

Staff Meeting
7/28/2008 11:14 AM

Present: Caryn, Jeff, Angela, Elaine, Cheryl, Dick, Amy, Jennifer

Trona will be out most, if not all of this week. She is working on the handbook and RC role and hopes to be done soon. If you need to call her, please leave a message and she will get back to you.

Jeff has created a RC Certificate to hand out at tomorrow's training. They look great.

Caryn and Jeff will work on the payroll report and have it ready to present at Tuesdays training.

We need to create a master list that outlines the topics of our monthly trainings. This will help us to organize all the items we must go over in the year. How might we gather all this info - get info to Angela and she will put it together. We are looking at having the first training on DIBELS testing. The second will be on safety. We would like to have the school nurse come out and go through the evacuation plan.

Discussion over an issue with educator not being paid by family. All the details have been worked out but one party is not following the agreement. Hopefully this will be resolved soon.

Can we pay a sibling that does not live in the home for educating another child? We cannot pay her for tutoring. It is clearly stated in our funding guidelines. You can still count the tutoring hours.

Google land is coming along great. The sharing is going well.

Caryn will be working on the salary schedule and have it clear for everyone. Non-exempt=RCs will have to track hours, at 18.50 an hour. The payroll sheet will break out the hours for each task. If we find that RCs are constantly over in hours, there may be a skill that they need help with. We could focus helping them improve those skills. It will not be retroactive for now. But when we hire new it will be in place. Staff maybe exempt but they will need to do a monthly report or reflection of their projects and duties completed. Those with dual roles would be different but we are not sure right now what this might look like.

Purchase Policy-Trona purchase for the program. Cheryl and Elaine purchase for the families. Everything must have a request form attached to it. We order based on what our inventory is (office supplies). Could we have a monthly report produced to see expenses? Sponsored class should also have the same process that they go through. Amy does have an order of supplies into Trona. If Trona has not purchased these could Cheryl do it? YES. There are projects that need to be completed with these ordered items (Banker boxes for notebooks). CHERYL will call Trona to see if the order has been made.

Discussion over yearbook orders.

We will use up all the combs and spirals to bind notebooks before ordering anything else.

We will try to print the Educator Handbook in house—Jeff will get PDF on the web.

Staff Meeting
7/28/2008 11:14 AM

HQ training Thursday at 10am-Amy will order in lunch.

Caryn will call John Jones to see when we can get into Garnet Mesa. We need to see what furniture we might need in the space. Caryn-Amy-Elaine-Jeff-Cheryl would all like to take a look. Amy will get a list of our inventory so we know what we have.

Amy has put together the Parent/Family Handbook. They look great

Discussion over the set up of the RC work room. Can we get the big all in one printer from durable goods at the front desk and place the smaller one into the Library. We also have one that can go over for the HQs at Garnet Mesa.

Toilet-Marie has call John McHugh about the problem.

Newsletter-can the Journalism class be responsible for the newsletter and printing in-house???? Amy said that the printing could be a project for her in her hours. What about splitting the Yearbook and Journalism class. Discussion over the pros and cons of splitting the two. Why not just load it the newsletter, online instead of mailing it out.

We have an index for the training manual to hand out.

Angela has made contact with a new company for graduation supplies (diploma-covers-tassels). Herff Jones is the name of the company.

Back to school sale. It will be here at the office. Possible August 7th. We would like to have a clown and cotton candy for the families. We will need to get the information out to the families as soon as it is finalized.

HQ asked about sharing lab supplies from the high schools. What should we do?? Elaine will check and see what we have in the library. We could convert the old AR cabinet to the science lab. Elaine will see if Dick needs anything for his class. Caryn will call John Jones to ask about using supplies from the high school.

Classroom ready-does it need to go on the menu of opportunities. We will just leave it off the list of menu but make it available to students.

Weekly reader-we get samples. You can find them in the library.

Menu items-In the funding handouts from the last training you will find the process for choosing an item, who to contact, how much it costs and so on. Marie has started a list at the front desk.

Closing notebook \$\$ adjustments can come from Cheryl this week since Trona will be out.

VACATION-- Dick will be gone August 6th, 12th, 13th, 14th

Staff Meeting
7/28/2008 11:14 AM

Dick has also called John McHugh about the walls on the new basket ball court. It is not safe. Also, when all the work was done with the parking lot and bb court the power was cut. The DO will need to get it fixed.

Anthony with the DO Tech department will get the big laser printer set up for networking. They also were going to hook up the Library computer to the internet.

Discussion over moving the scholastic book orders—NO we will leave them where they are.