

Staff meeting
8/05/2008

Present: Elaine, Amy, Caryn, Jeff and Cheryl.

- New copier-Trona is completing PO for a new copier.
- Angela is at Secretaries meeting at DO.
- We want to get a gift certificate for Shannon Clemens for all her hard work during trainings. Maybe a restaurant gift card.
- We really need to support Trona right now.
- Birthday gift cert. for RCs and staff. Check with Trona. Ask Jo to compile a birthday list.
- Vacation-Cheryl will fill in Friday for Amy. Amy will take this as a vacation day.
- Cheryl will be gone Thursday.
- Jeff will take off the next 3 weeks. He will give process for waiting list to Caryn and Angela. He will still update the website. Discussion over vacation hours.
- Computers issues: Laptops-Need to get Lisa and Cristen's laptops. IT may need computers for REACH program. There is nothing in inventory. Desktops setup over at Garnet Mesa. Front desk computer freezes up.
- Clarification email-who gets the Contract of Agreements? How will this work for payroll? Jeff will send out email re: error on Contract of Agreements regarding educators.
- Steward's retreat set for next week. What the future looks like for this program. Caryn will attend part of this.
- Discussion over CSAP results-no individual scores-overall category-AYP is determined test-to-test continuous enrollment.
- 2008 CSAP scores should be put under assessments in Learning Plan.
- Garnet Mesa room set up – Need tables and chairs, book shelves, large table on DVHCP back patio could used, filing cabinets, Amy has desk. Organize work day-15th?? Do we need coffee maker, frig. microwave? Phone system set up. We need to check with Jose about cleaning.
- Sharing science stuff @ HS
- School Supply Sale-Balloon clown –2 hrs. Give black notebooks to families.
- Angela is setting up committee. Someone to head up initial meeting.
- Set up budgets for HQ, committee, etc.

These minutes were taken and typed by two different people. If you need clarity on anything listed here you will need to speak to one of the individuals **present** at the meeting.