SMALL GROUP.
- ❖ Amy will buy the snacks for CSAP for a week at a time. Hopefully we will not have a lot of leftovers!
- ❖ Hiring Committee will meet with custodian to address issues that have been brought to their attention.

### 3-3-08 Staff Meeting

- ❖ HR-we need to address the fact the some RCs are not meeting the deadlines for paperwork/funding. It will be generally addressed at Small Group. We need to find a process to follow and have a consequence in place. Some RCs who do get their paperwork in on time are getting discouraged. Address problems as they arise. Discussion.
- ❖ Retreat-Do we want to purchase shirts/jackets and have school colors this year? Discussion.
- ❖ CSAP pay- We need to clarify this for RCs. They can claim hours and it will come out of their 36 hours. They can check with Trona to see what hours they have left. We do need to have hours that go beyond the 36 approved by the SACs (Andrea and Darci). Also if any RC will count one hour of CSAP testing for their monthly meeting the parent must provide a DOG.
- ❖ Monday next week Steward Meeting at North Fork-this should be the location
- ❖ District Contract-Caryn has a copy. If you would like a copy please ask her. Short discussion of items-PPR% General Fund 06/07 Audit and items that support the fact that we are/were not subsidized by the District. Trona will review the financial information for DVHCP.
- ❖ Curriculum vote-it may be possible to have two adopted curriculums and follow one scope and sequence. Two would really cover most if not all of the learning styles that kids have.
- ❖ Discussion over a “menu” set up for Learner funding. More of a self-funding thing. Caryn went into more possible features and will address it at Small Group with RCs. We all need to brainstorm ideas.
- ❖ Delta Montrose Technical College application are due into our office by March 15. They will go to Angela.
- ❖ 90 outside hours-discussion.