

November 2015 – ACP Board Meeting

November 17, 2015

Attending: Dorothy Beeman, Jill Swanson, Linda Detering, Krista Starr, Jen Hoerber, Lauren Steele, Marie Vieth

The meeting was opened in prayer.

The minutes from the October board meeting were approved.

Finance:

August – October. Jill didn't make the church fund transfer until the first of November, instead of the end of October (she usually makes this transfer at the end of the month). So this makes the numbers a little more ahead than usual, but they will catch up next month. Jill will bring a different version of the budget that is less paper, but more informative – with more of a year to date than just monthly budgeting – to the next meeting. Not much is happening with the savings account. Special Projects Transfer will show up on next month's report. Every classroom got a phone last week – which will be on the next budget report. This is great because we can now do an 'all call' for emergencies and Jill can call each classroom to let them know about absences. The process went very smoothly – thanks, Jill! ☺

Director Update:

The teacher meeting went very well last night. We did get some feedback from the school districts with regards to the expectations of rising kindergartens. It was not as specific as we had hoped, but what they gave us was the same information they had given us in the past. However, the information that they are posting online is not what we are actually hearing from kindergarten teachers as well as the parents of current kindergarten students.

Dorothy has met with a contractor about taking the doors off of Room A's closets. Right now what is in the closets doesn't really need to be in there (art supplies that could be placed elsewhere, janitorial supplies, etc.). The contractor says the doors & their framing can be removed (along with refinishing the area to make it useable) in less than a week – and this will make the room much larger. The teachers will then have the space to set up the room up in zones. A motion was made to remove the closet doors and restructure Room A. The motion was approved. This change will occur over Christmas Break, so it will not interrupt the students in the classroom.

Dorothy has found a trainer, who will come on January 12, named Patricia Nan Anderson. The subject of the first training session will be communication, both talking to children and adults. The session will be two hours. The cost of this training is \$235 for 2 hours of training. Ms. Anderson will be coming back later for more specific training.

Dorothy is also enrolled in a 7-hour online training course from Ms. Anderson on the subject of literacy and reading to children.

Tuition – Dorothy has been doing research on other schools with similar class times and structures to ACP. We are not the lowest cost, but we are very close. In order to meet the goals for the school, tuition costs will need to increase. For example, the cost of a class that is now \$177 will be \$190. The increase will be about 5% across all classes. We will also raise the Registration Fee from \$125 to \$150. Adding a Materials Fee of \$25 was considered, instead of raising the Registration Fee, but it seemed as if it would be easier to just raise the Registration Fee instead of introducing a new fee. There has not been an increase in tuition for many years, so hopefully this doesn't come as too much of a surprise to our families. A motion was made to approve the tuition increase as well as the Registration Fee. The motion was approved.

Christmas Bonus – in the past this has been equal to two weeks of paid vacation. The total amount paid to last year was around \$7,500. A motion was made that we approve the Christmas Bonuses for the staff based on the formula used in prior years. The motion was approved. We will review this process moving forward with next year's budget.

Next year we will change the way Sick Leave is paid out. Instead of staff receiving all 10 days at the beginning of the year, it will likely be an accrual process. Potentially at the end of the year we would pay out for any amount of sick leave that wasn't used. In the spring we could also consider doing merit based bonuses.

Next year we also will be discontinuing the Co-Op Program, which will add a bit to the bottom line.

Parent Rep Update:

Nothing to add.

Staff Update:

Growing pains are still happening, but nothing notable.

Church Rep Update:

The Fall Festival was fantastic! There was a lot of participation from the preschool, which was great. There were 150 people there, 50 of which were children. Movie Night – was not what some people had expected. Maybe in the future we could think about doing a movie night on a more regular basis and advertising to the preschool community.

Documentation Board – Linda suggested the teachers could take some pictures of the kids in action during class, then post photos & descriptions of activities on a bulletin

board outside the classroom. This would let parents know what is going on, so that they can understand what skills the kids they are learning.

Family & Children’s Ministry Update:

This month Jen will be giving out an Advent calendar, which will be ready to be handed out next week. Jen would like the teachers to give them out as soon as they receive them since the first day of Advent is in November.

Christmas Story Time – December 21st at 10:00am in Friendship Hall. The advertisements will go out soon.

December Staff Meeting – December 1st in Friendship Hall & there will be food! Jen will be working with the teachers during this meeting to come up with questions for the Parent Surveys. The board is handling Parent Surveys this year, not the parents as in previous years.

Preschool Sunday is set for January 31st. Brad will be preaching and all of the ACP staff & families will be invited to attend. It is likely that we will advertise the first service more for the kids, since there is Kids Club at the first service. We will be honoring all of the staff and kids at each service that day. Jen is trying to get together a list of ACP Alumni that are members of the church. Linda is going to help Jen go through the list with Jen to see which people are still active church members.

Old Business:

Kindergarten readiness. Marie has volunteered to speak with Bellevue teachers; she has a relationship with a Principal in that school district. Changes are already being made to positively impact the current Pre-K kids here at ACP.

New Business:

Planning of the Open House. We weren’t able to get into the ParentMap. We should have signed up over the summer. We are planning to hold our own Open House. Marie will help be part of the Open House Committee (along with Jen). We could hold the Open House on a Saturday morning so that both parents could potentially go & the children could check it out too. Also, we should set up the indoor play areas the way they look on inclement weather days – so that parents can see that even if it is raining the kids still will have to opportunity to run around and play. We should hold the Open House in the beginning of February, after current families have enrolled. Potential date is February 6th, since kids are out for Mid-Winter Break February 15-19. We need to post on the sign outside of the church. Also, if board members could go around the area and post to community bulletin boards.

Jill will be adding the board members to the new directory. We will send them photos to add with the information so that they can recognize us.

Website – we need to update the website. This will be future business.

ParentMap – Preview is on January 21st. Dorothy & Jill will go and see if its possible to put a flyer in the gift bags they give away.

NO ACP BOARD MEETING IN DECEMBER

NEXT MEETING: JANUARY 19 @ 10:00AM