

Staff Meeting

6-09-2008

Present- Amy, Caryn, Angela, Marie, Cheryl and Jeff

- We have a Learner that needs Teaching Tech. Math materials for the summer, is it possible for us to order the materials? No-we cannot order at this time. BACKGROUND-She is a senior that is at about 7th grade level and is really doing well. She wants to stay on top of her skills. Amy will put a request into the RCs mailboxes to see if anyone has it available. What about using an Odyssey Ware Pre-Algebra? The RC has printed the Learners study guides from the Scantron. We will start with these suggestions.
- Amy will have Jennifer and Marie cover for her at the front desk this Friday.
- We have two RCs that would like to be the RC Rep. Jennifer and Caty are both interested. We can get a ballot out to RC because it is their rep. and they can choose.
- 1st week in July we will have office hours except for the 4th. The office will be “closed’ to families so that we can rearrange the rooms.
- 8th graders-Angela will find out if the district has a policy as to how they do or do not give high school credits to 8th graders. We will use that info and add some of our own. This way families will know exactly how to proceed.
- Do we have staff meetings while the office is closed in the following weeks of June and July? We could use that time to work on next year items. WE WILL NOT HAVE STAFF METTING ON THE 16th.
- We need to have substitute training for the front desk. Marie and Amy will put this together. Caryn suggested a *handbook* for the front desk.
- Tuesday the 10th Jeff will have a New Family Orientation. Amy will get cookies and punch in place for him.

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- Jeff has put together a training schedule for July. Please review and return suggestion to him. Discussion over the handout.
- Jeff has placed hiring ads for the HQs, RCs and Janitorial. Discussion over the Janitorial ad. We need to get a list of the DO qualified cleaning chemicals. Maybe we would be better off supplying the required cleaning agents. Who do we want to have on the hiring committee? Bonded? Outdoor trash-we will have them empty them. Shane will drill a few holes in the bottom of the cans to drain the water. When staff members have a chance, please let people/companies know about the bid-we want as many people as possible to apply. Jeff will rework the job descriptions.

Discussion over the timing of hiring and how it may look for this year. RC hiring on Monday, July 7th and HQ hiring (we need 4 HQs). We like to have Learners, parents and RCs on the hiring committee. We would like to have at least 4 groups of 3.

- We need to get a copy of the contract to Sherri. She will be our tutor for Learners that are under Gerry Lell's supervision or qualify for special Ed. She will go to Special Services staffing for Learners that she is working with, explaining DIBLES and getting 504's in place for Learners. She will also journal in the Learner's Doc if they are working with her.
- Vacation hours-banking vacation hours. Trona and Caryn are working on this for next year. You can carry 2 weeks into the next year but no more. If you have hours that need to be paid out you need to get this to Caryn today.
- There is a Steward meeting tonight. Tuesday there will be a School Board meeting where again they will be looking at our contract. We need clarity on who will govern the policies and/or procedures. There is some concern that a member of the School Board wants to combine all policies and procedures, this is not what was agreed upon.