

**Annual Report**  
**Macfeat Laboratory School**  
**Richard W. Riley College of Education**  
**Winthrop University**  
**2017-2018 Annual Report**

❖ **Executive Summary**

**1. Macfeat Laboratory School Overview**

**1.1 Macfeat Laboratory School**

**1.2 Macfeat Description and Mission Statement** (college, department, center)

- 1.2a General Description of the unit: The foundations of Macfeat Laboratory School guide the program in the classrooms and define the relationship between children, families, staff, and visitors. Macfeat has two three- and four-year-old preschool classes and one five-year-old kindergarten: Macfeat houses a full-day three- and four-year-old preschool classroom (18 children all day); a half- and full-day three- and four-year-old preschool classroom (18 children in the morning and 9 in the afternoon); and a five-year-old kindergarten (up to 20 children all day). Meeting the needs of a diverse group of children, assisting families in dealing with the challenges of parenting, and providing teachers-in-training with examples of “best practices” in early childhood education are the goals of Macfeat-the oldest continuously operating laboratory school in the country.
- 1.2b Published mission statement for the unit: The Macfeat Laboratory School has two primary missions. The school promotes holistic development of children through a student-centered environment that stresses growth intellectually, physically, socially and emotionally. The school serves Winthrop University and the community as a research and training center, helping tomorrow’s educators and other professionals successfully meet the challenges of an increasingly diverse student population.
- 1.2c Changes in mission statement over the past year, if any: No change

**1.3 Macfeat Organization and Governance**

- 1.3a Description of how the unit is structured, internally and within the COE/University organization; note any changes in unit structure over the past year, if any [Attach organizational chart, if applicable]: Macfeat is a Unit within the College of Education, the Director of Macfeat reports to the Dean of the College of Education. Please see attached organizational chart.
- 1.3b General description of how the unit is staffed (administration, faculty, and administrative staff); note any personnel changes in the unit over the past year, if any:
- 1 director, administration
  - 1 administrative assistant, administrative staff
  - 3 lead teacher, 1 in each classroom, faculty instructors
  - 5 teacher assistants, graduate assistants
    - 1 graduate assistant in each classroom in the morning
    - 1 graduate assistant in one preschool classroom (all full-day children) in the afternoon
    - 1 graduate assistant in the kindergarten classroom in the afternoon
- 5.5 hours of undergraduate student hourly wages in each classroom per day  
 Graduate assistants generally turnover every two years due to graduation, this year we had four new graduate assistants; undergraduate student assistants turnover depending on class schedules and graduation.

- 1.3c Student services offered by the unit, if applicable: Macfeat is used for observation by many Winthrop University students and the community. Macfeat is also by Winthrop University students for projects and teaching.

**Winthrop University observation/participation in Macfeat classrooms 2017-2018**

<b>WINTHROP COURSE PARTICIPANTS FALL 2017</b>				
	<b>Course</b>	<b>Instructor</b>	<b># of Students</b>	<b># of Contact Hours</b>
	ARTE 528	Livek	1	3
	ECED 300	Glover	20	80
	ECED 300	Burnham	30	120
	ECED 395	Murdock	10	150
	ECED 395	Hamel	16	240
	EDUC 101	Rademaker	25	25
	HDFS 595	Moyer	1	300
	READ 290	Barger	22	5.5
	HLTH 434	Hamill	9	22.5
	READ 370	Yearta	1	2
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>135</b>	<b>948</b>

<b>WINTHROP COURSE PARTICIPANTS SPRING 2018</b>				
	<b>Course</b>	<b>Instructor</b>	<b># of Students</b>	<b># of Contact Hours</b>
	ARTE 348/580	Gardner	9	13.5
	ECED 395 001	Murdock	30	450
	ECED 395 002	Hamel	16	240
	ECED 300 001	Coleman	30	60
	ECED 300 002	Coleman	30	60
	DCED 212	Schriffen	12	70
	PSYC 607	Alderman	3	6
	PETE 512	Brooks	11	220
	READ 370	Yearta	1	5.75
	SPED 391	Mitcham	1	28.5
	THRA 395	Ivanovski	10	10
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>153</b>	<b>1,163.75</b>

**Community groups visiting/observing in Macfeat**

<b>OTHER PARTICIPANTS FALL 2017</b>				
	<b>Organization</b>	<b>Instructor/Leader</b>	<b># of Students/Visitors</b>	<b># of Contact Hours</b>
	ATC Students (RHSD)	Leigh Anne Freeman (ATC)	25	25
	Ft. Mill High School Students	Cicely Brown (FMHS)	27	27
	Teacher Cadets	Patty Sparks	30	30
	THINK College Students	Cease-Cook	3	190
	THINK College Mentors	Cease-Cook	2	50
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>87</b>	<b>322</b>

<b>OTHER PARTICIPANTS SPRING 2018</b>				
	<b>Organization</b>	<b>Instructor/Leader</b>	<b># of Students/Visitors</b>	<b># of Contact Hours</b>
	PETE 512/248 (Macfeat Family Fitness event)	Brooks/Sullivan	20	20
	THINK College students	Leach	2	64
	THINK College peer mentors	Leach	2	51
	Zeta Tau Alpha Sorority (Valentine's)		14	14
	Teacher Cadet	Patty Sparks	15	15
	South Pointe High School IB PSYCH students	Machin/Fortner-Wood	20	60
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>73</b>	<b>224</b>

<b>STUDENT EMPLOYMENT FALL 2017</b>	
<b>Undergraduates</b>	23
<b>Graduate Assistants</b>	5
<b>Temporary Employees</b>	1

<b>STUDENT EMPLOYMENT SPRING 2018</b>	
<b>Undergraduates</b>	19
<b>Graduate Assistants</b>	5
<b>Temporary Employees</b>	1

<b>MACFEAT PARTICIPATION TOTALS FALL 2017 and SPRING 2018</b>	
Winthrop Courses	14
Organization	7
Students/Visitors	448
Instructors	24
Contact Hours	2,657.75

1.3d

Institutes or centers associated with Macfeat: NA

1.3e Articulation agreements: NA

**1.4 Unit Goals** (for calendar year covered by this report)

1.4a List goals for previous year, identify if met/partially met/not met, and statement describing progress:

i. GOAL:

Successful Review for State Approval (Licensure). Macfeat is approved by the South Carolina Department of Social Services (SC DSS). Review for approval occurs every two years with SC DSS. It is an ongoing goal to receive State Approval every two years. The review with the SC DSS was last completed and notice of approval received in September 2016 and is good through September 2018. Our announced renewal visit will occur spring 2018.

PROGRESS:

Met.

Our DSS representative made an announced licensure renewal visit on May 22, 2018.

Macfeat received zero citations and our license was renewed.

ii. GOAL:

Maintain NAEYC Accreditation. Candidacy materials will be submitted in March 2018.

PROGRESS:

Met.

NAEYC candidacy materials were submitted March 2018. Macfeat was notified on May 22, 2018 that our accreditation has been maintained through April 2019.

iii. GOAL:

Conduct successful lead teacher searches for the kindergarten and preschool classrooms.

PROGRESS:

Met.

A search committee was formed. The committee was chaired by Erin Hamel and included members Liz McNelly, Sherell Fuller, Steve Rhode and Chrissie Robbins. The search was successful and two lead preschool teachers, Rosemarie Agosto and Chelsea Whitten, were hired to begin teaching for the 2018-2019 school year.

iv. GOAL:

Integrate technology in meaningful, authentic ways that are appropriate for young children

PROGRESS:

Somewhat Met.

v. GOAL:

Revise the Macfeat website to make it more user-friendly for current Macfeat families and more informative for prospective families.

PROGRESS:

Met.

vi. GOAL:

Increase Macfeat's presence on social media in an effort to reach full capacity for student enrollment.

PROGRESS:

Met.

This year, we created a schedule and utilized our Macfeat graduate assistants to make weekly Facebook posts about interesting happenings in their classrooms and our school. We also shared many of our school Facebook posts with Winthrop's College of Education Facebook page. Each classroom maintained Instagram accounts as well.

vii. GOAL:

Seek out and invite Macfeat research opportunities for WU faculty.

PROGRESS:

Somewhat Met.

Dr. Murdock and Dr. Hamel participated in a research study with Macfeat teachers Mary Chamberlain, Liz McNelly and Kelly Maclachlan that focused on culturally responsive teaching strategies in early childhood classrooms. Macfeat hosted Dr. Fortner-Wood, Mr. Machin and the South Pointe High School IB students for presentation and opportunity to apply specific observation research methods in Macfeat classrooms.

1.4b List proposed goals for upcoming year:

- i. We will successfully transition and mentor two new Macfeat lead preschool teachers, Chelsea Whitten and Rosemary Agosto.
- ii. We will prepare materials and ready our classrooms and school for our re-accreditation visit from NAEYC in fall 2019.
- iii. We will regularly incorporate STEAM engagements in the kindergarten classroom to promote learning in ways that are authentic and appropriate.
- iv. We will intentionally offer multiple opportunities in a variety of settings for Macfeat families to get to know and support one another throughout the school year.
- v. In an effort to recruit students, we will begin the process of creating promotional videos to post on the Macfeat website.

**2. Statistics and Unit Effectiveness Data**

2.1 **Headcount Summary for All Faculty and Staff** (chart; 3 years)

See attached.

2.2 **Staff Headcount** (for reporting year)

2.2a Narrative overview: There is one Director, Erin Hamel; one Administrative Specialist, Mary Ellen Lorow; three Lead Teachers: Mary Chamberlain, Liz McNelly and Kelly Maclachlan; five Graduate Assistants and twenty-five Undergraduate Student Assistants. Please see chart for 2.1.

2.2b Staff Headcount Full-time and Part-time (chart):

Name	Position	FT/PT
Erin Hamel	Director	Part-time
Mary Ellen Lorow	Administrative Assistant	Full-time
Mary Chamberlain	Lead Teacher (faculty instructor)	Full-time
Mary Elizabeth "Liz" McNelly	Lead Teacher (faculty instructor)	Full-time
Kelly Maclachlan	Lead Teacher (faculty instructor)	Full-time

2.2c Reflection on Staff Headcount Data:

Due to national (National Association for the Education of Young Children – NAEYC) and state (Department of Social Services – DSS) requirements regarding teacher to student ratios, training and certification, Macfeat must employ graduate and undergraduate student assistants.

**2.3 Unit Effectiveness Data:**

**Goal 1:** Families of the children enrolled in Macfeat will be satisfied with the program.

**Assessment Method #1:** NAEYC created annual program family surveys.

**Level of Performance Expected:** 80% or above of the survey questions are marked above 80%.

**Assessment Results:** 23 out of 24 questions (96%) met 80% or greater.

**Assessment Method #2:** Short survey on feedback from September 2017 family meeting.

**Level of Performance Expected:** 80% or above marking excellent or good on the overall rating of the meeting.

**Assessment Results:** 7 responses, 100% marked excellent or good on the overall rating of the meeting.

**Goal 2:** Provide training/observation opportunities for Winthrop University students.

**Assessment Method #1:** Contact hours for Winthrop University students

**Level of Performance Expected:** 2000 contact hours.

**Assessment Results:** 2,667.75 contact hours with students.

**Assessment Method #2:** Unit Operations Survey.

**Level of Performance Expected:** 80% or more of responses will be positive.

**Assessment Results:** As seen in the table below, positive responses to each of the Unit Operations survey questions that pertain to Macfeat were answered positively, well above the 80% goal.

Q.37 – 93% responded positively

Q.38 – 94% responded positively

Q.39 – 96% responded positively

Q.40 – 82% responded positively

**MacFeat Likert Scale Questions**

	Strongly Agree		Agree		Neither Agree nor		Disagree		Strongly Disagree		Not Applicable	
	Response Count	Percent	Response Count	Percent	Response Count	Percent	Response Count	Percent	Response Count	Percent	Response Count	Percent
MacFeat	486	28.1%	434	25.1%	74	4.3%	40	2.3%	5	0.3%	692	40.0%
Q37. The Macfeat teachers and/or staff were helpful and professional.	123	28.4%	113	26.1%	16	3.7%	7	1.6%		0.0%	174	40.2%
2015-16	40	33.6%	28	23.5%	4	3.4%	1	0.8%		0.0%	46	38.7%
2016-17	43	26.5%	49	30.2%	8	4.9%	4	2.5%		0.0%	58	35.8%
2017-18	40	26.3%	36	23.7%	4	2.6%	2	1.3%		0.0%	70	46.1%
Q38. The time allowed at Macfeat was adequate for my intended purpose.	120	27.7%	118	27.3%	13	3.0%	8	1.8%	2	0.5%	172	39.7%
2015-16	34	28.6%	35	29.4%	2	1.7%	1	0.8%		0.0%	47	39.5%
2016-17	47	29.0%	44	27.2%	7	4.3%	7	4.3%	1	0.6%	56	34.6%
2017-18	39	25.7%	39	25.7%	4	2.6%		0.0%	1	0.7%	69	45.4%
Q39. I was satisfied with my overall experience at Macfeat.	127	29.3%	113	26.1%	13	3.0%	7	1.6%	1	0.2%	172	39.7%
2015-16	34	28.6%	34	28.6%	3	2.5%	1	0.8%		0.0%	47	39.5%
2016-17	50	30.9%	41	25.3%	10	6.2%	4	2.5%		0.0%	57	35.2%
2017-18	43	28.3%	38	25.0%		0.0%	2	1.3%	1	0.7%	68	44.7%
Q40. My experience at Macfeat was a valuable part of my professional development and/or educational experience at Winthrop.	116	26.9%	90	20.8%	32	7.4%	18	4.2%	2	0.5%	174	40.3%
2015-16	32	27.1%	29	24.6%	8	6.8%	1	0.8%		0.0%	48	40.7%
2016-17	44	27.2%	33	20.4%	16	9.9%	10	6.2%	2	1.2%	57	35.2%
2017-18	40	26.3%	28	18.4%	8	5.3%	7	4.6%		0.0%	69	45.4%

**Goal 3:** Increase tuition and maintain within \$2.00/hour of other similar programs.

**Assessment Method #1:** Tuition comparison from December 2017.

**Level of Performance Expected:** Tuition to be competitive and comparable to other local, similar programs. Tuition should be within \$2.00/hour of other programs.

**Assessment Results:** Tuition is within \$2.00/hour difference of other similar programs from the tuition comparison made in December 2017.

## 2.4 Reflection on Unit Data:

**Goal 1, Assessment Method #1:** This survey is created by NAEYC. We received a low score (78% responded “yes”) on question 16, which reads, “The program helps me get to know other families in the program and encourages us to support each other.” Families have daily opportunities to interact during

drop-off and pick-up times. Additionally, Macfeat hosted five family events during the 2017-18 school year. The following opportunities were provided for families to get to know and support one another:

- Family Ice Cream Social in September 2017
- CROP Walk in November 2017
- Winthrop Basketball Social in February 2018
- Family Fitness event in April 2018
- Macfeat Water Day in May 2018

Finally, a Macfeat parent and Advisory Board member created a Facebook page specifically for Macfeat families to connect, pose questions, and share information. We will continue to assess ways to help families get to know and support one another. Using this specific language when we advertise and offer these opportunities may be helpful.

**Goal 1, Assessment Method #2:** Although we had a very low response rater, we were pleased with the survey results. We will keep the same format for this family meeting and continue to assess. We ask for suggestions on how many similar types of meetings and topic suggestions as well as a section for comments. This year, we used an electronic Qualtrics survey, rather than a paper survey and we attribute our low response rate to this change. We may reconsider and go back to using a paper survey that we distribute to families and collect the day of the event.

**Goal 2, Assessment Method #1:** The number of contact hours increased from 2016-2017.

**Goal 2, Assessment Method #2:** We were pleased with the data. No adjustments will be made based on the data totals.

**Goal 3, Assessment Method #1:** A tuition proposal was submitted and approved to begin the 2018-2019 academic year. This plan was based on projected increases in budget requirements so that the difference in tuition and expenses falls within range as desired by the President's Office. Tuition was increased by 3%. In addition, the President's Office approved a 10% tuition discount for all permanent, full-time Winthrop employees as well as siblings enrolled during the same school year.

### 3. Unit Assessment and Use of Data

#### 3.1 Assessment System

- 3.1a Brief description of assessment system employed by the unit (Include types of data collected—surveys, advisory committees, student assessments, etc. —process used for reviewing data, who is involved in the review of data, and general timeline):  
Macfeat collects short surveys after family meetings; a Unit Operations Survey; and an annual NAEYC Family Survey and an annual NAEYC Teaching Staff Survey. Surveys following family meetings are reviewed by the director and lead teachers, adjustments are made to family meetings due to responses. The NAEYC Family and Teaching Staff Surveys are reviewed at the end of the academic year. Results from these surveys are used when setting annual program goals.
- 3.1b Brief description of any proposed changes to the planned assessments or data collected to improve its effectiveness in informing unit decisions: No planned changes at this time.

#### 3.2 Results: Changes and Improvements

- 3.1a Changes or improvements made in unit over time, **noting any data used to inform the decisions** (non-curricular): **CHANGES MADE THIS YEAR (2017-2018)**
- The Macfeat Lead Teacher Search committee was successful in securing the hiring of two new lead preschool teachers for the 2018-2019 school year.

- All three lead teachers took training from ITC Director, Joyce Camp, on the technology tools available in the ITC. The teachers incorporated tools like the Green Screen, Stikbots, and Little Bits to support their classroom instruction throughout the year.
- Room 37 (preschool classroom) is the only classroom that requires access to the observation booth inside the classroom. Based on anecdotal feedback from parents, it was determined we needed to offer families of children in Room 37 another way to observe without entering the classroom. We worked with the Office of Computing and Technology Information Services to install a panoramic camera in room 37 and a monitor in room 46 so that families readily had access to observing the classroom without actually entering the room.
- Reviewed the Macfeat website and generally updated information.
  - Added a parent page for parents of enrolled children to access current information and instructions. Links are supplied on the page for registration and tuition payment.
    - Worked with the Winthrop webmaster to enhance our presence in google searches. The following was accomplished:
      - added keywords and aliases,
      - submitted additional meta data to google for a re-crawl,
      - Submitted Macfeat to Google places.
  - Added an employment page which includes an application for employment. Other documents will be added and made available to our employees for our NAEYC accreditation.

3.1b New programs or significant program changes under consideration or in early stages of development (List, noting any data used to inform the decisions):

- Enrollment in the kindergarten classroom continues to decline, especially for children who meet the kindergarten age state requirement (i.e. five years old by Sep. 1. In order to better understand community perceptions and needs surrounding the kindergarten classroom, Dean Rakestraw and Macfeat Director, Erin Hamel, formed a Macfeat Kindergarten Task Force. This small group of community members and Macfeat parents met in May 2018 to share their perspectives on the issues surrounding low enrollment of the kindergarten classroom and offered suggestions on ways the school might better meet the needs of our community. Reaching full capacity in the kindergarten classroom needs to be a continued focus.
- Anecdotal data from the Macfeat Kindergarten Task Force suggests there may be a community perception that the Macfeat kindergarten does not prepare students to enter first grade, ready for the first grade English Language Arts state standards. In response, the school has purchased sets of leveled texts, appropriate for guided reading lessons in kindergarten. New Macfeat lead kindergarten teacher Liz McNelly is registered to take a Read to Succeed course titled Foundations of Literacy in summer 2018, to ensure her knowledge and understandings of how to best support the literacy learning of her students.
- Based on data from the 2017-2018 Teaching Staff Survey, 14.29% of the teaching staff responded negatively to the question: Teachers plan engagements and assess children in the following areas of development and content.” In response, we plan to discontinue regularly scheduled computer lab visits for the kindergarten and instead,

schedule weekly kindergarten visits to the ITC for STEAM-related engagements. We also plan to train the new preschool lead teachers in the STEAM equipment available for use in the ITC so that they might be able to integrate them authentically into their classrooms.

#### 4. Unit Budget and Planning

##### 4.1 Budget Resources

4.1a Description of budget resources available in the unit (operating, revenue, foundation, grant, student/course fees) and general description of how those resources were used over the past year: Macfeat has an annual operating budget which is used in full each year. Macfeat also has a revenue account which is comprised of Macfeat application, registration, and materials fees. These funds are used to replace and repair equipment as needed in Macfeat classrooms and on the Macfeat playground when operational dollars are insufficient.

4.1b Description of overall adequacy of resources to meet unit needs

4.2 **Budget Update** (College, Department, Center: *Provide update from most recent Planning and Budget Needs report that includes emerging needs and reallocation of resources. Note how each need/ reallocation listed relates to the mission or goals of the department, college, and/or university; how assessment data was used to identify the need and/or will be used to assess effect; and any foreseen impact of the action on future budgets. Note if the expense would be recurring or non-recurring. List need in priority order in each category.*)

4.1a Assessment: N/A

4.1b Faculty/Staff Professional Development: N/A

- Pediatric CPR Training. Estimated cost: \$300. Recurring.
- SCAEYC Conference. Estimated cost \$300. Non-recurring.
- SCECA Annual Conference. Estimated cost: \$800. Recurring.

4.1c Student Recruitment and Retention: N/A

4.1d Equipment (large and small; list new equipment or improvements needed, along with costs related to maintenance, service contracts, special supplies, and estimated life of each item):

- A new refrigerator will likely need to be purchased for the preschool within the next two years. Estimated cost: \$800. Non-recurring.

4.1e Technology (list new technology or improvements needed, including hardware, software, and services):

- We have three classroom iPads (one for each room) that are outdated and apps are becoming obsolete. Because we will submit NAEYC portfolios electronically and need to be able to rely on iPads for documentation purposes, we may need to purchase three new iPads and cases. Estimated cost: \$1200. Non-recurring.

4.1f Facilities (including furnishings and maintenance):

- Facilities need to become ADA accessible as funds become available. An ADA compliance report submitted by Ben Roach in January 2014 estimated \$263,000. Non-recurring.
- The preschool classrooms, office, and hallways need to be painted summer 2019, prior to our NAEYC visit, fall 2019. Non-recurring.
- NAEYC requires a playground inspection be completed by a licensed professional every five years. Our last playground inspection was October 2014. To be prepared for our NAEYC visit fall 2019, we will need to have the playground inspected. Estimated cost: \$500. Re-curring (every five years).

4.1g Operations (including promotion/marketing, development):

- Facebook posts. Estimated cost: \$250. Recurring.

- Promotional videos for Macfeat. Estimated cost: \$500. Non-recurring.
- 4.1h Personnel
- 4.1j.1. List new and replacement full-time, FTE-occupying personnel (tenure-track and temporary) required to meet the mission and strategic goals of the unit [Identify if new or replacement, tenure-track or temporary. Use previous academic year's enrollment numbers in the justification.].
- 4.1j.2. List new full-time or part-time staff and/or student personnel required to meet the mission and strategic goals of the unit:
- Each year we struggle to hire five graduate assistants to meet NAEYC standards. We may need to hire temporary support to fulfill our teacher/child ratios.
- 4.1k Other:
- In order to fulfill NAEYC teacher:child ratios, there may be times when a substitute teacher has to be hired (i.e. both the lead teacher and graduate assistant are out sick). Estimated cost: \$1,000. Re-curring.

## 5. **Complaints and Resolution**

On April 2, 2018, a family withdrew their child from Macfeat, based on complaints they had regarding communications with the child's teacher. Macfeat Director, Erin Hamel met with the parents and the teacher. She reported the situation to Dean Rakestraw. The family's tuition balance was credited and a written apology was given from the teacher to the family.