



5/2/17 Staff Meeting Agenda

1. May share updates and ideas.
 - If there is rain on Friday we are going to move May Share to May 11th. Other ideas such as bringing art into the classrooms, using the church, cafeteria were brought up, but it was decided space would be an issue.
2. Confidentiality review.
 - Revision will be done to make some areas more specific, chain of command will be specified, and an addendum will be added with the Florida and Federal laws
3. Personality Quiz- Come up with a problem to present.- Two problems were presented:
 - Problem with communicating expectations
 - Staff with children conflicts or issues
4. Team building- Kate
 - Discussed Philosophy (Non-negotiables) Ideas for a school tab on the school website. There would be a tab for Montessori Philosophy, Mission Statement, and standards.
 - The idea is to incorporate how we are unique as a public Montessori school, what are our specials, incorporate the land laboratory, and steam.
 - It was discussed that we find a term that incorporates our "green initiatives, steam, and unique qualities".
5. Important to remember
 - May 16th is assistant training
 - PCO meeting tonight

Magnolia Montessori Academy

Confidentiality Agreement/ Ethical Conduct

This agreement covers all persons working at Magnolia Montessori Academy both during and after employment. This agreement prohibits confidential information as defined by Federal, State, and local policy from being accessed, disclosed or released in any format to or by any person/business that does not have a "need to know" without the proper consent of the individual/parent involved and/or a MMA Director. In addition, certain information considered confidential may be able to be released to certain parties, but must not be released before obtaining specific authorizations.

Conduct of personnel:

1. Observe all established lines of management and supervision out of respect for colleagues and for the good of the organization;
2. Demonstrate and promote a genuine and unconditional respect for the Montessori philosophy and Magnolia Montessori Academy;
3. Handle all confidential and sensitive information with the utmost discretion to engender trust among all of their colleagues;
4. Conduct themselves at all times in a manner that demonstrates and promotes respect, fairness, and good faith;
5. Neither engage in nor condone harassment or discrimination of any kind;
6. Strive to provide the highest quality of professional service by continually enhancing knowledge and skills in order to perform responsibilities in accordance with the highest standards of professional practices and with the highest degree of personal integrity;
7. Exhibit a genuine interest in all students and commit to supporting and assisting school staff in building strong and successful programs;
8. Support the work of all colleagues and assist them as appropriate in the efficient and successful completion of common tasks;
9. Participate as appropriate in the development of policies and procedures that will promote the efficiency, effectiveness, and success of Magnolia Montessori Academy;
10. Comply with all Florida and Federal laws and the Principles of Professional Conduct for the Education Profession in Florida; *attach addendum*
11. Exercise care and perform work operations in accordance with safety rules and regulations.

I understand the terms of this confidentiality/Mindtrust agreement. If I suspect confidentiality has been breached, I will contact the appropriate school official (s).

_____ (Employee's Signature)

_____ (Date) _____ (MMA Director)