

# Staff Meeting

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5-05-2008

Present- Amy, Caryn, Angela, Marie, Cheryl, Jeff, Dolly, Trona and Elaine.

- Cheryl-Presented an appreciation sheet to Caryn.
- Elaine-we have people starting to apply for HQ positions. We need to set up a hiring process for June. FYI-there will be several staff people gone during June, so we may look to hire in July. The first of June we will get an ad out for HQs. Jeff will get this ad set up; we will know for sure after evaluations what we need to fill.
- North Fork and Surface Creek VHCP will pay the menu cost for classes that we offer. We would serve our kids first and the NF and SC would go onto a waiting list. Discussed Wednesday Classes offered to NF and SC. We need to come up with a cost for Wednesday Classes to the other schools.
- Amy-get the labels you need ordered. She will go and get them from Wal-mart . She will also pick up name tags.
- Clarification-if a senior does not have all their requirements if they can still walk in the ceremony but do not get their diploma yet. Discussion over the problems of graduation requirements being met. Make sure that the requirements really do follow their "next step" of life. Example – if a student did not show a proficient score but has been accepted into the Community College-then that acceptance would show proficiency.
- Jeff-will call all our application families to see if they are still interested in our program. Gearing up for orientations in June-one will be for new applicants and one for the current families. We could offer one in early June and two in July (for current families). Re-enrollees' are going to be required to attend an orientation. We should send out a letter that gives information about what may come-Jeff will put together. We are going to have the application in place and an enrollment form (program agreement). There will be a section that an RC can modify for their agreement with Learner and parents.
- What if we take the Basic Skills part off the application-we are having a problem with info not matching the power school list. WE CAN ALSO HAVE A SEPARTE FORM AGAIN FOR THE BASIC SKILLS. WE COULD KEEP THE SIGNED FORM AND USE IT ALONG WITH A RC SIGN OFF TO VERIFY THAT THE GRADE IS CORRECT. This will help keep the grades correct.AS PART OF THE APPLICATION PACKET WE WILL HAVE A REQUEST FOR RECORDS FORM TO TRY AND GET LAST YEAR CSAP.
- From retreat-we need to be clear that if Learners are dropped off the Parent need to inform the front desk. This will help us to monitor kids. We need something in place so that everyone knows when and where the Learners are to be. The families have to understand that this is not a babysitting service. We could have a form that list the kids schedule as it pertains to them

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being at the office. Maybe this form can be part of the RCs responsibilities. Discussion over how this entire process could look. Can we just do this? We need to get it started and take it to large group. Marie will work on this form-we will see it at next staff meeting.

- Jeff-help—PR Trona mentioned three or four articles that need to get out. Amy will get pic of Camry Hulet-she will ask Cristen to write up the article. Frontiers of Science (may have Dick put something together) and others. Cheryl will help Jeff also.
- Trainings-we really need to get on this. We want a month long awesome event. We want the RCs to have everything that they will need to have a GREAT 2008/2009. We want this training to be the kick off to the new school year. Jeff is looking at a training packet. Maybe work the training into the RC Certification. We would like to have 1:1 personalized trainings. 1-Dealing with family concerns-here is what you do. 2-Social Services-how and when to bring them in. 3-Funding trainings. 4-Graduate training. 5-Using your HQ 6- Asking meaningful questions 7- Training on Google Land and MANY MORE. We really want this to be the greatest thing for RCs. Jeff would really like to do this for RCs and Families. Keep trainings to an hour-having a schedule in place so that RCs can plan. What incentives could we have for RCs? Jeff needs all our input and help. We want to make this meaningful time for everyone. FEEL THE EXCITEMENT!! We could use this to help build a RC handbook. Discussion on how this outline will be followed for new RCs.
- Office closed 16<sup>th</sup> thru 27<sup>th</sup> and the 4<sup>th</sup> of July. Elaine will take the last of May and the middle two weeks in June off. Caryn will be gone the 13<sup>th</sup> thru 23<sup>rd</sup> in June—Cheryl the 11<sup>th</sup> thru 18<sup>th</sup> of June. Amy gone the last two weeks of June thru July 12<sup>th</sup>.
- School calendar-Email from LaDonna said that the DOs 2008/2009 calendar should be finalized May 20<sup>th</sup>. Angela will start to pull a list together for review at the next large group.
- Angela is working on a “closing notebook “cheat sheet.
- FYI-(1) Civics class attended the May 1<sup>st</sup>-Court Day offered to students. They also had lunch with the justices. Some enjoyed the day others did not-bored. (2) Surface Creek was billed and shipped our diploma covers. They plan to send a written complaint to Jostens about Scott (our rep). (3) Angela would like to have lunch with her Civics class on Monday the 19<sup>th</sup>-would anyone take notes for her during staff meeting? (4) General information about senior presentation night.
- HQs-RC has asked that HQs not go through notebooks on funding days. How need the notebook more?
- Dolly-has the room for the training set for Wednesday 1-3 Thursday 9-11 for Odyssey Ware training.

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- Caryn-transcripts—when we have kids leave midyear what kind of transcript do they get—does it have quarters??? How would this look? RCs need a direction for this. We need to have a clear process for Families-it will show what we have. Angela will talk with secretary at high school.
- Performance Evaluation meetings-we need to get this scheduled. Is there a time next week that the funding-director-advocate-HR people can get together? We would need any other information from outside (people that check notebooks). Next - group will get together Monday from 1 to 4. If anyone has concerns or comments they need to get those to Caryn. Individual RC evaluations will come later. Dolly-asked if at that meeting would they-RCs need to know if they are coming back at that time? Evaluation is a time for such decisions. Amy-are staff evaluation going to happen at the same time as RC evaluation? Yes-at the same time. RCs will need to bring in their views and documentation (if any).—only when we have that meeting with the RC.