

ITEM 9 INTERVIEW

Eerie Day Nursery Child Care Center
Item 9, 1.4 – 7.4 A= Assessor D= Director

A: Are minutes of staff meetings maintained?

D: Yes.

A: How is that done?

D: I record the minutes.

A: What types of things do the minutes contain?

D: Notes about what was said, ideas, what we decided to do, things like that.

A: Would you say that minutes reflect an action plan for decisions that have been made— activities, timelines, who is accountable?

D: Well, I don't think I've ever included a formal timeline in them, but they do include when things need to happen and expected dates for things.

A: What happens with those minutes after the meeting?

D: I put them in a file in my office in a folder that says "meetings" on it and it contains all the meeting minutes for the year.

A: Are the minutes ever used for anything?

D: If we ever need to go back and check on something that was said or decided on we look at them. Staff are welcome to ask me for them if they want to see them for any reason. They are very informal.

A: Are they ever distributed in advance of staff meetings and are action plans ever revisited at subsequent meetings?

D: No, they are available for anyone to come and look at if they want to, no one ever does. I review them from time to time if need be. We do occasionally question what we decided on at a meeting and I can check the minutes and let people know.

