

**Office/Department Highlights and Goals
2023-2024**

Office Department Name	Macfeat Early Childhood Laboratory School
Individual Submitting	Melanie Sanders and Erin Hamel
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2023-2024 Goals and Activities

Goal from Previous Report	Bulleted List of Accomplishments with Data where appropriate
Continue to work on improving the afterschool care program by increasing staffing supports during afterschool hours and utilizing monitored systems to support these enhancements.	<p><i>MET</i></p> <ul style="list-style-type: none"> ○ We provided classroom assistants with a schedule for rotating outdoor stations and included this document at the beginning of the year training. All station material locations and proper use of materials were covered during the training. ○ We created a new position called the <i>Afterschool Care Coordinator</i> that served to oversee the afterschool program and also served as the 6th teacher assistant because we only have funding for five Graduate Assistants, but the child: teacher ratio requires six. This new position has been instrumental to the success of the functioning of our afterschool program and regular school day. ○ The Afterschool Care Coordinator used an afterschool planning document to guide lessons and station schedules during the afterschool program. ○ The Director and Afterschool Care Coordinator worked together to monitor the usage of these systems. ○ Teachers rotated taking turns staying late during the afterschool care program to assist with training during the first week of school.
Based on the comments from the NAEYC 2022-2023 Family Surveys, we will continue to improve our nutritional program and the maintenance of health and safety regulations by providing families with additional suggestions for healthy lunch options and making improvements to our snack menu options.	<p><i>Partially MET</i></p> <ul style="list-style-type: none"> ○ During the beginning of the year staff training, health and nutrition regulations and suggestions for maintaining these regulations during lunch and snack procedures were discussed. ○ The Director shared health and nutrition tips with families to support and enhance their selection of healthy lunch options in monthly newsletters. ○ The Director provided additional support to teachers with families who needed additional support to maintain compliance with DSS health and nutrition regulations ○ The Director spoke with DSS licensure specialist to obtain clarification on health regulations to ensure we meet these requirements.

	<ul style="list-style-type: none"> ○ Lead Teachers and the Director provided more communication to families regarding these guidelines ○ Director, Administrative Assistant, and Lead Teachers created a new snack menu that included healthier options with clearer communication of the food groups reflected in our snack options.
Based on the comments from the NAEYC 2022-2023 Family Surveys, we will continue to improve our assessment tools and communication of student performance data to families.	<p><i>Partially MET</i></p> <ul style="list-style-type: none"> ○ We purchased and piloted the GOLD Standard Digital Portfolio System to collect, organize, analyze, and communicate individualized student performance data. ○ This assessment tool also enabled us to look at trends on a school-wide level and identify areas of strength and opportunities for growth. ○ This first year, we learned the very basics of the GOLD Standard program. We will dive deeper into the customizable features next school year.

2024-2025 Planned Goals/Activities - Top row is example (Note we will add university links once finalized plan is available)

CESHS Value	Goal/Activity	Expected Measure or KPI
<i>Inclusion</i>	We will continue to improve our nutritional program and the adherence to health and safety regulations.	<ul style="list-style-type: none"> ○ During the beginning of the year staff training, health and nutrition regulations and suggestions for maintaining these regulations during lunch and snack procedures will be discussed. ○ A snack serving size chart for the preschool and kindergarten classes will be made to assist staff in preparing the proper serving sizes. ○ The Director and Lead Teachers will provide additional support to families who need additional assistance maintaining compliance with health and nutrition regulations. ○ The Lead Teachers and Director will provide more communication to families regarding these guidelines by creating a checklist note to be sent home to communicate these nutritional guidelines to families as needed. ○ Director, Administrative Assistant, and Lead Teachers will improve snack menu items based on student likes and dislikes and to include healthier options. ○ Lead Teachers and Director will provide families with additional suggestions for healthy lunch and snack options in newsletter/ class APP communications.
<i>Innovation</i>	Based on the comments from the Macfeat 2023-2024 Family Surveys, we will continue to improve our developmental assessment tool and communication of student performance data to families.	<ul style="list-style-type: none"> ○ We will engage in our second year using the GOLD Standard Digital Portfolio System to collect, organize, analyze, and communicate individualized student performance data.

		<ul style="list-style-type: none"> ○ Teachers will complete training sessions provided through the program to gain additional information on how to utilize more of the features the program has to offer. ○ Teachers will explore the different conference data report options and determine which layout is best for their curriculum and standards. ○ We will utilize the tool to identify school-wide trends and based on our analysis, explore appropriate revisions to curriculum, teaching strategies, and materials.
<i>Investment</i>	Based on the comments from the Macfeat 2023-2024 Staff Surveys and reflections from the Lead Teachers, we will expand our pedagogical knowledge and school resources to better support students with exceptionalities.	<ul style="list-style-type: none"> ○ Lead Teacher and Director will meet at least one time per month in a one-on-one meeting where student needs will be a point for conversation on each meeting agenda. ○ During weekly faculty meetings, there will be a point on the agenda for teachers to discuss academic needs of their students, and through this collaboration, will gain additional insights and strategies for ways to accommodate student needs. ○ Scholarly journals and other professional readings will be provided to expand the teacher's knowledge of best practices when supporting students with disabilities. Topics for readings will be determined based on teacher needs. ○ The Director will explore community resources for families needing their child evaluated, investigate additional therapy supports, and look into additional supports within the community for families transitioning to a new school. ○ The Director will collaborate with the CESHS SPED faculty and members of the local community to provide staff training on ways to support young students with disabilities.
<i>Intention</i>	Prepare for our upcoming ABC Quality site visit and program evaluation.	<ul style="list-style-type: none"> ○ Teachers will review the Quality Rating Improvement Standards including the Intentional Teaching Guides to prepare for our site-visit evaluation. ○ The Director will review the Structural Quality Guide to ensure all program quality standards have been met in preparation for our review in September. ○ The Teachers, Director, and Administrative Assistant will learn more about this evaluation process by attending training sessions on SC Endeavors. ○ The Teachers, Director, and Administrative Assistant will evaluate our classroom furniture and learning materials to ensure they align with the ABC Quality Standards and update materials as needed.

Other Highlights for Inclusion in College Report that are not included above – *Please limit to no more than five and use a bulleted list.*

- **Afterschool care fee increase.** Completed an afterschool care fee study and created a plan to raise afterschool care fees. The plan was presented to the Provost and V.P. of Finance. Afterschool care fees will increase beginning 2024-25 school year.
- **Tuition fee increase.** Completed a tuition study and worked with the Dean to develop a plan to increase tuition over the next four years. The plan was presented to the Provost and V.P. of Finance and will be implemented beginning in the 2025-26 school year.
- **Apprenticeship model.** Developed a plan to incentivize student workers as their years of service to Macfeat progress. The plan outlines criteria and associated incentives for each level of service. The plan was presented to the Dean. Investigations will continue during the 2024-25 academic year, with hopes to implement in 2025-26.
- **Grants.** Six grants were managed and closed out during the 2023-24 school year. Grant monies totaled approximately \$398,000.
- **Space renovations.** Using grant monies, plans were made and implemented to paint and install new flooring in classroom and office spaces.

Reference Sheet

CESHS Mission (Goes live on Web on or about July 1)

We are a student-focused, collaborative community fostering a capacity for *innovation, inclusion, investment, and intention*. We facilitate exploration, discovery, and professional readiness through academic and clinical experiences within community partnerships. Through the contributions of our diverse students, staff, and faculty we uphold our rich legacy of positively influencing the world.

CESHS Vision (Goes live on Web on or about July 1)

We prepare graduates to become *innovative, intentional, and inclusive* leaders who *invest* in their communities.

CESHS Values (Goes live on Web on or about July 1)

Through a culture of **innovation**, we foster creative exploration.

Through purposeful **inclusion**, we cultivate collaborative and open communities.

Through strategic **investment**, we encourage adaptability and facilitate engagement.

Through focused **intention**, we promote positive change.