

Meeting Minutes

10/06/04

Attendance: Cheryl, Amy B, Becky, Sharon, Deb S, Meg, Angela, Carolyn, Laura, Nicole, Jenni, Jessie, Ryan, Coral, Darla, Anthony, Lyndsay, Angelica, Kristin, Amy Z, Chris, Jen, Stacey, Joy, Denise, Jayme, Jean, Griselda, Lisa, Jamie F, Rachel, Cindy, Melanie and Deb.

Not In Attendance:

Deb:

Issues to Cover: Battles at Kiddie Prep School, how to pray them down and how to look after each other.

- ⊗ Deb feels that KPS is being attacked because of all of the good ideas we are applying through out the school. The attack is coming in from different areas.
 1. The evil one feels the right to twist our words of love shared between one another so we get angry.
 2. The Matthew 18 principle is being lost in the dark. Make sure that you have a good heart when you approach people and when you are approached.
 3. Watch out for one another. Give your coworkers a friendly reminder when you notice something that you can help them with. (i.e. leaving the classroom during class time, socializing when you are to be supervising the class, gossiping, sarcasm...)
- ⊗ Help is starting to come:
 1. New 10 minute breaks; Someone has been hired to specifically give the staff a break to do what ever needs to be done. This time can be used for making or receiving personal phone calls, sitting in a quiet room (staff lounge), using the bathroom, or what ever else you may be able to do in 10 minutes. It is **very** important that you take your break and return **on time** because if you do not, the rest of the staff is left waiting for their breaks.
 2. Some of the staff that starts at 1:00 will be requested to come in at 12:45 instead to help relieve the teachers to do the cots.
- ⊗ A story was shared with the staff by the Balloon Room Teachers. This story helped spread the message that we are here as missionaries. As long as we have this in mind and in our hearts God will watch over us.

Meeting Minutes

10/27/04

Attendance:

Not In Attendance:

Deb:

Issues to Cover:

- ⊗ Prayers were offered for Praveen and his family.
- ⊗ New rules when payroll is being printed.
 1. Deb apologizes for any inconveniences with the last payroll.
 2. There is a lot of concentration involved when doing payroll. Deb asks that the staff stays aware of what Cindy is doing. If she is working on the time cards/payroll, please do not engage in conversation with her unless absolutely necessary.
 3. There will be a sign posted on the closed door of the office when the payroll checks are being run. Please respect the staff privacy and do not enter the office until the sign is taken down. (unless there is an emergency)
- ⊗ The book, Through the Learning Glass, was handed out to each classroom. Deb requests that the lead teachers get familiar with the book.
- ⊗ A new "Classroom News" sheet will be developed and used in the parent/teacher communication book outside of your classrooms.
 1. You do not have to make any of the information up by yourself in order to fill out the papers. Deb states that you can pull all the info out of the Curriculum books, NAEYC books and Through the Learning Glass book.
 2. Deb handed out papers with examples that can also be used.
 3. Melanie will pull together the 2 examples of forms that everyone received today in order to have a more "fun" and readable form for the parents.
 4. Cindy will get 1/2 inch 3 ring binders for every classroom to use.
 5. The new binders go into effect Monday 11/8/04.
 6. Deb is excited for the teachers to be able to show their talent and professionalism to the parents.

7. The title of the book will be "This is what I'm Learning...".

- ⊗ New policy with proof reading materials that the teachers give out to the parents.
 1. Nothing gets posted or sent home without being proofed by your co-teacher.

THINGS TO COME:

- ⊗ Computer classes/in-services will begin in November.