

Trinity Lutheran Church Education Ministry Team: Pre-School Sub-Committee

Meeting Minutes – Monday, June 15, 2009

Attendees: Pastor Mathews, Kathy Mathews, Terry Bockelkamp, Marci McDermott, Debbie Miller, Barbara Stauffer, Barbara Strangfeld, and Carole Hamersly.

Opening Prayer: The meeting opened at 6:55 with a prayer from Barbara Strangfeld.

Items of Business:

NEIU Policy

(Barbara Strangfeld)

Barbara Strangfeld circulated copies of the proposed policy for review and amendments if necessary (also included with these minutes). The policy is being drafted in order that all involved in students education (parents, staff, NEIU, volunteers) are aware of the format of Trinity Lutheran Pre-school. The policy was reviewed and no questions arose. Guidelines will be formatted and reviewed and the new policies and guidelines will be approved and sent to the appropriate programs (NEIU, Trinity web site...). A motion to accept the policy as presented was made by Barbara Stauffer and second by Debbie Miller. Motion passed.

Proposed guidelines for the pre-school recommend that any staff of the NEIU who will serve students of the pre-school would visit the Trinity web site and review the policy and mission statement of the pre-school; provide copies of clearances and contact info; and meet with the pre-school staff prior to the beginning of the school year (as early as possible) for an orientation session with staff of pre-school and NEIU (separate from student orientation); periodic review (every 3 months) of NEIU aides/providers to be sure they are fulfilling the needs of the child and adhering to the schedule and activities of the school; be cooperative with staff and students in the facility.

Tuition:

(Barbara Strangfeld)

The tuition rates/schedule for the 2010/11 school year were established as follows: The three year old class will remain at \$950 for the year, but class time will change from 9-11:30 to 9-11 am on Tuesdays and Thursdays. A motion to change the time schedule of the three year old class and set the 2010/11 rate at \$950.00 was made by Terry Bockelkamp and second Barbara Stauffer. Motion passed.

The tuition for the four year old class is currently at \$1200.00 for the year and a suggestion of an increase to \$1300.00 was made and tentatively agreed on, but Carole will call around to other providers to inquire as to rates in the area.

Staff Input:

Time was offered for questions from the committee to the staff and staff to offer questions to the committee. No questions. Updates regarding property requests were given.

Student Visitations:

Debbie Miller verified that it is still okay for her students to visit the school.

2009-10 Pre-School Budget:

(Barbara Strangfeld)

The proposed budget for 2009/10 was presented. There are adjustments shown in the enrollment of the four year old classes to show a balanced budget, as a non-profit organization should not show a profit. Teacher salary increases were reflected and adjustments for expenses. At the September meeting, the committee can look at allocating any balance as an emergency fund or capital fund.

Barbara suggested checking with Terry to see if she wanted to spread her paychecks through the year rather than 20 checks annually. Barbara will call teachers with salary increases and verify schedule.

A motion to approve the proposed budget as amended was made by Debbie Miller and second Barbara Stauffer. Motion passed.

Staff Retention:

A suggestion was made that at the mid-year meeting of the committee and staff, verification be received regarding the teacher's intent to remain on staff for the upcoming school year.

Next Meeting: The next meeting for the committee and staff will be Monday, September 28 at 6:45. The meeting of the sub-committee only will follow the combined meeting with the staff.

Closing: The meeting closed with Lord's Prayer at 8:10 PM

Submitted by Carole Hamersly
July 1, 2009

PROPOSED POLICY FOR TRINITY LUTHERAN CHURCH PRE-SCHOOL

Trinity Lutheran Church Pre-School is a private not-for-profit pre-school serving children ages 3 and 4. It is governed by a Pre-School School Committee under the auspices of Trinity Lutheran Church. While, it is the desire of the Pre-School Committee and Staff to accept children with special needs and/or disabilities, space and staff limitations require us to adopt the following policy:

- 1. Our four year classes are limited to serving: One four year old with special needs and/or disabilities requiring a full time classroom assistant per class AND one four year with special needs and/or disabilities requiring intermittent assistance or services per class OR two four year olds with special needs and/or disabilities requiring intermittent assistance or services per class.*
- 2. Parents of children requiring full-time or intermittent special assistance in the classroom are required to arrange a meeting with the NEIU staff preparing the child's IEP and the Pre-School staff prior to the beginning of the school year so that the Pre-School staff can make adequate scheduling accommodations.*
- 3. Unfortunately because of the more intensive staffing needs of three year olds and the limited places available, we are unable to accept children with special needs and/or disabilities requiring either full or part time assistance in the class at this time.*
- 4. Any aide or assistant who will be working at Trinity Lutheran Pre-School and who is employed by the NEIU or any outside agency must meet with the Pre-School staff prior to starting work at the Pre-School. S/he must complete a brief orientation, provide proof of liability insurance and background check, and sign an agreement to follow school guidelines.*