

Staff meeting

8/26/2008 10:30am

Present: Angela, Cheryl, Amy, Elaine and Trona

We need to have the rooms rekeyed. We need to know what rooms each person needs access to. Everyone needs to have his or her old keys turned into the office by the set date (we do not have the day set at this time). Keys to the sheds need to be kept in the lock up box in Caryn office. We need to have the locks on the sheds to match the office keys. We also need master keys for the Garnet Mesa rooms. Amy has spoke with McHugh about phone lines needed at the Garnet Mesa.----Amy will call John McHugh to set up everything needed for the keys and phone lines at Garnet Mesa.

There are still notebooks open. What do we do? Discussion. Angela will go through all the end of the year and call each RC today to remind them what is due. Angela will also make a **notation for the performance file.** Maybe the RC should not have as many Learners as they did last year.

Nathan has computers that he is going to return to inventory because they have not been picked up by the RC and/or family. Nathan will contact Lisa and Cristen to get their laptops back. We have a piano that has been returned in horrible condition, Salvation Army did not want it so it will go to the dump. If an RC cannot get inventory back from the family they need to contact Nathan and see if he can get the item returned. RC HAS THE RESPONSIBILITY TO GET THESE ITEMS RETURNED.

We really need to get support for our new RCs. Discussion

Caryn is working hard on our AYP report.

FYI-Cheryl's office hours are changing. Everyone's hours may change.

What should we put the Internet fees under on the funding Summary-it will go under Other Support and Educational Exp? Other funding issues discussed.

There is a funding training set up for Thursday for the NEW RCs.

The only school supplies that we have are what's left in the closet. We need to restock some items.

HQ would like to know if they want to attend a workshop what would be the process? Process-if they want to claim mileage and class it can come to Elaine---if they need a hotel stay proposal will come to Elaine and then to staff.

Elaine's office hours are changing.

Discussion over VHCP students use at the Grant Mesa building. What areas are they allowed in? Could we get clarity from John Jones?

Discussion over counting vacation time for staff.