

**Trinity Lutheran Church
Trinity Preschool Board Meeting
Minutes from June 29, 2020**

Serena Fedor called the meeting to order at 6:00 pm. Others in attendance were: Pastor Jack Horner, Heather Rose, Kelly Falck, Jon Andrews, Sara Gurchik, Gerrie Reddinger, Jessica Sheaffer. Meeting took place in Fellowship Hall with proper social distancing.

Opening prayer led by Pastor Horner

Preschool Task Force:

Jon offered highlights from the Preschool Task Force Report and the work they had completed in 2019.

Mission Statement:

Jon offered to work with language from the Preschool Mission Statement and create a similar mission statement for the Board.

COVID-19 Update from Director, Heather:

Heather is in the process of formulating an opening plan for the preschool. Topics brought to the attention of the board were:

- Drop off and Pick up Procedures
- How and who would be cleaning the classrooms
- Parent Back to School Night and Classroom Orientation and the need for these to be filmed and put on some platform online
- Updating staff and getting them back into the classrooms to prepare for the start of the school year
- Everyday procedures inside the classroom (ex: snack, children's belongings)

**There is an immediate need for the staff of the preschool and the board to work together to support Heather in making decisions about the above topics. Conversation went on about how the reopening plan can be broken into pieces so everyone could help brainstorm and create a plan.*

Additional Understanding of the Preschool:

The preschool is set to open September 14, 2020. There are still spots open to enroll in the 2.5 year old and 3 year old classrooms.

A typical timeline for the start of the preschool year includes first tuition payments due June 1, a staff meeting in August and a completed calendar of special events by September. Due to COVID-19, all special events were not planned for this year.

- Pastor Horner offered that the 3 pastors could act as "special events" this year instead of the traditional parties or field trips.
- Conversation ensued about how larger events, such as the Christmas program, might look this year.

Election of Chair:

Kelly nominated Gerrie to serve as chair. Jon seconded. Motion passed.

Summary:

1. Pastor Horner and Kelly will formulate a plan for what drop off and pick up will look like, including utilizing Trinity staff and volunteers to help make this run smoothly.
2. Gerrie, Sara and Jessica will work closely with Heather to provide resources on how other daycares, schools, or preschools are running for the fall.
3. Jon will talk with Steve Kauffman about how the preschool classrooms will be cleaned.
4. Serena will report to council at July meeting about possible increase in costs for the preschool and how the church can help support this.
5. Possibility of updating the website with information or videos pertaining to COVID/reopening with the help of Danelle Andrews.

Gerrie adjourned the meeting and ended with the Lord's Prayer.

Respectfully submitted,

Jessica Sheaffer

Next Meeting: Wednesday, August 5, 2020, 6:00 pm