

Staff meeting

8/12/2008

10am to 12pm

Amy, Angela, Trona, Elaine, Cheryl and Dolly

- Trona handed out “job description for staff” to be reviewed by each person. She needs to finish Dolly’s and HQ job descriptions.
- Internet fees-we will pay for installation. This can be done by invoice/PO if necessary. Monthly bills should be run as a reimbursement.
- RC trainings-please get your suggestion of trainings to Angela. For the 19<sup>th</sup> we will have funding and payroll issues covered. We were going to complete safety training but can not get anyone coordinated for it. Elaine suggested that we contact Tamara Hauze (nurse) to complete the universal precautions. SHE MUST BE PAID. Angela will run it by Caryn in an email.
- Plato-Dolly has spoke with Keith Henry at Plato for set up help/tech support. Katharine Crawford will be the contact for trainings. She is going to find out exactly what we can offer through them (ex. Assessments). There are still issues with the browser. Plato works well with Internet Explorer. OW works best with both Firefox AND Internet Explorer. She would like it get out a description of course/classes of the Plato curriculum. She wants to get a scope and sequence in place for K-6. We could create a custom pack for future reference.
- Angela will be gone from Wednesday the 13<sup>th</sup> thru Wednesday the 19<sup>th</sup>. Caryn will complete Power School transfers for her. Jeff will take can of crossover sign up and sign up in Power School.
- Senior Orientation night-Marie will print and mail invites this week. Angela will present a Power Point on 8/26 at 6:30 for the orientation.
- Committee-Committees can sign up for use of the community room at the front desk. Also, if a committee will need things funded, they MUST submit a budget to Trona.
- Vacation hours-Discussion over how they are used. If you are out of the office on scheduled office hours, this will come out of your vacation time.
- Elaine will be gone Wednesday 8/20.
- We are having a problem with equipment not being here when it is needed. Office equipment cannot be used for personal use. Amy will create a sign up sheet for use of equipment.

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- Educators-Caryn is working on permission to have educators paid in full. Instead of half at start of semester and half at middle of semester. This is the current process when paying with an invoice.
- Notebooks-there are still notebooks and CUM files open. End of semester paperwork still missing. Binding not completed. Staff will speak with Caryn about the issue. Angela will have a list to Marie for end of year and CUM file items. Marie will contact and collect these forms from RCs. Amy and Marie will compile a list of missing notebook paperwork for Caryn.
- Computers-RCs and families must pick up their durable goods when they are notified. Problem-IT will have computers ready for families and the items will just sit. You have a week to get items to your family or it will go back into inventory. This has been stated several times.
- NEW- there are several new hanging baskets up in the office. In the staff office there is a basket for DO items. Amy will take these items to the DO for you. She will also pick up DO mail. If you have something from them it will be placed on your desk. There is a basket for PROJECTS in the staff office. You will need to fill out a project folder and Amy will complete the task.
- Office supplies-All drawers in staff office are labeled with supplies.
- 07-08 PO funding will be shredded.
- Out of district students-when an out of district student calls, we can tell them about the other **Delta County VHCP** that do take out of district. We are not to suggest the Mesa program. That is not our job.