

Preschool and Kindergarten Board Meeting Minutes

February 11, 2025

Members: Pastor Brittany (A), Peggy Apmann (A), Donita Harvey, Kay Johnson, 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 (hlpsdirector@holylovelutheran.org); Karen (krthen52@gmail.com); Beth (cwscounselor@comcast.net)

Preschool Staff Present:

Opening Devotions: Julie

Open discussion for staff/congregation:

Approval of December Minutes:

- The January minutes were provided to the members of the Board prior to the meeting. They were approved as amended as per notifications after the members received them.

Director's Report: Stephanie

- Stephanie reported that the current enrollment continues at 52 students. Enrollment for the 2025-2026 school year has opened to the public and Stephanie shared that we already have 22 students enrolled. That number includes: Preschool class - 7; PreK class - 7; Junior K - 5; and PreK II/Steam - 3. Ten of the 22 students registered are UPK. This is an increase in the number of students registered at the same time last year! Stephanie also reported that there have been "lots" of tours and some have noted that they will be attending the Open House on February 13th. Enrollment for the Enrichment program will open in April. The Board was interested in how the marketing program is going. The "green sign" has been noticed. Erica made some suggestions and observations as she spent time in classrooms making recordings to be used as part of the marketing. She suggested that the Bear mascot be utilized in any communication that comes out from the Preschool Program so that parents can easily connect the Bear to HLPS. She also told

Stephanie and Heather that there is "Lots of Love Here!" and to share that sentiment in future marketing. Facebook has been an amazing marketing tool, as well. Stephanie requested funding (\$14) to "boost" Facebook to include a video. At the time of our meeting there had been 3000 views of the video. It was also suggested that based on the Colorado Shines rating HLPS be advertised as "An Award-Winning School". They will also be advertising that HLPS offers "Free PreK" (4 year-olds) due to our involvement in UPK.

- Licensing: Ralf came in to measure and let Stephanie know that 85 students will be able to be in the Fellowship Hall at one time. This was based on a certain square footage required for each student. The Council Room can accommodate 14 students at one time.
- **Staff Meeting:** March 6, 2025 at 4:00 - Julie will attend.

Assistant Director's Report: Heather (as needed): Heather shared information during the Director's Report.

Treasurer's Report: Donita

- The January Financial Report was provided by Donita via email prior to the meeting. The Financial report was approved.

Old Business:

- **Treasurer's Position:** A lengthy discussion was held regarding the contract for the new Bookkeeper position. There were concerns shared about how the current CPA's continued involvement with HLPS was presented in past meetings. Some of the Board members felt that this issue was misrepresented and others felt it was shared as fairly as possible at the time. Another area of concern came during a discussion of what the Bookkeeper position would and would not cover. This left the Board wondering if there would still need to be a Treasurer Liaison to fill in the areas not covered by the contract presented. While the delineation form presented to the Board members prior to the meeting was the result of conversations from the October, November and December Board meetings, it seemed to be a cause of concern. There were two changes to the contract noted by the Board. One was in regard to wording in Section X of the contract. The other was in Section XIX which stated that the First Point of Contact would be the Pastor of Holy Love. Some members of the Board felt that the Bookkeeper should be able to contact the person with the information needed directly and not have to go through the Pastor. Some members of the

Board didn't feel that there was a need to vote to approve or not approve the contract so no vote was taken.

- **Anything new regarding UPK or Colorado Shines:** There was nothing new at this time. The current Colorado Shines rating will be in effect for three years.

New Business:

- **Review PTO time/hours:** Stephanie presented a request that the Board consider allowing the Assistant Director to receive PTO from the hours served in that position. Currently, PTO hours are only considered for the time spent in the classroom with students. Initially, Stephanie said that there wouldn't be any need to change the policy at this time but would like for the Board to consider changing the policy before the next contracts are written. One member of the Board stated that she would like to see a change made at this time so the AD could receive the PTO hours this year since she'd put in the time. Donita mentioned that an Addendum could be made to the current contract granting the PTO time but it would take an off-cycle payment. Stephanie noted how that could be worked through so an off-cycle payment wouldn't be necessary. The addition of the PTO time was approved and Donita agreed to create an Addendum.

Next Board Meeting: March 11, 2025 at 12:30

Devotions: Karen

Holy Love Preschool and Kindergarten motto for 2024-2025 school year:
"Raising leaders and creating positive environments"

Holy Love Lutheran Church Mission Statement: 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:

