

Meeting Minutes

6/29/2010

Presenter: Deb Hughes

Topic: Staff Survey Results

Attendance: Meg, Cheryl, Griselda, Karlee, Ashley, Jon, Amy, Melanie, and Deb S.

Not In Attendance: Additional staff scheduled for July 1st meeting

TOPICS COVERED

Kiddie Prep School Annual Staff Survey Results:

☼ Opening Prayer

☼ Letter from Ruth York to staff

☼ Question 2: "What services need to be improved?"

Answer - "Playground maintenance"

Comment - Deb suggested that the white boards be removed because they just aren't used and they are constantly breaking. Deb asked for ideas from staff to see what we could use instead of them. Staff suggested that we take inventory of the shed and playground toys to find out what we have, what we need to get rid of and what to purchase. Staff requested that we create a sandbox for the 2yr-old playground. Watertubs on the 2yr-old playground need new plugs. Other water tubs on the main playground are broken and cannot be used. Amy has been requested to rake the sand as state rules require each morning.

Answer - "Communication between office and staff: more understanding from office"

Comment - Staff states that parents of sick kids call in and tell the ofc that they won't be in for the day but the ofc doesn't relay the message. Sometimes the parents ask the day after and wonder why the office didn't follow through. Deb offers apologies for that and explains that the ofc gets distracted many times when trying to relay msgs and then we forget.

Answer - "Needs to be less "tattling" among staff and more encouraging to each other"

Comment - Deb asks if some staff assume people are tattling because they are in her office talking to her. Melanie explains that some staff come to her for advice on how to approach other staff members. She encourages staff to talk to the person who has hurt them but if it doesn't work, she will intervene. When there is something that happens that is against the rules, staff is required to follow through and make sure the children are safe at all times. Telling the office about someone not following policy is not tattling as long as you have attempted to work with the person to learn the correct way of doing things.

Answer - "Curriculum for the rooms of like ages should be similar; similar ages should be learning the same skills"

Comment - Deb asked the staff if their concern was about our Kindergarten children. Were the staff thinking that the kids were being let down and not always prepared? Staff suggests that we try and catch the children at age 3 & 4 and get them ready. Some staff suggests that it also depends on the creativity of the teachers. Deb and the staff agree that there is a hole in the teaching and that we need to fine tune things. Teachers need to recognize that curriculum needs to be taught to meet the needs of the individuals in the classroom, not just the group of kids. The staff requested that the office come into the classroom to observe more when the teachers feel there may be a child with difficulties learning.

Answer - "Communication more personal - less email"

Comment - Communicating information to all the staff is always a chore because not everyone gets the same information unless we email. When we have staff mtgs, the staff are split into groups and the information is discussed. Each meeting has different responses and not everyone gets the same info. The only way to have everyone in a meeting is to have people come back to the office after hours and Deb is not fond of this. Deb is working on a date to have a cookout at her house to have some well deserved social time with everyone. A date will be announced later.

Answer - "Less sugary/high carb snacks for children", "Food quality", "PM snacks need to be improved"

Comment - Last fall Deb had Trisha look at the food budget and the meals that we serve. We were low on income and she wanted to compare the meals that were the least expensive to serve to the meals that the children love the most. Peanut Butter and Jelly was on top of the list. Along with staying on budget, Trisha has to make sure the meals are meeting all of the nutritional values that state requires. This is tough!

Answer - "Cleanliness"

Comment - Do not assume Deb knows that you are having trouble. Email her right away to let her know. If you do not see an improvement in a week, email her again. When you are having problems with the maintenance, email Melanie with information. She will either fix it herself or forward the information to the correct person in charge of fixing these things. If you do not see an improvement in a week or two, email her again.

Answer - "Stop overworking the teachers"

Comment - Deb explained that she purposely stuffed the rooms during the school year in order to keep enough kids for the summer, as well as the fall. We will be losing almost 60 kids in the fall and will need to replace them in order to keep all our staff.



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

Answer - "Teachers should let ofc release information and not try to "spread the news" themselves"

Comment - This comes with switching rooms and needing to ask the opinion of others. Some people just can't keep things to themselves. Last spring when placements were being worked on, Deb had asked for advice from some of the teachers and they ended up leaking the info out.

Answer - "People get too upset with other co-workers"

Comment - Staff suggest that this means that teachers are complaining about teachers doing things against the rules. Deb urges people to confront those who are in the wrong but if that doesn't work, get the office involved.

Answer - "Low wage for my high skill"

Comment - Deb reminds people that we are the highest paid child care facility in this area. Melanie reminded people that we should all be thankful for what we have.

Answer - "How some teachers are treated differently than others over the same difficulties"

Comment - Melanie reminded people that most information is kept confidential and there are numerous times that she completes write-ups or reprimands and no one ever knows about them. Deb reminded the staff that they should not just assume the office knows your thoughts. If you think something is being done wrong, let us know so we can address it.

KPS STAFF SURVEY 2009-2010

What are the strengths of the services provided?

#1

- Privacy and open door policy
- Curriculum provided to students
- Training offered to staff
- Caring and knowledgeable staff
- Consistent, dependable childcare
- Teachers who can relate to children and parents
- Hours of operation
- Christian curriculum
- Chapel
- Meals -- *weekends as well*
- Prayer with kids and with co-workers
- Christian based
- Well-trained staff
- Kids are loved
- Excellent daycare
- Teaching the children about God/Jesus
- Teachers always trying to improve themselves
- Staying within state regulation and God's laws
- Trusting environment -- *weakness as well*
- Good attitudes
- Striving to be the best
- Christian staff
- Hard working people
- Loving environment
- Listens to parental concerns
- Flexibility
- Christian director
- Family atmosphere
- Friendships
- Mentors
- Open communication
- Staff is good examples for the kids and parents

KPS STAFF SURVEY 2009-2010

What services need to be improved?

#2

- Playground maintenance
- Less sugary/high carb snacks for children?
- Communication between office and staff; more understanding from office
- Needs to be less "tattleling" among staff and more encouraging to each other
- Gossip between co-workers in front of parents -- *Saying something about other staff who parents are present*
- Sink in teachers lounge
- A work area in lounge: copier, laminator, paper cutter, library and curriculum ideas
- A bit more Christian attitude from everyone
- Curriculum for the rooms of like ages should be similar; similar ages should be learning the same skills
- More one on one time with students that are falling behind
- More physical motor skills in the class to stimulate the brain -- *Brain Gym exerc.*
- Food quality?
- Communication more personal—less e-mail
- Lack of leadership
- More communication from director when changes are to be made
- P.M. Snacks need to be improved?
- Cleanliness
- Continue to grow in technology
- Challenging academics
- Vacation time
- Stop overworking the teachers
- Communication, communication, communication between office and staff
- Up-date the toys -- *one economic plan @ once.*

KPS STAFF SURVEY 2009-2010

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

The people
Christian environment
Great co-workers and office staff
Feel supported and encouraged
The kids
Being able to talk and teach about Christ
Co-workers
Teaching the kids about God
Dress code easy to follow
Close contact with the children
Steady, year-round employment
Kids make you feel so welcomed and they are so loving
Helping to shape young minds
We are like family
God's love I feel here when I work with the children and co-workers
Meeting with Deb
Grandma Cindy and Melanie
Children and their families
The hours, the classrooms and friends that I have made
Making the office staff laugh
Fun, loving, learning atmosphere
Positive surroundings; happy, loving place to work

KPS STAFF SURVEY 2009-2010

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

Communication breakdown at times
Gossip and complaining
Teachers should let office release information and not try to "spread the news" themselves
Do not assume that others are not working as hard as you
The drama.....Some people seem to think it more fun to get another employee in trouble instead of trying to help them. *getting advice not tattling*
Stressful at times
It seems we hear things from other teachers before we hear from the office and that causes more problems.
People get too upset with other co-workers *comment repeats a lot etc*
Nothing....I love working here!
No chance to spend time with co-workers
Vacation policy
Trying to get time off
Low wage for my high skill
"Changing up" twice a year is too much...once should be enough. *SA Summer*
At times it is frustrating not to be able to pray at the table because state says we cannot *pay anything you want just don't make new wait at table.*
Unscheduled working over
The people who have worked here the longest ask for much time off making it impossible for the newcomers to get days off *new vac. policy*
Lack of prep time
Discipline procedures *was? staff?*
No way to "move up in the company"
Communication between office and staff
Lazy staff members who don't do their job and make it more work for the people that do *math is*
Not enough shade on the playground
No raise...feeling under-appreciated
How some teachers are treated differently than others over the same difficulties etc.
Financial limits
N/A....I love it here!
Problem children in the classroom....more ways to deal with it
The office staff considering the other staff needs
Not getting enough hours....pay isn't the greatest

organization
skills
ask others
for help

KPS STAFF SURVEY 2009-2010

#5 What are the most frequent comments from parents?

They are thankful we are dedicated to working with their children
 I appreciate the quality of care given to my child
 Their kids love talking about the KPS and their teachers
 Child is growing and learning so much. The child sings and repeats the finger plays at home.
 They are pleased with the Christian curriculum and the KPS teachers
 I am so pleased with KPS and the teachers
 How do you do it!
 Love the emails
 How was my child's day
 They enjoy bringing their child here.
 Was my child good?
 What a great place for my children to come to.
 The spring program was great.
 When can I talk to the lead teacher about my child's progress?
 My kid loves it here!
 The snacks and meals are redundant
 Positive comments about the teaching staff
 God blessed you with a lot of patience
 Question about billing and pricing
 They are thankful for the loving environment

KPS STAFF SURVEY 2009-2010

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

The P.M. staff is not able to give a report of the day about the child's day. The parent seems to want more detailed report. -split staff
 Poor condition of classroom toys
 Poor menus
 Breakfast at 9:30 - no prob now
 Information given at office is not relayed to the teachers
 Not getting the emails
 Why doesn't my child's class go outside more - outside time is curr time. Guidelines?
 Sometimes they are a little lost when the summer or fall program starts and would like more information about it - people want rosters earlier Per day?
 Would like conference to be held at a later time new way
 Wish we could take infants - 230
 The office people are never there
 School agers need more things during Christmas vacation
 The gym doors don't work
 Lack of cleanliness of building
 Different times for the conferences
 The food.....sometimes not kid friendly

KPS STAFF SURVEY 2009-2010

#7
From your point of view, what would you change immediately, if it were up to you?

The meal times.....I understand it could be for a financial, but for kids health I see more disadvantages than financial benefit.

More training and tool to address the special needs issues

Vacation policy.....there never seems to be any days left for someone to take a random day off.

Naptime in gym.....it is really hard to do work in a dark room full of children. It is hard on your back to lean over a short table to work on a computer.

I would like to see the office staff in the classroom more to check in and see how things are going. Let us know if co-workers are not coming so we are not trying to figure out on our own where they are.

No more email.....copy and send them.....no more headaches for teachers

Why 2 email sites only 1 is needed

Wish the budget were such that our meals were a little better and that we could get new toys as the shelves are getting bare.

I would hire on call workers when staff is needed on low staffing days. I feel if we have on call workers then this will help when it is needed.

I would give myself a raise. I would have more staff meetings that are an open frame for communication between staff members.

Food menus....we need chicken quesedillas!!!

Do staff and children change up only once a year, not two. Teacher's lounge needs to be more teacher friendly and functional.

A "helping hand" program where people help each and not look at things as "That's not my job!"

I would change the menu.. I understand that we are on a limited budget, however the food we serve the children is full of preservatives, fat and calories. I would change the vacation policy. I would not allow staff to request Fridays or Mondays off on the first round. It prevents other staff members to take weeks off in the summer.

Add a nursery

Limit number of days off. Also being able to switch hours with a co-worker. - Let Melanie know

Extra staff at nap-time so we have more prep time

Not ok to be on computer during day, but have to do prep work AND watch napping kids with only one person in the room. - organization skills

My summer placement.....the snack menu

Change the vacation policy to first come, first serve basis.....Deb should come in the rooms more

Make staff more accountable if they don't do their job all the way

I would want the director to understand how we feel and act upon it. - Let Deb know so she can help

Stop gossip!.....Some teachers feel it is ok to speak about others. Also I would not allow teachers to go thru the desks in the office...this is personal space!

Menu...too much cheese in one week...some bread is not fresh

Bring back oreos and chocolate milk every day!! (Now everyone should be in favor if this!)

Change breakfast back to 7:30 or 8:00

I would allow the older to have more gym time.

I would change how the office staff treat other staff

More teacher help with those who are not, but should be, potty trained.

KPS STAFF SURVEY 2009-2010

Did you submit suggestions and solutions on last year's survey?

Yes 17
No 13
Don't remember 2
Maybe 1

Are you satisfied with the actions taken by the administration team regarding those situations?

Yes 12
No 8
Did not answer 12

Explanations:

I didn't hear many of the suggestions or solutions being discussed.

They did good.

Lifestyle outside work(un-Christ-like behavior) still seems to be going ongoing and un-addressed.

I feel suggestions are given but not always dealt with. Many times concerns are raised to the director during the yearly survey and then nothing changes.

They are listening and doing their best to help. It's valued and always appreciated.

The vacation policy is better, but could use some more improvement.

The suggestions were looked at and explained away.

Somewhat.

Don't remember what I wrote, but I love how Deb read thru all of them and responded to them.

KPS STAFF SURVEY 2009-2010

Please rate the following items on a scale of 1-5 with 5 being the best and 1 being the worst.

How do you rate the supervision you receive?

(5) 10 (4) 13 (3) 4 (2) 4 (1) 0

What is the morale of the KPS staff?

(5) 7 (4) 7 (3) 12 (2) 4 (1) 2

How well do the staff members relate to one another?

(5) 5 (4) 15 (3) 10 (2) 2 (1) 0

How well do staff members relate to the director?

(5) 9 (4) 10 (3) 10 (2) 2 (1) 1

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

(5) 8 (4) 15 (3) 8 (2) 1 (1) 0

KPS STAFF SURVEY 2009-2010

Other Comments:

#8
*I am thankful for the bonus I received at Easter. It meant a full year raise to me. Thank you!

*I would have rated the item higher if it there didn't seem to be grumbling from the staff after speaking with the office team. Instead of seeking resolutions, negative feelings have been carried back to the classrooms and other areas. We are all guilty of it. It would have been nice if we could have all committed to fighting for the Matthew 18 relationships: if we feel wronged, we go to the individual who wronged us, not to our co-teacher or friend in the classroom.

*I feel we would relate to one another as well as to the staff better, if we could trust more; example: Trust that if a child happens to get away from us that the staff who finds the child takes him/her to their classroom without repercussions. However if it would be longer than 5 minutes and the child was alone....that would be different.

*I felt for awhile that Deb spent more time with ACSI and other commitments and KPS took the back burner. Morale was low and she was unaware. However, she seems more aware and is here more often. I worry that summer commitments will bring her back out of the building and morale will drop again. A "Great Job!" to the staff more often would go a long way.

*I am proud to work at KPS and I had never worked at a place where I liked everyone. Even at times when I have been through tough spots, I have always realized it was all for the good of KPS and my growth as a woman and an employee. I love it here!

*Food for thought: make sure every assistant teacher who is becoming a teacher for the summer or fall, knows how to work the computer with lesson plans, emails, and anecdotal notes, so the work is evenly distributed and so that everyone is pulling their weight.

*I love working here!

*Love it!!!! I could never say anything bad about KPS. I am extremely grateful for what I have learned and how I have grown by working here. KPS helps keep me close to God.

*I love working at KPS and with all the staff. I have been at KPS for several years and I feel KPS is a great place to work. The staff is the reason KPS is known to be a great place!

*I have worked here almost a year and feel very positive about the services here. There are a few things that could be tweaked, but altogether it is a nicely run place.

*I think the only problem KPS has is that regular teacher staff are not always treated fairly. There is a favoritism among teacher staff and office staff members. The rest of us just have to deal with not being treated equally.

*I love the work environment set by the director of the KPS.