

PRESCHOOL MINISTRY LEADERSHIP TEAM MINUTES

Thursday January 21, 2010

Cross Creek Preschool Conference Room @ 7-8:30 PM

- 1.0 Members Present:** Carol Cardwell, Monni Chittenden, Carol Pedersen, Carolyn Wassenaar,
Unable to attend: Mark Detrick, Daryld Karloff, Kara Waters,
- 2.0 Prayer:** Carolyn opened the meeting with prayer and a devotion recognizing every part of our work (even the drudgery) is our worship and a form of prayer as we do it for our Lord.
- 3.0 Minutes:** Minutes of the December 10, 2009 meeting were approved as written.
- 4.0 PAC (Preschool Action Committee):**
 - 4.1 Fund Raising
 - 4.1.1 Sugar Shack Night is January 25, 2010 from 4-8 pm. Carolyn will send home the flier on Friday and Monday and post the flier on the door as a reminder on Monday. Funds from CCP's evening at Sugar Shack have been approved for tuition assistance.
 - 4.1.2 The request to hold a Scholastic Book Fair at Cross Creek was denied. In the policies of the Board of Spiritual Oversight and Board of Administration fundraising by an outside agency is prohibited on church property.
 - 4.1.3 PAC presented Tupperware as the spring fund raiser. The parent representative (Kara Waters) provides her services for the product and work with a team to collect and distribute orders. Checks will be made out to PAC. Kara receives no profit from sales.
 - 4.1.4 A brief discussion reiterated the differences between using Tupperware as a fund raising product off site versus the Scholastic Book Fair request onsite and a Sugar Shack (business) night with a portion of funds designated to the preschool versus a Cell City (business) which seems to lean toward endorsement of a product with recruitment of customers.
 - 4.1.5 Parent feedback endorsed making up at least a portion of the missed snow days. The Board approved adding May 24-28 to the calendar with a review for adding additional days dependent upon the rest of the winter.
 - 4.1.6 Carolyn presented a request from the teachers for the PAC spring class parties to be for Valentine's Day in February rather than Easter in April. Kara will collaborate with parents and teachers.
- 5.0 Director's Report**
 - 5.1 Staff
 - 5.1.1 The job description for director has been approved by the Board of Administration. The Board agreed to proceed by posting the job description on the Preschool web page, in the bulletin, and in Cross Roads. Carolyn will conduct initial interview and recommend qualified candidates for a second interview to the Board. Depending upon the response, the opening will be posted on Craigslist. Timeline is open with interviews continuing until the position is filled.
 - 5.1.2 Evaluation of teachers is scheduled for February.
 - 5.1.3 Two senior Pre-K-K teacher preparation students from Grand View University are completing their practicum experience in the 4/5's classroom this spring.
 - 5.1.4 Carolyn is teaching the Pre-K-K Methods course on Monday nights and supervising the practicum students for Grand View University Spring 2010.
 - 5.1.5 Criminal history background checks need to be submitted to DHS for new volunteers.
 - 5.2 Enrollment is stabilized with 86 students. New registrants for Fall equal 16.
 - 5.3 Calendar Events
 - 5.3.1 Vision Screening (Lions Club) January 14 & 15
 - 5.3.2 Brad Bartlett (optometrist) visited and talked about eye safety with 3's
 - 5.3.3 Altoona Pediatric Dental Clinic Visit 4/5's February 25
 - 5.3.4 Delta Dental hygienist visiting 3's classrooms

5.3.5 No School February 19; Afternoon preschool WILL be held February 18 despite SEP early out for the elementary schools

5.4 Collaborations

5.4.1 The Central Place grant for tuition assistance has not been funded. Central Place will not be providing any preschool tuition assistance for the academic year 2010-11.

5.4.2 Kristie Vasey is scheduled to meet with Carolyn on Tuesday, February 9 to discuss 'Reach for the Stars' grant funds.

5.4.3 Michelle Greenough, Empowerment, provided teacher training December 16 for Individual Growth & Development Inventories (IGDI's)

5.4.4 Anne Kelley, Orchard Place child therapist, is providing consulting services.

5.4.5 Melissa Charlson, AEA11 speech pathologist, provides services for students at CCP. Four additional students have been recommended for screening.

6.0 Budget and Money Issues

6.1.1 Profit & Loss Performance shows a positive net income of \$_____.

6.1.2 Balance Sheet as of December 2009 highlighted a few items that still need to be addressed within Quick Books.

6.1.3 A monthly cash flow was requested for review

6.2 The September, October, November & December bank statements have been reconciled with a corrected Quick Books.

7.0 Fall 2010

7.1 Tasks on the list

7.1.1 Update Parent and Staff Handbooks

7.1.2 Develop a tentative calendar for academic year 2010-11

8.0 Leadership Team

8.1 Carolyn will be out of the office February 1-5. Carol Pedersen and Carol Cardwell will share time for covering director responsibilities that week. THANK YOU!!

9.0 Adjournment

9.1 The meeting adjourned at 8:30 PM.

9.2 The next regular meeting is scheduled for Thursday February 18, 2010 @ 7 pm in the Preschool Conference Room.

Respectfully submitted,
Carolyn Wassenaar