

Staff Meeting 11/21/13 & 11/24/13

In attendance: Jennifer P, Satchel Beranek, Abigail Buchberger, Kayla Drozd, Kenzie Drozd, Mari Faber, Annie Fochs, Terese Globensky, Michaela Geier, Katrina Guralski, Isadore Hackel, Anne Hadler, Heidi Hadler, Heather Hoyt, Jansen Imhoff, James Krautkramer, Rusty Krautkramer, Cathy M, Katie Miller, Alisen Montana, Marie Stubbe, Janine Van Rixel

Excused:, Trista Baye-Martin, Denise Gage, Tyler Lang, Matt Matel,

Not Excused: Everyone either contacted us or showed up...Thank You!

- We started off with a top 10 list – Top 10 reasons or signs that the lifeguard is going crazy. We found a list at the bottom of a drawer from long ago so Jennifer read that. My favorite was “straps themselves onto the back board while it is still on the wall”. We also asked for suggestions for a new list. If you have one, you can e-mail or text it to Jennifer or Cathy.
- You can read the top 10 list from long ago and the one from this week in the “Other Cool Pool Stuff” section of the Employee’s page on our website.

DESK

- A review of punch card procedures. Rehab membership price has gone up to 65\$ and Fitness membership has gone up to 42\$ please be sure to charge the new prices. Rehab membership should fill out a regular membership form and fitness has a different “fitness” membership form. Please try to get an e-mail address as this is our preferred way of contacting them when their membership is up rather than sending them a letter. Cathy will process their membership and put a card in the little file box for the next time that they come. PLEASE BE SURE TO CHECK PEOPLE WHEN THEY COME IN ESPECIALLY FOR EVENING AND SATURDAY CLASSES. IF THEY HAVE A REHAB MEMBERSHIP MAKE SURE THAT THEY ARE NOT EXPIRED AND IF THEY HAVE A FITNESS MEMBERSHIP PLEASE PUNCH THEIR CARD. It seems that I am doing most of the card punching at the end of the month and by that time they have often gone over their 8 visits.
- We also have “member discount cards”. We don’t sell many of them but they are available. They are in an envelope in the till drawer. The prices are on the envelope. They can only be purchased by members, but they can let anyone use them. Basically they get 5 visits for the price of 4. If they want to keep them and give them to their family and friends to use the pool they can do that. If they prefer to keep them in the little file box at the desk so that they won’t get lost they can do that too. They expire after 1 year so check the date.
- MVA (Marathon Venture Academy) cards – The MVA will be swimming with us for 3 days from November 25th – 27th. They will be back again in spring. After their first set of lessons they will be given cards that will be like the punch cards that we use for fitness. They will have 5 free visits to come on their own and practice their skills. This is actually going to be part of their class and they will get extra credit for coming in to swim. The idea is that they should be swimming, not having a group party. It would be okay if they have a little free swim after the swim, but it will be up to the guards to say something if they are not practicing skills or if their behavior is not stellar.

Pass Fail Database – This is the tool that we use when helping parents decide what level to put their kids in.

- Cathy has been working to revise this over the past 6 months. You may have noticed errors in it before the last lesson session, but at least most of them should be fixed now.

- If you find errors please let Cathy know
- The reason that it was revised is because it was getting really, really large and kids that were too old were still in it and not being taken out
- To fix this we did 2 main things: added birthdates and ages and combined the preschool and progressive databases into one database.
- When you are looking at the age please note that this was their age the last time that they took lessons. For some students we only know what grade they are in so sometimes you will see this info and it is also at the time of the last class that they took.
- We are still keeping track of when they passed different classes at this point but at some point we may or may not continue this and just start keeping track of our recommendations for what class to enroll in.
- If you look at the database on the computer you will see both, but when we print it we will hide everything but the child's name and what class we suggest that they take next. See the back of your handout. This is the information that will be put on-line in a PDF.
- Please note that this recommendation is not set in stone. If it has been a long time since their last lesson they may need to be evaluated, or for one reason or another a parent may request that they be put in a different class.
- If you see that this recommendation field is blank it probably means that it has been way to long since they had a lesson to make a recommendation.
- If you see something like 5 ST 2/6 level 2 this is a reference to their age. We don't always know if they will be taking their next class before or after they are too old for preschool so place them in the correct class according to their age. There is also an age break at age 2 and 3 when they go from Water Babies to Super tot classes.
- Seniors no longer come for lessons so if you notice someone on the list that is a senior or has graduated please let us know so that they can be removed.
- When looking at the database you will see that there are 2 other sheets (tabs on the bottom) besides the active database. One is "inactive"; this means that they are too old for swim lessons or we know that they have moved away and are most likely not coming back.
- The other tab is kids that we don't know about. Many of them are likely too old, but I am still finding kids on there that are coming from other school district that I am moving to the active page. If you don't find someone on the active page that you think should be there please look on the page labeled "not sure about these kids".
- Please note that the pass fail database that is in the common drive is a copy of the "real" one. Please don't make changes to it without letting Cathy know because the changes will not be saved.
- Whenever I do an update after lessons are over I will place a new copy in the common drive for you to view. The title of the database will have the date in it so that you will know if it is new or not. If you are assigning kids to classes and it looks like you have an old copy please check to see if there have been updates so that kids are put in the correct classes.

GUARDS

- We have a new system for disinfecting the deck when you close. It is a different device than we had before, that screws on the end of the hose. You will have to remove the regular sprayer. There is a chamber that hangs down where you put a premade chlorine insert. It is like a big capsule that will be used multiple times before it dissolves. Do not remove the plastic wrapper that is on it. Do not over-tighten the chamber or the connection to the hose. After you use this unscrew the chamber and dump out the water, then leave it open on the shelf to dry out. If you leave the water in it the tablet will

prematurely dissolve and it will be more expensive to use. This is concentrated chlorine so be careful not to get it on your clothes and wash your hands after use if you get it on your skin. This will be kept on the shelf in the back hall by the life jackets, same as where we kept the old device.

- Drills – we started our new way of doing drills in October. We are looking for feedback on this new way of doing drills so if you have any comments about it you can e-mail them to Jennifer or Cathy. Almost everyone completed the October drill so if you have not done that yet please do so. The November drill is available to do and the clipboard is kept by the message board above the frig.

ALL

- We will be getting our new filters in January. The pool will be closed from Jan. 20th – Jan 24th. See the note below about how this will affect swim lessons.
- MSDS (Material Safety Data Sheets) will be changing. These are the information sheets that tell you about the chemicals that we use and what the possible dangers are. Right now they binder that holds them is located on the bookshelf in Jennifer's office. In 2012 they started revising this system and their new way of doing it is called a GHS (Globally Harmonized System) which means that everyone will be getting the same information and it will be simplified. The new information sheets will be called SDS (Safety Data Sheets). They will say what the chemicals in the product are, who the supplier is and what the possible dangers are. They will be using pictograms to make the information easier to understand. Once we get the new sheets we will be keeping them in the staff mail box drawer in a binder that will be clearly labeled SDS – Chemical Safety Data Sheets.

LESSON INSTRUCTORS

- Winter Lessons start Jan. 6th and because of the pool being closed for a week for filter instillation the end date has been changed to the week of March 3rd (this means that the last lesson will be Saturday March 8th. This makes the time frame between winter and spring lessons a little tight. Sign up for spring lessons is the Monday of winter lessons safety day. It will be very important that you get your evaluations and pass/fails done after week 7 so that parents know what class to sign their kids up for in the spring session. We usually know if they will pass after week 7 and week 8 is safety day, you just have to get the evals done a week early. They must be done by Sunday March 2nd because registration starts at 5:45 on March 3rd.
- Please check Jennifer's door and sign up NOW if you want to work for winter lessons.