St. Mark Lutheran Church Preschool

Advisory Board Meeting Minutes

January 13, 2015

1. Roll Call

Jennifer Kobus called the meeting to order at 7:07 p.m. Members present: Bill Scott, Evan Diacou, Chris Renz, Barb Zeidker, Jen Kobus, Danielle Freeman, Pam Fehling, Karen Luehr, Laury Youngquist, Aly Allemeijer; Ms. Zimm

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

Aly motioned to approve December meeting minutes. Chris seconded the motion. The motion was passed unanimously.

4. Director’s Report/Property-Barb Zediker

**Training**

There is an upcoming symposium at Harper College on 2/28 for teachers and parents; cost is $20/person. Can we cover this cost for the teachers who want to attend?

* Board approved; will use funds from Enhancement account.

**Parent Ed**

Whitney Gipson was given dates recommended by board. She is having him put together a bio, objectives, and a bio for a flyer for a 90 minute presentation.

**Enrollment**

2014-2015 as of 1/7/2015

47 children

**Property**

One sink in the girls’ bathroom is not working. Jim is working to install new brackets in some of the shelving units in the classrooms. Bob Fehling has installed a double sink in the kitchen. The village came in for an inspection last month and told us we need to install a double sink for dish washing. The cost was $190 and Bob provided free labor.

**Curriculum**

The fours started a unit on penguins.

The threes began their unit on winter.

Kindergarten Enrichment is learning about Chemistry with many experiments to come and will be learning programming with a Scratch Frozen Program.

We will all be working on silent auction items. There will be at least one item from each class for a total of 4 personalized items.

We are also working on projects to display at open house.

**T -Shirts**

We have 4 t-shirts left after the field trip. Contacted Waist Up in Palatine $7.15/shirt with old logo or new one. (1 color)

**Recruitment**

Arlington Heights Library night is scheduled for Wednesday, January 21, 2015 and Mt Prospects’ is Tuesday, January 27, 2015. We will have our Open House on the following Saturday, January 31, 2015 from 10 a.m. to noon. Board members are welcomed and encouraged to attend.

* Chris Renz will be at 1/21
* Barb Zediker will be at 1/27

**Staffing**

Our next staff meeting is Tuesday, January 13. We will discuss early morning staffing and summer staffing. Karen Fleming has agreed to work Wednesdays and Friday from 7:30-11:30. Chris Renz has agreed to come in at 7:30 (she was scheduled at 8) on Mondays and Tuesdays.

**Summer Camps**

The summer school flyer is complete. We added a few new classes and changed a few prices. We will still have 2 weeks of summer school after preschool is done then begin summer camps.

5. Chairperson’s Report -Jen

1. Jen submitted liability insurance form to company for quote hoping to be effective 2/1. Need list of financials and company plan.
2. Reading Center Inc. was discussed again. She advised everyone to go to their website and look it up ([www.thereadingcenterinc.com](http://www.thereadingcenterinc.com)) and we can discuss at the next meeting.
3. Survey sent out to parents asking what types of enrichment curriculum they would be interested in, when they would like the classes, etc. As of that meeting, 22 response so far had been received. Information will be shared at February meeting.
4. Bylaws need to be revised--for governing body and for advisory board. Jen and Karen L. will meet another time.
5. Property-Bill will attend fire doors meeting; trying to get more info from Nancy H. going to talk to fire inspector as well.-possible summer project.
6. If Church asks for Preschool Board Annual Report, Jen will then write one.

6. Ways and Means -Danielle

1. Art to Remember—Danielle needs list of family names, ship art by 2/26 and it will arrive by end of April.
2. Plant Sale—Going to skip this year.
3. Pasta Dinner is on Thursday Feb. 19th, 2015. Flyer created and passed around for board input.

* All good on big items
* 2 projects per class, going to be done in time, no worries.
* We need people to donate small items!
* We need more food!
* Need to find out about food service hours, etc.
* Need desserts

7. Personnel—Aly

a. No interest yet in others joining board, based on email sent. Need to fill 5 positions.

8. Treasurer—Evan

1. Budget handout distributed
2. Fruit Fundraiser made $1813.

9. Public Relations—Pam

* 1. Website updated—Advisory Board Added.
  2. Upcoming Open House will be on MP Electronic Board
  3. Newsletter needs to go out but computer crashed. Will send out.

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

* + Aly will take the lead on Jolly Phonics and get more info.
  + Bill suggested that folders be created w/ registration information to be handed out to potential families at registration.

Adjournment – Jen motioned to adjourn at 8:30 p.m. Danielle second the motion, motion passed unanimously.

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*