

Meeting Minutes

May 4, 2005

Attendance: Cheryl, Amy B, Becky, Deb S, Sarah, Trish, Angie, Nicole, Jessie, Ryan, Kelli, Jean, Darla, Meg, Angelica, Kristin, Chris, Jen, Joy, Mary, Amy H, Lisa K, Griselda, Melanie and Cindy

Not In Attendance: Dan, Crystal, Sarah, Jenni, Lisa J, Amy Z, Stacey, Shanna, Jayme K. and Denise.

Deb:

Issues to Cover: KPS Survey Report and Vision of KPS

- ⊗ **#7 Question:** "From your point of view, what would you change immediately if you could?"

Answer Addressed: "I would up-date the posters, toys and manipulatives. It is hard to play when pieces are missing or broken.

Deb's Response: Cindy has spent close to \$10,000 to date in order to update things in the classroom. Cindy is very responsive to the teachers' needs and will replace practically anything immediately if you ask her to.

Answer(s) Addressed: "We should have the right to ask children not to come back... dis-enroll problem children" and "The policy for handling discipline problems."

Deb's Response: A new policy will go into effect today. There is a new form for the staff to use. This will hand over the strength to the teachers to make the initial decision in dis-enrolling a child in their classroom. This process includes 3 steps. The first step is a log of the child's behavior. This will provide us a "paper trail" for the parents to see we have tried things to help and it will show that we have not made a "spare of the moment" decision. The second step involves the teachers who are in the classroom to sign in agreement that they have discussed the issue and are all on the same page. The third step includes the director and possible further research with the child's family to see if we missed anything. At the end of the 3 steps, the teachers involved and the director will sit down and discuss the information and the options for the child. *These forms are available at any time. They are located in a folder at the teachers communication center in the office.*

Answer Addressed: "Playground... More shade... Put up tarps to make shade"

Deb's Response: In October, the church received and increase in their ministries and discussed additional help for the KPS playground area. They have a list of things which include (but do not limit to) holes on playground, shed area for toys and tarps for shade. It has been discussed recently again and we should start seeing improvements soon.

Answer Addressed: "Let playground teachers walk around to any area when they are needed. Let them sit down as needed."

Deb's Response: State laws prohibit us to allow the staff to sit on the playground area. We have been "granted" a waiver which supports our request to have more than 20 children out at a time on the playground. Because of this grant, our staff CANNOT sit on the playground at any time (unless medically necessary, see Deb). If the teachers request to sit, we will have to enforce the state rule of no more than 20 kids on the playground at a time.

Answer Addressed: "Food being prepared like home-cooked meals."

Deb's Response: Dorothy has several books, etc... that explain the food program and the reasons why she has to do things specifically by the "book".

- *Eating only 'outside' food.
- *Vitamin A is hard to supply in a variety of foods.
- *Staff can look and review the books '*at their own risk*' because it is really tricky.
- *In the end, the staff need to keep in mind that all the food is provided to the staff as a freebie. You do not have to eat it if you do not want to. You have time after the 1:30 to go and get something else.

We also understand the concern of the way the food is served. We are currently working on some changes in the kitchen in order to help them re-organize the process in the kitchen.

Answer Addressed: "Unfair that married employees are not offered the \$100 reimbursement for health insurance. We should receive the same benefits."

Deb's Response: Some time ago Deb and the Board members tried to figure out how to legally help those who may be struggling and need help. They were trying to be compassionate.

⊗ #2 Question: "What services need to be improved?"

Answer Addressed: "Bible curriculum done in classrooms. So much time given to letters, numbers, etc... That Christian guidance seems to get pushed aside."

Deb's Response: We need to have a balance between curriculum and our Christian identity. Some Christian schools are all one way or the other. The best thing is to be somewhere in the middle.

⊗ #4 Question: "What do you like least about working at KPS?"

Answer Addressed: "Pay... Wages"

Deb's Response: The KPS board did some research. We are on the high end of the preschools at this time. 8 out of 10 centers will pay less. Board respects the KPS staff. Deb also respects the staff and believes that they deserve more.

Answer Addressed (from Other Comments area): "It would be nice to receive a raise other than the 3% that is automatic. I do appreciate the raise, but maybe a raise based on performance would be nice."

Deb's Response: The increase was up to 3%. It was not an automatic amount because not everyone received it. Teacher pay increases at the beginning of the year were based on merit. They were not just a cost of living raise.

⊗ #4 Question: "What do you like least about working at KPS?"

OTHER SUBJECTS DISCUSSED

⊗ Assessments vs. Observations

Examples of anecdotal notes = How children are developing, changing, growing, processing and/or thinking.

Examples of Observations = What works, what doesn't, who needs help in specific areas.

⊗ Deb talked briefly about how God is using Deb in many ways that are remarkable. She states that she prays that everyone could feel the addicting feeling of the awe movements of God. She also states that in the scriptures she's been lead to read talks about all day worship of God. She also expresses that the awes of God are just a little of what you will experience in heaven.

She expresses the feelings of wanting to give that little bit of awe we have to the kids in our classrooms and place it in their hearts. They will use it.

- ⊗ Deb shared her findings regarding the book she is now reading "Teaching Kids in Authentic Worship". It reiterates that "it's" all about the kids not us and Worship is the way!!

Deb expressed her overwhelming feelings with the thought of everything she was learning from this book. She wanted to jump up and help. She was then blessed with the wisdom that He would take care of it for us and not her.

She testified that God will move you to the position you need to be and you will be able to follow in His will. Live holy and He will be with you. 2 Chronicles 14.

All different denominations come together and become one body in Christ. This is what we have done as a team here at KPS.

- ⊗ Deb offered some words of encouragement stating that the KPS team should strive to have their lives in divine order. Do not be afraid to ask God to help you. He will let you know what His plan is. Humble yourself to the calling you have in your life.
- ⊗ Goals: Worshiping Daily
 As we get it, they will get it.

Affirmations

- ⊗ Amy B = Thank you for helping with breakfast.
- ⊗ Angie = Thank you for helping with the breakfast tubs.
- ⊗ Amy B = Thank you for getting Matt to take a nap at naptime.

SEE ATTACHMENTS

KPS Survey Report
April 20, 2005
Ruth York

I want to thank the staff for taking time to fill out questions and giving feed-back to the KPS board. You are doing a great job with the children here at KPS.

Your comments were read and studied by the board. We feel that this is the best daycare in Fort Wayne and we have you to thank. Being a public school teacher myself, I could relate to many of your comments and frustrations. But putting all this aside, we need to work at doing the best job God would want from us, get along with each other in Christian love, and always do what is best for the children who have been entrusted to us.

Some of the situations are out of our hands and controlled by the state. Those things we can work on, we will do our best to find a solution.

We appreciate your support of the school, the office staff, your co-workers, and the director. We know that you won't always agree on everything, but as adults and Christian workers you can find the "happy median".

In the book of James, chapter 1:19, we are reminded: "Everyone should be quick to listen, slow to speak, and slow to become angry." Consider your words daily and may they be controlled by God, encouraging and up lifting one another.

Thank you again for a top- notch job!!! You are great!

Respectfully submitted,

Ruth York

KPS Board Member

Attachment

Kiddie Prep Survey
April 5, 2005
Question #1

What are the strengths provided at KPS?

- Loving and caring Christian staff **///** //
- Christian environment.....religion, sharing Christ with the children.....our Lord **///** //
- ACSI improvements /
- Awesome Christian management staff.....office staff available and ready to answer questions **////**
- Main director, Deb Hughes is very concerned that everything is run according to Bible /
- Most always open to serve the parents /
- Ability to have flex hours /
- Family environment.....family atmosphere with staff **//**
- Everyone works together to get the job done **//**
- Classes /
- Reading material on what we should do and ideas /
- Christian curriculum **///** /
- Christian leadership)
- Christian values.....encouraged to pray with students **//**
- Downtime with Deb....able to be open with Deb **//**
- Organized training....always working to improve /
- Great child care.....professional childcare **////**
- Employees are encouraged to be the best they can be /
- Security and protection of children **//**
- Full day daycare /

KPS Survey
April 5, 2005
Question #2

What services need to be improved?

Cleaning //

Food ///

Some people need to work harder with co-workers and try to get along better /

Respect for one another /

Ability to dismiss a child when they have continual behavior problems (hurting teachers and other students) /

Communication with parents /

None ~~///~~ ///

More speaking Spanish /

Need more staffing //

Help with understanding how to handle children who continually act out //

The way things are handled in the office; most of the staff are afraid of Deb or don't agree with the way she runs things; she needs to keep her "boss hat" instead of making decisions based on what people think /

When there is a problem, fix it. Some problems seem to get ignored. /

The curriculum done in classrooms. So much time given to letters, numbers, etc. That Christian guidance seems to get pushed aside. /

Bigger classrooms /

Lower ratio /

Short notice on things like staff meetings /

Better incentives for teachers that are working on their CDA's /

More recognition from the KPS boards that we are doing a great job /

KPS Survey
April 5, 2005
Question #3

What do you like best about working at KPS?

Working with the children and their families ~~///~~ ////
Christian environment ~~///~~ ////
Being able to serve /
Working with people....co-workers ~~///~~ ////
Flexible hours /
Being able to share with co-workers and know they will pray for me and support me /
Friendship with kids...joy of working with kids ////
Being here for the kids when they need me /
Love of the Lord /
Friendly atmosphere /
Benefits /
Office staff /
Being able to learn from those around me /
Being able to make a difference in a child's life /
Christian curriculum /

KPS Survey
April 5, 2005
Question #4

What do you like least about working at KPS?

Interruptions when I am concentrating /
Ratio of number of children to adult should be lower.....too much stress on teachers //
Too much gossip //
Lack of professional attitude of some teachers /
Staff unhappy with regulations /
Frustration that comes with conflict with misbehaving children.....child does not listen //
None |||||
How things are run around here /
~~Low~~ wages //
Not having a lot of say so with actions being taken with discipline of children /
Office handling of repeated discipline problem children /
Politics....preferential treatment of some staff members //
Staff ignores problems with kids.....Staff not doing best with student problems /
Sick children... coming to school with fevers /
Standing on playground //
Food /
Feeling that we aren't appreciated...don't get any support /
Turn-over rate /

KPS Survey
April 5, 2005
Question #5

What are the most frequent comments you hear from parents?

Almost always positive /
How did my child do today? /
Not much contact with parents
My child loves to stop in the office to get stickers /
My children learn so much /
We are a good daycare /
They are happy with the Christian environment /
None ~~||||~~ /
There is Jesus love in the school /
Their child loves coming here.....talk about it at home //
Children want to come to school on their day off /
Their children love to learn and play with their friends /
They like KPS //
Checking their I.D.s /
Why are we not able to display the children's art work /
Why don't we have bulletin boards /
I don't know how you do it /
Thank You! /
Minor problems with children discussed and resolved /
When I pick up my child, they don't want to leave /
Who is Deb? /
Appreciate the time and care given /
Can tell when a sub has been there as there isn't as good of control /

KPS Survey
April 5, 2005
Question #6

What are the most frequent suggestions or complaints you hear from parents?

Usually when a parent complains it is because they haven't read the newsletter or posting we have sent home. /

I.D. check..complaint /

None *|||||*

My child gets so dirty /

There are always different teachers in the room in the afternoon than morning. /

You need more staff. /

Lack of communication when child gets sick /

Who is Deb? /

When I met Deb she seemed rude. /

Someone thinks Cindy could do a better job than Deb. /

Get rid of the mold problems,,make surroundings healthier for the kids /

Food /

Some teachers are too harsh with the kids /

They make comments about other teachers /

They are concerned that their child is not learning the appropriate material needed for school /

Some teachers do not take time to co-ordinate things for the children or care for them like they should /

*ON
SAME
PAPER*

KPS Survey
April 5, 2005
Question #7

From your point of view what would change immediately if you could?

The carpet in the hallway. /

Having to put away some things on Wed and Sat. That should not have to be put away e.g. signs. /

More accountability of the employees to the director or staff supervisor concerning their

Christian lifestyle at home and work. /

Have more workers or floaters to call. /

Attendance policy of workers.....abuse of the call-in policy.....tardiness...this all affects everyone involved with the class, keeps us from working well as a team. /

~~Back of~~ respect of some children for teachers and other children. We should have the right to ask them not to come back.....dis-enroll problem children //

~~Until~~ that married employees are not offered the \$100 reimbursement for health insurance. We should receive the same benefits. /

For me...everything is perfect! /

More working staff. //

More of a pay raise. /

~~The~~ policy for handling discipline problems. /

The director....I don't agree with her way of handling situations....unprofessional. //

How certain staff members are treated differently than others. /

Have a professional to observe problem children. Maybe a school counselor to help with the child and give teachers some ideas of action. /

~~Playground~~.....more shade...put up tarps to make shade. //

Higher pay so highly qualified people would stay. /

~~Let~~ playground teachers walk around to any area when they are needed. Let them sit down as needed. /

Food being prepared like home-cooked meals. /

~~I would~~ up-date the posters, toys, and manipulatives. It is hard to play when pieces are missing or broken. /

None LHT11

KPS Survey
April 5, 2005
Question #8

Rating from 1-5 with 5 being the best and 1 being the worst.

How do you rate the supervision you receive?

1 2 3 4 5
 // // // // //

What is the morale of the KPS staff?

1 2 3 4 5
 // // // // // // //

How well do staff members relate to one another?

1 2 3 4 5
 / // // // // // // // //

How well do staff members relate to Director?

1 2 3 4 5
// // // // // // // // //

How well do staff members relate to office staff?

1 2 3 4 5
 // // // // // // //

KPS Survey
April 5, 2005
Question #9

Other comments:

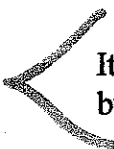
Overall I feel KPS is a great place to work. I feel some things could improve, for example, the amount of respect and confidentiality the workers and office staff has for one another. There is too much gossip and judging of others. Some teachers communicate well, while others "boss" people around and try to show their authority(which they don't have). There is better communication with the director than before. Too much talk in office shared when it should be confidential.

Sorry, the survey never helps. Things seem to stay the same. The staff supervisor has improved.

Since ACSI accreditation KPS has changed for the better. We love and support each other and can relate to the children more.

Since working here at KPS, at first it was hard to get to talk with Deb. There were times when our paths would cross in the hall and she would not even say "Hi". Over the past year this has gotten better. She is easier to talk with concerns about work. The "down-time" has helped a lot. She is a very wonderful Christian and I am very glad to be here at KPS.

I love working at KPS. I would send any of my children here. The only thing I would like to see change is to see that the staff get together more....at the same time to get the information.



It would be nice to receive a raise other than the 3% that is automatic. I do appreciate the raise, but maybe a raise based on performance would be nice.

There seems to be a lot of hesitation when some teachers are asked to speak to one another or the office staff. Most teachers are intimidated by Deb's love for Jesus and I am not sure why cause

it is a blessing to have someone who is an authority figure with that much faith. Maybe we need more socials to bring the teachers and the office staff together to show everyone that the office staff and the teachers are one big team that works together. Some teachers feel really ridiculous things about the office staff which is frightening to hear from employees.

Parents trust KPS to be a safe, Christian environment for their children. I'm not sure every staff member is living a home lifestyle as a true Christian. I don't want to see the door open to the enemy for any child.

The office staff needs to take a break each day. It would help the stress level to get a little fresh air.....away from the phones! Thanks!