

**Trinity Lutheran Church
Clarks Summit , PA**

(Education Ministry Team)

Pre-School Sub-Committee Meeting: Monday, March 16, 2009

Present: Kathy Mathews, Terry Bockelkamp, Marci McDermott, Debbie Miller, Barbara Stauffer, Barbara Strangfeld, Dick Yost and Carole Hamersly.

The meeting opened at 6:50 with a prayer from Dick Yost.

Barbara Strangfeld asked Marci and Terry if there are property committee issues that need to be addressed. Both teachers indicated the following:

Concern over lack of heat in the work room and snack room. Larry has tried to fix the issue, but space heaters are still needed.

A safety railing should be placed down the center of the steps leading into the entrance doors to the pre-school.

The back doors need painting.

Ceiling tiles replaced (a project planned for too late last summer).

Grass seed around playground equipment.

Barbara will bring these issues to the attention of the property committee.

Enrollment for the 2009/10 school year is continuing. The three year old class is full with a wait list. The morning four year old class is full and the afternoon class has a couple of openings.

A focus of this meeting is to be able to set a policy regarding some important issues.

Over the past several years, the NEIU (Northeast Education Intermediate Unit) as well as parents and other teachers, has recommended students to Trinity. These students have received services (OT, PT, and aide) from the NEIU. The experiences have all been positive. The pre-school teachers would like to see a policy that allows for meetings with the NEIU staff who will be visiting a child during school hours, prior to the beginning of the school year in order that they are prepared for the child and prepared to assist meeting the needs of the child.

There is some concern regarding the number of children with needs that space and attention can accommodate.

Barbara Strangfeld will draft a policy based on the following recommendations from the committee. A copy would be available to NEIU personnel since some of the recommendations regard services.

*A meeting be held prior to the beginning of school (as early in August as possible) to have NEIU staff (and family/ student) meet with pre-school staff to determine what students will receive services and what types of services are needed. The teachers would then be able to begin the year prepared and not have NEIU staff and parents overwhelmed on orientation day with trying to meet students and organize plans for the year.

*As a pre-school, we can accommodate one child with adaptive needs (wheel chair, walker..) and one student with services such as OT or speech per class; or two OT, speech per class. This would apply to the four year old class; the three's would be difficult to accommodate (attention by two teachers to 18 students).

*Recommend changing the time of the class for three year olds from 9-11:30 to 9-11 for the 2010 year.

A letter can be sent to the parents of children enrolled for the upcoming school year requesting information as to whether their child will be receiving NEIU services (in order that proper planning may take place), as well as the need for potty training, and the fact that siblings of current students do not have priority for class placement, they need to respond to mailing like the general public.

The meeting was adjourned with the Lord's Prayer at 8:15.

The next meeting is scheduled for June 15 at 6:45.

Carole Hamersly