

# Meeting Minutes

8/5/04

Attendance: Sharon, Becky, Carolyn, Colleen, Jennie, Kelly, Amy Z, Amy G, Jessie, Rachel, Jamie, Lisa, Jayme, and Kristin

Melanie:

- ⊗ Melanie reviewed the new KPS Team Closing Requirements schedule (see attached). This schedule will be implemented Monday, August 9.
- ⊗ There will no longer be a "Closer" position. A new position called the "Room Closer" will be created. This person will be responsible for checking that the cabinet doors and class doors are locked each night. The current position of "Closer" has had some unnecessary responsibilities due to unclear direction for the afternoon teachers regarding closing the rooms.
- ⊗ Melanie reviewed the new gym schedule (see attached) which will be implemented on August 23<sup>rd</sup>. It was scheduled to change earlier but due to the school age day camp program, we will not start it until the new Fall Schedule.
- ⊗ Important ideas to keep in mind in order for all of us to take responsibility in keeping our facility clean and comfortable.

Options:

1. When leaving the playground, always pick up if you are the last to leave the area even if it is the middle of the day. This will teach the children to respect their toys and to pick up after themselves.
2. When leaving the gym, always pick up if you are the last to leave the area. When the other class comes in to play you can ask them if they want the toys left out. 9 times out of 10 the other class will want to play with the toys. Please make sure that you are aware of the time when in the gym. Come in at your scheduled time and stay lined up so the other class can line up appropriately and immediately to leave the room.
3. The P.M. snack clean up in the kitchen is still being reviewed.

\*\*Melanie requests that if anyone feels that these times are not initially working for them, please try again. After a week of really trying, please bring the matter to Melanie and we can work it out together.

- ⊗ Melanie would like to honor the staff by making sure their equipment (room) is in order. If there are broken cabinet handles, broken cabinet locks and things like this that need to be fixed please make a list and give it to Melanie. Please keep in mind that Melanie cannot immediately fix the structural problems. We can give a maintenance report to the church for help.
- ⊗ Please review the attached documents. A copy will be put into your mailbox for your room to post.