St. Mark Lutheran Church Preschool

Advisory Board Meeting Minutes

November 10, 2014

1. Roll Call

Jennifer Kobus called the meeting to order at 7:03 p.m. Members present: Bill Scott, Evan Diacou, Chris Renz, Barb Zeidker, Jen Kobus, Danielle Freeman, Aly Allemeijer, Pam Fehling, Jan LeClere, Karen Luehr, Pat Lenius

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

Evan motioned to approve the October meeting minutes. Chris 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 teachers will be attending a CPR class at St. Raymond’s this Thursday, November 13th.

**Enrollment**

2014-2015 as of 11/10/2014

44 children We added 1 new student starting 1 full day a week. Beginning in December, she will go to 5 full days. Our 1 day a week student will now be 2 full days.

**Property**

A new thermostat was installed in the classroom. One sink in the girls’ bathroom is not working. Ordered a new one. Jim is working to install new brackets in some of the shelving units in the classrooms.

**Curriculum**

November begins our canned food drive. We will play with the food in the play store first before bringing it over to the church to place in the grocery carts.

3’s are working on a farm unit

4’s are working on a 3 Pigs unit followed by Stone Soup with the Stone Stone Soup Feast taking place on November 24th

KE class is learning about mechanics and simple machines.

**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**

**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**

Beginning in January, we have the possibility of adding 4 new students. Is there money in the budget to add a second aide or teacher to work Tuesday/ Thursday mornings with Chris and Monday/Wednesday/Fridays with Carolyn? Possible scenarios: TTH 3’s may be up to 20 children and MWF 3’s may exceed 10.

5. Chairperson’s Report -Jen

1. Jen listed the current balances for the Operating & Savings account.
2. Reviewed Advisory Board List and confirmed terms of each member. Jen will submit to Eve on 11/12. Jen mentioned the upcoming Board Elections will be on Sunday but most of the members are unable to attend.
3. Jen to send picture of girls to Barb from Halloween.
4. Jen stated that the Directors coverage needs to still be worked on to complete the liability piece. Jen gave the form to Bill who will fill it out and then give to Jen to submit.
5. Jen stated the old Preschool Advisory Board checking account that was tied to the Church has been closed.
6. Jen gave a description on Reading Center Inc. She mentioned this might be an added class that would enrich our program. 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.
7. Jen also reminded everyone that we need to think about STEM and expansion options for January. This will also be discussed in Dec.
8. Jen asked if the pricing for this school year will be carried over to next. If not, we need to decide before January. Board determined we will wait until we hear about a potential usage increase or rent option before determining if we can hold the pricing for next year’s school year.
9. Jen mentioned that we need to discuss Chrismas PJ. Gave Red Binder to Karen to determine what needs to donated and to create signs. Chris to look at buying ice-cream from Costco.

6. Ways and Means -Danielle

1. Danielle provided an update on the Fruit Fundraiser. We are close to 200!
* Chris Renz to reserve the Center for the fruit delivery the week of 12/2-12/6
1. Pasta Dinner has been slated for February 19th.

7. Personnel—Jen

1. No update.

8. Treasurer—Evan

1. Budget handout distributed
2. Chris to give Evan & Jen Advisory Board new checks.
3. $95.78 will be written out to St. Mark Operating account for error transfer.
4. Aly submitted receipt to Evan.
5. Chris Renz gave Evan No Stress $ donated by a family.

9. Public Relations—Pam

* 1. Will work on putting out a November newsletter.
	2. Will order 100 signs for the lawn based on the approved sample given at the last meeting.
	3. Provided additional information on permanent signs for outside…gave info. to Bill Scott.
	4. Having an issue updating the Blog page on our website and will reach out to Lynn Szabo for assistance.

10. New Business--Our next meeting is at **7:00 p.m. on Monday, December 8th.**

* Barb mentioned that Whitney would like to bring in a Pediatric Doctor to discuss Play vs. Academics. Per our budget, we have $200 allotted to this committee. Thus, Barb will go back to Whitney to determine what the cost is for this visit and if she wants to use all or part of the allotted money towards the visit. Preliminary date would be sometime in January/February.
* Karen Plumbing will come on board to handle Monday’s since Jackie doesn’t want to work that shift. Perhaps she would want the additional hours we may need to add in January as well.

Adjournment – Jen motioned to adjourn at 8:43 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*