

Holy Love Lutheran Church

Preschool and Kindergarten Board Meeting Minutes

May 14, 2024

Members: Pastor Brittany, 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 (hlpdirector@holylovelutheran.org); Karen (krthen52@gmail.com); Beth (cwscounselor@comcast.net)

Preschool Staff Present:

Opening Devotions: Julie

Open discussion for staff/congregation:

Approval of April Minutes:

- The April minutes were approved as amended

Director's Report: Stephanie

- Stephanie reported that we have 98 students enrolled. One student started their summer vacation early.
- Current summer enrollment: 11 students the 1st week; 19 students the 2nd week; 14 students the 3rd week; and 18 students the 4th week. One of the newly hired teachers for the 2024-2025 school years will be helping at all of the summer sessions!
- Other items on Stephanie's discussion list will be visited later in the meeting.
- **Staff Meeting:** at 4:00 August of 2024-2025 School Year

Assistant Director's Report: Heather (as needed)

- No additional information was shared at this time.

Treasurer's Report: Donita

- The March and April Financial reports were sent to members of the Board prior to the meeting. Both reports were approved.
- Donita and Cathie met with the following items discussed:
 1. Informational: The May financials will "take a hit"
 2. Donita has finally been able to get a Credit Card for Stephanie's use. There was an issue with using the Petty Cash fund. It seemed there was a need to put money into Petty Cash due to expenses that were coming up unexpectedly. This way there will still be \$200 in Petty Cash for emergencies as well as the Credit Card for Stephanie to use as needed.
 3. Cathie wondered if the Board would want to consider putting the funds going to the church into one account rather than it being divided into specific accounts as our Financial Reports indicate. The conversation by the Board leaned toward keeping it as it is in the church's budget so it is accounted for as intended by the Preschool.
 4. The last item of discussion brought up concerns regarding payments to the Church. It was suggested that a meeting be held closer to the 2024-2025 school year with the Finance Team. This joint Finance Team/Preschool Board meeting will address effective means of communication between the two groups.

Old Business:

- **Personnel Handbook:** Donita shared that the revised document has "kind of" been sent in as she has received questions from Paylocity as to parts that we cut from the handbook for our use. Thanks for your continued work on this, Donita!
- **Anything new on ProCare?:** Stephanie shared that there will be an introduction to the ProCare system at the beginning of the school year. Parents will be offered an in-service during orientation.
- **Anything new regarding UPK or Colorado Shines?:** Stephanie shared that they have been given the name of the new Coach from Colorado Shines. Elizabeth will be working with the Holy Love Staff starting next year. Heather will be an additional support to the staff as needed.

New Business:

- **ELEA Membership:** Stephanie and Pastor Brittany Tabled till June Board Meeting
- **Fall Tuition for a late start:** Stephanie shared that we have a current family who is in the process of adopting a child from out of the country.

They had hoped to have the child in order to start school but have found out that they won't be going to the country where the child currently resides until July and have to be there for 3 months before returning with the child to the U.S. There was a question by the family as to needing to pay 3-4 months of tuition to hold the spot for the student. The Board voted to ask them to pay one fourth of a month to hold the spot. The feeling of the Board was that the family is working to offer a better life for a child in need and we could support them through the process by offering a lower cost for tuition for that time.

- **Farewell Party for Kathy and Janis:** There will be a celebration for Kathy and Janis as they retire from teaching at Holy Love Preschool and Kindergarten. There was a discussion as to how the Board would help out with the celebration.
- **May tuition for next year:** Stephanie proposed the idea of lowering the May tuition to a half month like August since the students are finished with school in mid-May. The proposal was approved.
- **Opportunities to Advertise:** Stephanie and Heather shared ways to advertise registration for Holy Love Preschool and Kindergarten. They've discussed having a banner made at one time and were going to check on some costs. Pastor Brittany has a company that showed a lower cost than the Board had heard at other times. Beth will put up notices by the mailboxes in her neighborhood
- **Next Board Meeting:** June 11, 2024 at 12:30
- **Devotions:** Karen

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: