

**Trinity Lutheran Church
Clarks Summit , PA**

(Education Ministry Team)

Pre-School Sub-Committee Meeting: November 15, 2007

The pre-school sub committee held a meeting on November 15 to organize and draft a charter. The sub committee is part of the Education Ministry team.

Prior to the sub committee meeting, there was a staff meeting with Terry Bockelkamp, Marci McDermott, Carole Hamersly, Pastor Mathews and Bengt Berg.

The purpose of that meeting was to touch base with the teachers and see if they had any concerns or needs that they felt should be brought to the attention of the sub committee. The teachers were informed that the purpose of the sub committee is to be sure that the needs of the pre-school are being met. The sub committee will be meeting to define their responsibilities and does not intend to be a factor in curriculum or daily operations of the pre-school. Marci indicated that it will be nice to know who to turn to in the event that there are needs to be met. At this time, there aren't any major concerns of the pre-school. Teachers will be able to know the budget and where they fall within the budget for their needs. Terry indicated that the sub committee should refer to the mission statement (attached) of the pre-school for ideas for the charter and function of the school. A substitute list should be compiled of people who can fill on as needed (currently mothers of students are used, but if there could be a reference list of members of the congregation, it would be helpful). The sub committee should take a look at how much religion is and should be involved in the daily teachings. Terry expressed a concern with the leak in the roof that happens each year, generally with the snow melt.

The meeting concluded without any major issues to be addressed and it was determined that there should be a staff meeting three times annually; approximately October, half way through the year and around the closing of the school year.

After the teachers were dismissed, the sub committee began their meeting.

Members present: Pastor Mathews, Kathy Mathews, Bengt Berg, Carole Hamersly, Barbara Stauffer and Heather Klien.

The meeting was called to order at 7:25 with a prayer from Pastor Mathews.

A charter was drafted and draft one is available for viewing on the Trinity web site under the Education Ministry Team heading is also attached.

The meeting was adjourned at 7:55 with the Lord's Prayer and the next meeting is scheduled for Thursday, January 17, 2008.

**Trinity Lutheran Church
Clarks Summit, Pennsylvania**

Education Ministry Team

**Pre-School Sub-Committee Charter
Draft 1 - November 15, 2007**

PURPOSE:

Plan, implement, and evaluate a preschool educational program for three and four old children of the parish and the community. The school will be grounded in the philosophies of sound educational practices and embedded with the tenets of Christian love and faith. The preschool program will prepare children to enter the public or private school kindergartens of the area.

GROUND RULES:

Respect for the opinions of others as we strive for consensus in the decision-making process, to begin and end meetings promptly, and to keep focused during the course of the meeting.

RESPONSIBILITIES:

The Sub-Committee will be responsible for the management of the following:

- providing for adequate and competent staff
- budget development
- the student registration process
- provide for necessary and adequate resources and facilities
- address maintenance issues as they arise
- with staff input, develop the school year schedule, make-up days policy, and school closing policy
- provide for substitute teachers and teacher assistants
- support the pre-school staff to further enable them to fulfill their teaching responsibilities

BOUNDARIES:

The role of the Pre-School Sub-Committee is completely administrative in nature; the sub-committee will not be involved in the day to day operations of the classroom experience. In addition, the sub-committee will be responsible to report only to the Education Ministry Team; it will report to the congregation council through the Education Ministry Team. In like manner, the congregation council will communicate with the pre-school personnel through the Pre-School Sub-Committee.

MEETINGS:

Meetings of the sub-committee will be scheduled three times a year unless otherwise needed. Meetings will normally occur in September (*primarily to discuss matters related to the current school year*), in January (*primarily for a mid-point check of the current school year, as well as to develop and transmit a budget to the Education Ministry Team for the coming school year*), and in May (*primarily to discuss matters related to the school year being completed*).

The Pre-School Sub-Committee will normally meet informally with the staff at least 30 minutes prior each of its regular meetings in order to receive staff input and discuss with the staff any other relevant matters. The formal Pre-School Sub-Committee will follow; the pre-school staff members will be excused from the formal meeting.

MEASURE OF SUCCESS:

- maintaining a positive reputation in the community
- the depth of the waiting list for future enrollments
- maintaining a high level of staff morale.