

D.A.C.S.

TEAM MEETING

26 AUGUST 2019 / 8:30 AM / LIBRARY

MEETING PREPARATION

1. Please read through the minutes prior to the meeting and be prepared to either approve the minutes or provide suggestions to improve their accuracy.
2. If you have school theme text song suggestions please bring 12 copies (1 for each teacher).
3. Pre-read through the Teacher's Handbook and come prepared with questions you may have had and highlights to share in a whole group discussion.
4. Bring Along: Bible & BoP, Laptop, Agenda, Teacher's Handbook

AGENDA

1. Opening: Bible Reading, Singing & Prayer

Last Meeting Follow-up

2. Approval of the Minutes from June 24
3. Matters Arising from the Minutes
 - a. School Theme Text Song Suggestions & Selection (Salt & Light)

Key Information & Policies

4. Students with Special Medical Needs (TK & IK)
 - a. Review Health Information Sheets
 - b. In Case of Emergency
 1. Where to find important health information
 2. When to call home. Calling 911.

Epi-Pen Training

- o [When to Use an EpiPen](#) Video
- o [How to Use An EpiPen Demonstration & Practice](#)
- o EpiPen Poster

Teacher's Handbook

7. [Sharing Highlights & Questions](#)

Commented [K1]: Adult Learning Techniques: Efficiency
Clearly outlining how staff members can prepare for the meeting helps keep the meeting running efficiently. Adult learners especially want to make the best use of their time.
Considerations for New Teachers:
New staff members will likely not be familiar with how things work at the school so providing clear expectations helps to inform them and prepare them for what to expect.

Commented [K2]: Adult Learning Techniques: Relevancy & Efficiency
August Staff meetings contain a lot of important information. The medical and legal information can be quite dull and boring but is an absolute necessity. Moving quickly through this material and presenting it directly may not be the most interesting way to present the material, but it is efficient in making sure that all important information is covered in a timely fashion.

Commented [K3]: Adult Learning Techniques: Auditory, Visual, Kinesthetic
Address different style of learning. Introduce and hook with a video (auditory & visual learners), share a copy of the informational poster that will hang in the staffroom (visual) and follow up with practice in pairs using a Trainer EpiPen (kinesthetic).

Commented [K4]: Adult Learning Techniques: Relevancy, Hands On
We've already established the relevancy by sharing personal information on a student (IK) who may need to use an EpiPen.
Hands on training with an EpiPen Trainer device gets teachers out of their chair and actively participating in the learning.

Commented [K5]: Adult Learning Techniques: 70/30 Rule, Relevancy, Efficiency
Reading through the Teacher's Handbook is easily the most time consuming activity on the staff meeting agenda. In the past the handbook was read aloud by staff at the meeting and a brief discussion was held at the end of each page. The Principal will use a 70/30 technique to determine how well experienced and new staff members understand the content of the handbook. As teachers share highlights and wonderings the principal can sit back and let fellow staff members answer questions and create a better understanding.
Considerations for New & Experienced Teachers:
a). Many teachers will likely have read the handbook already in the spring since it is referenced in their contract. Teachers who did not read the handbook will have ample opportunity to do so in the summer.
b). Working through the handbook is a yearly requirement. Experienced staff will have read the handbook multiple times and be very familiar with it. It's still good to have a refresher course each year, however they may be able to move through the handbook much more quickly due to its familiarity.

Professional Development

8. Whole-Staff

- a. **Brainstorm** Each year the entire staff selects one PD area of focus to work on together. What would you like to see addressed?

Commented [K6]: Adult Learning Techniques: 70/30 Rule, Surveying & Consulting Staff

In the past the principal often selects which topic and book staff will use for whole-group professional development. This has not always been the most effective use of staff time. Most staff members quickly read through the chapters, but don't always have a vested interest or desire to apply the information further.

By using a 70/30 discussion approach and informally surveying staff, administration can determine which areas staff feels that we need to develop. When staff members feel that they have input, and that their input is validated, they have higher levels of motivation and engagement.

9. **Chromebooks & Kahoot!**

- a. Introduction to New Web 2.0 Tools
- b. What is Kahoot!?
- c. How to use Kahoot! **Let's play a game!**
- d. **Create** your own Kahoot!
- e. **Crowning the Winners!**
- f. **Brainstorm & Sharing** – How do you think you could incorporate this in your classroom?

Commented [K7]: Our school is launching a mobile lab this year. Each staff member will be given a Chromebook to use and familiarize themselves with during this PD session.

Commented [K8]: Adult Learning Techniques: Relevancy, Hands-On Learning

Scheduling this hands-on activity later in the day allows staff a chance to get up, interact with each other and move around when they're starting to become tired and distracted.

Closing

9. Closing: Prayer

Commented [K9]: The first game will be a review of Section 1 in the Teacher's Handbook. Staff will play against each other. This will also provide a further way for teachers to explore the Teacher's Handbook, and also provide administration with another tool to assess how familiar staff members are with the material.

Commented [K10]: Adult Learning Techniques: Relevancy, Hands-On, Problem Solving, Connecting with Prior Experiences

Staff members will work in pairs to create their own Kahoot! Each pair will take a section of the Teacher's Handbook and create their own Kahoot! They will then run the Kahoot with the rest of the staff.

Staff members will be encouraged to move around and chat with other groups and learn from each other as they begin to use this new tool.

NOTES

• **Beginning of the Year List for Teachers**

- Submit Year Plans to the office by September 1
- Complete PD plan for the year. (Template is in OneDrive). Arrange a time to sit down & discuss with the principal.
- Classroom Preparation & Decoration
- Review and sign the relevant portions of the Fire Handbook.

Commented [K11]: A small prize will be presented to the winners. This could be introduced at the beginning of the Kahoot! game, or a surprise at the end.

ACTION ITEMS (Please record items that require your attention.)

- 1.
- 2.
- 3.
- 4.

NEXT MEETING

Tuesday, September 10 @ 3:40