

SCI / EI Staff Meeting Minutes

January 8, 2015

Training Topic Ideas

- Seclusion and restraint
- Incident reports
- Disability/therapy specific training
- Adaptive equipment
- Physical therapy
- Computer training (for VI)
- Instructional training
- Universal precautions (nurse will train)
- Student jobs

**You can always email Derek with additional ideas.

PBIS

Our new PBIS goal is 3000 Jaguar Tickets by March 5th. Christina Francis updates the GOAL CHART every Friday after all classes have turned their tickets in.

The next time you're in the store, you will notice many new items.

Instant Alert

Please make sure you are in Instant Alert and that your current phone number is listed. Please be aware that Derek MAY run a test alert.

Breaks

Some paraprofessionals take their lunch in their classrooms. Please go to a non-instructional room during your break as it can be a disruption to the class. Please talk to Derek with specific questions.

Break Room

Our break room is in need of a re-vamp. Thank you to Michell Curtis and Monica Dukes who have volunteered to spruce it up. Jen Emelander will restock the vending machine soon.

Email

Please check your school email every day.

Tech Problems

If you have a tech problem, please fill out a tech request instead of going directly to Colleen. She gets a notification instantly and will handle the problem as soon as possible.

Student Interaction Chart

Please update your student's information on the Student Interaction Chart in Google Docs.

Computer Use

School computers are not for personal use. If you have time in your day, you can check the Student Interaction Chart, school email, and other school related information.

Lunch

Carol would like you to inform her in advance if your class is not going to be eating lunch on a specific day.