

Meeting Minutes

9/20/05

Attendance: Chris Akins, Laura Auer, Dorothy Barse, Amy Blissett, Donita Brandenburg, Joy Clark, Jean Clifton, Cindy Dankert, Krissy Fahlsing, Jackie Faylor, Crystal Flye, Mary Gerber, Meg Hans, Deb Hughes, Lisa Jacob, Debbie Kirkland, Trisha Lamb, Ryan Mays, Jen Mead, Angelica Mendez, Angie Mills, Tina Nieves, Jim Paxton, Melanie Rohloff, Nicole Sicard, Denise Skibinski, Lynn Stone, Deb Stout, Cheryl Thomas, Rosey Wilson, Amy Zalkin and Darla Zirkelbach

Not In Attendance: Keila Hissong, Esther Hoya, Margaret Kirkpatrick, Jayme Krouse, Trish Lake, Morgan Smith, Kelli Stout and Shanna Styles

Deb:

Deb started the meeting off by welcoming the team to diner that night and expressed her thanks to everyone for the information we received from the teacher surveys. She stated that we are listening and would like to show you in every way possible. The majority of the team members suggested we meet in the evenings at least once a session and so we are trying it.

Issues to Cover:

***** PLEASE REVIEW THE ATTACHED 'TEAM MEETING AGENDA'**

- ⊗ Food was provided my Mancino Grinders and Casa
- ⊗ Entertainment was provided by Pastor Chuck (voice of 'The Master'), Dorothy (voice of the tea cup) and Melanie (Narrator). They all had speaking roles in the "Tea Cup" story.

Melanie closed the "Tea Cup" reading with some words of encouragement for the team.

- ❖ Handed out copies of surveys (4 per table). Melanie explained that we are to "Remember that we are doing special things with the kids and the parents have noticed".
- ❖ Melanie also expressed that what you do in the classroom can be challenging at times. Not only do the teachers have these trials in the classroom but sometimes our personal lives come into play that sometimes makes us run down or skeptical of why we are here. "Live it up", Melanie explained. "Thank God for the blessings that He has given you even if you aren't able to see the challenges as blessings at this time".
- ❖ "When things go 'bad' in the classroom, be encouraged to take a moment to yourself when a child is disrupting class and understand that this is your chance to make a difference in their lives. Help them understand each and every time that you still love them and that you are their friend. Teach them that they have a voice so one day they can use it to stand up for themselves and speak their own thoughts. Maybe you will give the spirit to someday say I LOVE YOU GOD."
- ❖ Melanie expressed her feelings of being fortunate to be a part of the KPS family. "This facility is different from others that I have worked at because I really feel the strength to hold us together as a family united

through Christ. Family means the KPS and Grace Point employees along with KPS children and their parents”.

- ❖ Melanie expressed, “I am proud of you, I respect you and I want to assist you in any way possible. We also want you to know us (the administrative team) as real people with the same emotions, feelings and thoughts as you have. We cry when we are sad, we laugh when we are happy and we answer to the same God as you”. Melanie, along with the rest of the Administrative Team want you to be proud of us, respect us and assist us in any way possible.
 - ❖ “Trust that we are working for you even if you don’t see the wheels turning and fires burning in our heads.
 - ❖ Melanie welcomed the team again and requested that everyone find enjoyment during the meeting time.
- ⊗ Pastor Chuck spoke to the team and encouraged us that we are doing good things for the children. He did confront some of the rumors that have been floating around the building. He also spoke about the mission that we all have been called to do. Pastor Chuck chatted about a story he remembers from his past. It was about a lady that entered into the church down in Texas where he was some years ago. She remembered from her childhood that a church like his used to welcome her in and make her feel some loved and because she remembered that as a young child, she came to worship there after being away from the church for several years. He still hears from this woman even after several years have passed. Her remarks are always the same, “Thank you for loving me into the Kingdom of God!”. Pastor expresses that this is what we as team members are called to do, hear at KPS and throughout our journey in Christ.

Updates from the Team:

- ⊗ Dorothy: She reminded everyone of the importance to follow the correct procedures in starting up and shutting down the computers each day. She also released the new software policy.

Kiddie Prep School Computer Policy

Because of the following statements, the KPS Computer Policy has become effective.

1. Software Requirements –
 - a. Software comes with minimum system requirements.
 - b. Software needs to be age appropriate.
 - c. Software needs to meet our Christian standards.
2. Licensing Agreements – Software by law can only be loaded on ONE computer.
3. Computer Maintenance – In order to keep the computers running at their best, the computer support staff needs to know what is loaded on each computer.

Therefore, any software loaded on school computers need to comply with the following procedure:

1. Submit the CD to the computer support staff so that a copy can be made and it can be loaded on the appropriate computer. The copy will go into the classroom and the original will stay in the office. That way, if the class disc is damaged we still have the original.
2. If you change rooms and would like to take your software with you, and it is age appropriate for your new room, please fill out a Computer repair form making the request known to the computer support staff.

She reminded everyone of the state requirement for all parents to use the sign-in and sign-out sheet appropriately every day.

- ⊗ Cindy: She handed out a beautifully written letter to the staff in which she explained several issues. She spoke to everyone regarding the importance of filing out the food program sheets at POINT OF SERVICE EVERY DAY. She spoke briefly about the retirement of the "sticker lady". Jackie bakes for us in the winter and that is why there is not sticker lady now. Cindy's administrative responsibilities have grown with the growth of the KPS enrollment and team members and she appreciates the extra "quiet time" in the afternoons in order to catch up with the day's required tasks. By the end of her touching letter, we all had a great understanding of how loving she really is and how much patience she has for all of us (team members and children). **PLEASE SEE ATTACHED LETTER.**

- ⊗ Melanie: **PLEASE SEE ATTACHED NOTES**

Deb's Closing Remarks

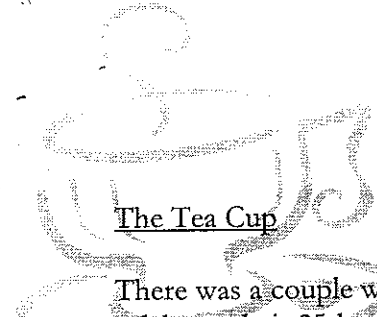
- ⊗ Deb thanked everyone for coming. She closed the meeting quickly and was not able to discuss everything she had planned. She stated that she was very pleased with the meeting and she expressed her gratitude for the rest of the team in putting everything together. She also stated that we would be having an additional meeting soon to go over other info that was not discussed.
- ⊗ A drawing was done of names and prizes were handed out.
- ⊗ Staff left the meeting with their "tea cups" and journals to help them remember how much they mean to the rest of the staff and to remember the Tea Cup.

Team Meeting Agenda

9/20/05

- I. WELCOME and Introductions
- II. Blessing of the food/Opening prayer
- III. Time to EAT!!
- IV. Reading of the "Tea Cup"
 - a. Entertainment by: Pastor Chuck, Dorothy and Melanie
 - b. Melanie - Review of surveys (teacher and parent) along with closing words
- V. Announcements Presented by Pastor Chuck
- VI. UPDATES:
 - a. Dorothy – Computer maintenance, computer programming policy, sign-in and out sheets, misc...
 - b. Cindy – Food program, curriculum, classroom supplies, "Sticker Lady", rosters/classrooms, misc...
 - c. Melanie – New employees, old employees, interviews, training videos and handbooks, schedules, scheduled time off, teacher communication area in office, sub folders, nap time sub folder info, KPS team prayer and Hot Topics.
- VII. Deb's Discussion
- VIII. Anonymous Suggestion Box Entries
- IX. Affirmation Box Entries
- X. Acknowledgement of those teachers involved in CDA classes
- XI. Team meeting open for questions and comments
- XII. Team meeting closing remarks and prayer

Good Night and Sweet Dreams!!



The Tea Cup

There was a couple who used to go to England to shop in a beautiful antique store. This trip was to celebrate their 25th wedding anniversary. They both liked antiques and pottery, and especially tea-cups. Spotting an exceptional cup, they asked, "May we see that? We've never seen a cup quite so beautiful."

As the lady handed it to them, suddenly the tea-cup spoke, "You don't understand." It said, "I have not always been a tea-cup."

"There was a time when I was just a lump of red clay. My master took me and rolled me, pounded and patted me over and over and I yelled out, 'Don't do that. I don't like it! Let me alone!', but he only smiled, and gently said; "Not yet."

"Then... WHAM! I was placed on a spinning wheel and suddenly I was spun around and around and around. 'Stop it! I'm getting so dizzy! I'm going to be sick!', I screamed. But the master only nodded and said, quietly; "Not yet."

"He spun me and poked and prodded and bent me out of shape to suit himself and then..."

"Then he put me in the oven. I never felt such heat. I yelled and knocked and pounded at the door. 'Help! Get me out of here!' I could see him through the opening and I could read his lips as he shook his head from side to side, "Not yet."

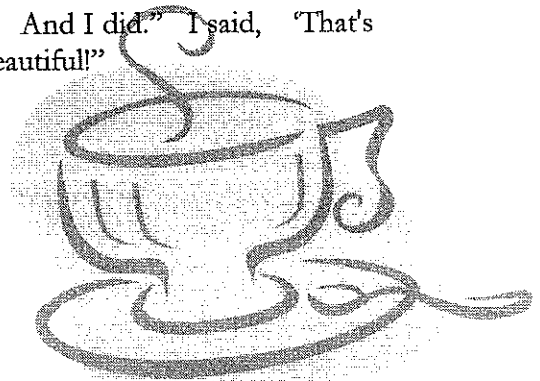
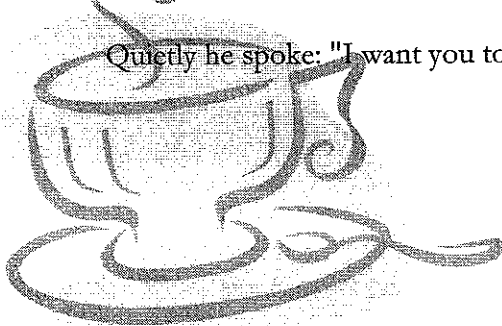
"When I thought I couldn't bear it another minute, the door opened. He carefully took me out and put me on the shelf, and I began to cool. Oh, that felt so good! 'Ah, this is much better,' I thought. But, after I cooled he picked me up and he brushed and painted me all over. The fumes were horrible. I thought I would gag. 'Oh, please; Stop it, Stop it!!' I cried. He only shook his head and said. "Not yet."

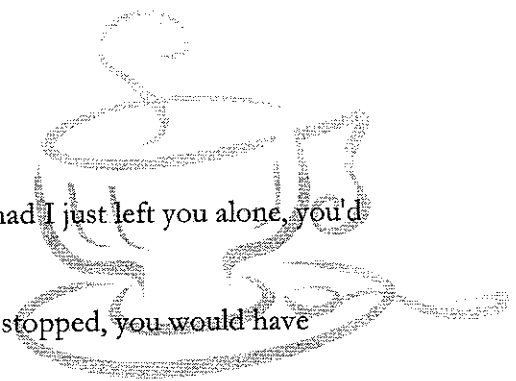
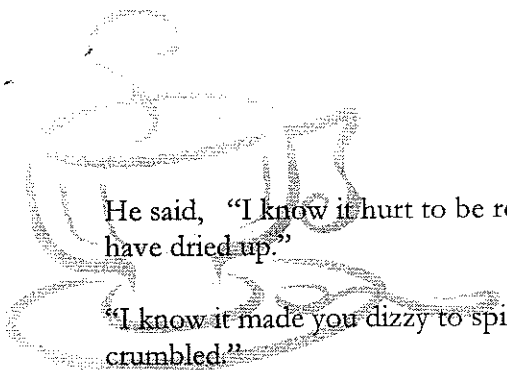
"Then suddenly he put me back into the oven. Only it was not like the first one. This was twice as hot and I just knew I would suffocate. I begged. I pleaded. I screamed. I cried. I was convinced I would never make it. I was ready to give up."

"Just then the door opened and he took me out and again placed me on the shelf, where I cooled and waited ----- and waited, wondering 'What's he going to do to me next?'"

"An hour later he handed me a mirror and said 'Look at yourself.' And I did." I said, "That's not me; that couldn't be me. It's beautiful. I'm beautiful!"

Quietly he spoke: "I want you to remember, then..."





He said, "I know it hurt to be rolled and pounded and patted, but had I just left you alone, you'd have dried up."

"I know it made you dizzy to spin around on the wheel, but if I had stopped, you would have crumbled."

"I know it hurt and it was hot and disagreeable in the oven, but if I hadn't put you there, you would have cracked."

"I know the fumes were bad when I brushed and painted you all over, but if I hadn't done that, you never would have hardened. You would not have had any color in your life."

"If I hadn't put you back in that second oven, you wouldn't have survived for long because the hardness would not have held."

"Now you are a finished product. Now you are what I had in mind when I first began with you."

The moral of this story is this:

God knows what He's doing [for each of us]. He is the potter, and we are His clay. He will mould us and make us, and expose us to just enough pressures of just the right kinds that we may be made into a flawless piece of work to fulfill His good, pleasing and perfect will.

So when life seems hard, and you are being pounded and patted and pushed almost beyond endurance;
when your world seems to be spinning out of control; when you feel like you are in a fiery furnace of trials;
when life seems to "stink", try this....

Brew a cup of your favorite tea in your prettiest tea cup, sit down and think on this story and then,
have a little talk with the Potter.



Parent/Teacher Conference Survey Feedback Info (from 2005)

The information below shows the comments we received from the current Parent/Teacher conferences. We had a much better turn out this year verses last. **OUTSTANDING JOB!!**

1. Were you comfortable with the information you received during your conference time?

Outstanding Good Fair Could Improve

2. Were you content with the 15 minute time span for the conference?

Outstanding Good Fair Could Improve

3. Were the scheduled times suitable for your personal needs?

Outstanding Good Fair Could Improve

4. Were the Kiddie Prep Team Members kind and courteous?

Outstanding Good Fair Could Improve

5. As a complete process, were you pleased with today's conference?

Outstanding Good Fair Could Improve

Additional Comments:

- o 15 minutes is not long enough.
- o Later afternoon times or early evening appointments would be better. We use daycare because we work.
- o Two conferences (or more) would be appropriate rather than one at the end of the school year. The teacher did an excellent job putting together the "scrapbook".
- o I would rather have the conference times toward the end of the day.
- o We went over time on the 15 minute limit.
- o I loved the book that was made for my son. Great Keepsake!!!
- o The assessment forms are good, but it would be nice to see a rating or scale v.s. just observed/not observed.
- o Working moms and dads sometimes have difficulty taking time off mid-afternoons.
- o Yes. The time allowed me to not take much time away from work, but to get the information I want about my daughter.
- o I had to make a change in time and the time was rescheduled to my needs.
- o It is hard to get off work during these times (both parents).
- o We did go over our time frame by approximately 5 minutes.
- o It is very difficult for both parents to get off work at the designated times. However, we understand the need to do this during the nap period.

Affirmations:

- Kiddie Prep School, I feel is an outstanding childcare center.
- The book was a very nice touch.
- What an outstanding group of teachers.
- I was very pleased with booklet including pictures.
- It is comforting to leave your child with someone who really cares for him or her.
- I really appreciate the teachers' efforts in making personalized booklets for each child, and how they held on to various craft items to show each child's improvement over time.
- The staff at KPS is fantastic!!
- We left feeling like the teachers really care and love our child. What a safe and wonderful place to be!!
- I just want to say thanks!
- All the teachers are nice and very helpful.
- I cannot say thank you enough for all the love, compassion and teaching the people at Kiddie Prep have given to our daughter – Thank You!
- I am impressed with Kiddie Prep School as a whole! Thanks for all you do!
- My son and I are pleased with the care, activities and the teachers here! Great Job!
- The Kiddie Prep program is excellent and I would highly recommend it. We will miss all of you!! The McCombs ☺

Parent Evaluation of Program

These are the results from the Parent Evaluations we received for this year (2005)

PROGRAM CONTENT:	10	9	8	7	6	5	4	3	2	1
Curriculum	26	7	6	2	1					
Age Appropriate	29	7	5	2						
Adequate Play Materials	29	10	4	2						
Physical Activities	28	11	3	1	2					
Music Appreciation	23	5	11	1	2					
Use of Literature	25	6	9	2	2					

FACILITY:	10	9	8	7	6	5	4	3	2	1
Safe	25	11	5	2	1					
Children-oriented	27	10	6	1						
Inviting	28	9	6				1			
Attractive	25	10	5	3		1				
Comfortable	25	13	4	1			1			
Neat and Clean	23	13	6	3						
Accessible	28	11	4							

Comments: Child restroom has smelled of urine a couple times... Too many balls being kicked and kids could get hurt.

STAFF:	10	9	8	7	6	5	4	3	2	1
Professional	27	10	4	2	1					
Knowledgeable	29	8	7							
Child-oriented	31	7	6							
Responsible	28	5	6	2						
Prepared	27	7	5	2						
Warm and Caring	29	6	4	1						
Open and Commutative	28	6	4	2	1					
Helpful	30	5	4	2						
Neat and Clean	27	7	3	3		1				

Comments: My teacher is always very prepared and aware of my son's needs. It is difficult at times because afternoon pick up staff don't always know about his behaviors/mood from earlier in the day.

GENERAL:

	10	9	8	7	6	5	4	3	2	1
Cost	15	8	8	7	2		1			
Registration Procedures	25	7	6	1	1					
Spring Program	32	4	3							
Info Made Avail. to Parents	27	7	5	1	1	1		2		
Efficiency or Total Operation	22	9	6	2			1			

1. If you have a problem, concern or suggestions, would you know whom to talk with?YES: 37NO: 2

Would you feel comfortable doing so?

YES: 38NO: 1**2. Are you interested in attending workshops on parenting issues?**YES: 11NO: 25What time of day? Morning 1 Afternoon 11 Evening**What topics would you suggest?**

Instilling respect, integrity and courage in our children... Different medical topics like ADHD, Autism, etc... Discipline, potty training... How to make children mind without losing yours AND How to make quality time with your children... Dealing with anger in children... All things parenting!....

3. What do you like best about our program?

Sincere love for children... I can't tell you what I like best but I can tell you I like hearing about all the new things my child gets to do and I love watching her development progress

so well and her reaction to the program. She loves it!... Many activities for the children. I like having the gym available for winter months and outside playground for summer. I

like that you have a letter, number and shape per day. My daughter is learning so much! Days of week, months of year, prayers, songs, etc... Each child gets a lot of attention...

Extended day Kindergarten and the long hours they can be there, for when we have to work... That the teachers/staff are very responsive to the emotional needs of my children...

The love our children receive while at KPS... Caring, supportive, education skills... Variety... The curriculum... My son is safe and that he is with other children his own age

and being thought Christian values... That every day they learn something new... My child loves to come... Christian based, loving environment... Teachers... Curriculum

and staff... Your rooms are so bright and offer many activities for the children. I also like them having the gym to use in the winter when they can't go outside. Playgrounds are

large and allow room to run... Everything... Christian based learning-loving environment... The inviting feeling... Friendly staff and the fact that they truly care about our

children... The organizations and variety... The fact that my daughter gets up each day excited about coming.... Very organized... The curriculum... Thank you for keeping my daughter safe and for making it fun for her to come to school... Meal program, gym, Use of computers, teacher/student ratio.... Love the Spring Program... The variety of activities and learning techniques... Available hours... Available hours....

4. Are there any areas you would like to see improved or changed?

1. Try harder not to yell at kids.(I know its difficult) 2. Teach non-resistance (biblically). 3. Address behavior and heart.... Security is still such an issue and a scary thing these days.

I had it happen one time and I know others have had it happen where they have not been asked for ID for pick up when that person has never stepped foot into KPS. I would make sure every staff member knows if they even think they may not know a person picking up a child they must request ID or be terminated by KPS. None of us want to think about that happening in our community but the fact is that it could and they need to think about what could happen if they do not request ID... If a child is continually hurtful to other children and disruptive to the class and there is no improvement the child should be discharged... When parents don't want their children to go on field trips, to respect that, because we are trying to teach our children lessons... When outside/gym I think it is very unsafe for the kids to kick and throw balls. The balls are hard, and when they hit a kid, it could cause problems with eye, nose, ear or brain... Nothing at this time... The Spring Program is fantastic, but we need more rigor for the parents!! Too many parents stood to videotape, blocking other parents' view. It became very overwhelming this year and seriously detracted from everyone's ability to enjoy the kids. Let's pool out money and hire a professional video professional!!.... No... New family orientation/opportunities for families to meet and get to know each other... Friendliness of office personnel... I would like to see a lesson in table manners introduced... No... Not really... None at this time... Need a lesson for kids on table manners... No.... No.... Would like to see my daughter moved up to the Farm Room to be challenged more... The proper student/teacher interaction needs to be reinforced with some teachers. I have heard teachers yelling at students rather than speaking with them.

5. What could we do differently to improve communication between the parents and the school?

Perhaps include encouragement/positive things about child with criticism more often... I think the newsletter is great... I think that if we parents read the newsletter and other information that the teachers give, that should be communication enough for us parents to know what is going on... Nothing at this time... Keep up the postings outside the classroom.... Room-specific newsletter would be fantastic!!... We would like to have copies of menu at home as well as lesson's, areas of Bible study and memory verses so that we can re-enforce at home... Have a parent box for questions or for the parent to schedule time with a teacher if needed.... It is perfect... Weekly reports... Weekly and/or monthly "take home" sheets detailing the curriculum scheduled. (in addition to the binders on the wall). Additional computer hands - on... Would be helpful if an all day teacher was still with them at the end of day to confirm no problems or ask questions... If there are on going issues with a child, inform parent early on instead of calling and threatening to dis-enroll if problem continues... Increase number of parent/teacher conferences... Increase the number of parent/teacher conferences (2x per year)...

6. Please share any additional comments or suggestions you may have about KPS.

Please continue to strive for biblical standards. Thank you... Great program... I am very pleased with KPS as my daycare facility... I would recommend KPS to all my friends. There is a great deal of turnover with the teachers which could be very hard on some kids, even hard for the parents... Parents in this area, I feel are blessed to have KPS that

they can send our children. I feel Mrs. Deb was correct in her opening of the school Spring Program.... The Spring Program was wonderful and we enjoyed watching all of the children, however, parents were standing in the aisle's for photo's and videos. Could you ask parents to remain in their seats for photo's and the school could video tape for copy and sale by order.... The Kindergarten teachers are wonderful!.... Teachers are excellent!.... I really appreciate your call back service, when someone not on the "pick-up" list will be picking my daughter up, a return call to my work confirming it was really me was awesome. It is really an excellent feeling to know my child is safe, and has such a wide variety of activities throughout her day while I am at work. Thanks for all of your hard work!.... Great teaching staff. They really love the kids. Teachers are really easy to talk to when needed... None... Very impressive... I am very pleased with everything I have seen... The male teacher was excellent!... Love that my child goes to KPS. You all do an excellent job. She is in safe and caring hands. Thank You!... I trust you with my children every day and feel comfortable doing so - that says it all.... We LOVE the program and everyone involved with it... I love that all of your teachers know all of the kids names in the whole school, not just the kids in their own class. Everyone does a wonderful job. I refer a lot of people here. Thank you again... Concerned about the time some teachers stay in chairs v.s. being physically "down with the children" (especially in the morning). Would really like to see my daughter challenged more mentally and physically with older children... In general KPS is excellent with children, activities, and care. The teachers in the Train Room are awesome!!!.... I believe some of the teachers at KPS need to be reminded of the proper way to speak to children. I have heard yelling from teachers and some comments that were somewhat inappropriate....

Andy's letter

September 20, 2005

To My Dear Kiddie Prep School Family,

Public speaking is not my thing. I am not good at it because basically, I am an extremely shy person. I decided to write you a letter for tonight's meeting so you would know how I feel about all of you.

First of all, you are a very patient person or you wouldn't be sitting here tonight reading this letter and eating Casa salad. When God made you, up in heaven, He had you standing in several, what I like to call, personality lines. You were undoubtedly in the "Creative" line, the "Kind" line, the "Loves Little Kids" line, the "Good Looks" line and you were at the front of the "Patience" line. When God speaks to us in 1 Corinthians, He reminds us that "*Love is patient*". Thank you for being patient.

We have been blessed with lots of kids at Kiddie Prep School. There were 202 on the roster the last time I peeked at the list. That's a lot of opportunity to be patient. Anyone who gardens knows that you have to have patience. One has to prepare the ground, plant the seeds, water the plants, enjoy many days of sunshine, and wait for the final product to appear. I consider you to be a patient gardener, planting the seeds of Jesus' love in our little ones. With God's help, that feeling of unconditional love will remain with our kids throughout their lifetime. Those of us who have been here more years than I can imagine, are fortunate enough to see the fruits of our labor beginning to appear. Our former "babies" are coming back to work at Kiddie Prep. Some are old enough now to be bringing their own babies for us to care for while they are at work. Thank you, Lord, for supplying us with the patience we need to get through each day.

We need patience with things other than kids at KPS, also. I know that you need lots of patience to mark those food sheets at "POINT OF SERVICE" (that was a commercial for the CACFP!) The food program requires lots of patience, but it is worth the effort. Most things that are worthwhile do require effort. The final product here is help with our grocery bill. We need those Teddy Grahams at snack time, so thanks for your patience in keeping the food sheets accurate. By the way, you did a terrific job on the August sheets. It was a labor of love to re-copy August 1 - August 22, but you did it successfully. I'm not afraid of the State Inspector showing up to do an audit. I know you are doing your best to keep the numbers accurate. If she finds an error, we'll fix it. (Somebody remind me that I wrote that when she shows up!)

For our kitchen ladies, who over the years have prepared millions of peanut butter sandwiches and cookies, tons of lasagna and pizza and cleaned up after all of us, I want to say I am grateful for your love and patience. For our teaching staff, organizing curriculum, doing assessments and anecdotal notes requires you to have patience. By the way, I am always on the lookout for new Christian curriculum ideas for you to use. Please be patient with me if I get so bogged down in paperwork, phone answering, parent concerns, temperature taking, nose wiping, temper tantrum calming, or kid hugging, that I don't help you enough. If anyone finds some "good stuff", please share it with me. I'll definitely investigate it further.

It requires patience on your part to close up your room, especially on Wednesdays and Fridays. Those sensory tubs are not fun to transport back and forth to the office storage room, but they are for the kids' brain development. In that case, how can you possibly avoid using them? At least all of the tubs stack easily now. We have to share space with grace. Without Grace Point, we wouldn't have Kiddie Prep School. We are indebted to the folks, who back in 1968, could see into the future and know that there would be a need for Christian daycare for the community. I'm thankful for their patience regarding the red tape they must have gone through to start this ministry and continue it all these years.

After hearing the story of the teacup, we know that we are all a work in progress. I saw a little kid wearing a t-shirt that said, "Be patient with me because God isn't finished with me yet!" How appropriate! We are all God's children and He isn't finished with any of us yet. For whatever reason, God has brought all of us together to minister to our Kiddie Prep kids, their families, and each other. It takes lots of love and patience to get up in the morning, punch that time clock, and know that during the next 8, or 6, or 5, or 2 hours of your life that you are scheduled to work, you will be responsible for planting seeds. For those times that you don't feel up to the task, remember that God will help you through and as a team, we can help each other. Our team has an extremely important job to do. You are a PATIENT GARDENER, and I am humbled and honored to be a part of your life and your team.

Love,
Sindy

1. Name off the new employees:

- ❖ Esther Hoya – Ocean Room part-time (will have a 3 ½ year old daughter here)
- ❖ Laura Auer – Kitchen Support Staff (will have 2 school age children here)
- ❖ Morgan Smith – Leo High School student helping out in the evenings part-time
- ❖ Angie Mills – Full time morning floater. She is here to step in where we need her.
- ❖ Lynn Stone – Full time lead teacher in the Castle Room (daughter in the Bug Room)
- ❖ Keila Hissong – Leo High School student helping out in the afternoons in the gym during naptime. By the end of next month she should be here for longer hours helping in the Bug Room.
- ❖ Trisha Lamb – Full time lead teacher in the Train Room. (she has been a KPS mom for some time now with her daughter Josie)
- ❖ Donita Brandenburg – Full time lead teacher who did most of her training in the Bug Room but now shares the lead teaching responsibilities with Trisha in the Train Room.
- ❖ Debbie Kirkland and Jim Paxton have recently completed their 90day provisional time and now are officially KPS family members.

2. Welcome Back!!

- ❖ Jean – She is back from her summer R&R and rolling strong with the Kindergarteners.
- ❖ Cheryl – Lead teaching in the Bug Room this session! Back from her surgery restrictions all summer. Glad to have you back.
- ❖ Shanna – Part time assistant teacher in the School Age room. She's been working hard at camp all summer.
- ❖ Congratulations to Cindy for the tough week last week. She actually made it through her marathon week without Owen who was on vacation. APPLAUSE!!

Open up the floor for anyone else who would like to share some good news of their own or for their fellow team members...

****ANNOUNCEMENTS:**

Amy has made the Dean's List again this year!! WAY TO GO...

Rosey shared that her daughter was having some hard times at her new school with some of the children. She shared that her daughter is now praying for the children and things seem to be getting better.

Dorothy shared how she is able to see how we are all in different stages in our lives. She expressed that is interesting hearing about everyone's experiences and how they are different but so enjoyable. She also shared her experience at Mikes Car Wash one day. Dorothy expressed that at one point during her visit she thought... Do you ever wonder what you are to do when they spray soapy water over your windshield? They wave you in but you just cannot see what is happening. You just have to trust that they won't lead you into trouble. Because of the difficult times she was going through at the time (her personal situations) she really felt that the Holy Spirit was helping her understand to trust in God. Dorothy expressed that we all have to remember that God doesn't just reveal all of His plans to us. We just have to hold on and trust in Him even when things get "too rough" to handle and we just can't see what He has in store for us next.

3. Interviews are still going on. We currently have open a part time assistant teacher position in the afternoons. I have one new reference for the position that we will be checking out.
4. Training has begun with the new training handbooks which incorporate the Training Videos that were purchased some time ago. I handed out a scheduled plan for the next few months just last week. This gives you a look ahead and helps you see how important it is. After each video you will be given a quick "What do you remember assessment." These will be reviewed in order to help me see if anyone needs additional encouragement with a topic. Don't forget that you are invited to bring your lunch during your scheduled training time and you do get several in-service hours for your time spent.
5. A reminder that weekly schedules are posted on my purple clipboard at my desk on a regular basis. Last minute changes are always hard to jot down but I try and do my best. If you ever want to peek at it, please do so at anytime but remember that other information on my desk may be confidential. Please respect that.
6. Thank you for using your time wisely and setting your vacation time and doctor appointments during low times during the summer session. To those of you who are new and need a refresher, the team is asked to schedule any personal time off during naptime or during time when they are not working. This is done in order to respect the children and not have too many tired overtime substitute teachers or "bumping" of kids. Bumping kids from room to room can get very frustrating for everyone especially the parents and children. So, please use common sense and courtesy when requesting time off.
7. The Communication Area has seen better times. Thank you to everyone who continually check out the new postings and keep me on track. I try to post new info as much as possible on a regular basis but have fallen behind because of scheduling priorities. Please visit this area to make sure you are not missing out on anything...
8. Please continue to update your sub-folders. I have a reminder to come around and check them for current information. This is now your reminder! Also, I do know that your classroom binders are busting at the seams. Several team members have critiqued me on what has been requested to put into your binders. This information is for the children's benefit and yours. Please take advantage of it and also share any information that you may find during your continual search for good ideas with lesson plans. Nicole has done a great job with this and I applaud her. Also, the binders that you have now were donated by my mother-in-law which was a great benefit to us although they are too small now. Cindy has been very gracious and will be purchasing you bigger binders this week.
9. Reminder!! After team meetings a copy of the minutes circulate throughout the building from team member to team member. Do not let the kids use them as scrap paper. It is important that everyone reads these notes. I understand that it would be beneficial for all to be at the meeting live, but the children need supervision so minutes are the best thing right now. Please respect the time that is put into these minutes, read them and hand them to the next team member as soon as possible. I also keep the log of initials for state purposes.

There have now been 4 team meeting minutes dating all the way back to March that have not been returned to me. Please check your closets and drawers.

10. One subject mentioned in the "lost" meeting minutes was the idea of information being shared with me regarding any special needs for your classroom children during nap time. This information would be put into a "nap time sub folder" in order to assist the part time afternoon teachers in the gym. As of right now, I have not received anything regarding special needs in order to make such a folder. Please do some brainstorming this week and help me put this information together. EXAMPLE: A child in one of the rooms must go to the potty when they ask or else. One of the children in the Safari Room cannot deal with you touching her hair while in dark areas.
11. A couple of months ago the idea of a team prayer was discussed and requested at one of the staff meetings before summer started. I handed out a worksheet and called for your input in order to use your prayerful ideas to root the prayer together. I received a total of about 7 out of 40 that I handed out. If this is still something we would like to do, I would love to have your input again. I have a sign-up sheet with everyone's name on it. Please write yes or no next to your name and I will take a head count later this week to see what the majority would like to do.

*****PLEASE SEE A COPY AND SIGN-UP SHEET ATTACHED.
Please feel free to jot down your comments.**

12. Last but not least, "Hot Topics" I would like to incorporate your skills when training the team. We will be doing a drawing at the next team meeting on different topics that we come up with tonight. Each team member will get a chance to show us their teaching ability. This way you will be part of the meeting and be praised for what you do best.

*****PLEASE SEE A COPY AND IDEA SHEET ATTACHED.
Please write down any training ideas that you may want info on or maybe you have had or read about some good issues that you feel the team should share info on.**

Team meetings will be scheduled on a regular basis in order to continue the following new procedure.

We will begin picking a topic during each team meeting along with a name of the team member that will do a short presentation about the topic picked. At the end of exchanging ideas with the team, the presenter will explain **“why we carry out, should carry out, or should not carry out”** the discussed topic in our classrooms and facility. In other words, how does the topic discussed benefit/not benefit the children in the classroom?

There is no need for panic. You will not be graded, and you will not be judged. We would like to “tap into” your special teaching skills and let you shine with the rest of the team. This will help us all learn from our peers and help one another out.

EXAMPLE: Nicole is picked first... The topic is Circle Time Activities...

Nicole could take that idea and think of several different things that make up a Circle Time that is filled with enjoyable, fun education for the appropriate age group that she is teaching. Nicole may come up with some ideas regarding the best time of day to proceed with Circle Time, some ideas on what exactly to do during Circle Time and ideas on some of the best ways to “reach” the children during this time. BUT... in Nicole’s closing statements she would need to explain **“why we do Circle Time with the children”**.

Use your imagination and make it fun, but educational! You will need to prepare to teach us for approximately 10 minutes and then be ready for questions from your team members.

Hot Topics to Help Us Train

Please use the lines below to write in some topics you and your team members would like to hear/learn more about to further our training as Early Childhood Educators/Mentors. Please write one topic per line.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

TIPS For Getting The Most Out Of Training

As a director responsible for staff development, it is important for you and your staff members to stay current in your knowledge of early childhood education, improve skills, and learn about new ideas and techniques. Developing a positive attitude with your staff regarding personal growth and life-long learning is important to the quality of an early care and education program. It is known that the daily conversations teachers hold about best practice, curriculum, and goals for the children and child care program produce the most powerful growth and construction of knowledge. As a complement to these ongoing conversations, staff training events can enhance the quality of a program, rejuvenate staff members, and provide good sources of new information and best practice. The following is information you can use with staff to get good results when identifying, selecting, and getting the most out of appropriate training.

How do I identify training needs and take appropriate training?

Tips for reflecting on strengths/weaknesses and identifying areas of need for continuing educational growth:

- Ask another staff member or your director to help you identify your strengths and weaknesses. They could do a class observation (i.e., ECERS, ITERS, or NAEYC Classroom Observation) and give you feedback. Based on the observation, you can identify your strengths and weaknesses so you can work on areas that were noted as needing improvement.
- Think about a teacher you admire. What skills or abilities did she have that you would like to develop in yourself?
- Think about something in your job that you find difficult (examples include talking with parents, disciplining defiant children, or lunchtime routines).

- Get feedback from parents on possible topics of training in areas needing improvement.
- Assess your knowledge of early childhood education in a variety of topic areas by using your Professional Development Record. Section III shows you how to do a pre-assessment.
- Check to see if the training you have taken in the past covers a balance of topic areas. If not, think about why. Are you avoiding a topic you could use more information about? Are you taking too many workshops that are on topics considered strengths? Are you developing a specific area of expertise to share with other staff?

Tips for setting goals and finding training that meets those goals:

- Set specific learning/training goals and follow up with a plan of action. Look for training that builds on your strengths or takes you to the next level of understanding about a topic, or look for training that provides additional information in areas considered weak. Section IV of the Professional Development Record can help with developing an annual training plan.
- Look for and read journals or professional articles that can provide you with information about topics related to your training goals. Join professional organizations to help access appropriate resources.
- Call local training organizations to get information about accessing the training that has been identified in training plans and post the training calendars that are mailed to the child care facility so that all staff can see what training is offered.
- Contact an appropriate trainer to come to the child care facility to address the specific training needs of the entire staff. This can be particularly effective if a center-wide issue is identified or when taking a new direction programmatically. This type of training can help strengthen the team.

How do I get the most out of training?

- ✓ Think about what type of training appeals to you most. Some training types include lectures, workshops, conferences, college classes, or distance education types of training like video, satellite, and Internet training. You may also have to consider location or time of day.
- ✓ Consider your topic and think about two things you want to learn about that topic. Make sure you ask the presenter during or after the training if your questions weren't answered.
- ✓ Make sure training sessions relate in some way to your goals for improving yourself, your program, or classroom. Check the CBK Knowledge Area and Competency Level of the training to make sure it is appropriate for you.
- ✓ Take notes during the training. This helps get more out of training. If you forget to bring paper and something to write with, take notes on the agenda or handouts.
- ✓ Immediately after the training, write down three ideas you want to remember, do, or change.
- ✓ Try to implement one or two of the ideas you learned, or were reminded of, within a few days of attending the training. You can remind yourself by posting a note about what you wanted to change or try in your classroom or by telling your director or team member.
- ✓ Share your training experience and what you learned at a staff meeting. Talk about the three ideas you thought were important. Discuss what you plan to implement or change as a result of the training.
- ✓ Get out your notes and reread the handouts a week after the training. Have you followed through with changes or ideas you wanted to focus on?
- ✓ Become the center expert on a specific topic and do an in-house training on the subject for the other staff.