

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

**July 15, 2025**

**Members:** Pastor Brittany (A), 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: Beth Whitney**

**Open discussion for staff/congregation:** Michael attended the Board meeting and explained the financial reports he sends out and additional ways that we can request information. The Board was given the opportunity to ask questions while Michael was there. Some questions included: Michael's knowledge of Gusto - being considered to replace Paylocity as our payroll software. Donita and Kay shared information they found while researching Gusto. One of the questions was the way Gusto would handle garnishments. Currently, Paylocity sends out a notice as to the timing of the garnishment check's delivery to the church. Someone is then required to be at the church to accept the package from UPS. The check is signed and sent to the lawyer handling the garnishment. As per Donita's research, it seems that the current practice will probably be in place for Gusto as well. Since it's a Personal Garnishment, Gusto will not take care of sending the check directly to the person/company receiving it. Beth mentioned the idea of have "Quarterly Projections" vs a Yearly Budget. Michael stated that either or both could be used but there was no further discussion at this time.

**Approval of June Minutes:**

- The June minutes were provided to the members of the Board prior to the meeting. Donita moved to accept the minutes as provided and Kay seconded. They were approved as written.

### **Director's Report: Stephanie**

- Stephanie reported that there are 46 students enrolled for the 2025-2026 school year. That includes: Preschool - 17, PreK (MWF) - 14, Jr. K - 11, and PreK/Steam (TTh) - 4. Nineteen of those students are UPK. There are also 3 kiddos enrolled in the afternoon enrichment program. (There is a total of 49 "paid" slots but 46 students since the 3 kiddos registered for the afternoon enrichment program are also registered in the morning classes.) Stephanie reported that they continue to have tours.
- **Staff Meeting:** August 11, 2025 at 9:00-11:00

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

- Heather reported that there are three candidates for the TA position for her JrK classroom. She explained that Stephanie had completed phone interviews with the candidates and moved the three to formal interviews. Stephanie and Heather will be conducting the interviews.

### **Treasurer's Report: Michael (from discussion held earlier in the meeting)**

- The April and May Financial Reports were sent to the Board members prior to the June meeting. However, in order to give the members more time to go over them, the vote to approve was carried over to the July meeting. Peggy made a motion to approve and Kay seconded. The April and May Financial reports were approved. The June Financial report will be voted on at the August Board meeting.

### **Old Business:**

- **UPK: Faith based meeting held on 7/9 - Kay and Stephanie:** There were 17 programs represented including three pastors. The concerns shared and discussed included: some issues being rolled out without input from the programs involved. Stephanie is going to send out her Fundraising booklet to the programs attending. It was shared that other programs don't do much fundraising. Some of the other programs discussed that UPK brings in families who wouldn't have access to school and/or faith otherwise. A goal is that there will be more meetings so they can network quarterly. Thanks to Pastor Brittany for organizing this meeting!
- **Ideas for filling the Treasurer Liaison position as requested by Beth:** Beth shared that Stephanie has contacted her saying that she was willing to write the checks/pay the bills. There were no additional solutions to Beth's

request so it was decided that Stephanie would go ahead and pay the bills with someone listed as a "check signer" to sign the checks written at some point when they are at church. Some Board members shared the times they are at the church for different activities/events so they could sign the checks at those times. Stephanie could leave the checks needing to be signed in the Board box in Steph's office. A comment was made that Pastor Brittany had shared that she is not comfortable writing the checks to pay bills, etc and had included the Preschool Director in that statement.

- **Thanks to everyone for your work on the 2025-2026 Budget!!**

#### **New Business:**

- **Checking hours as sent out by Steph:** Stephanie send out information regarding the change of hours for two staff members. These changes were discussed and accepted.
- **Information regarding Gusto as compared to Paylocity:** Some information regarding Gusto was discussed prior to Michael leaving. There were some additional questions after Michael left. Donita wondered if Michael would be assisting in the transfer from Paylocity to Gusto. It was noted at the budget meeting held on August 8<sup>th</sup> that Gusto will be cheaper than Paylocity for the same services. Please see the minutes from the budget meeting attached to these minutes.
- **Director's Evaluations:** Due to the length of the meeting, it was decided to table this agenda item to the August meeting. Pastor Brittany will be at the August meeting so can participate in this discussion.

Prior to the end of the meeting, Stephanie asked if the Board members would like to provide a lunch for the staff during work week. After a brief discussion, the Board decided to bring lunch on August 12<sup>th</sup>. However, we decided to hold off on what to bring until the staff has chosen the menu for the PTO. Beth will send out an email after Stephanie lets her know the PTO's decision and the Board can base their decision off of that information.

**Next Board Meeting:** August 12, 2025 at 12:30

**Additional Board Meeting called by Pastor Brittany:** August 15, 2025 at 10:00

**Devotions:** Peggy

**"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:**

### **July 8, 2025 Preschool 2025-2026 Budget Meeting:**

The following Board members were in attendance: Pastor Brittany, Stephanie Staab, Heather Lasinski, Peggy Apmann, Donita Harvey, Kay Johnson, Karen Then, Beth Whitney (Julie Kennedy was absent.)

Pastor Brittany and Stephanie had created a preliminary budget for the 2025-2026 school year which was provided to the members of the Board prior to this meeting.

Kay wondered if there had ever been a discussion of "Quarterly Projections" vs a Yearly Budget. No one knew of a time when that had been mentioned. Beth will bring it up to Michael when he attends the August 15<sup>th</sup> Board meeting.

There was an extensive discussion of the budget that had been shared by Pastor Brittany and Stephanie with changes/modifications created during the meeting. In order to cover all of the changes/modifications made to the proposed budget, I am forwarding the initial budget sent to the board prior to the meeting and the Final Budget approved by the Board.

Kay moved that the modified budget be approved as discussed and Peggy seconded the motion. It was approved by the Board.