

Meeting Minutes

7-20-06

WHO WE ARE

† We love one another

† We are the best learning environment

† We teach children who God is and how to experience Him

Attendance: Amy, Tonya, Donita, Carrie, Cindy, Jane, Mary, Kaicy, Meg, Erika, Trish, Trisha, Jill, Jen, Angie, Melanie R, Nicole, Deb S, Cheryl, Darla and Deb H.

Not In Attendance: Chris, Colin, Joy, Jean, Crystal, Keila, Esther, Lisa, Ryan, Angelica, Brett, Denise, Morgan, Rosey and Melanie W.

Issues Covered:

- ⊗ **PLAYGROUND RULES** – Quick reminder of what they are, why we have them and where to find them. You can find playground rules in your Classroom Binder and the zones are posted on the inside of the Library Room exterior door. Some of the rules apply to no sitting while outside. The state inspector will see you before you see her and the rules are set for safety purposes. The office will begin periodic checks throughout the day and weeks to verify that you are in your scheduled zone and that the rules are being followed. This will help keep us accountable for our actions.
- ⊗ **BOARD OF HEALTH VISIT** – We received a perfect score from the Board of Health the last time she was in. This was the first perfect score ever. Deb and Cindy feel very proud of the team! The Health inspector questioned the use of the water tubs. She wanted to remind us that new water should be used daily and the correct amount of bleach should be used daily as well in order to create a safe solution for the children to use. A small bottle of bleach along with tablespoons have been purchased for each room. This bottle of bleach **MUST** stay out of the reach of children at all times. This even means when you are filling the water tub up. For safety purposes, do **NOT** let it sit on your countertops. Because the Health inspector reminded us of this, she will be sure to look and test this next time she is here.
- ⊗ **TEACHER BIOS** – Please be sure to hand in the old teacher bios. Melanie will be working to update everything so we have current information for the parents in the fall.
- ⊗ **OFFICE DESKS** – Please be respectful and do not remove things and/or go through things from on top of and inside of the desks. Things have mistakenly come up missing out of Melanie's desk. Please respect the importance of the material on and in all of the desks in the KPS office.
- ⊗ **TEACHER ASSESSMENTS** – Remembering the last staff meeting we discussed some of the teacher comments about the assessments and the period of time they were performed last fall. We discussed the attached options and came up with a plan; Parents will be invited to an open house on Sept. 7, 2006 in order to meet the teachers and see them in the classroom environment. Part-time and Full-time teacher attendance will be required. It will run from 5:00-6:30 in the evening. The Lead teachers will be free to socialize with the parents that arrive and the part-time teachers will be responsible to have the children work at different centers in the room. The lead teachers will be able to show the parents the classroom and go over any questions on the individual profiles. This will be a good time to address as many questions as possible to all the parents present. It was suggested that the lead teachers brainstorm together before hand and review any key questions/answers that may come up during the open house with the parents. The open house will coincide with the "My Family and Me" curriculum Cindy has scheduled for the lead teachers to follow during the first 2 weeks of the fall session. The curriculum will include a student profile (attached), which will be sent home the first few days for the parents to fill out and return to the teachers. After the first 3 weeks of the fall session, the lead teachers will have a multitude of information that will better assist them in completing the first assessment of the season for each child. Invitations for the open house will be completed and passed around for the teachers' approval. Ideas for the student profiles can be given to Melanie all the way up to August 14th. A final profile will be completed and copies will be made for the teachers that week. Our purpose for all of this: "To have the parents meet the teachers who are responsible for modeling to their children why they are not present **AND** for the teachers to meet the parents of God's miracles He has trusted us with."
- ⊗ **PUNCH CLOCK SYSTEM** – We will be testing new software for clocking in and out. Please be patient with us as we clean out all the bugs. There will be a different way to get your time authorized for overtime, lates, etc... Normally you would get your time card signed for something, now you will be required to fill out a purple slip in order to get your time edited in the computer. These are stored in a purple file above the teacher mailboxes in the office. Please fill them out separately for each day and on a daily basis. Please review the late policy and request help with any questions. Instructions for the computer clock-in and out are posted next to the computer screen in the office. Please ask Cindy or Melanie **BEFORE** doing anything that is not listed on the instruction sheet. Please **DO NOT** add any comments when the comment window comes up. This is for office use only. It will only complicate things if you add a comment in this box. Cindy and Melanie are the only ones that are eligible to edit things in the computer due to password protections.

UPDATE: The system alone is not working for our needs so we are trying to customize it for our facility needs. Please stand by until we can update you with further information.

- ⊗ **NEW GROCERY LIST** – Please carefully look at the new form. Things have been split into different sections in order to simplify the process on Thursday mornings. Please put **ONE** item **PER** line.

- ⊗ **KINDERGARTEN** –The majority of the preschoolers in the quad rooms are going to kindergarten this year so we will be rearranging some of the rooms and ages in each room. *Please do not assume that you can answer questions from the parents when it comes to placing children in different rooms for the fall session. Refer ALL parent questions about the child placements to the office.* This is the safest thing for the teachers so they do not get in the middle of an odd situation. We currently have 40 children signed up for our Kindergarten. There will be 2 different classes of students causing us to create a position this year for another Kindergarten Teacher to work aside Ms. Jean. Angie Mills has graciously agreed to take on the role of Kindergarten Teacher for the fall session this year. Jean and Angie will be working together coordinating the essentials of the curriculum.

UPDATE: The new Library Room will be outfitted for the Kindergarten class' needs. We appear to be blessed with yet another full house of preschool and Kindergarten children.

- ⊗ **ANECDOTAL NOTES** - A situation came up where a classroom's anecdotal notes were reviewed anonymously. It was found that one of the notes was perfect and all of the other notes read as an observation and were completely identical. This review was done the very next week after Deb announced that copies for the office were not necessary anymore. Because of this disappointing surprise, the administrative team will be doing periodic checks on an anonymous basis.
- ⊗ **CLASSROOM VISITS BY DEB** - This idea was presented at the last meeting and Deb confirms that this will happen sooner or later. She is finalizing the year-end budget and as soon as her plate is a little lighter she will continue this important task.
- ⊗ **CONFERENCE INFORMATION** – Deb returned from her most recent conference with a lot of good information to help the children learn new things as well as information to help the teachers understand why they get so upset in the classrooms when having to repeat themselves too many times. This may be due to the way the children learn. There are 3 major different types of learning that Deb learned about during her conference. Kinesthetic, Visual and Audio Learning. The old type of learning is not meeting the needs of all of the children anymore because of this new technique being used. Some children need constant motion to be able to concentrate (squeezing a ball while concentrating on a test). Some children respond more with visually looking at and concentrating on an action being taught (the use of your solutions kits and the Feel Better Bag). And some children learn better if they hear the explanations first before showing them. This material is so new that the universities haven't even begun to teach their students about it. New training will be implemented within the next year in understand how we can help the children deal with their environment so we stop getting overwhelmed with those how seem to be not listening or act as if they have ADHD. Deb is so excited because KPS is so fortunate to be able to have this information. We will continue to be on the cutting edge of the education *and* spiritual side of teaching. Deb is feeling led to tell and teach others about how great we are and also to help others in their training. God is using us for new things and then it is passed on to other facilities. In all of Deb's journeys God has brought her together with several government people and people in the educational world that affirms what needs to be done. Deb believes that we are honoring the children! If you see things and you have additional comments to help the children, please come and help us put this all together.

The Affirmation Box:

1. Cheryl – "Thanks Cheryl for the great job you did when I brought a future KPS parent to the playground! You did a super job – very impressive!"
2. Amy – "Thank you for volunteering to stay late and for being so flexible with your schedule! God Bless You"
3. Erika – "Great job calming down 3 boys and then helping them play with and share 1 toy together!"
4. Jane – "Being OK with being left in the classroom alone so I could go home when I didn't feel good. Thanks so much."
5. Jane – "Doing a great job in the mornings. Your doing a great job, can not even tell you're new ☺"
6. Meg – "Thanks for being so patient with a new mommy who had LOTS of questions. Good Job Meg!"
7. Carrie and Ryan M – "Thanks for using a cute transition song while on the way to the playground! The kids were enjoying it and were all under control. GREAT JOB!"
8. Mary – "Thanks for singing with the kids – Lots of fun songs! GREAT JOB!"
9. Trish – "Thanks for being such a great example in the classroom of keeping God a part of our class. For example; praying during nap every week! ☺"
10. Trish – "For stepping up and going over and above your duties for the children in your class. Example; calling in on your vacation day to help out a child, making sure she got her medicine on time"
11. Cindy, Dorothy, Melanie, Deb H and Nicole – "Thank you for all your prayers for my sister. (There is an inspiring letter in the office from Amy showing the true blessings of God's healing hands!)"

The Anonymous Suggestion Bag:

1. When every class is outside, teachers are not staying in their zones. They all seem to gather by the gate, causing trouble in unsupervised areas. In addition, if a teacher is filling in for another teacher, they need to be in that teacher's zone, not by the gate.
- DISCUSSION: Review the playground zones and the responsibility sheet in ever classroom.

2. Clean up carpet spots in the hall around the facility and the classrooms if you see a mess.

DISCUSSION: A little water from your bleach bottle can be used on messes or you can use the carpet solution from the office break room. Please help us continue to look clean not a dirty mess like the old carpet.

3. I think that those using the computer need to be considerate of others needing to use it. Some people will use the computer not seeming to care how long others wait. Can we not act rudely to those who are simply asking how long you'll be on? And not act as if you are inconvenienced by them asking? Let's be adults and share the computer with each other.

DISCUSSION: Please share and be civil to one another. We don't want to act like those children in our classrooms that we seem to complain about each day. This makes people appear to be hypocrites.

4. The problem with the lights is still happening. They are being turned off at 12:55 -12:57 before all the classes are in their and before the children find their cots and get settled. Also the lights are coming on at 2:45-2:47, giving the teachers little time to arrive in the gym to get ready for the children. Even a few minutes can make a difference.

DISCUSSION: Lights are to be turned off at 1:00 and on again at 2:50. These are the only times that should be observed unless the office requests to alter the schedule for a meeting time. Not observing these times sometimes makes the teachers feel disrespected. Please try to comply with these times. It was suggested that we coordinate the clock on the thermostat with the classroom clocks. We will attempt to do this.

5. Cleaning of the bathrooms and facility.

DISCUSSION: Any cleaning questions or concerns need to be written down on a note and handed to Cindy, Melanie or Deb so we can get the concern directly to the janitor's superior.

720-01

Words cannot express how grateful my family is right now. At Christmas time my husband's sister Sue was diagnosed with breast cancer and we all were devastated. Of course we all thought the worst. Sue started her chemotherapy and went thru 3 months of all that it endures. She then had to get a mastectomy because her lymph nodes had traces of cancer still. This was on June 7th. She was in the hospital for 5 days to come. The following weeks were recuperating and praying that the cancer had been removed. This past June 21st Sue had her results of her biopsy that they took of her lymph nodes and the results showed that they all (20) had traces of cancer still. We all had a hard time hearing this. Sue asked her doctor for a Pet Scan which will tell where in the body the cancer is and how

it will need to be treated.
Her Petscan she got was on
June 22 the following day and
She was to get the results that
evening. We all were together
when she received her call
and God has blessed my
sister for he has removed
all the cancer.

What an awesome God we
have. I want to thank
Mrs. Cindy, Mrs. Dorothy,
Mrs. Melanie & Mrs. Bob
and Mrs. Nicole for all their
prayers for my sister.

Thank you Thank you
Thank you

Mrs. Amy