St. Mark Lutheran Church Preschool

Advisory Board Meeting Minutes

February 9, 2015

1. Roll Call

Karen Luehr called the meeting to order at 7:00 p.m. Members present: Chris Renz, Barb Zeidker, Danielle Freeman, Pam Fehling, Karen Luehr, Laury Youngquist,& Aly Allemeijer;

1. Opening Prayer—Barb Zediker
2. Approval of Minutes

Danielle motioned to approve January meeting minutes. Chris seconded the motion. The motion was passed unanimously.

4. Director’s Report/Property-Barb Zediker

**Parent Ed**

We will be hosting a parent education night March 10, 2015 from 7-8:30pm in Fellowship Hall. The speaker is a pediatric psychiatrist and he will address the issue of the importance of play in early childhood. All are welcome to attend.

**Enrollment**

2014-2015 as of 2/17/2015

47 children

**Property**

Bill Scott has established a committee for the fire door. We met with the Mt. Prospect Fire Marshall on Friday, February 13th.

We are still looking into outdoor signage. Bill Scott met with Pam Fehling (our PR person) and Hans Perlich on Sunday, February 15th to discuss options.

Bill Scott sent information to Linda Olsen regarding the 2 meetings.

Before any decision is made regarding either item, we will present all information to the Church Council for approval.

**Recruitment**

We hosted our Open House on the Saturday, January 31, 2015. About 16 families attended the event.

**Preschool Advisory Board and Governing Board**

We are looking to fill upcoming vacancies on our Preschool Board. Emails and letters have been sent to all the preschool parents to encourage them to volunteer. If no one steps up, we will start personally making requests.

Karen Luehr has been assigned to look over the current Preschool Advisory Board bylaws to determine if any changes are needed. Jen Kobus, Bill Scott, and Aly Allemeier comprise our governing board and are working on bylaws for that board.

**Fundraiser**

Our Pasta Dinner is scheduled for Thursday, February 19 from 5 to 8pm. All are invited and encouraged to attend.

1. Chairperson’s Report –Email from Jen
   1. Jen sent 2014 Preschool Board Annual Report to Council
   2. Jen will review results from Survey at March Meeting
   3. The girl Jen was working w/ on Insurance hasn’t returned her calls. Will see if she can get someone else to look at our information.
   4. Jen sent out evites for Registration and send final response to Barb/Chris on Friday before Open House.

6. Ways and Means -Danielle

1. Pasta Dinner….need small bills from bank. Everyone has their assigned roles and times to arrive, clean, etc. Doing well on food. Need small items: tablecloths, napkins, etc.
2. Next up: Art to Remember

7. Personnel—Aly

a. Jolly Phonics sounds easy…going to vote on this item at the March meeting? Where will money come from to buy this program? Which account?

8. Treasurer—Jen sent via email

1. Handout distributed

9. Public Relations—Pam/Laury

1. Civic board: dinner event is going to run. Also going to ask D57 to put it in the newsletter. Daily Herald was too full.
2. Lynn met with Jill, church website now only says for more info click here, which goes to our website.

10. New Business--Our next meeting is at **7:00 p.m. on March 9, 2015.**

* Immunizations: All are students are immunized except 1. So, 99%. They can sign a waiver if they choose not to.
* Vision and hearing is April 9th/10th
* Preschool Sunday: on calendar, but date not set yet.
* DCFS coming any day now
* Curriculum—finishing up friendship and Valentine Units. Conferences on Feb 17th and 18h. Dad’s Day March 7th
* T shirt: see handout. Design 3 was chosen. Waiting on costs.
* Brick pavers: should we have a small ceremony? Received the wording from both families.
* Pediatric Doctor visit on March 10th.
* Tuition Policy needs to be discussed. Should we charge on snow days and federal holidays?
* Newsletter didn’t go out

Motion adjourned at 8:30.

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please note that the following committees do not have representatives and will not be present at the meeting: Parent Education and Historian*