

Staff minutes

June 30, 2008

Meeting open at 11:20

Present: Trona, Angela, Jeff, Elaine, Cheryl, Sara, Dolly, Caryn, Dick and Marie

Closing notebooks-if notebooks have a Durable Goods form that must be copied and given to Nathan to organize. RC should keep the copy of the Inventory Sheet on each Learner. RCs will then use this to enter information on Google Land Form.

RC payroll for the month of July. It was discussed at the last staff meeting to have the RCs use the intent to re-enroll or put together a RC/Learner agreement. The concern with using the intent to enroll is that some families are going to new RCs for the next year. FINAL-Trona will put out a memo explaining what she would like RCs to have for the July payroll.

Marie was told that the cooling system is a safety issue if the filters are not cleaned regularly. She was told that they need to be changed every 30 days. The Geo Thermal Company is going to send out a letter to the DO. This way they will be aware of the importance. If the filters are not changed it could shut down the system, this would mean even more \$\$ to repair. Fire extinguishers have been check and are OK.

Discussion over storage issues and rearrangement of office. There will be a bid coming in for additional cabinets.

Trona talked about end of the year \$\$, signing of employee contracts and conflict of interest statement for the employee handbook. Discussion with group.

Discussion over the progress of the handbook/user manuals. The program handbooks/user manuals will be given out at the Parent Conference.

Angela gave new cleaning person tour and explained the duties. Trona will be his contact person. Request for DO required cleaning supplies should go to her also. Angela made note and placed initial request for Jose into Trona's mail box.

The Educator Catalog has gone to the printer. It is 70 pages. Elaine will get together another list of educators; some did not make it into the catalog by the deadline. Elaine confirmed that all educators and tutors are aware of the Educator policy.

Marie-Currently VHCP students can only attend a conventional schools prom if they are invited (a date). Sara suggested that we revisit this matter with the DO. If the student has connections (crossover class or sports) maybe they should be able to attend.

Jeff- 1. Google Land information from last Monday. Does anyone have suggestions or changes? Talked again about how the weekly journaling would look.

2. Hiring Committee-July 7<sup>th</sup> starting at 1pm. Cheryl will coordinate the people on the committee and times. We currently have 17 applicants between RC and HQ potions.

3. Trainings-there will be some that are learner specific. The pay for training is already worked into the RCs pay.

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4. Re-enrollment orientations- We need to offer two more. We had 22 families not attend. We will also send invite to families that may be exiting. Staff decided that if a current family does not attend one of these last two orientations, they WILL have to reapply to the program.

Dolly will get out information to RCs about Plato training on 7/8 from 1pm to 4pm.

Sara-1. Sara gave an update on the August 11-12 Steward Retreat. Sara will bounce ideas off of Trona. Sara will invite the Advisory Board to the retreat. Is DVHCP ok with renting the Leroux Creek Inn? Staff thought it is a great idea.

2. Stewards will come in and sign VHCP district contract.

3. Stewards meeting set for July 22 at North Fork office. The schedule of rotation for Steward meetings is DELTLA--NORTH FORK--SURFACE CREEK.

Dolly gave report on the Parent Conference Committee. Check your mail box for more information. There is going to be a PA system set up in the gym to use. John Humphries will help us to track the time of each workshop. We will notify everyone when it is time to move to the next workshop. The committee needs something for Caryn to talk about-suggestions.

CSAP practice booklets have been ordered.