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PUBLIC SCHOOLS**

DATE: December 2, 2009

TO: Betty

FROM: Principal

SUBJECT: Summary of 12.2.09 Meeting

This memo shall serve as a summary of the meeting that was conducted on December 2, 2009. You, the assistant principal, and I met to discuss the call we received from the Hearings Office today, the classroom observation made on November 24, and the IEP you conducted today. During the meeting, the following items were addressed:

- I presented you with a file which was found in your classroom by the assistant principal which had four think sheets filled out from 2008 over four different incidents where the student had scratched, pushed or hit other students. Recently this student hit two different students and you shared you were shocked the student's behavior yet you had a file titled 'Behavior' filed under the child's name with previous incidents cited and you never shared this information.
- There was no evidence of behavior plans being used on the day of your classroom observation;
- I reviewed my concerns about the overall cleanliness of your classroom. There are worksheets everywhere.
- It was explained to you that the instructional assistant is not always coming out of the cafeteria at 11:45 each day. We showed you the schedule and you commented, "I am done with my lunch at 11:45". It was explained that from this day you will be involved with the instructional assistant in meeting with the students at 11:45. This situation has been a liability for the classroom teacher and she has shared concerns over the lack of supervision at times with our ID students.
- I witnessed during the IEP today that you had difficulty navigating Sea Stars. During the IEP you did not know what menus to pull down, various places where you skipped and the speech clinician had to explain to you how to go back in the program to do part of the IEP correctly, and you did not have the hours researched to put on the IEP so we had to sit there during the meeting waiting for you to calculate the math for the hours the student should be receiving service time.
- There was no coverage for you during the IEP and the Instructional Assistant told the Assistant Principal he did now know you had an IEP this morning. When I brought this to your attention you said, "Well, some of the kids go to specials at 9:10." I pointed out to you that the level of service these students have on their IEP need to show there is supervision of them at all times.

In the future, I expect that:

- You shall be responsible for leading children in desirable patterns of general conduct and behavior;

- Your manner shall at **all** times be appropriate to the activity of the moment and you shall treat your students with dignity and respect.
- You are following behavior plans and sharing lesson plans with your instructional assistant, as well as your team of teachers you are working with in the 3rd and 4th grade.
- You recognize the serious safety concerns other staff members have in regards to your supervising students.
- You organize and clean up your room. Should you need assistance I can provide support to assure this task will be completed.

As you know, at Rolling Valley we strive to provide a high quality education for our students. Proper planning, instruction, and assessment are necessary to ensure student success. I am hopeful that with effort you can improve in this area. If you have any questions about the meeting or summary, please feel free to contact me.

Cc: Local School File