

How the Manager Sets the Tone of the Meeting

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Manager: Hello, and thank you for coming to our first site supervisor meeting. We will be having these meetings quarterly. And, also, just so you know, what we talk about today is outlined in your program manual, so be sure to review that on a regular basis so that your site maintains its compliance with our program's policies and procedures. We're going to start with three main expectations that you need to be aware of as site supervisors: (1) You must be able to provide learning opportunities for your members; (2) Your members are expected to serve as full-time reading tutors in your school; and (3) In addition to your supervision duties, you're expected to cover match funding for your members.

Now, I know that's a lot of information, but does anyone have any questions about what we've talked about so far?