

Holy Love Lutheran Church

Preschool and Kindergarten Board Meeting Minutes

September 10, 2024

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

Open discussion for staff/congregation:

Approval of August Minutes:

- The August minutes were approved. This includes the item sent out by email by Donita. The allocation of line items Dues & Subscriptions and Classroom Supplies needed to be adjusted to account for the ProCare subscription costs. Total for Dues & Subscriptions was adjusted to \$2000 and Classroom Supplies to \$5000. The bottom line of the budget did not change. An email vote was taken on this change in the budget and was approved.

Director's Report: Stephanie

- Stephanie reported that we currently have 52 students. One student never showed up this year; one student went from 2 sessions to 1.
- We have 23 UPK students.
- **Staff Meeting:** October 3rd at 4:00 - Peggy will attend

Director's Report: Heather (as needed)

- There was no further information from Heather at this time. The information she has regarding Colorado Shines will be included later in the

Treasurer's Report: Donita

- No Financial Report was received prior to the meeting. Donita will send it out when she gets it from Cathie.

Old Business:

- **Personnel Handbook:** Donita shared that she received feedback from Paylocity who has been "proofing" the changes we had made to the Personnel Handbook. There are some areas where full and complete policies have to be in the Handbook. The representative is going to help us by finding the sections where we can add "Refer to the Policy Handbook located in the preschool office or with the number of the policy".
- **Anything new regarding UPK or Colorado Shines:** **UPK** - The staff is waiting on feedback from UPK on the curriculum currently being used by the Preschool and Kindergarten to be sure it aligns with the state Standards. If our current curriculum does not meet those standards we will not be able to continue with UPK. **Colorado Shines:** Stephanie and Heather reported that we will have another coach working with us this year - Randi. They shared that the staff is extremely disappointed with this as they had developed positive and good working relationships with Elizabeth. There is a new requirement by the Health Department, Licensing, and Colorado Shines around the cleaning of tables. The new requirement asks that 3 different paper towels be used to clean the tables each time they're washed: 1 to use for washing with soapy water; 1 to rinse with clear water; and 1 to use when bleaching the table. Stephanie is checking with the Health Department to see if cloth or specific kinds of rags can be used instead. If paper towels are needed, Beth will request a "Paper Towel Drive" by the congregation as that will be very expensive and "eat up" our budget quickly!
- A police officer will be on site in January and February to walk through and practice a lock-down drill.
- Peggy followed up regarding a letter Pastor Brittany was going to send out to the Preschool and Kindergarten families in September. Pastor Brittany said she is starting Chapel with the classes this week and she plans on the letter going out at that time with a backpack clip. The letter will explain the Chapel

times spent with students and opportunities to Worship and attend Sunday School at Holy Love. Peggy asked if Pastor Brittany would send a copy of the letter to the Board prior to sending it to the families. She agreed.

New Business:

- **Premier Time Account through 1st Bank:** Pastor Brittany discussed and shared information regarding a Premier Time Account that the church has recently opened. She suggested that the Board open a similar account where we can make money up to 90 or 180 days. After discussion, it was approved that an account would be opened for the 90-day option. Donita, Julie and Beth will meet at 1st Bank to add Julie and Beth as those having signature privileges and they will open the account with \$100,000.
- **Submitting budget and pay scale to Colorado Shines:** Stephanie shared that if she submits these two items to Colorado Shines it will give the school points toward its rating. She also shared a copy of an Improvement Plan she developed which also give points toward the final rating. These items were approved by the Board.

Next Board Meeting: October 8, 2024 at 12:30

Devotions: Beth

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: