

## Holy Love Lutheran Church

### Preschool and Kindergarten

#### Preschool Board Meeting Minutes

November 10, 2020

**Present:** Peggy Apmann, Leigh Brazee, Twilla Harter, Donita Harvey, Kay Johnson, Mary Stephenson, Ruth Roehrman, Karen Then(A)

#### **Board Member E-mail Addresses: (Pastor Kari)**

pastorkari@holylovelutheran.org; (Peggy) rgammg@yahoo.com; (Twilla) twicat03@aol.com; (Donita) Donitaharvey@aol.com; (Kay) holyloveschool@holylovelutheran.org; (Leigh) [lgbrazee@gmail.com](mailto:lgbrazee@gmail.com); Ruth Roehrman ([auroraco7@comcast.net](mailto:auroraco7@comcast.net)); Karen Then ([karethen52@yahoo.com](mailto:karethen52@yahoo.com)) (Cathy) hellmercpa@gmail.com

**Preschool Staff Present:** Terry Altman, Veronica Edmiston

**Opening Devotions:** Provided by Mary "The Shepherds Care"

#### **Approval of October Minutes:**

- Peggy moved to approve the October 16 meeting minutes. Twila seconded. No corrections/updates were recommended. Minutes approved unanimously.

#### **Director's Report: Mary**

- Great Trunk or Treat
- Tornado drill completed. Parent-Teacher conferences for JR, K and Kindies Nov 23. Thanksgiving break Nov 23-27. PTO Santa shops will be held in the classrooms and will be held Dec 1-4. Virtual Christmas Worship programs will be held Dec 17<sup>th</sup> and 18<sup>th</sup>. Christmas break Dec 21 - Jan 3, 2021. Teacher workday Jan 4, 2021 and students return Jan 5, 2021.
- **Current Enrollment Numbers:** Currently school max 126 students, current enrollment is 117 which is 84%.
  - **Preschool AM:** Capacity: 18 Enrolled: 18
  - **Preschool PM:** Capacity: 18 Enrolled: 14
  - **PreK AM:** Capacity 22: Enrolled: 22
  - **PreK PM:** Capacity 22: Enrolled: 20
  - **Pre-KII (Pre-STEAM):** Capacity 16: Enrolled: 16

- **JrK M-F AM:** Capacity 12: Enrolled 12
- **JrK M-F PM:** Capacity 0: Enrolled 0
- **Kindergarten:** Capacity 18: Enrolled: 17
  
- **Concerns**
  - **Handbook:** Feedback from Colorado Shines regarding the handbook. Kay will meet with our Colorado Shine representative to review her comments. Some information we just won't put in the handbook and we will have to live with the ratings given for those sections.
  - **Staff/Contract Needs:** A staff member will be leaving and one of the TA's is moving up to cover the teacher position so there needs to be contract changes. The question was asked whether parents can return to cover lunch bunches and the answer given was no, the requirements for essential personnel have not changed. It was also noted Veronica is stepping in to cover as much as possible.
  - **PPP Funds Questions:** A question was raised about what PPD fund were to be used for, all staff thought those funds were just to be used to pay salaries should the school need to be shut down again or only if staff needed to quarantine due to exposure. The board explained that understanding is not correct, the funds were to be used right away to pay salaries. The board also indicated if someone is quarantining but performs work remotely, they would be paid for hours worked.
  - **Potential Shutdown/Hybrid Learning:** Question from the staff about whether they would be allowed to teach from the building should in person be limited. The answer was essentially we don't know yet, it depends on the conditions mandated by the shutdown/remote learning requirements. The board requested the staff come up with several plans or options to prepare for that eventuality to bring to the board for review and approval. The staff has the best knowledge about what can or cannot be done for the different age levels and what level of remote learning each age limit will tolerate (or not tolerate). The staff emphasized they are very committed to keeping the school open and asks that consideration be given to requesting a waiver or exception to remain should closures be mandated.

**Staff meeting:** Wednesday Dec 2, 2020 at 3:45 pm

### **Council Report: Leigh**

- Question from the finance committee discussed under Treasurer report below.
- Leigh indicated the council has created a Covenant that is recommended for all teams to use to open their meetings with. She did not have the text of it but will include with the minutes.

### **Treasurer's Report - Donita**

- October financials provided. A motion was made and seconded to approve the financials. Motion passed unanimously.
- Discussion about question from the finance team asking how strong the budget numbers were for 2021. Tuition income is limited based on current enrollment numbers, resulting in about a current monthly operating deficit of \$3,575.00. We do have about \$89,512.00 in the bank, which means we would be able to support operating even with the deficit for a while. After much discussion the board is recommending we continue to pay the full church Facility Usage (\$3,166.67) and maintenance (\$483.33) through at least the rest of the 2020-2021 school year, with the intention to pay it through all of 2021 but recognizing that we should re-evaluate as we go through next year and taking into account the enrollment numbers.

**Next Meeting:** January 12, 2021 at 4:00 p.m. in the narthex

**Devotions:** Peggy

**Holy Love Evangelical Lutheran Church is committed to proclaiming and living the Good News of God's love in Jesus Christ as we gather for worship and study, scatter for witness and service to our neighbors.**