**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