

Minutes  
Super Team Meeting  
10-7-11

Old Business:

Family Services Component: Kudos to one FSE for how helpful he/she has been this year and his/her improvement in his/her overall outlook on things. Shawn will check with Michelle to see if the FSE who was rude at the office was spoken to as the teachers were. Discussion over parent meeting dates and why they would be held the second week, same week as staff meeting. Concern that FSE's and teaching staff aren't able to teamwork on this issue.

Site safety issues/concerns/IT: Mulch at Win 3&4 looks great. Safety team inspection said that playground gates need to be locked. Shawn and Sherry will check on this. Fire inspection at Win 1&2 went very well. Shawn will check to see if Maureen has checked on the use of the hallway there. The fire marshal told staff that we should not be using the not an Exit signs. Shawn will check on this with Sylvia and leadership to see if we want to discontinue use.

Sutherlin: Sanitation inspector was upset over the tuna fish sandwiches not being cold enough. UCC is still having trouble with milk fitting in their fridge. May try trays.

Reedsport: Jenny brought the air purifier back as it isn't working. Open house will be held at the school.

Roseburg 1-6: Foyer wall is leaking again. Toni spoke to Pauline. Staff are working on playground. Toni got a call that the heaters were too hot to the touch. Shawn requested a maintenance request be sent it.

Green: Laurel bush is still there. Scotti went by and looked at it.

IT: Reedsport, UCC, Green, and Win 3&4 need Hatch computers worked on. Mary's computer won't recognize a thumb drive. The office computer at Green won't recognize a camera. Shawn's computer is running slow. Laptop at Rose needs hooked to the printer.

Furniture/items needing ordered: Need garbage cans at Rose St. Toni will bring some extra ones over from Green. Mary will take the Maroon rug from Rose St. to Reedsport house. R1-6 needs unit blocks, Toni will look in storage. Sherry will remind Mary to bring back waffle blocks from Reedsport for one of the Winston classrooms.

Team/staff issues: One of the new TA's has let Sherry know that she feels she isn't being trained and that she is being thrown into doing things such as leading large group that she isn't ready for. Sherry will make sure the teacher knows that he/she needs to lead large group circle at least some of the days (there can be a rotating schedule) and that things such as reading need to be done in sm. Group. Will also remind the teacher that it is part of his/her responsibility to teach best practices to new employees. Sherry will assign a mentor to the new TA and set up for her to visit some nearby classrooms to observe best practices.

Toni will problem solve with her Roseburg group at their site meeting how they can go about as being seen as other than rude especially when at the office. The curtains for their

tables are missing. She will speak to the teacher who had trouble with office staff earlier in the week.

Mary has a TA who needs a lot of training. She will speak to her teacher who was perceived as rude by office staff over supplies.

#### New Business:

Check out at Rose St.: R1-6 staff will check out a key from the office. Green, UCC, S. Umpqua & Sutherlin will have keys assigned to a specific teacher and then others can check it out. Both Winston classrooms have a key.

Lesson Plans: People are responding to Sherry, several are already approved for next week. Sherry is doing fine on time. Sherry will e-mail staff to have them send in next weeks early since Fri. is a staff meeting.

Observations: If the objective has several dimensions then it is only necessary to get one observation per dimension to equal up to at least 3 for the objective. Every dimension needs to have at least one observation. For objectives that don't have dimensions then there should be 3 observations for the objective. For those not meeting expectations of having observations in every areas we will assign them which weeks they need to observe on. We discussed moving checkpoint dates to make the amount of days in each one more equal but decided to leave them where they are at due to conferences.

ECE Conference: Mary has 3 more people to sign up. Sherry and Toni are done.

File Reviews: Staff have requested a revised list for the front of the children's files, the changes will also need to be put on the file review check list. Chase will send the suggested changes to Shawn. Attendance plans were not done at all registrations. The classroom that Chase has looked at so far is catching them up at home visits.