St. Mark Lutheran Church Preschool

Advisory Board Meeting Minutes

December 8, 2014

1. Roll Call

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

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

Barb had one correction of the notes: New hire is Karen Fleming not Karen Plumbing. Jen motioned to approve November meeting minutes with the correction. Bill seconded the motion. The motion was passed unanimously.

4. Director’s Report/Property-Barb Zediker

**Training**

We are working on completing online first aid classes (or with Danielle if we can arrange a date). The 5 teachers attended a CPR class at St. Raymond’s. The teachers are working on their 15 hours of continuing ed.

**Parent Ed** Whitney Gipson needs a couple of dates from us for the speaker. 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 12/8/2014

42 children

1 child will become full time next week. We lose 1 full timer next week. We have 4 new students (2 full time and 2 part time) registered to start January 5, 2015

**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 offered to install 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 will be a couple hundred dollars and Bob will provide free labor.

**Curriculum**

Last nights’ PJ Pageant was a success. We had responses for just over 150 people. David Webb, the new Youth and Family minister read the Christmas story to the children. Karen Luehr’s set up and clean-up crew were phenomenal and we were done by 7:30.

All classes are working on Christmas gifts and the Christmas story.

In addition, the Kindergarten Enrichment class is learning about circuits.

**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.

**Bricks**

Contacted Carolyn Mueller and Randy Southern. Both are interested in memorial bricks. They have been given the information and forms. Waiting for them to respond with wording for their bricks.

**Staffing**

Karen Fleming started today. She is scheduled to work Mondays from 11-6. (Salary?) If it works out for both of us, we may ask her to pick up extra hours starting in January.

5. Chairperson’s Report -Jen

1. Jen listed the current balances for the Operating & Savings account.
2. Jen submitted liability insurance form to company for quote
3. Governing Board body will meet several times in December to work on action items.
4. 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.
5. Discussion of keeping the current fees for next year the same. Board agreed not to put through increases at this time.
6. Jen mentioned that we should display the STEM projects for the upcoming Open House.

6. Ways and Means -Danielle

1. Fruit sale made: $1,500—had to pay $200 delivery fee
2. Pasta Dinner is on Thursday Feb. 19th, 2015
* Need more people for the dinner! Contact parents, etc.
1. We need auction items, food to be donated—Danielle knows owner of Giacomo

7. Personnel—Aly

1. Aly was unable to attend meeting but did send email stating that an email was sent out to the parents advising them about our open positions.
2. Information to be posted in upcoming newsletter

8. Treasurer—Jen

1. Budget handout distributed
2. Utilizing Chase QuickPay for reimbursements
3. Fundraising over $10K

9. Public Relations—Pam

* 1. Preschools signs were distributed. Each family to get them as a “Merry Christmas” gift. All board members received one as well. Will reach out to alumni to distribute.
	2. Jen asked Pam to put together a website meeting with Lynn, Bill, Chris, Barb, Sheryl, & Pam, and Aly to determine updates needed.
	3. Upcoming Newsletter---Send pics to Pam: stone soup, PJ Pageant, backpack ministry and Pasta Dinner to newsletter
	4. Need to take Karen Flemming’s picture

10. New Business--Our next meeting is at **7:00 p.m. on January 13, 2015.**

* Annual Preschool Update needs to be written
* Upcoming Registration events—include summer registration information.
* Board approved $200 from operating account for double sink per inspection requirements.
* Bill has established a door committee—Mark Sorenson, Doug Trezie, & Nancy H. along with Bill. Hope to meet in late December
* Bill has sign committee—Pam, Bill & Hans Perlick
* Discussion of adding additional “enrichment” curriculum. Jen to send out a survey to parents asking for input.
	+ What program is your child currently in?
	+ Would you be interested in which of the following (Rank 1-5, 1 = most interested):
		- Music Exploration
		- Computer Technology
		- Math Readiness
		- Reading Readiness
		- Health, Wellness, & Movement
	+ If you could attend one of these, when would you like to participate:
		- 8-8:45 a.m.
		- 11:30-12:15 p.m.
		- 3-3:45 p.m.
	+ What is the most you would be willing to pay per session?
		- $10 for 45 minutes
		- $15 for 45 minutes
		- $20 for 45 minutes
* 4 students are participating in the church children’s Christmas pageant
* We need to build our –program with Jolly phonics or programs alike
* Should look into Google Docs for sharing documents

Adjournment – Jen motioned to adjourn at 9:10 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*