

Staff Minutes

4-28-2008

11:15am

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

Amy-Discussion over pay for CSAP hours. She may be over her 36/38 and did clear it with the SACs.

Camrie Hulet-congrats! She made the top 10 in an essay contest. Her RC (Amy) and Educator (Cristen) will accompany her to the Denver banquet where the winner will be announced.

Gerry-Discussion over a funding request for access to special funds for Learners. We need a letter in place that clearly states the process to accessing these funds. Gerry will create this letter and make it available to the Learners RC.

Angela- (1) Last week she spoke with the women from across the street that walks her dogs through our property. The women agreed to pick up dog droppings and to have them leashed at all times. (2) Can we use the month of July for PO processing-enrollment-trainings only? Caryn suggested it be discussed at the retreat. (3) DIBELS-Low scores. How do we know when it is time to bring Gerry into the picture?? (4) Showed copies of transcripts that Cristen put together. She did a great job! Take copies to retreat for review by RCs.

Marie- (1) Ants in kitchen-they sprayed today and asked us not to mop against the baseboards for a few weeks. (2) The front desk worked out the substitute schedule conflicts. They will add the names of the subs to the assigned dates so that everyone knows who is covering what days. (3) Prom was GREAT!

Jeff-Reviewed what he would be covering at the retreat-Google Land. All RCs need to bring their jump drive and laptops. Also they need to have all the "homework" giving out at Aprils Large Group completed and brought to the retreat.

Discussion over curriculum (consumable and reproducible). CDs, DVDs, reading books and textbooks will be logged but workbooks will not. Jennifer is labeling all VHCP property for us as it comes in. We hope that this will help us to have items returned to the office. We need to look into creating a "receiving area", possibly the storage closet.

Discussion of PO sheet for RC. Items for RC use, filing cabinet for assessment coordinators. Return chair?

Trona- (1) PO in question. We need to make sure that RCs are have conversations with families that make it clear why this item to be ordered is the next logical step for the Learner. Make sure to order what is appropriate for their level. (2) When we order software should we register it under the school and have it loaded by Nathan onto the computers? (3) We do not fix/upgrade a family's personal property. Jeff mentioned a free computer program called Open Office. Is has similar programs to Excel and Power Points. Families could make use of this.

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Amy-asked clarifying questions about her daughter's senior year.

Elaine- (1) The VISION Fair went well but it does take ALL the RCs to run it. Next year everyone will be required to work it. How can we make it better? If there are different people setting up and breaking down, we need a way to show where things need to go. Next year we may only offer the food for a certain time frame and have more space for people to eat. Please pass all suggestion onto Elaine. (2) We are still having problems with families ordering Christian based book/curriculum. What should be the consequences for this? Director-Asst. Direct-Funding Director will have a meeting with the family in question.

Caryn- (1) will get copy of the retreat agenda into RC mailboxes. We need to make sure we bring printers-open space board-paper-master computer and anything else need. A few people are going up Wednesday to set up for the retreat. We will have a binder to place copies of all minutes, agendas and more in. (2) She talked with John McHugh about electrical wiring needs for rearranging rooms in the office. Possible space at the old Garnet Mesa Ele. available to us for next year. Possible HQ space or classrooms. Would the space be part of our contract? What would it cost? (3) Academic Improvement review went well. (4) Contract negotiations continue.

Sara-General information from her report to Caryn.

Meeting adjourned at 1:20pm