

## Staff meeting

9-23-08

Present: Amy, Angela, Trona, Cheryl, Jeff, Elaine, Caryn, Jennifer and Dick.

Dick-Update on guidance position. There is a lot of material coming to us. Lots about scholarships. Where could we store it? If he meets with the families then he can show them everything that the colleges are sending. His hours are Tuesday from 7 to noon, Tuesday 1 to 6 and Wednesday from 8 to 10am. Student Task Force – how do they fall under the Washington Weeks 2008 requirements? If it is not already we need to get the Task Force approved by the School Board. The Task Force already has elected officers. We could have the students write up a proposal for the school board so that they are aware of the goals and actions. We could have a student from the task force on the DAC as a rep and then they could go to the DO accountability meetings also. Monday Dick found out that there is a College Fair from 1:30 to 2:30 this Wednesday. There will be about 30 colleges represented. We will email and call to get the word out. At least call the Sr and Jr. Send an email to everyone else. On Sunday there is **free** College Fair in Aspen. Shawna Magtutu (DHS councilor) just needs to know who may go. Bus will leave from High school at 9am and there is a permission slip to be signed for kids to go. How can Dick get more kids in to meet about colleges? Should it be a requirement for Jr Sr to meet with Dick? It has been highly encouraged. Maybe the RC would need to make a monthly check in and have him there for the meeting. He meets with everyone during his office hours. The time to start looking at options is 9<sup>th</sup> or 10<sup>th</sup> grade. Next Tuesday he will go to a College in Colorado Fall Workshop for guidance councilors.

Angela-There will be no RC Training on Oct. 7<sup>th</sup>. **Instead** we will have a BBQ on the 8th from 11am to 12pm. Next Tuesday we will talk about what we will serve. Angela will get this email out to everyone. Supplemental Funding will present on the on the 8<sup>th</sup> to highlight the Learner requirements and guidelines. If RCs have concerns about the guidelines they can join the committee at the next meeting.

Elaine-Pregnancy Center would like to present abstinence information. No charge-starting with a parent night. A 4-week program for middle school, 8-week program for high school and 4-week premarriage prep program. Not a sex education class, more relationship and communication based information. We could join the Olathe group for parent night. The center is a Christian based program but the presentation is secular. Caryn suggested that Elaine generate an email to RC to get an idea of who might be interested in attending (# of Learners). Hopefully set class for second semester. Let the RCs know that on the 21<sup>st</sup> training we need a list of who is interested.

Study Island and Quarter Mile Math-there are still problems with using it. Dolly has been in contact with the Quart Mile Math people about the issues. Discussion over the Study Island. Andrea is managing the Study Island for this year. Jeff initially set up the user name and passwords but he is not managing it. Trona does not have an admin packet. Caryn will look to see if she has any paperwork. Would we reenroll in the Study Island program in February? At this point we will have each student sign up on their own.

Email addresses—we would like to have a master list for all learners so that we can mass share info.

Amy—We are on Anthony's list of Internet problems and he will get to us. People are constantly being kicked off the Internet. It may work that when the front desk comes in they unplug the units and then plug them back in. It goes through the DO—maybe there is too much activity within the district. Trona will check and see if we could go through another server or get our own.

Closed Notebooks—Amy and Angela will get a list to Caryn of what is still missing.

Amy will now be here from 10am to 1pm and Thursday 9am to 12pm.

Piano—durable good that needs to be returned. Can it go to the HQ building? No, it cannot. Could we bring the new return here so that we have it and then send the keyboard from here to durable goods for a family?

Caryn—Special Services meeting last Tuesday. The whole state has changed their process. They are going paperless too. To become legal with the state law. Not a DO policy. Sara was going to research issues. The new process...1<sup>st</sup> - RC and family finding resources 2<sup>nd</sup> - go to Gerry and he makes plans for everyone to try. Then Gerry determines when to refer. From there an evaluation meeting with Special Services, RC, staff and family takes place. They will decide what needs to be tested instead of ALL the different test done. Then there is an eligibility meeting. If the child has not received the proper instruction they could not be eligibility for IEP and services. Once you sign the eligibility then that moved you into the IEP that is the agreement part. The IEP would only contact goals. If they are not receiving services from someone that Special Services then it will not go on the IEP at all.

Accommodation for test a must be held with in the IEP. To determine that there is a learning disability can be identified. We have a lot of kids that will stay in the 2<sup>nd</sup> tier. Will it be funding by DO just like the Special Services cost? Eligibility must be research based—scientific research based but it is not list in the process manual—Sara will read father to get information. Please understand that this process is new to them also. New process of how SS will be contacting people about staffing. SS will be contacting RC family Sara and Angela to let them know where and when the staffing meeting will take place. Sara will be there to help the process along not really for assessment.

Jennifer—tagging books and other reimbursed items. We will get DVHCP tags to RC to tag items at the families home. The tags can come from Jennifer. Jennifer will have Marie print off the labels and leave a little note as to why and how to tag. Marie will have extra.

RC Funding meeting are going well. There was one concern that the funding due date be taking off the calendar. We suggest that they feel empowered to say well my due date is >>>>. Does the RC have it in their agreement with the RC? A few ideas—Cathy has made a checklist for her records. She should share this with everyone.

Caryn is starting to list changed in the policy book and others so if you need changes for next year let's list those so we can recall what they are.

RC training for 21<sup>st</sup> should be on organizational and time management skills. Caryn has been working on the list of concerns from the last RC Training. She will bring that back to us at the next staff meeting.

Names & numbers-After Oct 1, Amy will get a master list of learner/family contact information and Angela will generate a master list of each RCs Learners. This way they have all the contact info they need. Funding - if there is an address change we need that or they will not get. The RCs need to mark that on the funding summary and get the info to the funding girls. It would be helpful for staff to have a learner/family contact list on their computers. Maybe RC of families for the first reimbursement attaches the address on the back. This way the funding girls have it.

HQ question-any consequence for families not doing their Scantron? Each RC could hold funding personally. There are many reasons why this may not be done. Discussion. We need to talk with Andrea and Daric to see if they can tell us what is the status with everyone. We need to look at the individual bases. If there is a new enrollee ask Andrea about the cut off date. The date is used to have information in to gather data for our program.

Staff hours-if a staff member comes in on off days, they need to let the front desk know if they want to be disturbed by calls or people.