

Meeting Minutes

September 3, 2004

Attendance: Lyndsay, Kristin, Sharon, Amy Z, Lisa, Rachel, Jayme B, Jean, Carolyn, Denise, Stephani, Joy, Darla, Cheryl, Ryan, Anthony, Angelica, Amy B, Lisa, Becky, Meg, Deb S, Laura, Nicole, Jessie, Melanie and Deb Hughes

Spoke to Privately: Jamie F and Jenni G

Not In Attendance: Coral, Chris, Griselda (Angela and Jen; starting 9/7/04)

Deb:

- ⊗ Deb spoke to the staff regarding the recent events around Fort Wayne and the recent events that have happened at Kiddie Prep School in the past week.

- *Cornerstone Events: Uniformed guards stationed in the school because of the threatening phone calls which in turn closed them down for a day.

- *Kiddie Prep School Events:

1. There was a possible attempt of a child abduction from Grace Point during Upwards Soccer causing the News Channels to show Kiddie Prep School on the news. This created a lot of nervous and confused parents.
2. A new child was taken from his room by his father without the teachers identifying the adult and without the teachers (3 present in the room) general knowledge. The mother called in after the father got home and she was upset and confused that no one tended to the father when picking up the child. Cindy took the call and was very embarrassed. It made her mad because she had to dig her way out of a very deep hole.

The video tape showing this incident was reviewed during the staff meeting in order to show how easily this can happen if the teachers are not interacting with the children at all times. This video was used as a teaching tool only (we had the ok from the teachers who it involved before showing it to the staff). Deb asks that you respect the teachers and not speak to them about it.

3. A child was left behind in the worship center on Thursday. The involved classroom did not take a count of their children before leaving the worship center. The child was picked up by another classroom that was still there and brought back to the correct classroom.

- ⊗ Because of these events, Deb feels that she needs to honor the children and enforce some new rules.
 - Immediate termination will be enforced if the following occurs:
 1. If an unknown parent/adult not identified when picking up a child. There are 3 areas of major concerns: Classrooms, Playground, Gym Time and Naptime.
 2. If a child is left behind or lost during the course of the day.
 - Formal written reprimand, days off work without pay and/or possible termination will be enforced if the following occurs:
 1. If a child is fed food that the child is allergic to and your allergy list has been updated. (The classroom teachers are to review the menu each and every Monday and make a note on it showing which child can and cannot have the food that will be served each day. This has to be posted in the classroom for each and every teacher that may be in the room serving foods during the day.) The staff member will be evaluated and a formal reprimand will be executed.
 2. If a teacher does not administer medication to a child at the correct time the staff member will be evaluated and a formal reprimand will be executed.
 3. If a teacher is observed outside of their designated playground zone due to socialization the staff member will be evaluated and a formal reprimand will be executed.

Meeting Minutes

September 7, 2004

Attendance: Cheryl, Amy B, Becky, Deb S, Meg, Angela, Laura, Nicole, Jessie, Ryan, Darla, Anthony, Angelica, Kristin, Chris, Jen, Joy, Jean, Griselda, Cindy, Melanie and Deb

Not In Attendance: Denise

Deb:

- ⊗ Training for the Kiddie Prep School Team will be started in the next several staff meetings.

Issues to Cover:

1. Toy Box usage for showing art projects and things.
 2. Student Portfolios
 3. Anecdotal Notes
 4. Parent Handbooks
 5. Student "Me" Books
 6. Child age progression curriculum
- ⊗ Fundraisers start on Wednesday, September 8. Please put the names of each child on the envelope and inside on the order forms.
 - ⊗ New NAEYC books have been bought and will be given to each classroom. Please look through them because they are very informative and will help the teachers develop a professional way in working in the classroom with the parents and the children.
 - ⊗ Staff Meeting for 9/7/04: We read over the Teacher's Handbook. There will be updates done soon that will need to be posted in each classroom copy of the handbook. You will find them in your mail box within the next week.
 - ⊗ Staff Meeting for 9/7/04: Introductions were made by each staff member that attended including Jen Mead in the Balloon Room (Just married last week and just moved into Fort Wayne this past week) and Angela Goudy in the Bug Room (Originally from Fort Wayne and is a grad from Purdue with her Bach. in Early Childhood Education).

Meeting Minutes

9/15/04

Full-time Teachers

Attendance: Cheryl, Amy B, Becky, Deb S, Meg, Angela, Laura, Chris, Jen, Jessie, Ryan, Darla, Anthony, Angelica, Kristin, Joy, Denise, Cindy, Melanie and Deb H

Not In Attendance: Nicole, Jean, Griselda, Lisa, Krissy, Margaret, Tina and Jackie

Deb:

Issues Covered:

- ⊗ Deb announced that the location/object signs have been OK'd through the board to use in the classrooms. Deb handed out 10 different laminated words per room. She also handed out small Velcro strips to put on the back of them. She requests that you do not put any of the signs on the walls and please put the "door" sign on the KPS teacher closet door. The signs will need to be removed every Wednesday and Friday in order to close up the room for the Church to use.
- ⊗ Deb apologizes for not being able to use all of the complete bibliographies. They had to be edited in order to fit onto the papers with the pictures.
- ⊗ A new policy was announced regarding staff start times and clocking in on time. The policy is as follows:
 - You must clock in and be in your classroom at your start time. Example: If you start at 1:00; clock in and be in the classroom at 1:00.
 - **If you clock in after your start time you will be considered late.** You will be allowed 1 late occurrence each pay period without any penalty. If there are 2 late occurrences during a pay period, 25 cents will be deducted from your hourly rate for the current pay period and 2 pay periods thereafter.

Training Topics Reviewed:

- ⊗ Research is being done by Deb in order to inform the teachers and the parents of how each age group should be developing (2-5 year old developmental stages). The new NAEYC books were handed out to

review. Each room received their own copy. Deb strongly urges the teachers to read the appropriate age information in order to help understand the development of each stage. She also strongly urges the teachers to use some of the verbiage that is in the book when assessing the children and speaking with the parents. It will help you feel and sound more professional when needed. It will also give you ideas how to word your anecdotal notes.

- ⊗ The new assessment forms were handed out and reviewed. A handout (**Assessments**) was also reviewed. Information on the handout is helpful when doing the assessments for the children. It tells us why we do assessments, when to do them and how. Copies of the new assessment forms are located in the staff communication area of the office. (please review the attachment)
- ⊗ Another handout was given out that showed different comments from other teachers from a teacher chat bulletin board. (please review the attachment)

Issues for the Month to Come:

1. More information on the assessments.
2. Note taking strategies for anecdotal notes.
3. Information reviewing how to show sequence with portfolios.

Behind the Scenes Work by Deb:

1. Mirror work
2. Wipe off boards/magnetic boards for classroom
3. Outside art easels
4. Additional playground issues
5. An outside shed is being looked at
6. Be-by-myself areas in the classrooms (separate from the reading areas)
7. Parent/Teacher conference schedule (end of the year)

Staff Questions:

- ⊗ Are we doing "Me Books" this year?
 - Incorporate with assessments and build into the lesson plans. It would be a good idea to give to the parents at assessment time.
- ⊗ How are we to do the portfolios?

- Additional training will be given for the staff regarding this issue. The portfolios will be an ongoing project.
- ⊗ How are we to do the assessments?
 - Additional training will be given for the staff regarding this issue. The assessments will be an ongoing project.
- ⊗ Staff issues that are concerning them:
 1. Afraid of forgetting to do all of the assessments, portfolios, anecdotal notes, etc...
 2. Afraid of having enough time to work with the co-teachers.
 3. Concerned about the new policies regarding "losing a child" during the day.
 - *It was explained that this policy was put into place to hold the teachers accountable for taking count and making sure we keep the children safe. It is to help the staff, not hurt them. Deb states that she has lots of confidence in the staff and knows that they work very hard at their jobs. She felt this was a reasonable policy because problems with head count and leaving children behind have become an increasing issue.