



3/07/17 Staff Meeting Agenda

1. Auri

- Confidentiality Clause
Review Confidentiality Clause for revision and give any suggested changes to Auri by Friday March 10.
- Volunteer of the year
It was decided at this time we are not participating with the district's volunteer of year.

2. Kate (Team Dynamics)

- Mind Trust
It was decided that we would use the Mind Trust as a guideline and formulate a Magnolia Mind Trust worded to fit our team.
- Classroom Meeting Template
A suggestion was to put the template on Google Drive so it would be easily accessible to all parties in the classroom and Mrs. Hollinger. The outline agreed upon was;
 - Good Things
 - Issues, problems, situations
 - Strategies
 - Review of strategic plans
 - Material of the week

3. Tammi- March 15th is Vision Screening for K, 3rd, and 6th. There will also be a Scoliosis screening for 6th graders. Letters to parents will go out.

4. Questions/Suggestions

- Kate invited everyone to her Wedding Celebration at Frescos March 17 from 6 to 8pm.
- Next meeting March 14th, Mrs. Lucas and Tammi will present the Inside Out training they attended last week.

Confidentiality:

Employee has been instructed and understands the importance of such confidential information; including, but not limited to, all information developed and acquired by employee in the course of his/her employment with Magnolia Montessori Academy. The parties agree that a trust relationship has been created between Magnolia Montessori Academy and the employee, placing upon the fiduciary duty to preserve and protect documents, student list, files, record data, shared verbal information as it relates to parents, teachers and students and other information acquired by and at Magnolia Montessori Academy, as it may exist from time to time are considered confidential. This includes, without limitation, the aforementioned list and their contents and all information concerning students and their families. The information herein constitutes trade secret under Section 688.002(4) of the Florida Statutes, and its unauthorized disclosure or use will constitute irreparable injury to Magnolia Montessori Academy. The employee understands and agrees that all such confidential information is to be preserved and protected, is not to be disclosed or made available, directly or indirectly, verbally, by electronic transmission, or any form or communication to any person or third party without prior written authorization of Magnolia Montessori Academy. Employee understands and agrees that his/her obligation under this agreement including, but not limited to, the obligation to preserve and protect and not disclose such information without prior authority, does not cease upon the termination of this agreement for any reason, and employee remains under a duty hereunder to continue to act in accordance with the terms of this provision of this agreement.

Initial _____ date ____

I, _____, agree to the above Policy, Confidentiality Agreement.

(signature)

(date)

1. ... [Handwritten signature] ...



Mind Trust

Mind Trust is an agreement made by the members of the staff. Each staff member agrees not to talk about any other person who works at the school.

If one staff member has a problem with the behavior of any other staff member: All agree to take the problem directly to that person. All agree to deal with the issue at hand directly with the person involved.

If you feel that you need help in solving the problem or issue at hand, then it is OK to ask another staff member to help in facilitating a discussion with you and the other person.

It is the same rule as for a child when having a problem; talk about it with the other person involved. There are always two sides to every story.

If someone comes to you to discuss someone else, it is your responsibility to remind your peer about the agreement. You may offer your help in facilitating a conversation between both people. Both people must be present for the conversation, in order for you to help.

This model is also used for students and parents. Please remember that it is absolutely essential that no staff member ever talk about another staff member with a parent. It is also professionally inappropriate to discuss students from other classes with anyone but that child's teacher.

Mind trust allows us to practice what we preach and to practice what we teach.

We are the people who create community. We are the models for peace and communication for the children. If we can do it then so can they. If we do it then so will they.