

Holy Love Lutheran Church

Preschool and Kindergarten

Preschool Board Meeting Minutes

January 17, 2024

Members: Pastor Brittany, Peggy Apmann, Donita Harvey, Kay Johnson (A), Julie Kennedy, Heather Lasinski, Stephanie Staab, Karen Then, Beth Whitney

Board Member E-mail Addresses: Pastor Brittany (pastor@holylovelutheran.org); Peggy (rgammg@yahoo.com); Donita (donitaharvey@aol.com); Kay (kjohnson5521@gmail.com); Julie (jkennedy80015@msn.com); Heather (hlasinski78@gmail.com); Stephanie (hlpdirector@holylovelutheran.org); Karen (krthen52@gmail.com); Beth (cwscounselor@comcast.net)

Preschool Staff Present:

Opening Devotions: Beth

Open discussion for staff/congregation: Melissa Waples representing the Finance Team. Melissa shared the Finance Team's concern for the 2024 Holy Love Budget. They are requesting that the Preschool Board consider increasing our Facility Usage and Maintenance/Repairs line items by 10% each. The current yearly giving in those areas is \$40,400 and \$5800 respectively. The 10% increase would mean a monthly giving of \$4235.01 or an increase of \$4620 per year. Melissa left after her "presentation" and the board continued the discussion. In the end, the board approved the increase in giving beginning in February. Melissa also shared the Finance Team's interest in getting a new sign to replace the one currently on Chambers St. There haven't been any quotes received at this point. Pastor Brittany and Melissa shared that the new sign was going to be a part of the 50th Anniversary in May. There was concern shared that it seemed late to be starting this fundraising but information was given stating that it wasn't meant to be completed and in place by the Anniversary Celebration but sometime during the 2024 calendar year. Heather and Beth are going to try to get information about sign companies/signs recently purchased by Buffalo Trail and Timberline Elementary Schools as well as the Baptist Church by Holy Love.

Approval of November Minutes:

- Approved as written. Thank you, Kay!

Director's Report: Stephanie

- Stephanie reported that there are currently 97 students. Two students withdrew after the Christmas break and Stephanie was going through the wait list to try to fill those positions.
- There is a parent meeting scheduled from 4:00-5:00 today (1/17).
- Licensing inspection went very well. The only item needing to be corrected was moving the hand sanitizer up and out of the reach of the students.
- Stephanie asked if the "Letters of Intent" should be sent out by her or the Board. It was discussed that at one point the Board had sent them out but that Stephanie would send them now.
- **Staff Meeting:** February 7th at 4:00 (Karen will attend as per email after the board meeting)

Assistant Director's Report: Heather (as needed)

- Nothing more at this time.

Treasurer's Report: Donita

- November and December financial reports were sent out prior to the meeting and approved. Thank you, Donita!

Old Business:

- **Summer Program and Tuition:** Stephanie shared that she was going to be advertising for teachers through Indeed. There are 2? current teachers interested in teaching the Summer Program. Stephanie and Jill would be willing to teach as needed. It was mentioned that we also let the congregation know that teachers and/or volunteers are needed. It would mean fingerprinting and a background check for those interested. Stephanie reported that the 3-4 year old class will cap at 20 students while the 4-5 year old class will cap at 15. The cost will be \$100 per student.
- **Personnel Handbook:** Donita repeated that she feels it is best for this to be completed at a separate meeting. Beth will send out an email to schedule a date to get it started.
- Beth asked if Stephanie would mind forwarding the results of the survey to her. She will send it out to the rest of the Board.
- **Anything new regarding UPK or Colorado Shines:** As per **Colorado Shines**, the sinks have to be sanitized before meals/snacks. There will need to be shelves and cabinets built for the products needed, and placed in the

bathrooms currently being used to wash hands before meals/snacks. Concerns were shared regarding the Property Team and the amount of time they are spending at the church working on repairs, building "things", etc. At this point, Heather also mentioned the need for a new playground structure. Husbands of some of the current staff would be willing to help build the shelves and cabinets, as well as, put together and set-up the playground structure. Donita shared that the Property Guys will still have to come up to mark areas where the structure can or cannot be placed. Beth suggested that along with the husbands of the staff, that the congregation also be notified of the need for folks to help build the necessary items.

- There continue to be concerns about the continued funding of **UPK** for private schools. As of now, 4 year old students will continue to be funded, however, beginning in the 2024-2025 school year funding for 3 year old students will be for public schools only. We are beginning discussions of ways to get 3 year old kiddos to attend Holy Love Preschool. Stephanie mentioned giving discounts to Military families and possibly rewarding families who make referrals to Holy Love's Preschool with a discount. These suggestions were placed in the "Parking Lot" and will be discussed further at the February Board meeting. Stephanie will send Beth the contact information she and Kay have been using for UPK.

New Business:

- **Stephanie's fundraiser:** Stephanie explained that the advertising for her fundraiser was going out to all of her customers as well as the preschool families and Holy Love congregation. A percentage of the proceeds will go to the Preschool. Stephanie would like to designate the proceeds to a Scholarship fund for preschool families who need financial support. Pastor Brittany asked for clarification of how the fundraiser was going to be advertised. After a brief discussion, Stephanie explained that it would be placed as an item in the newsletter currently sent out to the families. It will also be placed in a similar manner in Holy Love's weekly e-news. This proposal was approved by the board members.
- **Enrollment fees:** Stephanie asked for permission to change the enrollment fee from \$80 for the first child and \$40 for each additional child to \$100 for the first child and \$175 per family. The change was approved.
- **Moving tuition due date:** Stephanie requested moving the tuition from the 10th to the 15th of each month. She reported that there are some families who struggle to pay the tuition by the 10th. Some parents have met with her

and have developed payment schedules that will meet their needs. There was discussion regarding changing the late fee from \$10 to a higher amount. The first suggestion was to change the amount to \$20 but the feeling was that that might not be enough of an increase to make a difference. A suggestion was made to increase the fee to \$50 but some members of the board felt that was too much of an increase to put into place midyear. A fee of \$30 was approved for the rest of this school year and any change in that fee will be discussed further for the 2024-2025 school year.

Next Board Meeting: February 20, 2024 at 12:30

Devotions: Peggy

In a divided and disconnected world, we fervently believe that our shared humanity is grounded in Christ's unconditional love. God's infinite grace and mercy drives us to replace anger, judgement, and loneliness with love, forgiveness, and belonging.