

Country Club Christian Church
Congregational Board Meeting Minutes May 6, 2020

Attending via video conferencing:

Board Members: Jennifer Austenfeld, Sara Christensen, Tepring Crocker, Anne Hoffman, Phil Howes, Pat Martin, Mary McClure, Mike Schaefer, Lauren Weinhold, Jeff Zimmerman

Member: Lee Brumitt

Staff: Carla Aday, Lisa McLeish, Carla Rauth

Not Attending: Eric Adler, Brian Campbell, Bruce Erickson, Karen Gallagher, Jayson Parker

A special meeting of the Congregational Board was called for Wednesday, May 6, 2020 at 5pm via video conferencing to determine the opening date for the PDO and Preschool.

Jeff Zimmerman, Board Chair, called the meeting to order at 5:00. Mr. Zimmerman received no objections to waive notice of the meeting.

Mr. Zimmerman welcomed Lisa McLeish, Director of the Preschool, and Lee Brumitt, the church's attorney.

Ms. McLeish reviewed the proposed plan for opening June 1st, attached.

After discussion it was agreed that Ms. McLeish and Mr. Brumitt would begin developing policies, procedures, and other necessary documentation prior to the opening.

After discussion, the following motion was seconded and passed by unanimous vote:

The board authorizes the CCCC preschool to move toward a hopeful reopening launch date of June 1st with reevaluation of this plan at the next board meeting on May 19th and ongoing consideration and discussion of recommendations from the Kansas City Health Department and the CDC.

Mr. Zimmerman thanked Ms. McLeish. Mr. Brumitt and the Board for their work and closed the meeting at 6:25pm.

Attachment: PDO and Preschool Plans for Reopening

May 4, 2020

At this time, the PDO and preschool programs at CCCC are allowed to re-open under guidelines set forth by MODHSS (MO Dept of Health and Senior Services, our licensing entity). They make recommendations based on the CDC and the ACP (American Academy of Pediatrics). Additionally, Lisa is the early childhood director's representative on the CDRN, Community Disaster Resiliency Network, sub-committee CYID (Children Youth in Disaster).

A group consisting of Lisa, Meridith (asst dir) and 4 teachers from various age groups discussed re-opening protocols.

1. Lisa shared information from the various organizations listed above.
2. The group discussed changes for the teachers and classrooms, then changes to family routines.

Classroom Preparations before June 1st:

1. Teachers will schedule a time the week of May 18th to be at CCCC to deep clean their classrooms
 - a. clean and sanitize furniture
 - b. remove soft materials-pillows, dress up clothes, stuffed animals, etc
 - c. declutter shelves to reduce number of items available for children, while still meeting accreditation guidelines
 - d. schedule time with parents to collect personal items
 - e. requested carpet cleaning before June 1st opening

New classroom protocols upon re-opening:

1. Space
 - a. children are allowed in their classroom and outside, no other areas of the Church will be used except in case of emergency
 - b. teachers are limited to the north/education wing
 - c. for the summer, there will be no specials or movement class
 - d. preschool summer camp program will have to be separated into 2 consistent groups, using rooms 114/115 & 214
 - e. only one classroom at a time on each playground and grassy lot
2. Curriculum
 - a. Rotate toys throughout the day, removing ones that have been played with-even when children are not using them for teethers

- b. Sensory play materials must be discarded at the end of the day, unless it can be included with toys that are cleaned
- c. No large group time; small groups limited and must recognize social distancing as appropriate
- d. Cancel all visitors/in-house field trips; if it is an outdoor experience, talk to Lisa as we can review these on a case by case basis
- e. Review summer camp activities to meet guidelines; cooking projects, in particular, only if the child has their own utensils and own ingredients
- f. Use all available table space for snacks and lunch or consider eating in 2 groups
- g. Keep children 6 feet apart during nap time, as space allows. Put children on their cots/mats/cribs, feet to feet.

3. Health and Safety

- a. It is recommended teachers wear masks indoors. When a mask is frequently touched by yourself or a child, it is contaminated, use your best judgment. CCCC will provide 2 masks for you, they will need to be washed after each use.
- b. Teachers should keep a change of clothes at work. It is also recommended that teachers wear a large button down shirt over their clothes in the classroom, then remove it when leaving (lunch break, bathroom break, etc); said shirt would need to be laundered after each use.
- c. Gloves do not need to be worn other than normal circumstances.
- d. The same teachers need to be with the children each day, this includes the person who gives breaks. Limit the number of people entering the classroom as much as possible.
- e. Teachers are limited to room 22 or outdoors for their personal breaks
- f. Toys will be picked up twice per day, to be washed; bathrooms will be sanitized during the day and doorknobs/railings/etc will be sanitized daily, throughout the day

Rules and Regulations for families

1. Drop-off

- a. Transition and preschool children will be dropped off on the playground, to limit the number of people in the building*
- b. PDO children will be met at the north door by teachers and support staff who will take them to their classroom, to limit the number of people in the building; parents will line up on the sidewalk running along the playground fence*
- c. Infant parent will initially be able to pick-up and drop off at the classroom door; this will be reviewed once the children have settled into a routine

- d. Teachers will sign children in and out
2. Pick-up
- a. Transition and preschool children will be pick-up from the playground*
 - b. Older PDO classes will be assigned a designated outdoor pick-up spot (rose garden, front of the church, etc)*
 - c. Teachers and support staff will bring toddlers to the north door to meet their parents for pick-up
3. Health and Safety
- a. All parents/nannies/adults entering the building will need to wear a mask.
 - b. A hand sanitizing station will be available at the north doors
 - c. Children's personal items must be washable: lunch containers are limited to hard sided, washable items (no soft sided lunch bags); washable bags should be used instead of backpacks, resting blankets/mats will go home every day
 - d. Children will have their temperature taken at arrival, as well as being checked for other symptoms. A doctor's note will be required for a child to attend if he/she is showing ANY symptoms (cough, runny nose, watery eyes, etc)

*in the event of rainy or inclement weather, children will not be able to be on the playground or outdoors for drop-off and pick up. It was suggested we have a staggered drop-off at the north door, allowing parents to step inside the building but stay in the entry; an official decision has not been made yet.

The group will meet again this week to make additions and or changes, as well as decide on the inclement weather policy.