

## Holy Love Lutheran Church

### Preschool and Kindergarten Board Meeting Minutes

April 9, 2024

**Members:** Pastor Brittany (A), Peggy Apmann, Donita Harvey, Kay Johnson, Julie Kennedy, Heather Lasinski (A), 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:** Kay

**Open discussion for staff/congregation:**

**Approval of March Minutes:**

- The minutes were approved as amended after contact from Stephanie and Donita regarding pay increase for Teachers (Other than Kindergarten).

**Director's Report: Stephanie**

- Stephanie reported that we continue to have 99 students enrolled.
- Volunteers are needed to help out with the receptions after the graduations on May 15<sup>th</sup> and 16<sup>th</sup>. As of the Board meeting, no time had been set for the Kindergarten graduation. There was discussion that some of the staff preferred that the graduation be held later in the day: 4:00 or 5:30. Stephanie was reminded that NA uses the Fellowship Hall for their meeting on Wednesdays at 6:00 so those later times would make it difficult to have the Fellowship Hall ready after the reception for the NA meeting. Stephanie was going to share that concern with the staff. Sign-Up Genius is being used for volunteers to sign up for the receptions.
- Stephanie thanked the Board members for their help with the going away brunch for Jill. Jill was surprised and pleased to be honored.
- Stephanie also shared that she and Pastor Brittany met and discussed the reason for one of the applicants not being hired which had been discussed at the March Board meeting. There had been a miscommunication regarding the

reason that the applicant was not hired for the position. Val Johnson took the position that the candidate had applied for so it was an internal shift.

- Stephanie stated that the other items on her discussion list would be visited later in the meeting.
- **Staff Meeting:** May 1st at 4:00 - Julie will attend

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

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

- The February financials were shared by Donita prior to the meeting. They were approved. Donita provided the Board with a worksheet that showed the budget with all Hiring Guidelines and staff pay realignments shown. It was VERY helpful as we moved through the rest of the meeting. Thank you, Donita!!

#### **Old Business:**

- **Hiring Guidelines:**
  1. Extra hours for Office Manager for special circumstances - up to 6 hours per month - Approved
  2. Paid breaks: Full pay or  $\frac{1}{2}$  pay for Fall Break, Christmas Break and Spring Break - Full pay for those 4 weeks - Approved
  3. Approved extra hours for staff - It was discussed and decided that the staff would no longer get paid for the end of year picnic (2 hours) - Approved
  4. Signing bonus - \$100 paid after the end of the first 90 days of school - Approved for all staff
  5. Continuing Education - Stephanie is working to be sure all continuing education hours (Colorado Shines) will be able to be completed during regular duty hours. No extra pay will be required - Approved
- **Personnel Handbook:** Members of the Board met for a third time to work on the Handbook and were able to complete it except for the sections that will be affected by the budget. Items belonging in those sections were discussed and voted on at this Board meeting. Beth will send out an email to schedule another meeting after the results of those votes are known so the Personnel Handbook can be completed.
- **Indeed Update:** Stephanie reported that she got 11 qualified applicants from Indeed and has 6 candidates who are ready for their 2<sup>nd</sup> interviews.

The Board approved \$500 for her to use IF needed before our next meeting in May.

- **Anything new on ProCare?:** Stephanie is currently involved in a Virtual learning opportunity offered by ProCare. The 1<sup>st</sup> payment will be due in August. A member of the Board asked if it was possible for medical records such as immunizations to be uploaded onto ProCare. Currently those records are being sent by fax from the Doctor's offices. If they could be uploaded onto ProCare, the fax line would no longer be needed which would be a savings for the Preschool budget.
- **Anything new regarding UPK or Colorado Shines?:** Colorado Shines will conduct the rating process in December. Stephanie reported that, Taylor, the consultant from Colorado Shines who has been helpful to the staff, is leaving Colorado Shines so Holy Love will be getting a new consultant. Stephanie shared an article entitled Universal Preschool to the Board members. She is planning to join Chalkbeat which is a website that shares information regarding UPK.

#### **New Business:**

- **Staff Discounts for students attending HLPS:** 10% Discount was Approved
- **FYI:** Fundraiser: April 18<sup>th</sup> at Chick-fil-A from 4:00-8:00
- **Proposed staff pay realignments:** Donita requested a vote on the staff realignments proposed after a meeting with Stephanie, Donita and Beth. The realignment pay amounts were Approved. Beth was given a copy of those amounts if anyone is interested in seeing them.
- **Next Board Meeting:** May 14, 2024 at 12:30

#### **Devotions:** Julie

*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.*

#### **Parking Lot:**