

Staff meeting 5/19/08

Present: Gerry Lell, Marie Failing, Jeff Clemens, Trona Denny, Caryn Braddy, Amy Bryant, Elaine Queen, Cheryl Dyer, and Angela Toothaker

Newsletter deadline is 5/20/08.

Office will be closed last two weeks of June and first week of July to get end of year paperwork completed and filed.

Re-organization of office equipment and rooms will be in July. Training will be last three weeks of July and on going throughout the year.

Applicants on waiting list have been called. Orientations will be in June. Existing families will have to attend an orientation due to all the changes. There will be an intent to re-enroll form given to families with statement that they do understand they need to attend an orientation and that each family will need to bring that completed and signed form to the orientation. Orientations will be approx an hour in length. Orientations will hopefully be done by parent conference.

There will be no funding in July.

We have ants in kitchen. Pest A-way treatments are once a month.

Elaine has revised educator evaluation form and will be handing that out at tonight's large group meeting along with a copy of the educator network list to all RC's.

Discussion of new Menu of Opportunity items for funding. Items are listed by year not semester – add yearbook, choir, teen night and in house graduation.

Angela has been working on committee formats and training space. The first and third Tuesdays from either 8 to 9 or 3 to 4 in the back room could be set for the year. These will replace monthly small and large group.

Jeff will be setting up and researching email addresses for GoogleLand. Can use school email addresses.

Discussion of consequences for families who are violating program contract.

We need to define graduation process. Need to define the way to graduate with distinction between credit and community/vocation making it clear that we the program are not gate keepers but opening the gate for things such as college requirements, etc.

Funding exception discussion for a particular family. Circumstances beyond learner or RC control. All approved and funding forms with documentation will need to be submitted to Elaine.

Items for large group:

We will have a Biology presentation.

Larkin Pulsipher to present an idea for summer use regarding “Thinking Skills in 30 minutes”.

Clarity of RC Role – learning plan, weekly journaling, funding, RC monthly report and payroll. Funding and payroll can both be due by the 5<sup>th</sup> – these forms to be on google land. RC monthly payroll needs to be done for payroll. Payroll form to be revamped – maybe listing learners.

Planners for RC’s.

Discussion of playground rules and getting sign. Jeff to ask Aaron Clay about wording like “at your own risk”.

For July 1<sup>st</sup> payroll we will need program/RC agreement has to be completed.

New transcript information has been updated.