

Meeting Minutes

4/8/08

WHO WE ARE
† We love one another
† We are the best learning environment
† We teach children who God is and how to experience Him

Presenter: Deb Hughes

Topic: Staff Survey Results

Attendance: Joy, Carrie, Chris, Susan, Angelica, Darla, Jen, Ashley, Jean, Tonya, Denise, Nicole, Meg, Melanie W, Ryan, Esther, Jill, Cheryl, Griselda, Amy, Laura, Lisa, Erika, Tina, Krissy, Trisha, Ana, Deb S, Dorothy, Melanie R and Cindy

Not In Attendance: Jane, Colin and Keila

TOPICS COVERED



Staff Survey: The survey is always a good thing to do because it helps us know what is going on and what questions/comments are out there. Deb praised Carrie for being honest and free with her thoughts and concerns. Not everyone feels they can come talk to Deb. That is why the survey is done each year. Next year we will be adding some additional comments and questions. We will be adding an area for suggestions on how to fix the problem you feel is occurring. This will help Deb see things from your perspective.

Questions:

#1 Strengths - Christian environment, loving caring teachers and staff

#2 Improvements Needed -

Comment: Health insurance

Response: There has to be a balance between tuition, staff payroll, classroom needs, and stretching the money for multiple things. The newest policy for \$200/month for full time employees is the best we can do at this time. Want to honor staff.

Comment: Informing parents of a contagious illness and lice

Response: Deb wants to communicate but not freak parents out. When there is 1-2 cases, Deb likes to wait because the parents panic and there is a case of hysteria. There is a fine line to walk and that is what Deb has to figure out each time.

Comment: Healthier foods

Response: Limited kitchen budget. Trisha and Tina are both working hard to try many different things and will continue to try them. We can't forget that we are an institution and we have to cook that way. We will not have gourmet foods.

Comment: Ministering to families

Response: God going to help more and more. Deb is trying to find the balance of helping parents and children but also trying to make sure the parents don't take advantage of us. God is going to lay things on your hearts. Please share that with one another as it comes.

Comment: Professional staff to help with behavior problems.

Response: We have brought in people recently but they didn't give us what we expected. Some good resources were given and are available. We will be working more on this.

Comment: More professional look

Response: Something that we are not really looking for (uniforms). We once looked into that but the staff voted it out. If there is someone dressed inappropriately, bring it to Deb's attention.

Comment: Time off is hard

Response: 2 mos. ago, Deb went to the board to find out what to do. Board voted and we will have a new policy. As of Jan. 1, 2009, vacation requests for the summers will be first looked at

by using a list of employee names sorted by seniority. Time will be authorized for partial days off all the way to 2 weeks off. We will not authorize any more than 2 weeks at a time. We will work our way through the list of employees before we begin moving back up to the top of the list and starting all over with new requests. Everyone will get an opportunity. It has been confirmed that we will be hiring one more person this summer to get by but next year will be done differently. We will still be working 6 months in advance. Remember that you have to count the current month and then 5 months from that. Requests off will not change during the school year.

With this, all said Deb wants to remind everyone to be nice to Melanie. She has tried to keep everything fair. If you walked a mile in Melanie's shoes, you might get crabby too. Every time someone asks for additional "last minute" time-off, it affects more than just you. This makes it difficult for other teachers too. Deb suggests that you do Mel's job for a week... she would do yours... see how you like it. Christian environment, no body is perfect, love one another.

Comment: Need more well thought out centers

Response: Need additional feedback on this. We are constantly striving to get this info but if you feel that there are more needed, we need more dialogue. We don't want this problem and will help fix to get strong academically.

Comments: See Deb in and out of the classrooms more

Response: Deb tried this and the staff appeared to be very uncomfortable. There was even a time when a teacher asked what Deb needed. Cindy is Deb's eyes and ears when she does her stuff but she will try to get in there more.

Comment: Parent communication board

Response: Parent communication is a goal and that is what we are working towards with the computers. Will be emailing more to the parents.

Comment: Need more time to work with children that are problems

Response: Remember that everyone has the ability to fill out forms for disenrollment. My guess is that this is from a person that Deb has not worked with. There are different dynamics from case to case. It all depends on the parent. Are they working with us? Do both teachers agree? We are actually learning things that are working. Deb has purposely held the Bear Room down in ratio because they are trying something to help change the way we work with the children. Denise shared their experiences in the Bear Room. **Please see the attached worksheet to view an outline of what they have used and what is important for helping the children. After all, the children are why we are here. It has taken a lot of teacher interaction but it is all worth it! Because Deb sees so much growth in this classroom, Deb feels affirmed that we still have much to learn and God will help us.

#4 Like least about KPS -

Comment: Approaching the office about others...

Response: Try very hard to practice the Matt18 principle. Some of you do not like confrontation but there are many times that people would rather hear it from the person that is hurt instead of being tattled on.

Comment: Office staff. What do they do??

Response: We work as a team in the office and if one is gone, the others pick up. Since we have begun to cross train in each other's positions the actual description of our daily jobs changes day to day and will need to point you to the right person. We do not mind helping you, we just ask that you be patient if we don't have the answer and we direct you to another office person. Please don't take offense to this.

Comment: Over abundance of paper work

Response: Deb shared that she always has a challenge and that is what keeps her work new. For the teachers, they too will have a challenge from time to time and this will help you find the energy to keep going and not get bored.

Comment: Naptime

Response: This comment came up several times - children are napping better in the rooms. Concern is that if we go back in the gym we will be back to the same problems. The feeling of separation in the teachers is the loudest concern at this time. We will not be going back to the gym but we are trying to meet your needs to help you get out of your classrooms. The Valentine Bonus this year was from the amount we saved from having the part timers during naptime. There are benefits but there has to be a constant balance. We don't always get it right but there are reasons for all of this. Need to honor the children and staff at the same time. The children are the reason why we are here.

#6 What would you change immediately.

Comment: Higher more employees

Response: This seems to be a good idea but you have to balance a budget to make sure we all get what we need for the classroom and the facility. We have to be very careful when hiring people to make sure we balance out with the wages that you all need and deserve.

Comment: More benefits for part timers

Response: There are comments that show that the part timers are not happy. Will dialogue with them one on one to help fix things.

Comment: Delays for severe weather

Response: We would love to do this but it isn't going to happen.

Comment: End of day instructions

Response: With guessing at what this person means; 5:15-5:45 part timers are missing or leaving early for school. If this is not correct, please make sure you let us know so we can work on it. Schedule changes constantly, even by the minute some times. We are going to be doing another 15-minute count series. This will help Melanie figure out where there might be holes. Extend mercy and grace to each other daily.

Comment: Bumping due to ratios

Response: With the head counts, we will be able to fix most of this. Give us the heads up instead of stewing about it. We are not trying to be oblivious to it but we need your help.



Deb's Spirituality: She is learning to love God with all her heart. She recognizes that she is not who she wants to be. She is currently reading a book about being a missionary. Recognizing that there are times that she starts off real good but has a tough time towards the end of the day. She is working on that.

KPS STAFF SURVEY

QUESTION 1. What are the strengths of the services provided at KPS?

- Christian environment |||||
- Dedication of staff; unity among staff |||
- Christian Curriculum |||
- Care about each child, not money received |
- Very supportive office staff |||
- Communication tends to improve with parents and staff ||
- Christian leadership ||
- Continues as before; will grow as church and KPS work together more /
- Very good to employees /
- Family feeling; great care of children and families |||
- Well supervised staff caring for children /
- Loving staff /
- Strong value system |
- Teachers and office staff take time to listen to parents //
- A family of God caring for children and families /
- Teamwork in the classroom between co-workers /
- Hours long for the convenience of parents /
- State and ACSI certification |
- Well-trained staff |
- Loving caring teachers and staff |||||
- Children are valued and loved //
- We are allowed to teach about God |
- Good food program |
- Good quality care; safe, fun, and educational |

KPS STAFF SURVEY

QUESTION 2. What services need to be improved?

- Health Insurance |
- Informing parents about contagious illness and lice |
- None |||
- A bit more "praises" all over |
- + Healthier food; food without high content of fructose and MSG; cause of a lot of behavior problems; affects little children's brains |||
- Ministering to families |
- Professional staff to consult with when consistent behavior problems are observed with children |
- Need more professional look as far as dress, maybe a type of uniform look (not wearing pants with holes in them or going without bras) |
- + Getting time off is hard because everyone steals the available quickly; especially when something comes up unexpectedly ||
- Attitude of some staff.... "That's not my job!" ...need to be more willing to help each other |
- Need more well thought out centers for math, science and literacy for Farm room all the way to the Ocean room |
- See Deb in and out of the classrooms more /
- Need a parent communication board to let them know about up-coming events in the community or the school /
- Ratio children to teacher /
- Always having to stay late |
- + End of day instruction for teachers scheduled to go home and Melanie already gone home /
- More variety in snacks and breakfasts |
- Parents should receive updates/newsletters more often |
- Teachers unable to give the needed attention to students who do not cause problems || because they spend too much time with the difficult child who causes problems
- Better communication between office and staff. Staff meetings have not been held on a regular basis ||
- Need new computers for the children, new toys, and learning centers /
- Cleaning of KP //

KPS STAFF SURVEY

QUESTION 3 What do you like best about working at KPS?

- The kids |||||
- My co-workers |||||
- Caring and supportive teaching and office staff |||||
- A place to work where God is honored |||
- Flexibility in scheduling/
- Friendliness of everyone/
- Christian Environment |||
- Deb is a friend and not just a "boss" /
- Being able to bounce ideas off one another, improving ourselves and the curriculum)
- Watching children grow in their knowledge of God /
- Interaction with the children /
- Working with Dorothy /
- Feeling comfortable with the staff enough to go to them with any concerns I have /

KPS STAFF SURVEY

QUESTION 4 What do you like least about working at KPS?

+ Trying to get a vacation ~~///~~ //

Student-teacher ratio /

None ~~///~~ /

— Having to totally re-arrange rooms on WED and FRI. /

— Lack of cleanliness /

Naptime /

Not enough time to set up for day /

— When approaching the office about a co-worker not doing their job and being told to take care of it myself. I feel it is an administrative job to correct the situation /

Getting time off for things that come up unexpectedly //

Too many "call-ins" from staff //

Lack of communication /

Things really out of my control like the way the parents react to certain situations /

Lack of staff meetings and staff interactions //

Rumors and the tension they cause among the staff...wish we could just love and trust each other more...show more Christ like love //

— Over abundance of paper work (even though it is electronic) //

Wish our rooms were bigger /

Negative staff morale /

Fear of administrators /

Un-Christ-like attitude toward each other by some people //

There is a lot of stress in the classrooms and sometimes I don't feel the support of the office. I feel like I am out there on my own. /

+ Naptime in the classroom...can't get any work done //

Controlling atmosphere by Melanie, not friendly at times /

KPS STAFF SURVEY

QUESTION 5 What are the most frequent comments from parents?

"I don't know how you do it"

The children are learning so much

Happy with KP

The teachers are friendly

The food smells great!

Glad my child is in your room.

My child has fun and likes it here.

Neat activities

KP is great!

"God bless you cause I could never do what you do"

They appreciate our open communication and love for the children

They feel God's presence

Thank you for all you do

KP is a safe place for my child

Great job!

Good program

How did my child do today?

What time does office open?

Why do we stop at kindergarten? Would like to send my kids here for further education..1st grade etc.

KPS STAFF SURVEY

QUESTION 5 What are the most frequent suggestions or complaints from your parents?

Concern about bad behavior in the classroom that affect their child

None

Wish some of the teachers would communicate with me better about my child

Ice on the sidewalks

Other teachers giving information about their child when they aren't my child's teacher

Why so many rules?

State regulations with meds

Complaints about misbehaved children not being separated from class

Glad you are not afraid to speak about God

Teachers are so caring

Confusion at end of day when they come to get their child...where are they?

— "Where is the room? Maybe we need a board that tells where each room is located.

Why can't a child be considered full time when they come 4 times a week?

Need more daily feed back from KGN room

Complaints about squares

Not enough for the school-agers to do in the summer or on delay days or cancellation days

Why did we receive a red card today

KPS STAFF SURVEY

QUESTION 6 From your point of view, what would you change immediately if it were up to you

- More people to take vacation in July
- Provide a classroom with specially trained teachers to handle some of our most challenging behavior children. We are not trained to help them.
- None
- Hearing and giving more praises
- Healthier food ...there is too much chemicals and toxic poison in our food and we need to be aware of it and try to give the children a healthier diet
- I would allow teachers to get a fair amount of vacation, hire more people, make punishment for staff who play "hooky", allow each staff member to voice their opinion without judgment.
- Naptime would be back in the gym so the teachers could get their work done.
- The way vacations are handled. It's unfair to get more than two weeks off at a time. We need to hire someone to cover when one takes more than two weeks off, or limit the weeks.
- More staff meetings, not lengthy, but time to share ideas so we are on the same page
- Mandatory Bible studies
- + Hire more employees
- More communication with office staff, with one another, and between both
- Enforce rules(time off rules especially)
- ++ More benefits for part-timers
- Enough staff so naptime could be in the gym again.
- Add children under 2
- Smaller class sizes
- { Remember that everyone even children are born with a sinful nature and a lot of the popular child psychology is from a secular perspective. Things are right and wrong and there are consequences for wrong behavior. If they don't learn this as children when will they learn?
- Hire a sub in the winter
- Limit number of vacation weeks that can be taken off in a row.
- The roles of the office staff would be clarified and revised so that the staff knows who to discuss various issues with
- Discipline procedures would be restated so that all staff are on the same page
- + Get a handle on the behavior children. They should all get the same warning. Not fair one child goes and another one who is worse stays.
- + Change the fact that teachers have to stay over to cover ratio instead of bumping their kids to a different class.
- More "kudos" for teachers, especially verbal.
- + Dis-enroll children who are extremely disruptive and interrupt the teaching for the rest of the class

#6 con't

- < There is no time to interact with other teachers since we are in our classroom all the time.
- < Naptime should go back to the gym.
- Dress more professional for staff
- Office staff needs to address the problem of laziness and lateness
- + Delays when weather is severe
- Teachers being on time to take the children....7:30 not 7:35 or 7:45

KPS STAFF SURVEY

Rate the following items 1-5: 5 being the best and 1 being the worst

How do you rate the supervision you receive? 5 IIII

4 IIII IIII

3 III

2 I

I

What is the morale of the KPS staff? 5 IIII

4 IIII IIII

3 IIII

2 III

I

How well do the staff members relate to one another? 5 IIII

4 IIII IIII

3 IIII

2 II

1 I

How well do staff members relate to the director? 5 IIII

4 IIII IIII

3 II

2

I

How well do the staff members relate to the rest of the office staff? 5 IIII

4 IIII IIII

3 II

2 I

I

KPS STAFF SURVEY

Other Comments:

The kids love when Cindy comes in and respect the time she gives to them. We love it too.

I love seeing Dorothy every day! She makes me happy

Even though I have problems with the way some of my co-teachers work, I still would not work anywhere else. Mrs. Deb does a fantastic job here for us and I am pleased to be a part of this team.

I just feel I have lost touch with some of my co-workers due to the fact we are not free at naptime.

— At times one office person can get a little grumpy and upset, I am sure it is stress of the job, but that is part of the job!

I enjoy working here and am blessed to be a part of this team.

— The discipline procedures are inconsistent. One employee might be reprimanded for violating the rules while another may not. I'm certain that the office staff has valid reasons for this but from the perspective of an employee these reasons are hard to see and therefore the measures taken seem unfair. I would also like to see staff members do better at working out issues among themselves before resorting to discipline from office.

— The office staff promotes this mentality but rarely follows through on it.

Thank you again for the Valentine bonus. It was wonderful to feel appreciated.

— The staffing supervisor is sometimes condescending and rude to some employees. She also seems to "target" certain ones.

← I feel some teachers are not treated fairly when they ask for time off. I love this place but there are flaws that need to be fixed. Also when summer comes around and you get the form for time, age, classroom, teachers, and so on, I feel that some teachers do not get an equal opportunity to choose. For part timers some teachers do not get what they ask for in any way.

Computers are great! Things over all are going great.

Being part time, it isn't easy to discern the dynamics of all the staff's relationships, but from my standpoint, this is the best place I've ever worked. I feel loved, accepted, and valued. There seems to be a real unity, caring and friendships here amongst all the staff.

The director seems to grow more Christ-like and humble continuously. I feel protected and looked after and that my well being, spiritual as well, is very important to her.

I am very pleased what they have done to work hard to meet their goals. I'm very blessed to work for KPS.

— We haven't had a full staff meeting with Deb leading in almost a year. They use to happen at least every couple of months. I think a lot of staff feel a loss of togetherness because of this. Everything is done via e-mail.

— Morale is a little stressed learning the new computers. It will get better as we learn.