

Meeting Minutes

July 27, 2004

Attendance: Cheryl, Amy B, Becky, Lyndsay R, Kristin, Jennie, Jayme, Darla, Meg, Nicole, Jessie, Emily, Stephani, Amy Z, Colleen, Sharon, Jenny G, Amy G, Carolyn, Jamie F, Rachel and Kelly

Deb:

- ⊗ We have now received our official ACSI Accreditation papers.
- ⊗ Deb made note that she thought of having a party to celebrate the ACSI Accreditation but she opted for staff raises instead.
- ⊗ The board has accepted Deb's budget requests and plans. This includes staff raises.
 - Starting September 1, 2004 (the new KPS fiscal year) raises will be as follows:
 - Part Time start amount will increase to \$7.50
 - Full Time start amount will increase to \$8.00
 - Raises are determined by performance, particularly the area of supervision. Playground supervision will be one of the biggest factors that Deb will be considering when making her decisions.
 - Full Time Lead Teachers will have to be enrolled and working on their CDA as of September 2004 in order to be considered for the raise.
 - Teachers that have been with KPS for a while and are making over the amount of the raises will be considered for a possible end of the year bonus. Please keep in mind that this all depends on the amount spent through the year on the "unpredictable" measures taken for bus repairs, etc...
 - Raises/Bonuses will be earned by merit points. Deb and Mel are actively preparing a formula (checklist) for Full Time staff and Part Time staff. Deb and Mel will be reviewing specific teacher responsibilities and using the checklist to make sure the staff is following through with all regulations. The staff will get a copy of the checklist we will be using in order to keep everyone informed.
 - Deb reiterated that she has really tried to go to bat for the staff during board meetings in order to get the pay that the teachers deserve. Deb's goal would be \$10/hour but this would mean higher tuition for the parents which is not appropriate at this time.
- ⊗ Deb will be interacting with the teachers/children in their rooms more often starting in August during the 2004-2005 Fall Schedule.
- ⊗ Curriculum meetings and regular staff meetings will start back up again in August to keep the communication flowing.
- ⊗ Deb apologizes for the slow moving progress on the playground. She was quoted one thing by the fence company and then was told later that the fence was on back order until the beginning of August. This has put several stumbling blocks in front of any other projects (paint easels, etc...) that were planned for the playground. Please have patience because Deb and Melanie are working hard to find other ways to accomplish our playground goals.
- ⊗ Deb has submitted a request for 5 spots to Early Childhood Alliance for the CDA weekly classes. We are still on a waiting list.

- A confirmation will be made at the beginning of August.
 - Classes in Dekalb may be an option if the other classes are not open.
 - If weekly classes are not available, the staff will have to sign up and start on the On-line classes.
- ⊗ Deb appears to be in a power struggle with the State at this time regarding Gym coverage and Playground coverage. The state is trying to reason that too many children in one place causes discipline problems. KPS is trying to figure out what kind of discipline problems could possible arise in the gym with sleeping children. Deb is continually in communication with Beth regarding these issues.
- ⊗ Deb has continually been working through the board and Lois regarding a literary rich environment (as suggested by IN State and ACSI). Deb took the board into the Ocean Room to give them an example of what we need to do in each classroom.
- Lois has the responsibility to "protect" the children involved with the Wednesday and Sunday classes.
 - Deb has the responsibility to "protect" the children at Kiddie Prep School.
 - Lois feels that her children would be uncomfortable in a "kiddie" room with all of the signs and things.
 - Deb has come up with a survey that she will be going over with the Sunday children to see how they feel.
 - Deb reiterates that she has been working on this behind the scenes from the time ACSI was here. She is positive that we will have a literary rich environment but she is not clear on how we will do this.
 - Deb's deadline for a plan is September 1.

Staff:

⊗ Questions:

1. Literary Rich Environment Ideas:
 - *Signs in English and Spanish around the room in order to teach all children.
 - *Velcro strips in order to remove literature from the room.
2. Will College staff/Summer staff/Part Time Staff be part of the CDA process?
 - *No, only the lead teachers that are employed as Full Time staffing during the school year.
3. Is there a staff reimbursement benefit for those employees that are currently taking college courses for the Elementary degree?
 - *No, the funds that help with the financial assistance used for CDA classes actually comes from the state not KPS.
4. How long does the weekly CDA classes take in order to finish the degree?
 - *2 years.
5. Will there be more woodchips delivered for the playground?
 - *Deb has asked Mel to research additional playground surfaces. We may invest in material that would last several years instead of spending a \$1000 or more on woodchips each spring.

Meeting Minutes

7/28/04

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

Deb:

- ⊗ Deb addressed the problem of chaos in the afternoons. There has been a problem with children being left alone or missed when transitioning from one area to the other. Several options were suggested:

Options:

1. When a child leaves for the afternoon, put a check by their names to show they are gone.
2. Count children before leaving the area you are in and then recount the children when you reach your destination.
3. Recreate gym times to extend time frames in the P.M. so only one classroom is in the gym at once.

Staff:

- ⊗ Distractions happen sometimes that make it hard to watch children regularly.

Example: Parents wanting to take the time for a prolonged conference right there in the middle of the room.

Solution: Politely excuse yourself. Explain to the parent that their issue is very important and you would like to continue the conversation later if they would like to. Offer to set up a phone conference.

Ideas:

- 1 Playground/Gym sign out sheets.
- 2 Take clipboards with you in order to checkout the children as they leave for home.
- 3 Re-organize the playground zones so there are 2 people at the gate at all times. Have someone there that is familiar with the parents and children.
- 4 Have a "playground" check list that is the just like the classroom attendance roasters so the gate zone teacher can check off the children as they go. This way the children will be organized into classrooms and when a teacher lines up to go in, they will know what children have left for the day.

- 5 Plan ahead and close out rooms before you go out to the gym or playground for the last time. Use transitional play if you are by yourself. No earlier than 4:45 and not the chairs and toy chests.
- 6 Parents leave book bags at times which makes it difficult to get the room closed up on Wednesdays and Fridays.
- 7 Solution: Explain to the parents that we share the rooms with the church and we cannot take responsibility of anything gets lost or taken.
OR Make Cindy aware of the problem and she will address it with the parents.
- 8 Have children help you pack the book bags as soon as snack is over.
Make a game out of it.
- 9 Come in from outside around 5:15 to get bags and take them to the Ark Room.
- 10 Line up bags in the hall so they do not get thrown just in the doorway.

Meeting Minutes

7/29/04

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

Deb:

- ⊗ Continuation of 7/28/04 meeting regarding the chaos in the afternoon.

Options:

BRAINSTORMING

Staff:

- ⊗ When leaving the gym, take your headcounts before the other class starts to run around. If the other class has started to run around have them stop and group together in order to count easier.
- ⊗ Have a "Gate Keeper" for the A.M. and P.M.
- ⊗ In the morning we should have one "Gate Keeper" and a backup who is in the zone nearest to them. In the afternoon, we should have one "Gate Keeper", a backup at the gate and then another backup who is in the zone nearest to them.
- ⊗ Plan ahead. Do book bags as soon as possible.
- ⊗ Clean up and take things to the kitchen right after snack is done. Have the early teacher take back any of the stuff that does not belong in the room.
- ⊗ When combining into the different rooms, line up the bags out side in the hall so the parents can find them easier and it makes them take them home.
- ⊗ Combine into 3 rooms due to ratio problems keeping the 2 year olds separated.
- ⊗ Stay inside the building after 5:00.