**Pre-K Exporation**

**December 8th Meeting Minutes**

Members in attendance: Mike Boylan, Esther Goss, Andrea Ferguson, Kenneth Hamner, James Fiderio, Eric Ochsner

Principal Mike Stewart

Public in attendance: Stacey Ross

Meeting called to order: Kenneth motioned at 11:08, Eric second, approved unanimously

* Initial Questions That Need Answering
  + Do the bathrooms have proper ventilation?
    - Need to see what the requirements are specifically. Could be different from initial requirements when the school launched
    - Are they asking about all bathrooms? Most likely. That wing was placed in 2005
    - Has two bathrooms individual inside that classroom
  + Are the bathrooms cleaned daily?
    - Bathrooms are cleaned daily
  + Are bathrooms located adjacent to the classrooms and provide at least 3 toilets and sinks?
    - Two toilets (boys and girls) for 22 students
    - Need to go back and confirm this is the actual requirement
  + Are there vending machines in the school?
    - There is a soft drink machine accessible for teachers only in their lounge
    - There are no student or public machines
  + Are the lights in the kitchen space shielded (shatter shields)?
    - Yes, the fluorescent bulb is recessed
    - If it shatters, it gets caught
  + What is the size of the classrooms? Need 770 sqft per classroom
    - Need confirmations, but yes they will be bigger
    - Need exact measurements
  + How frequently are we conducting fire drills? Needs to be monthly
    - Yes
  + Are the windows made out of safety glass?
    - No
    - We talked about covers and a film that can be placed on the window itself that holds the window together if it breaks. Need to cost that out.
  + How large will the fenced in play area be? Need 2200 sqft
    - We have massive land to do this
  + Ensure that only 1/4th or less the play area is hard surface
    - Absolutely
  + Play area free from lead based paint?
    - Yes
    - Playground was built after 2000. Lead was phased out in 1978
    - Biggest thing -- figure out the fence materials
  + Playground equipment appropriate for younger children?
    - Designed to have a pre-k already
  + Check the fall zones on the playground equipment
    - Need to ensure we have playground safe mulch, mats, etc
  + How do we fill the requirement for emergency transportation?
    - Walk
    - We use the baseball field
    - We use that area because it’s a reasonable distance and we can’t use the football field that has a one-person wide gate
    - If there is a parent doesn’t show, we take them to the fire department
    - We have a policy not to transfer any students -- period
* Next Steps - Academic Committee
  + Figure out what other districts are doing with academics
    - Bright From The Start has clear academic standards (who would grant the charter)
    - We’re mostly getting manipulatives, games, blocks, sand tables, clothing, specific sensors
* Next Steps - Finance Committee
  + Figure out what other districts are doing with financing
    - Make a decision about salaries (we’re not required to pay a teacher on the same scale as other older-student teachers)
    - Some pay on the regular salary scale, others pay them as assistant teacher scale
    - By requirement there must be a full-time aid, which can be paid lower than the head teacher
    - Grant opportunities
      * Big Planning grant
      * Innovation grant that we started our first year
    - Can’t have Pre-K as a feeder for the regular school while being eligible for federal grants (CSP)
    - Most realistic time we could do this would be 2020-2021 launch given current grants and focus
* Next Steps - Development Committee
  + Figure out donations for materials
  + Pricing
    - Plexiglass
      * Does it need to be just their classroom or all rooms they use?
    - Finding the kids (postcards, town halls, other media)
* Next Steps - Governance Committee
  + Need to apply for a license
    - If we do 2020-2021, we need time to fill it and have it awarded
    - Do we have time to get it soon-ish and then do a delayed opening?
    - We may need to apply this March 2019
    - We need to confirm that it doesn’t conflict with Innovation grant
  + Need to complete Program Orientation (no more than 16 hours) & need to have the program director attend 40 hour director’s training
    - Mike to attend
    - Need to find a program that meets requirement and has coverage from a Mike perspective
  + Policy Manual needs to be updated
  + Need cubbies for each child
    - Already there
  + Need protective caps on outlets
  + Need to prepare all the posted notices

Priority Next Actions

* Determine if steps can be accomplished in time for 2019 application
  + Determine finance requirements (i.e., separate books?)
  + Determine if Mike can make training
  + Determine if windows need film on all rooms attended by Pre-K
  + Determine if this works for the Innovation grant
* Make the grounds and room work
* Apply for license March 2019