

## Staff Meeting

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7-14-2008

Present- Angela, Cheryl, Jeff, Caryn, Jennifer, Amy and Elaine

- Staff meetings will change from Monday at 11am to **Tuesdays from 10am to 11am**. This change will take place on the first Tuesday in August. We will continue to have meeting on Monday for the rest of July.
- Funding Administrator presentation for Parent Conference--Caryn will get clarification from John Jones if we can or cannot pay for internet use for our families. Computers-you must first try and check one out and then look to a PO through the program. We have to change one of our funding policing (educators must be in the "network" and have background check). Caryn will double check with Aaron Clay on what the policy can read. If they are teaching in the building that is different. Continued discussion over Educators and other policies/procedures.
- Learners must go through their RC to sign up for Menu Items-computers option needs to come off the menu items for now.
- We can have someone available for babysitting during the July Tuesday RC Training.
- We should have minutes posted in a PDF file for security.
- Angela will try sending out an FYI email to everyone-this is how it will all be done in the future.
- Caryn has the Procedure Book completed. The DO wants generic procedures for all the VHCPs. Caryn changed duplication within the Procedure Book. Please take time to review this DRAFT for Caryn-does it read ok. Families will need to ask their RC for the book if they want a copy. She also worked on the Program/Parent handbook. There was lots of information that could be combined. RCs will get all the handbooks and forms in hardcopy to put into their training notebook. The RCs will also have copies of the DO contract-Bylaws-Waivers and so on.

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- Jeff is working on the call list of new Learners to RCs. Thursday nights at 7pm is generally when his new family orientation takes place. Discussion over at what age a Learner can start to make exit choices for themselves. Unless the Learner is an Emancipated Youth-If there is a conflict between the Learner and Guardian we would need to side with the guardians decision. 17 is the new Compulsory Education age.
- Staff members will be meeting with new RCs individually. Caryn would like the staff to give the new RCs an in-depth explanation of what that staff member needs from the RC.
- Please be thinking about what kind of thank you gift we can give to Shannon Clemens for all her help with the RC Trainings.
- We will keep the mailbox for everyone in the workroom. Discussion over what paper copies if; any need to be made available in the workroom.
- Paperless-Amy will be collecting all our works. She will organize them, get a hard copy to everyone and create a master folder on the front desk computer.