

## **Preschool and Kindergarten Board Meeting Minutes**

**May 13, 2025**

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

**Open discussion for staff/congregation:**

**Approval of April Minutes:**

- The April minutes were provided to the members of the Board prior to the meeting. They were approved as written.

**Director's Report: Stephanie**

- Stephanie reported that they ended the year with 53 students. Forty students are enrolled for the 2025-2026 school year. That includes as follows: Preschool - 15; Pre K - 12; Jr K - 10; Pre K II/Steam - 3. There was a question regarding when we would consider dropping the Pre K II/Steam program since the numbers are low at this point. Stephanie stated that the T/Th session would be filled before starting with the M/W session. Sixteen of the forty students enrolled for the 2025-2026 school year are UPK students. There are others showing an interest in the afternoon Enrichment program but there is currently one student registered.
- **Staff Meeting:** August 2025

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

- There was nothing additional for Heather to discuss at this meeting beyond what Stephanie had already shared.

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

- The March Financial Report was sent to the Board members by Donita prior to the meeting. It was approved.

## **Old Business:**

- **UPK Information:** The items brought up and discussed at the official UPK meeting held prior to last month's board meeting have been put on hold until the 2026-2027 school year. This includes decisions regarding our current curriculum, and the cost we're "allowed" to charge beyond what UPK is currently funding for the students. The extra costs include the Registration Fee and the Book & Supplies Fee.
- **Certified Accountant Information:** A discussion was held regarding the change from Quick Books Desk Top to Quick Books Online. The cost will increase for the church from \$65 to \$99 per month. The request was made that the Preschool share the cost of the new online version. The Board voted to pay the \$35 difference from the church's cost to the increased amount until the combined meeting with the Preschool Board and Church Council in September.
- **Creating 2025-2026 Budget: Subcommittee** Donita is working to create a preliminary budget based off of the information she has at this point. Future staff placements were discussed, as well as, other items pertinent to beginning the budget process. Donita will continue to create a preliminary budget and when she reaches a point she is "comfortable" with, a subcommittee will be put in place to work further to create the budget to be proposed to the full Board.

## **New Business:**

- **Sign-up for staff lunch:** A sign-up sheet was passed around for board members to volunteer to bring items for the staff luncheon on Wednesday, May 21<sup>st</sup>. A discussion was held about who to invite to the luncheon as an appreciation of their help and support to the Preschool this school year. It was decided to include the Property Team, substitute teachers, those who read to the students and those who played the piano for programs.
- **Sweatshirt/T-shirts to sell??** Beth talked to Stephanie prior to the meeting about the possibility of selling sweatshirts and/or t-shirts to students, families, staff, etc. Stephanie thought it was a good idea so Beth opted to bring the idea to the Board. It would be a way of "advertising" the

program as people wore the HLPS gear outside of the building and could also be a fun way to celebrate the preschool throughout the year on Fridays or on other occasions. Stephanie is going to bring it up to the PTO and the Board shared positive feelings about the idea. It was also shared that polo shirts with the HLPS and Kindergarten logo on them were worn at one point in time. The Bear currently being used in advertising and other informational items sent out from the Preschool will be used on the gear.

**Devotions:** Pastor Brittany

**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:**