

STAFF MEETING SIGNATURE SHEET

DATE: 5-12-2020 LOCATION: Forest Lake

TOPIC: Staff Mtg. TRAINER: DEZ

TIME ALLOTTED FOR TRAINING IF ATTENDED: 2 hrs 3-5 pm

DATE	PRINT NAME	SIGNATURE	TIME FRAME (FOR ATTENDING OR READING NOTES)
	Crystal Scott	[Signature]	3:30-5
	Kaylee Snyder	[Signature]	3:30-5
	Nicole Kipper	[Signature]	
	Wendy Moberg	[Signature]	Excused
	Heather Greenwaldt	[Signature]	
	Suzanne Gelle	[Signature]	Phone
	Greg Avenson	[Signature]	
	Mike Menables	[Signature]	
	Greg Avenson	[Signature]	3-5
5-29	Jeff Westman	[Signature]	
5-29	Beth Larson	[Signature]	

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Staff Meeting Agenda-Forest Lake

Date: May 12, 2020

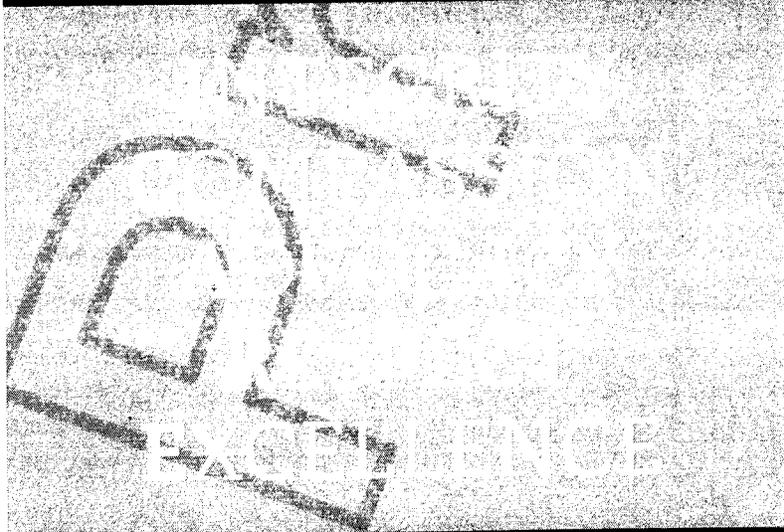
1. Goods and News!
2. Mission/Vision
3. COVID 19 stuff
 - a. Masks
 - b. temp
4. Staffing
 - a. Call asap!
 - b. You are responsible to find replacement
 - c. You will be asked to provide documentation signed by doctor-re Covid
 - d. PTO must be requested 1 month in advance. (i.e. vacation, family reunion etc.)
 - i. Any less than that will not be guaranteed
 - ii. Sick child-None 1st day-yes for 2nd and 3rd day
5. Car
 - a. Food
 - b. Gas card
 - c. Mileage
 - d. Outings
 - i. Rewards-
 1. 1x a day for any sort of fast foot-1/2 hour
 - a. May not go again if been out to do this in am-be careful and consistent about this!!!!
 - b. Staff do not use pex card for this outing. Treats are on your own.
 - ii. Drive
 1. 1 hr at a time-2x's a day
 - a. One time in afternoon
 - b. One time in evening
 - iii. Special day
 1. Evening meal-\$14 per girl/\$7 for each staff
6. Food Kitchen
 - a. Menus/Portions
 - b. Meal times-Per outcomes
 - i. Breakfast-8:30a
 - ii. Lunch-12p
 - iii. Dinner-5p
 1. Set table-family style meal
 - iv. Kitchen closed to cooking at 8p!!!!
 - c. Left overs
 - i. Food labeling
 - ii. Throwing away food-CA
 - iii. 3 day rule
 - d. Clean up
 - i. Dishes



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