

Christ United Methodist Church

Child Education Board Meeting

February 5, 2019

Present: Deb Simpson, Megan Keller, Lauren McCool, Carrie McCool, Dana Blanchard, Jama Ford, Ruth Guzman, Amy Meyer, Amy Rothrock, Pastor Kurt Freeman, Phyllis Lane, Brian Hall, Susan Robey, Amber Simons

Prayer- Megan Keller called the meeting to order and opened with prayer.

Welcome and Introductions- The meeting started with introductions. Megan Keller and Deb Simpson are co-chairs of the board. Dana Blanchard is the treasurer, Jama Ford and Ruth Guzman are the teacher reps and Amy Meyer and Amy Rothrock are the parent reps.

Glows- Megan asked for glows about the Preschool and the Child Care. Carrie shared that we have a full staff in the Child Care and Lauren shared that the Child Care and Preschool became Level 2 in November and are working very hard to become Level 3 in June.

Overview of CUMC Child Care Ministries- Megan shared there was a Child Care Board that was formed last fall. The Preschool Board has been in existence since 2001 but did not meet regularly in 2018. It was decided to combine both the Child Care and Preschool boards. Megan shared that this was the first meeting of the combined boards. Dana mentioned that for scheduling it makes sense to have one board. Deb shared that in schools you have one board and not a board for each school so this is a great plan to have 1 board at CUMC. The Child Education Board will govern the Child Care, Preschool and Summer Day Camp. Lauren shared with the members about the Child Care, Preschool and Summer Camp. Handouts were passed out that showed a breakdown of prices and classes offered. Lauren also explained Indiana's Paths to Quality rating system and what that means. Our program is currently at a Level 2 rating and is working to complete Level 3 and Level 4.

Preschool Registration- Lauren shared that the preschool rooms are also used as Sunday School rooms on Sundays. Right now, only one room is being used, but the church is growing and we need to anticipate that more of the preschool rooms will be used on Sunday mornings. The preschool rooms are able to be divided into two rooms with a collapsible wall. Lauren shared that if we keep the Pre-K class schedule the same that the Pre-K teachers will only be able to set up on Sunday nights. Lauren suggested moving the Pre-K days to Tuesday-Friday instead of Monday-Thursday. The teachers would be able to set up on Mondays. Jama mentioned that it takes Pre-K teachers 2-3 hours to set up their room each week. Amy Meyer shared that it would be hard to get her child here if the schedule changed to Tuesday- Friday. Amy mentioned with all of the changes that we made last year to the schedule that we should survey parents to see if they would be okay with changing the days. Dana shared that we do expect the church to grow so we need a plan in place. Ruth mentioned that we could use one of the upstairs Child Care rooms on Sunday mornings. Pastor Kurt shared that we should ask the question and then plan accordingly but move to Tuesday-Fridays for the 2020-2021 school year. It was also brought up that we could use one side of the classroom for Sunday school and the teachers could set up the other side of the classroom. It was decided to survey the incoming Pre-K parents of the schedule change. Once the results were in, we would go from there.

5-year Strategic Plan- Lauren shared that with Level 3, the board would need to make a 5 year strategic plan for the programs. Megan shared that our Board coach, Jennifer Huff would help us with this. Lauren asked the board members to think of some goals that they have for the program.

Protocol for missed days in the Preschool- Lauren shared the current Preschool policy that if TSC has a two-hour delay or snow day that the Preschool closes. So far during the 2018-2019, the preschool has missed 9 days. 8 of those days have been in January. The Preschool does not have a set policy if the days are made up or not. Discussion was had on should the preschool have a delay, or alternative schedule? It was decided that it would be too hard logistically for the Preschool to come later and stay later. Jama shared that it would be hard for some teachers to find babysitters for their children if we went to school when TSC had two hour delays because we would be starting before the schools started. It was also shared that this is a very unusual year. The preschool usually does not have that many missed days. It was discussed that it would be hard to extend the year and add another week due to running into summer camp. The Preschool originally had Monday, February 18th as off and now the Preschool will be open that day. Jama mentioned that maybe we could add in snow day make up days into the schedule for next year. It was decided that the Preschool would not make up the missed days or offer a tuition reimbursement. It will be added to the handbook for next year that the preschool does not make up any days missed.

Child Education Budget- Dana reported that right now, we have three different budgets (Child Care, Preschool and Summer Camp). Dana said that it makes sense to have one budget and one bank account. The Preschool is currently on a July 30-June 1st budget cycle and the Child Care is on a calendar year budget. Dana proposed to move to a fiscal year budget. The Preschool would finish out the current budget and the Child Care would be on a half year budget until the fiscal year started. Dana shared that the financial reports will look weird until the budgets are combined. This will be a simplified budget. Dana explained the budget that she passed out. Miscellaneous will be used for our consultant. A questions was asked that since we are a non-profit, do we have to break even or can we make a profit. Dana said that you are allowed to have carry over. Dana shared that both the Preschool and Child Care have a separate reserve account as well as a grant account. Lauren shared that she actively looks for new grants and fundraiser opportunities. Amber made a motion to approve the budget and Brian seconded. Everyone was in favor.

Future Board Meetings- Megan shared that we have hired a consultant named Jen Huff who will help coach Lauren and will help train the board as well as create new bylaws for the board. Jen will hold a Saturday training for the board. Jen will also hold a town hall for all staff members and the board so that each group can meet each other and share about their ministries. Megan will send out a google doc for everyone to say what date works best for them. Lauren shared that on March 17th, the Child Care and Preschool students will be performing their chapel songs during second service.

There being no further business the meeting was adjourned.

Respectfully submitted, Lauren McCool