

## FOUNDATIONS MEETING/REVIEW

September 3<sup>rd</sup>, 8<sup>th</sup> and 10<sup>th</sup> 2008

- Vacation Time: Policy begins now. Melanie will send an email to remind you when it is your time to request time off, 2wks at a time. To make it more fair for everyone and to help keep the questioning out of it all. 3 floaters in the summer and will review as it goes. Got the idea from a board member who works at Verizon.
- Laptops: Professional business cards with email info on it. These will be handed out during open house and will help introduce the emailing info to the parents. Check emails each day, frequently.
- Bathrooms in the Library Room: Come in the room with the child, shut the door and check the bathroom after they go so we can make sure the bathroom stays clean.
- Erika: emailing lesson plans, etc to her and she will proof everything. She will send it back and have you send it out. By spring we should not need her to do this. Professional knowledge of what you are doing and why.
- 3 hours of in-service
- FOUNDATIONS: Doing this in-service to help everyone including part-time staff understand that we are already doing these things but this will help you understand why.
- Lesson plans will evolve into something else. Part-timers need to review these things so the recognize what the lead teachers are doing during the day and know why. They will also continue it throughout the afternoon.
- COMMUNICATION TO PARENTS: Emailing and communication to parents helps them reiterate your teaching techniques at school and help the understand why we are doing these things. Showing them the importance of communication to the children and showing them the easy part of the functions like reading and math before they have to dive into the real world.

Below are units of the FOUNDATIONS training that the staff reviewed. The bubble bullets are some comments and ideas that were shared by the teachers.

- Page 120: Reading Comprehension
  - Like to have a reading center to have the children use earphones and hear the story.
  - Like to incorporate showing them the beginning, middle and the end to help them learn sequencing.
  - Use the internet more to show the children more about researching things.
  - Have pictures to give the kids to have them create stories.
- Page 122: Reading Literary response and Analysis
  - Incorporate more languages
  - Recognizing materials and words in print that are in areas other than books. Use magazines, pictures, etc.
  - Try to incorporate more one on one reading and use your finger to follow to help the children associate.
  - Show them the cover of the book and ask them questions. It will help them get interested in the book.

- Page 124: Writing Process
  - Incorporate journal books for the kids to help them get ready to write and give them the idea.
  - Explain why you write R to L.
  - Prompting the child to talk about what they have written about.
  - Giving the children a notebook and ask them to write down things they think about when they observe things. They can use the journal to draw pictures, etc...
  
- Page 140: Number Sense
  - Incorporate tally counting with the children.
  - Working on more guessing games with the children. Have them guess the amount of things.
  - Use Patterns in large groups to help others.
  
- Page 144: Algebra and Functions
  - Take part as a group.
  - Explain why certain things have placement and can't be changed. EX: 4 objects = 4 objects. They won't be equal if you take one away.
  
- Page 148: Measurement
  - *Deb H would like all the classrooms to create a classroom clock to hang up for the kids.*
  - More measuring with common objects – popsicle sticks – teaches units.
  
- Enter what you are doing into the lesson plan and then input why you are doing it to communicate to the parent.
- Label what you do and showing the purpose for it while communicating to the parents.
- Communication books outside the classroom will be a thing of the past because we will be communicating to the parents through email. This information will be incorporated into the lesson plans and the classroom newsletters. As we continue this, not now, we will all evolve into something bigger.