

# Meeting Minutes

2/8/07

Presenter: Deb Hughes

Attendance: Donita, Jill, Esther, Ryan, Meg, Nicole, Trisha, Jenni, Amy, Ronee, Darla, Jen, Joy, Carrie, Chris, Mary, Angelica, DebS., MelanieW., MelanieR. And Cindy

## Topics Covered:

☸ **Introductions** - Welcome to Jenni Zigler. She is in the Bear Room covering maternity leave for Tonya. She was scheduled in the Safari Room, part-time in the afternoon.

☸ **Opening Reading** - Mark 12:28+

☸ **Administration Survey Results** - Deb handed out a big THANK YOU to everyone who participated. She explained that this year's results were a lot more productive than past years. Deb wants the staff to understand that she recognizes that personal changes need to be made on her part and fixed; she is a work in progress. She stated that she is very thankful and proud at how far we have come. She admitted that the survey always scares her each year but she understands the importance of it and is thankful that concerns are brought out in order to help fix things and get us all on the same page.

Some comments weren't completely clear so Deb has developed a system in which you may anonymously respond by typing something up and sealing it in an envelope. She asks that you place it in the plastic box kept in the Teacher's Lounge.

EXAMPLE OF SUCH COMMENTS - Question#4 on Handout; Inconsistency of the way regulations are followed and/or enforce.

Deb's Question: There seems to be something you know that we don't.

## QUESTIONS COVERED/ADDRESSED BY DEB:

#2 Lunch; food

A: Changes have been made in the kitchen and office in order to support better food preparing and ordering. Tina has made the switch to head cook and is now ordering our supplies and following the state guidelines closely. There were some glitches to get over at first just because of learning curves and such. Kitchen is now working well and making changes for the better. Deb states that if this comment is regarding the type of food and taste, she agrees. There are some things that she doesn't like either but she reminds us all that it is FREE FOOD. If there is a problem with under cooked or overcooked food, let Deb know so she can address it with Tina.

#2 More classroom visits from Deb or Cindy

A: We are consolidating things in the office trying to free Cindy of some of her time-consuming responsibilities. One thing is Payroll. We are moving forward with our new time-clock and are working out the kinks. We are going to direct deposit for everyone at KPS. There are more things that Deb and the office have been working on for months now and are getting to an ending point. Not all information can be shared with all staff due to responsibilities and confidentiality.

#2, #4, and #7 all have questions regarding 'more staff', 'less overtime', 'less shuffling of teachers', 'more flexibility when requesting time-off', etc...

A: We are working on hiring 2 more staff for the team. One full-time floater and one afternoon part-time floater. There are a couple of people that we have offered these positions to but there has not be any formal commitments yet. We will still be following the policy in which the teaching staff come up with a couple of years ago. You are still requested to take time off during the summer months, when the college help is available. The difference will be that if someone has something they need off for, we can better provide it. We can also cover call-ins better. Days off will be reviewed one by one and treated on first come first serve basis.

#2 Better teamwork to make things run smoothly

A: Refer to the opening reading by Deb.

#2 Better communication between/with the staff

A: The assumption is that this comment refers to communication problems between teachers not office and teachers. Reason being, there have been several things created to better the flow of communication throughout the staff from the office. Staff newsletters, a central communication board, email setup for all staff, meeting minutes, notebooks with additional information to refer back to, etc... Deb agrees that the part-time afternoon staff have a hard time catching up on communication because of the lack of ability to get them all together to discuss things. A teacher suggested that the Lead Teachers do their part in communicating to the part-timers so the room runs more smoothly.

#2 Better teacher/student ratios

A: We have to go by the IN state guidelines

#2 Discipline; more strict

A: Deb shares the teachers' frustration and doesn't like the idea of no time-outs for the 2's, but she has found that there are other techniques of teaching that we need to do more of and get good at before we can go against state.

#2 Organization with teachers in rooms; cot closet

A: There were several comments regarding the organization of our rooms and the way we have to close at the end of the day and weeks.

Lois, GP's children's pastor, resigned her position in late October of last year. GP has been running with volunteers and assistants for a couple of months now causing things to become a little messy. They are in the process on interviewing. Part of that process is explaining who KPS is, what that means to the new Children's Pastor and what our vision is for KPS and the church. The person who takes this position will be the pastor of GP and KPS, bringing a new union to us all.

#2 Teacher training

A: Training being developed and coming soon. Some topics; brain processing, more positive discipline, etc...

#2 Toys and computers showing wear; some computers are not working

A: The volunteer from the church who was helping us with the computers has resigned. Deb is currently searching for another church volunteer to help us out. She does not want to put this back on Dorothy's plate because of office reorganization. We will be using fundraiser money to supply the rooms with updated toys, organizational shelves for books, etc...

#2 More gym toys

A: Fundraiser money will be used for this.

We have been working with the church to get a lock on the doors that will keep the church kids out of the closet on Wednesday nights.

#2 Healthcare for married staff; good healthcare plan for full-timers

A: This has been a hot topic for some time. Deb has been working on this for about 9 months now and has yet to find an organization that will cost thousands of dollars a month for just employee coverage. It seems that it is too pricey.

#2 Office staff listening to teacher opinions about children

A: There were a couple of comments of this nature.

Just because Deb defuses the parents and calms them by listening does not mean that the parent is always right. Her first thought is to calm them down and then come to the issue at hand. She urges that she listens to them and figures out what would be best for the teacher and the child. Sometimes its best to pacify the parent in order to stop them from breathing down the teacher's neck.

#4 Sharing the classroom with someone you don't "click" with

A: Again, go to the opening reading and think about loving on another.

#4 Lack of trust among the staff and office

A: More information needed to respond.

#4 Too much paperwork and leaving less time with kids. Many things are duplicated.

A: More information needed to respond. What's duplicated?

#4 Naptime

A: More information needed to respond. It seems that naptime is getting better since we made changes.

#4 Not having a say so in what age group you have to work with

A: Intension slip are filled out and reviewed for each season. You are requested to rate your top 3 picks. Deb wants all to understand that the most popular room/age is Safari and Ocean. Not everyone will get what they want. A lot of talk and praying go into putting together the schedules. Please remember that your wants are not the only wants presented. There are another 40 people sometimes wanting the same thing.

#7 Putting away so much on Wed and Fri nights

A: This may or may not change with the new Pastor.

#7 Squares are more conferences with parents

A: More information is needed to respond.

#7 We do so much more than the state requires without added staff

A: We are not *ONLY* state licensed but we hold an ACSI accreditation too. The ACSI accreditation is higher than the state license and we will always be working for excellence. We have come a long way. It was really frustrating for some in the beginning but now as we work along side each other and continue our training, things even out and will continue to get easier and feel less demanding. Deb does not apologize for encouraging us to be as good as we can be and helping us feel our call to excellence by God.

#7 Make rules more clear so all staff understands and no exceptions

A: More information is needed to respond.

#7 Make sure the new staff understands the vision of the school

A: Deb and Melanie take all new staff through a lengthy interview with 2 intervals. Melanie speaks about our basics, our call to excellence and our accreditations. If they get past Melanie, Deb speaks about our vision and how God is using us.

#7 Salary

A: There were several comments regarding pay for employees.

Deb states that KPS is on the top of the pay scale for Fort Wayne facilities. She also explains that in order to continue the current pay increases, we must continue to be full in the rooms with kids.

#7 Standardize practices and policies in all rooms so children know what to expect no matter where they are

A: It was explained that this comment is more for the sub teachers/floaters. In order to stay consistent with the classroom rules and teachings, there needs to be a formal description to follow. THE SUB FOLDER is the tool that needs to be consistent in each room. Please make sure to have any rules/expectations of the classroom procedures listed in order to stay as consistent as possible for the kids.

*Other Comments* (second to last page) - It is easier to talk with Miss Cindy or Melanie because their desks are right their inside the door. Miss Deb is usually in her office and I am nervous about knocking on her door to talk...

A: Deb encourages all staff to stop in. She states that you are not alone when you feel nervous about coming to the boss's office. She too feels that when she goes to her boss, the pastor. She states that she walks in your shoes and understands being uncomfortable. She also urges you to come in because she cannot fix any situation without knowing about it first.

### Staff Concerns/Questions:

☸ If we are out of ratio on a regular basis, after the new staff begins, do we interrupt you and tell you each time.

A: Yes, so we can fix it.

☸ Yearly bonuses for staff that have a perfect attendance record for the year along with the already distributed quarterly bonuses.

A: Deb will review it with the KPS board but suggests that there will be a small amount of people qualified for this.

⊗ Can there be a different type of drop off reviewed for parents and kids in the mornings due to weather or other circumstances?

A: NO - Liability reasons. It is not safe to drop off a child by the door and not come in with them. Plus, the state requires the parents to sign in and out.

⊗ Can we communicate to the parents that they should not leave their children in their car unattended to drop-off or pick-up

A: We have tried several times and several techniques. Cindy has even chased parents in the parking lot to suggest this to them. Unfortunately, the situation continues.

Dear Deb and fellow KPS Board Members,

I have completed the 2007 KPS teacher survey. As you go over them and if you have any questions, I am in Florida till March 4th. I will have my computer with me, and my cell phone is 260-433-5251. I can be reached on the beach!

As I read the comments and answers, the one red flag I am most concerned with is the fact that the day-care and the Sunday and Wednesday night workers need to find a better solution to the problem. This is hindering our Christian example of how to get along with each other. I am most concerned that the teachers feel that KPS is as important to GP as our regular kids. It is a huge program that brings many kids through our doors. In thinking about the reason we started the day care, I remember that we were concerned about the rise in need for Christian child care and we wanted to be a part of a solution. I am blessed when I reads the comments about the fact that we are reaching so many kids with the gospel and that the teachers feel that they are blessed to be able to share Jesus with the children. That is our main goal!

Other comments are things that can be worked on or are just opinions that the teachers shared. I am sure that you see as I do that what one perceives as a problem another sees as a positive.

Thank you for letting me share the responsibility of the day care with you. It is one ministry that is close to my heart! Deb is doing a great job and it is a big job that is not easy when you work with so many people.

In His Service,  
Ruth York

Topics for  
Thursday mty. \*  
Part of Friday mty.

1/What are the strengths of the services provided at KPS?

- Love and dedication of staff to families: friendly staff //////////////
- Different learning styles provided to every child//
- Christian oriented, Christian environment//////////
- Great Christian curriculum///
- Staffing supervisor
- Director
- Food
- Great child care//
- Strong school age program
- Safe place for children//
- Establishing good parent-teacher relationship
- Christian Staff
- Flexibility
- Paid time off
- Office staff responds quickly//
- Regular staff meetings, communication good
- Newsletter to keep everyone informed
- Melanie is doing a great job!
- Good support for teachers///
- Daily routine; organization//
- Good Christian witness to families
- Office staff have it together! Strong office leadership///
- Training of teachers//
- Teachers who love God
- Courtesy shown
- Solid support for my family
- Prayer with teachers
- Advice given
- Cleanliness

*Handwritten note:*  
Thank you for the support of the staff and the children. I am so grateful for the love and dedication of the staff to families. I am so grateful for the love and dedication of the staff to families. I am so grateful for the love and dedication of the staff to families.

KPS SURVEY 2007 Question 2

What services need to be improved?

Lunch; food//

More classroom visits from Deb or Cindy

More part-time staff in afternoon

Better teamwork to make things run smoothly

Better communications between/with the staff////

Better teacher/student ratio

Staff has to regularly stay late

Discipline; more strict//

Organization with teachers in rooms; cot closet//

A little more flexibility and understanding when asking for time off//

Teacher training

Parenting Tips

Toys and computers showing wear; some computers are not working//

More gym toys

Relations with church;better communication//

Office relations

Mirrors at the corners of the hall to tell when someone is coming

Health care for married staff; good health care plan for full-timers//

Maintainance service outside

2 days off during school weeks/ some can some can't;which is it

Switching staff partners and rooms too often/ no say in the matter

Office staff listening to teacher opinions about children

What do you like best about working at KPS?

The kids//////////

Office staff ;make me feel a valuable part of the team///

Safe and comfortable place to work

Friendly staff; supportive//////////

Christian environment//////////

Flexible hours//

Reasonable wages/competitive

Work atmosphere; open for asking questions and getting help//

Deb is awesome director for KPS

I feel support in my walk with God.

Recent pay raise

Sharing God with the children

Warm family feeling



What do you like least about working at KPS?

- Sharing the classroom with someone you don't "click" with
- Lack of trust among the staff and office
- Teacher/student ratio//
- Low pay//
- Teachers not helping one another
- Lack of support from office in some discipline cases//
- Attitude of superiority of lead teachers,floaters,kitchen staff,assistant teachers
- Some teachers do not do their jobs and take advantage of others//
- Discipline of behavioral problems and children with listening issues//
- Inconsistency of the way regulations are followed and/or enforced//
- Limited times for vacations
- Need for better church relations
- Some people get on my nerves
- Having to stay late at the last minute//
- Gossiping among staff
- Too much paperwork and leaving less time with kids. Many things are duplicated.
- Lack of communication between staff and office
- Getting time off for family things
- Nap time
- I do not like some of the things the director does.
- Not having a say so in what age group you have to work with
- When a parent complains about not wanting a certain teacher..listen to the teacher's side

KPS SURVEY 2007 Question 5

What are your most frequent comments from parents?

Their kids love KPS/////

Cleanliness

Good organization

Don't know how you do it!!!

God put a great staff at KPS

Kids would rather be here than home

They appreciate the teacher

We are happy//

You really care about the kids here at KPS

I can't believe you have to move out so much every weekend

Their kids are learning about God

Friendly environment

They are concerned about their child's behavior

They are thankful for KPS and the teachers here. They see progress in their child.

They like the routine in the 2 year old class. They appreciate the information sheet they receive.

They are glad their child is in our room.

"Good Morning"

How is my child doing?//

I appreciate all you do for my child. Thank You!

We love the staff, the fun activities, great ideas, and the fact that their child is learning about Jesus.

Thank you for helping my child improve writing, sharing, using their words more  
Kids are learning so much and attitudes are being changed.

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

No office until 7:30 or 8:00am.

Teachers are sometimes too hard on the kids.

Cost too much

More variety in menu

Too many children per teacher

Not enough school work

Do kids eat and sleep well

Why meds have to be registered twice/why over-counter meds have to be registered

Too much teacher switching

Where is my child's class. They are not in their room

Complain about state regulations

My child is getting reds and yellows and I don't get any explanation or details.

KPS Survey 2007 Question 7

What would you change if you could?

Putting away so much on Wed and Fri. nights

Squares and more conferences with parents

Less children per teacher//

Time off requests granted more often

Nap time in rooms instead of gym

More help at nap time.

More substitute teachers so we wouldn't be pulled from our classroom so much

Too much staying late

More staff on regular basis

Don't go by state regulations, add staff where needed.

We do so much more than state requires without added staff

Make rules more clear so all staff understands and no exceptions

Office staff need to know more about what goes on in classes.

Make sure the new staff understands the vision of the school

Better relations between GP teachers and KPS. They are too possessive. They don't seem to have a Godly attitude.

Cot closet needs to be more organized. It is hard to get into on Thursday mornings.

The way we show children's art work

The way the kitchen is cooled off in the winter.

Salary

Office doesn't support me when I "lay down the rule"

People going to the office with complaints without coming to the person first to try to settle things

Staff members need to behave in a professional manner especially when parents are present.

Teacher should be observed periodically without prior notice,

Children need more variety in activities that they engage in daily

I would let teachers whom work well together be in same rooms. Move them if there is a problem.

Discipline all ages....all ages should have to sit in a chair if they misuse their privileges,

Standardize practices and policies in all room so children know what to expect no matter where they are

Be able to take mental health breaks

More planning time in day

Use of substitute teachers

Eliminate the "staying late" get off work on time

Two people to open

Be able to share our space with GP without moving in and out of the classroom

Add grade one

KPS SURVEY 2007 Question 8

Rate the following items 1-5 with 5 being the best and 1 the worst.

1. How do you rate the supervision you receive? #5/10 #4/12 #3/10 #2/0 #1/0
2. What is the morale of KPS staff? #5/9 #4/15 #3/7 #2/0 #1/0
3. How well do staff members relate with one another? #5/6 #4/14 #3/11 #2/0 #1/0
4. How well do staff members relate with the director? #5/6 #4/16 #3/6 #2/4 #1/0
5. How well do staff members relate with the rest of the office staff? #5/11 #4/13 #3/8  
#2.- #1/0

## KPS SURVEY 2007 Other Comments

I joined KPS exactly one year ago elementary school where I was teaching closed. It was mid-year and hard to get another position. I joined KJPS short-term or so I thought. In the past year I have formed friendships and taken classes to obtain my pre-school license. Thanks for a great working environment!

I love being a part of the KPS team. I think God has His hand on this day care.

After last year and all that KPS and Deb went through, we as a staff feel that if we can get through all that we can do anything. God has blessed us with a great, caring staff. We really care about each other.

I think this school provides a great opportunity for kids to learn about God.

I feel more comfortable relating with Cindy than Deb. I feel Deb does not understand because of not being on the classroom very much like the teachers are.

I previously worked at KPS and after 5 years I have returned. I am pleasantly surprised at all the positive changes that have been made. However there is always room to improve, learn and grow

Overall, staff relations are great. There are a few people I struggle with, but God is working on my heart in that area.

KPS has come a long way thanks to the office staff. I wish people who are in the room on Sunday could just put the stuff away.

I love working here. God has blessed me with this job.

It is easier to talk with Miss Cindy or Melanie because their desks are right their inside the door. Miss Deb is usually in her office and I am nervous about knocking on her door to talk. We all have a lot on our minds and especially Deb, but I would not want to work for any other director. She is wonderful at her job. God bless the KPS and GP too.

I have felt so loved by Deb and all the office staff. I do feel that when there are certain kids having issues and the office know who they are, either Deb, Cindy, or Melanie should spend their entire to observe. I think it would be beneficial for all involved.