

Staff Meeting  
9-02-2008

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

- ✓ DVHCP Committees need to set a budget (if needed), schedule, choose chairperson and send committee minutes to Angela. We will not have a Grant Writing Committee but there will be a group of people gathering for that purpose. There will not be an Education Travel Committee (Dick's committee) at this point.
- ✓ Payroll sheets need to be adjusted. Get with Trona if you need help.
- ✓ Discussion over new staff hours. Angela will get copies to mailboxes and front desk.
- ✓ RC training-PM meeting. Trona will be there at today's and from here on out Jeff will be a for sure staff person at the PM RC trainings.
- ✓ End of Year 2007/2008- some RCs still have not given their end of year paperwork to Angela. Some are missing Attendance or Semester hour confirmation. Others are missing transcripts and CUM file items.
- ✓ PO pick up-there will be a sign out sheet in the PO closet. Their staff person giving the item and the person getting the item will need to sign off.
- ✓ Printers-there should be a new printer coming for the workroom. We still need to coordinate networking with Anthony and Nathan. The printer in the library that RCs are using is done. It was not made to support the amount of use it is getting.
- ✓ Gerry-we need to either give Gerry a key to the PO closet where he has books stored (this way the door can always be closed/locked) OR find another place for him to keep his teaching materials. Discussion over possibilities.
- ✓ Re-key. Right now everyone has the key that they need. Only staff members have master keys that will open all doors. Other people have keys to open only the doors they need access to. We did order other keys that McHugh will get to us.
- ✓ Microscopes-Learners can check out the microscopes that are in the library and the ones in the PO closet can go over to the HQs. They will need to facilitate the use of them within the Garnet Mesa building.
- ✓ HQ request-There are items that the HQs have requested for the Garnet Mesa building. Not all of the items can be purchased-the digital projector will have to wait. They can check out the projector that is here at the main office and return it at the end of the day.
- ✓ Google Doc-some people are having problems getting into their Google Docs. For some it may be that they have not verified their Google account and/or are using the shared email only to get into the Docs.
- ✓ Unpaid educators-if a family owes \$\$ to an educator from 07-08, they cannot move forward with the 08-09 funding process until they have settled up with all their previous debts.

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- ✓ Discussion over Learners changing graduation committee members. What is the right process? Discussion over one committee from last year.
- ✓ Garnet Mesa will have two phone lines in. One phone and one phone/fax. We will have TDS supply the phones. The numbers are 874-8379 and 974-8899. Marie will get out a new call list.
- ✓ Marie will be gone Sept 8<sup>th</sup> thru 12<sup>th</sup> and Oct 31<sup>st</sup>.
- ✓ FYI-the cookies from DHS kitchen that we ordered for the Graduation Orientation were GREAT! They also will prepare full meals. We are billed directly. Just give them as much notice as possible for the order. 6 doz cookies cost us \$10.50. We should plan to use this resource more.
- ✓ Tech College-Meeting with VHCP directors and Tech College personnel. Discussed the enrollment slots, fast track, post secondary, concurrent enrollment, application and billing. VHCP will have one person that signs off on our Learners application. The college will send an attendance and grade report to the appropriate school for each Learner.
- ✓ Caryn has a meeting with John Jones this Thursday regarding the School Improvement Plan. She will be working on that and the Accreditation Report this week. Sara is to coordinate the due date for the report. Also on the 4<sup>th</sup> at 4pm is a Coalition Meeting.
- ✓ Discussion of AYP
- ✓ VHCP Directors meeting will take place on Thursday's. There will be at least one a month.
- ✓ We are short on enrollment numbers. Surface Creek has a full enrollment right now.
- ✓ Discussion over meeting with Special Services.
- ✓ Student Task Force-Has been meeting. They will have some proposals coming to staff. Mrs. Layton-Couch will be the advisor. They still need more kids involved.
- ✓ Learners need access to more than just the initial \$1500 due to menu items, classes, curriculum and computers. We need to make sure that these RCs and Families are already thinking about how their budget looks and how it may work. Do they need supplemental funds? If so, that needs to be known now.
- ✓ Biology Lab-Donna will teach this class. She has eight students. The local high schools did not have items we could use so the office will be purchasing items for her class.
- ✓ Elaine has a meeting set for the 12<sup>th</sup> with HQ to explain their part in the funding process. How are they going to "check" funding?

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