

## Holy Love Lutheran Church

### Preschool and Kindergarten Board Meeting Minutes

March 12, 2024

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

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

**Preschool Staff Present:**

**Opening Devotions:** Donita

**Open discussion for staff/congregation:**

**Approval of February Minutes:**

- The third (and final) copy of the February minutes sent to the Board were approved. Two previous forms of the minutes were sent but Beth noted information that was missing in both, made the correction and sent another set of minutes. AACK!!!

**Director's Report: Stephanie**

- Stephanie reported that we continue to have 99 students enrolled.
- Stephanie shared that she and Heather have completed the calendar for the 2024-2025 school year. Copies were passed out to the Board members who were complementary of the finished calendar.
- When asked about the numbers signed up for the Summer Program, Stephanie reported the following: Week 1 - 7 students total; Week 2 - 12 students total; Week 3 - 10 students total; Week 4 - 14 students total. These totals reflect the numbers registered in both classes combined.
- Stephanie will be out of the office on April 4<sup>th</sup> and 5<sup>th</sup>. Heather will be acting Director in her absence.
- It was reported that the Preschool shed was broken into on March 8<sup>th</sup>. The doors were pried open and the lock was broken but nothing was taken. It was

assumed that the shed was being used as shelter. Pastor Brittany shared that the Property Team is looking at outdoor security cameras and lights.

- Stephanie also shared that there is \$1400 remaining to be spent from a grant from Colorado Shines. The money is to be spent on non-consumable items. She has asked the staff to make suggestions.
- Stephanie reported that the amount that UPK provides per student qualifying will go up 2% from this year's \$474.29.
- A new Office Manager has been hired. She will be training with Jill immediately following Spring Break until Jill leaves on April 5<sup>th</sup>.
- **Staff Meeting:** April 3<sup>rd</sup> at 4:00 - Kay will attend.

#### **Assistant Director's Report: Heather (as needed)**

- Heather is contacting former parents who may be interested in working in the Preschool program. Other directors have stated that they get their best candidates from former parents.
- Heather reported that the staff in attendance "danced the night away" at the PTO's event held at the Church of Latter Day Saints on Chambers St.
- Heather and her husband are going on a cruise for their anniversary!

#### **Treasurer's Report: Donita**

- No Financials were provided to the Board this month. The Board moved their meeting to the 2<sup>nd</sup> Tuesday of the month in order to provide the minutes to the Church Council members before they meet on the 3<sup>rd</sup> Tuesday of each month. Because of that change, the February financials will be provided at the April Board meeting. They will be discussed and then forwarded to the members of the Council after approval by the Board.

#### **Old Business:**

- **Personnel Handbook:** Members of the Board met for a second time on February 28<sup>th</sup> to continue working on the Personnel Handbook. There were good discussions as everyone shared their thinking and decisions were made as to what information to include or leave out of the handbook. Beth will send out an email to schedule another meeting the week after Spring Break.
- **Anything new regarding UPK or Colorado Shines:** See the Director's Report section of these minutes for information regarding Colorado Shines and UPK.

## **New Business:**

- **Indeed posting:** Stephanie had contacted Donita wondering if it would be possible to spend \$500 on a posting for Indeed. The Board Bylaws state that any expenses of \$400 or more must be approved by the Board. After discussion as to the benefits of Indeed and other places where the postings could be placed, the Board approved the \$500 expense for one month. Stephanie explained that \$42 is deleted from the \$500 each time it is used by the Preschool so the amount could diminish before the end of the month. It will be revisited in April to see how beneficial it was and if we want to continue using the program.
- **Hiring Guidelines:** Donita shared that Stephanie has proposed 3% - 5% - 8% increases. TAs: \$15.25 to \$16.00-\$16.75; Teachers (Other than Kindergarten): \$16.10-\$16.55 to \$16.75-\$17.75; Kindergarten Teachers and/or Assistant Director: \$17.84-\$18.20 to \$18.00-\$20.00; Office Manager: \$16.00 to \$16.50. These increases were approved by the Board. There was a lengthy discussion as to Hiring Guidelines and an applicant's sexuality, the ELCA Sexuality Statement and the congregation's Core Values. Further discussions will be held regarding these hiring guidelines.
- **New Hire Bonuses:** Will be placed on the April agenda.
- **Staff Discounts for students attending HLPS:** Will be placed on the April agenda.
- **Procure Software:** Stephanie shared information regarding this software. She stated that the cost is \$79 per month and there is no contract required. It can be used by the staff to share the students' work and activities **with the parents/guardians**. Registration and payments would be online with credit cards accepted (with fees). Parents would be able to pull their own tax and monthly statements with the use of this software as well as sign their child(ren) in and out of the classrooms each day on i-pads which would take away any confidentiality concerns noted with the current system. The company would like to have it set-up in June so it's ready to go when school starts. The Board was positive about the possibilities noted with this software but would like to get a better picture of the budget for next year before making a final decision.
- **Recognition of Jill's work with us:** The Board will help with a breakfast celebration being planned by the staff. More information will be coming.

- **FYI:** The PTO is planning two fundraisers: March 28<sup>th</sup> at Howdy's Ice Cream; and April 18<sup>th</sup> at Chick-fil-A. Stephanie will find out the times for each fundraiser and let the Board members know.

**Next Board Meeting:** April 9, 2024 at 12:30

**Devotions:** Kay

*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.*