

Mount Cross Child Development Center Board Meeting

December 1, 2020

Attendees: Kimmy Anthony, Joe Zimmerly, Cathy Channels, Tanya Carter, Kelli Hernandez, Wendy McClary, Roberta Muklevicz, Julie Morris, Dennis Hutchison

- Meeting started at 6:06pm
- Cathy started the meeting with a devotion
- The November Board Meeting was a small group but there was enough Board Members to approve the excerpt in the employee handbook regarding staff complaints and procedures
 - Kelli will draft up the minutes to formalize approval of the new excerpt
 - Kelli met with the CDC staff yesterday (11/30) to discuss and everyone seemed fine with it
- Director's Report
 - Movie Night
 - It was a success and Joe did an excellent job
 - The school raised \$190
 - Enrollment
 - There are 3 new students starting in January
 - There are still openings
 - Joe asked if there are any advertising flyers as he is a regular at Tifa's Gelato and can leave them a flyer
 - Cathy said she can create one
 - Christmas Pictures
 - Pictures of the children are being taken
 - The Shepherds and Angels outfits could not be used this year due to COVID and the sanitization efforts required
 - Something different will be handled this year and the frames will be decorated
 - The framed pics will be out in the pavilion on 12/15 & 12/16 along with boards displaying the children's artwork since the parents cannot enter the classrooms like usual
 - The last day of school is 12/17 & 12/18
 - New Program Director
 - The qualifications are written down for the Program Director opening since Cathy is retiring
 - Cathy has the requirements from CA Dept of Education
 - A committee will be formed to pick a new Program Director and Cathy and Kelli are working together on this
- Treasurer's Report
 - Tanya updated the report to monthly for the Board Meeting reviews
 - In the meeting, we reviewed the November 2019 expenses but Tanya emailed over the November 2020 report after the meeting
 - The school is \$759.88 in the positive for November
 - The school hasn't had to take anything out of savings
 - Concern: The Program Director's salary will change with a new Program Director
 - Tanya mentioned there has to be changes and this is in progress
- New Business
 - Preschool Model 2021-2022

- Kelli met with Craig from the church to let him know that the school is open to ideas from the church council on what the preschool will look like next year
 - Craig is discussing this with the executive board and will sync up with Kelli
 - The main goal is to ensure the church council and CDC are on the same vision
- Registration 2021-2022
 - Cathy will start to open registration under the current program
 - If there are changes to the schedule, the school will offer those to the parents as they become available
- Every budget year, there is a survey on tuition amounts and currently CDC is in the middle
- Next Board Meeting is January 5th at 6pm
 - Hopefully we will have more information from the church so that we can begin to plan for next year
- Mount Cross CDC Board
 - Wendy sent Kelli an email that the church council wants more church members on the CDC board
 - Kelli will be at the next council meeting on 12/15 and will address this to see what requirements (if any) there are regarding the Board Members
 - Cathy suggested looking at other church preschools to see how their boards are structured
 - Wendy knows the Director and Pastor from one in Woodland Hills so she will follow-up
 - Cathy asked United Methodist and they have 12=3 Board Members who are all church members except for 2 who are preschool parents
 - The church members include someone from the church finance committee, the Sunday school Director, the Pastor, and a teacher representative
 - Julie followed-up with St. Columba's and her feedback was emailed to the Board on 12/02
 - The sooner Kelli can get more information on this the better so that she can bring it up in the 12/15 meeting
- Suggestion for extended hours
 - Maybe the school can send a survey to the parents to see who would benefit from extended hours beyond Lunch Bunch
 - Cathy said Parent Evaluations are sent in January and she can add this
 - Another potential is offering a morning session and afternoon session
 - If full days were offered, naps and the logistics around that would need to be discussed
 - Kimmy created a spreadsheet of other preschool costs in Camarillo
- Julie closed the meeting with a prayer
- Meeting adjourned at 6:56pm

Mount Cross Preschool Board Meeting - Tuesday, October 1, 2019

Board Members Present:

Wendy McClary

Tanya Carter

Dennis Hutchison

Rachel Porter

Cathy Channels (Director Present)

Meeting was called to order at 6:08pm.

September 2019 meeting minutes were approved by a motion made by Tanya and seconded by Wendy.

Devotion given by Cathy.

Director's Report was given by Cathy:

Chapel time is going very well and family movie night was enjoyable for the families that attended!. They watched "A Bug's Life" and even had their own butterfly release event.

Cathy included a message about the preschool in the Church newsletter for the congregation to know what is going on. The preschool received a \$1,500 endowment from the Church.

Upcoming Events discussed:

- Fire drills will occur on October 10th and 11th this month.
- Spirit Days will be held on October 22nd and 23rd
- Applebee's FUNdraiser breakfast will be held on Saturday, October 26th at 8-11am
- Open House will be held on Thursday, October 24th

Cathy discussed future marketing endeavors and will follow-up with Leah to discuss. We will review the marketing plan at the upcoming meeting.

Treasurer's Report was given by Tanya:

Budget continues to look good for the year and in the green for the month with \$10,337.11 of net income.

Meeting was adjourned at 6:45pm with next meeting to be held on Tuesday, November 5th at 6pm.

Mount Cross CDC Board Meeting Minutes – Tuesday, September 10, 2019

Board Members Present:

Cathy Channels (Director Present)

Pastor Julie Morris

Tanya Carter

Wendy McClary

Kim Anthony

Rachel Porter

Roberta Muklevicz

Meeting was called to order at 6:08pm.

June 2019 meeting minutes were approved by a motion made by Tanya and seconded by Kim.

Devotion and blessing given by Pastor Julie.

Welcome to our new board members – Roberta Muklevicz (retired Mt Cross teacher ☺), Kim Anthony and Pastor Julie.

Director's Report was given by Cathy:

Cathy reviewed the summer program that celebrated community heroes, local growers, forest rangers, lifeguards, etc. It was a wonderful time for everyone and the thank you note the students made was posted to the fire department Instagram!!

Fall enrollment is currently at 71 seats with 21 students in the 5 hour lunch bunch option. The start of the school year kicked off with orientation week which went very well. The playground even has a new playhouse for the children!

Upcoming School Events include the Family Movie Night (held this past Friday, 09/27), Applebee's Fundraiser Breakfast on 10/26 from 9-11am and Christmas celebration in December. Discussed board members volunteering to help with the clean-up/set-up of these events and may need additional help with ticket sales for the Applebee's breakfast.

Discussed the meeting with Church council members and how to further their involvement and cooperation. Cathy created a binder with all of the relevant information (i.e. Contingency Plans) for when she is not in the office. Cathy will begin putting information about the preschool happenings in the monthly newsletter starting in October.

Treasurer's Report was given by Tanya:

Budget for the year looks good and in the green as the annual budget was based on enrollment of 68 students! The 2019-2020 budget was approved by Tanya and Wendy seconded. Discussion turned to marketing campaign and current costs given that it seems most families are hearing about the preschool via word of mouth. We will review the marketing plan in the upcoming meeting.

Meeting was adjourned around 7:00pm with a prayer to close.

Mount Cross CDC Board Meeting Minutes

Tuesday, May 14, 2019

Board Members Present:
Pastor Jim Bessey Wendy
McClary Dustin Anderson
Kelli Hernandez

Director Present: Cathy Channels

Meeting was called to order at 6:09pm.

Cathy shared that Registration for the upcoming school year is now at 57. Summer School has 32 registered so far. The theme for the Summer program is "Celebrating our Community Heroes".

Cathy also reported that the Anne Hutton Photo Fundraiser raised \$740 for the school. The school also received a gift of \$964 from Thrivent Choice Dollars on behalf of Cindy & Howard Buff (previous preschool teacher).

Cathy informed the Board that the new marketing had not started yet. There were several issues regarding the set-up of the Advertisement. Hopefully, new marketing should start May 15th, and Cathy will be able to provide the Board with marketing data at the next Board meeting.

Cathy was pleased to announce that the baby chicks in the classroom, which the children had been observing, have hatched. She thanked Dustin Anderson and his father for supplying the eggs.

Cathy asked the Board for help with the upcoming Father's Day Workshop and breakfast. Kelli volunteered.

The Board reviewed the Treasurer's Report. Cathy pointed out that the financials show a positive net income for four months in a row.

Cathy shared "Website Insights" from Celine Diaz. Some of the information showed what viewers used to find the preschool website, and summary by social media platform.

Pastor Jim led everyone in prayer.

Next meeting to be held on Tuesday, June 4th at 6pm.

Meeting was adjourned around 7:00pm.

Tuesday, April 2, 2019

CDC Board Meeting Minutes

Board Members Present:

Pastor Jim Bessey

Tanya Carter

Wendy McClary

Dennis Hutchison

Katherine Wolfsohn

Rachel Porter

Director Present: Cathy Channels

Meeting was called to order at 6:15pm.

Cathy led the Devotion.

February Meeting minutes were accepted by Kate and Wendy.

March Meeting minutes accepted by Tanya and Kate.

Cathy shared Director's Report:

- Cathy discussed how Dustin compiled a list of 9 preschools in the area without in-house preschools. Cathy has reached out to two of the churches to provide flyers for the Mt Cross

program (reached out to Crossroads Church & Vineyard Church). Cathy has called all 9 churches and responses are pending.

- Dustin and his family delivered the fertile eggs and they are expected to hatch April 23!

- Cathy provided an update regarding the State Inspection - the carbon monoxide detectors have been installed and the Staff have taken the mandatory training. All of the necessary files were verified and are up to date.

- The Applebee's fundraiser raised \$900 for the preschool (\$570 from actual ticket sales and the remaining \$330 from tips :-). Cathy commended the teachers, church staff and family that helped make the event a success.

- Current fundraiser is with Anne Hutton Photography - selling photography session and 8x10 photo for \$39.95.

- Our quarterly community contribution from Ralph's was \$124.

- Advertising update - now working with Just Re-Boot to improve advertisements and online presence. Thank you to Dennis for connecting the preschool with this consultant. Currently in the process of creating a new ad. Also discussed re-wording "potty trained" in advertisements.

- Cathy updated the group on the Spring Sing preparations - held on Sunday, April 7th.

Tanya shared the Treasurer's Report:

- Net Income for March of \$3,661.99.

- Currently devising plan for next year's budget and deadline will be mid-June.

Plan A: Teacher's pay will be based on 4 hours

Plan B: Teacher's pay will be based on 3.5 hours.

- Enrollment for next year is 50 students - need about 25 more students for Plan A to be implemented.

The next meeting is scheduled for Tuesday, May 7th at 6pm.

Meeting was adjourned at 7:05pm.

Mount Cross CDC Board Meeting

Minutes December 4, 2018

Board Members Present:

Betty Ertel

Jim Bessey

Katherine Wolfsohn

Kelli Hernandez

Staff Present:

Celine Diaz

Director present: Cathy Channels

Meeting was called to order at 6:15pm.

Cathy led the Devotion by reading from “Linking Hearts & Hands”. The November Minutes were moved by Betty, and seconded by Katie.

Celine gave the Board an update on the Facebook Marketing that the school is utilizing. Cost is \$1 per day, which Celine pays for as a donation to the school.

Cathy shared her Director’s Report:

Cathy informed the Board that Karen Bergh had passed away and her Memorial service information. She helped form the school in 1988.

Cathy would like to fill the Staff Liason position between Board and staff. She asked that we wait until the next meeting, as Wendy is absent and she would like for her to consider the position.

There was a correction to the amount the school earned from the Underwood Farms event. The amount reported previously was \$130 but actually was \$30.

School pictures turned out great and parents were pleased.

Cathy took her annual and famous Shephard and Angel pictures of the students for Christmas gifts for parents.

In order to save money this year, the staff holiday luncheon would not be at restaurant this year, but rather a potluck at the school.

Cathy also reported that there are 3 new enrollees.

The next Board meeting is scheduled for January 8, 2019.

The Board reviewed the Treasurers Report. There weren’t any concerns. Meeting was adjourned at 7:21pm.

Mount Cross CDC Board Meeting Minutes

November 6, 2018

Board Members Present:

Betty Ertel

Jim Bessey

Wendy McClary

Katherine Wolfsohn

Tanya Carter

Kelli Hernandez

Director present: Cathy Channels

Meeting was called to order at 6:10pm.

Betty led the Devotion by reading from “Keep Calm & Trust God”.

The October Minutes were moved by Tanya, and seconded by Katie, with a change to remove Wendy from “Members Present”.

The Board reviewed the Treasurer’s Report. There was discussion regarding enrollment being down and the impact it has on the current budget. Budget adjustments must be made. Cathy asked to donate some of her pay until enrollment picks up (hopefully in January). Tanya will prepare some projections for Board review.

Cathy shared her Director’s Report:

Cathy shared that on October 8th, she was hospitalized and missed the first Spirit Days of the year.

The staff in service days October 23rd and 24th were very productive and staff has asked Cathy to create a “Director’s Manual” for future use, in the event of an emergency.

Open House night on October 25th was a great turn out. Cathy thanked Katie and Amanda for the treats they brought. She also thanked Meredith for getting the speaker, Tracy Bennett, who did a presentation on Internet Safety for Children.

School Pictures were taken November 1st and 2nd.

Mount Cross CDC raised \$130 from a fundraiser at Underwood Family Farms on October 6th and 7th.

Correspondence was sent to parents about children forming “clicks” at school.

Cathy made a recommendation to elect Wendy to be the Staff Liaison between staff and the Board. The Board agreed.

The next meeting will be held December 4, 2018.

Meeting was adjourned at 7:35pm.

Mount Cross CDC Board Meeting

Minutes October 2, 2018

Board Members Present:

Betty Ertel
Jim Bessey
Amanda Harris
Katherine Wolfsohn
Kelli Hernandez

Director present: Cathy Channels

Meeting was called to order at

6:18pm.

The Board welcomed new member, Amanda Harris.

The June Minutes were moved by Betty, and seconded by Katie.

The Board reviewed the Treasurer's Report. The budget was also reviewed. Kelli asked Betty to communicate to the church Council that the CDC Board believed that enrollment numbers were down partly because of the ongoing construction and rental fence outside of the preschool. The CDC Board is hopeful that the new construction enhancements will attract more new students.

Pastor Jim led the Devotion for the

meeting. Cathy shared her Director's

Report:

Cathy reported that the school calendar was complete and there had already been a successful fire drill. There was brief discussion, and Pastor Jim recommended that a new fire emergency plan be put in place. The Board agreed. Chapel is starting on October 3rd and 4th. Spirit Days will begin October 10th and 11th. Cathy is encouraging staff to wear their Spirit shirts.

The CDC has received \$222.43 from the Ralph's Community Programs. Katy will work to sign up more families for the program.

The Movie night held in September had better attendance than the end of year movie night.

She informed the Board that the first Scholastic Book Order is coming up. This is a great way for the CDC to earn school points such as laminating paper, bonus books, etc.

Mount Cross CDC will be having a fundraiser at Underwood Family Farms on October 6th and 7th.

The April 7, 2019 Board meeting was changed to April 14, 2019. May 18, 2019 will be the Breakfast with Dad event and Cathy will need volunteers to help.

The next meeting will be held November 6,
2018. Meeting was adjourned at 7:33pm.

Mount Cross CDC Board Meeting Minutes

June 5, 2018

Board Members

Present:

Betty Ertel

Wendy McClary

Katherine Wolfsohn

Kelli Hernandez

Director present: Cathy Channels

Meeting was called to order at

6:15pm.

Cathy led the Devotion for the meeting, Romans 8.

The May Minutes were moved by Betty, seconded by Katie and

Wendy. Cathy shared her Director's Report:

She thanked Gaby & Katie for all their help with the breakfast for Dads and kids. There was a lot of nice feedback from parents.

Cathy reported that only 7 families attended the movie night. Cost for the night was \$300. She recommends that for next year, the school consider combining the movie night with the church youth group movie night. Katie had a concern of the possible age differences between the youth group and preschoolers. Movie should be age appropriate.

The baby chicks hatched on May 24th, and all are well.

The past Sunday was the blessing for the children going off to Kindergarten. It went well.

Cathy also reported that there were 40 students enrolled for summer school. The theme is "Passport Adventures at Mt. Cross. Weekly themes are "Camping in the Forest", in which a local fire department was asked to visit, "America the Beautiful" which emphasizes taking care of our earth, "Desert and the Grand Canyon" and "Ocean and Tide Pools".

Cathy shared notes from staff and parents.

She provided an update on the Fence plans. Pool fencing has to be approved by Church Council. Cathy gave Betty a sample of the fence and information to take to the next Council meeting. She also notes that the cement color can match the existing concrete. She also received clarification from the install company that the fence has to be one piece, rather than several different pieces between the building posts. The fence will be 48 inches tall. All members of the Board are in favor of presenting this to the Church Council for approval.

The Board reviewed the Treasurer's Report. There were no questions or concerns. The next meeting will be held September 4, 2018.

Meeting was adjourned at 7:02pm.

Mount Cross CDC Board Meeting Minutes May 1, 2018

Board Members Present: Betty Ertel, Wendy McClary, Katherine Wolfsohn, Gabriela Ramirez, Kelli Hernandez Director present: Cathy Channels

Meeting was called to order at 6:10pm.

Cathy led the Devotion for the meeting. Cathy shared her Director's Report: She shared that Sunny Smiles Dental Group, a police officer (parent) and a parent sharing "Soothing Sounds" all visited the preschool. The CPR training, led by Dan Rose on March 15th was a success and now all staff are CPR certified (which is a State requirement). The Family Movie Night will be May 18th. Betty asked Cathy if she had talked with Brian from the patio oversight committee about using the patio for movie night. Cathy has not. Kelli recommended the Ferdinand or Star movie.

May 19th will be the Father Day brunch & workshop. Cathy asked for volunteers. Katy and Gabby committed to help.

Cathy also informed the Board that she had picked up fertile eggs to hatch on May 21st. The children are very excited to see the chicks hatch.

The Budget meeting was moved to May 4th. Betty asked Cathy to add the fence to the FY18- 19 Budget. Betty informed the Board that some members of the

Church Council believe it is the full responsibility of the CDC to absorb all the costs associated with the fence. Others believe that the Church patio construction caused the fence issue. Betty stated that the Church never consulted with CDC prior to removing the fence and CDC had no prior knowledge of the need to purchase a new fence after construction. Betty informed the Church Council that CDC cannot afford a \$15K fence (as quoted from the Council). Cathy asked that Betty inform the Council that legally, the CDC must have a fence. Cathy also mentioned that school is out on June 11th, and summer school will start June 26th through July 19th. Fall school will begin the last week of August. Betty asked what the timeline is for fence installation. Per Cathy, two days installation will be needed. Approximate cost will be \$1200 for a portable fence that can be put up on Mondays, before school, and taken down on Fridays, after school (and during church events held during the weekdays, after school). The Spring sing on April 15th turned was a success. She attributed this to Melissa Henry's leadership and practicing with the children earlier in the school year.

The Board reviewed the Treasurer's Report. There were no questions or concerns. The April 2018 meeting minutes were approved with a motion by Betty and Second by Katy.

Cathy reported that the Ralphs Community Rewards Program currently has 12 participating families out of 90 students enrolled. Betty suggested that the information for the program be put in the Church newsletter. Cathy will get the information to Church staff. Cathy also mentioned that CDC is a part of a program called Thrivent Choice Dollars. Individuals with accounts at Thrivent are able to choose a school or charity to donate to. Wendy plans to enroll her Ralphs card in the Community Rewards program for the school. She will report back on this process at the next meeting.

The next meeting will take place on June 5th, at 6pm.

The meeting was adjourned at 7:15pm.

Mount Cross CDC Board Meeting Minutes March 6, 2018

Board Members Present: Betty Ertel, Wendy McClary, Katherine Wolfsohn,

Gabriela Ramirez, and Kelli Hernandez

Director present: Cathy Channels

Meeting was called to order at 6:10pm.

Cathy led the Devotion for the meeting, sharing "A Bit of Clay".

Betty made a motion to approve the February 2018 Minutes. Gaby seconded that motion.

Cathy shared her Director's Report. She informed the Board that fire drills had went very well. Also, a magician visited the school to perform and the children loved the show. Sunny Smiles Dental Group came and talked to the children about brushing teeth and making good food choices for good dental health. Cathy will be utilizing the "Education for Staff" budget line item for an upcoming CPR training, led by Dan Rose on March 15th for \$45 per person. A date for the Family Movie Night was discussed. Cathy will follow up with Brian to check if the new patio will be open for use during the proposed Movie Night date of May 18th. Cathy proposed that the Board consider offering a military discount for next school year, beginning with the February 2019 registration. All Board members agreed and were in favor of the discount. Cathy also reported that registration for this fall is now open to the public. There are 53 students enrolled so far. There are 91 students in the budget, and that is a conservative number, as it's under capacity.

Treasurer's Report was reviewed. There were no questions or concerns.

Betty asked if there was a formal agreement for facilities usage. She also noted that the CDC contributes \$75 monthly for landscaping maintenance. She also noted that the CDC purchases all supplies such as toilet paper, paper towels, etc. for the facilities, that are also used by the church. Betty asked Cathy if Stan had contacted her regarding the fence issue, per a Church Board meeting discussion. Cathy confirmed that Stan had not contacted her yet.

Next meeting is scheduled for April 3, 2018 at 6pm.

Meeting was adjourned at 6:50pm.

Mount Cross CDC Board Meeting Minutes

February 6, 2018

Board Members Present: Betty Ertel, Wendy McClary, Katherine Wolfsohn, Gabriela Ramirez, Kelli Hernandez

Director present: Cathy Channels

Meeting was called to order at 6:15 pm

Cathy led the Devotion for the meeting, sharing from the Book of John "Forgiveness is a Gift to Yourself"

Betty made a motion to approve the January 2018 Minutes. Wendy seconded that motion.

Cathy gave an update on the family that requested the tuition discount (discussed at last meeting). The family has refused the discount, as they will be holding off enrollment until next school year.

Cathy shared her Director's Report. She shared a letter from a prospective family that had toured Mt Cross, along with other preschools in the area. She also reported that registration days had been very successful and less stressful, as she split current enrollee registration days into two days, rather than one. This helped with time management. Current enrollees that have registered for next school year are 29 students.

Cathy updated that the Mandated Testing for Child Abuse Reporting has been completed by all staff.

Next, there is a Pesticide Training online course in which two staff members will need to take.

Cathy informed Board that if a Movie Night was booked at the same time as St. Mary's School, we will be able to get a discount. Board agreed to book at same time as St. Mary's, but viewing will be on different days.

Cathy requested that Board consider adding a new staff position in FY19-20. This position would be a Kitchen Aide who would prepare snacks, sweep halls, do kitchen clean up and wash tables in PLC. Board agreed to this position and Cathy will ask Bridget to add it to the FY19-20 budget.

Cathy thanked the Board for their continued support to the school.

Treasurer's Report was reviewed. There were no questions or concerns.

Next meeting is scheduled for March 6, 2018 at 6pm.

Meeting was adjourned at 7:10pm.

Mount Cross CDC Board Meeting Minutes

January 9, 2018

Board Members Present: Betty Ertel, Wendy McClary, Kelli Hernandez
Director present: Cathy Channels

Meeting was called to order at 6:10pm.

Cathy led the Devotion for the meeting, and shared a note from teacher Roberta Muklevicz thanking the Board for the teacher bonus and luncheon. Cathy informed the Board that a hallway fence was not included in the estimate for the patio renovations. There is one estimate for a permanent retractable fence for \$15,000.00. There was discussion surrounding going back to the use of a portable fence, as a portable fence worked well for 21 years prior. Celine Diaz has also been researching and she will bring her findings to the next Board meeting. Betty will give an update to the Church Council meeting at 7pm. She will let council know that we are getting more estimates and will bring this information to them at their next Council meeting.

Cathy reported that there is a scholarship request. This request has been made by a family who had previously received a scholarship for another child to attend preschool at Mount Cross. Cathy believes that this family can benefit from another scholarship. The Board agrees to offer a 25% tuition discount to this family, with an allowed maximum of 30% if needed.

Board reviewed Financial Statements. There were no questions or comments.

Cathy updated that the Mandated Test from State Licensing is almost complete.

There was a motion by Betty to approve the October and November 2017 minutes. The motion was seconded by Wendy.

Next meeting is scheduled for February 6, 2018 at 6pm.

Cathy mentioned that preschool registration is open to Church members anytime in January.

Meeting was adjourned at 7:20pm.

Mount Cross CDC Board Meeting Minutes
November 7, 2017

Board Members Present:

Betty Ertel

Katherine Wolfsohn

Kelli Hernandez

Director present: Cathy Channels

Meeting was called to order at 6:42pm.

Cathy led the Devotion for the meeting, which was "God has been good to me" Genesis 33:11. Cathy reported that there has been two Spirit Days, in which many children wore their school shirts and several parents attended chapel. Cathy reported that for the first time, Open House had taken place on a weekday, October 19th. There was better turn out than when Open House was held on Sundays with a BBQ dinner. Staff recommends less food for next year by only providing desserts for the parents. Going forward, Open House will be kept on a weeknight, along with light refreshments and desserts.

Cathy updated the Board on the progress that was made at the Staff In-Service work days Oct 23rd & 24th. In the past, Cathy had used the PVSD calendar to prepare the Mt Cross school calendar (which is included in the Parent Handbook). This year, she consulted with Staff and discussed the annual events, prior to finalizing the calendar.

Cathy informed the Board that the first Scholastic Book order of the year had been placed. She was pleased because it was quite a large order. The school receives bonus points and with those points, Cathy is able to purchase items from Scholastic(such as, laminating paper, preschool furniture, etc.). Books are also rewarded to the school with the orders. They use those books to fill up the "Birthday Book Box".

Cathy shared that the children had said their goodbyes to Pastor John, who retired. They held up signs during his final chapel. As a retirement gift from the school, Cathy purchased a \$300 gift card for him.

Cathy started doing the Angel & Shepherd portraits. In the past, she has used a flexible teacher to help, but this year she is able to hire help for a few days. Cathy explained that Tanya wasn't sure if she would be able to have Financial statements ready, but assured the Board that the school is doing great , financially. And also that there are no past due students.

Betty will follow up and get clarification on a November 10th budget request. Cathy doesn't believe it applies to the school.

Next meeting is scheduled for December 5, 2017 at 6pm. Meeting was adjourned at 7:20pm.

Mount Cross CDC Board Meeting Minutes

October 3, 2017

Board Members Present:

Betty Ertel

Gabriela Ramirez

Katherine Wolfsohn Kelli

Hernandez

Director present: Cathy Channels

Meeting was called to order at approximately 6pm.

Cathy led the Devotion for the meeting.

Cathy gave an update on the church construction and how its effected the daily preschool operations.

Cathy reported that current enrollment was at 91 students so far, almost capacity.

Open House schedule was discussed. Cathy gave a brief background on Open House guest speaker, Mariaemma Willis M.A. She is the cofounder of the Learning Success Institute.

Cathy also informed Board that Chapel time for the students, had just started.

Cathy gave an update on the Ralphs Rewards programs. There are currently families signed up and using the program. The school received one check for \$159.48 so far. Katie suggested a link to the Ralphs Rewards Sign Up page be added to the School website. Cathy suggested that she send a flyer home with every student to advertise the Rewards Program.

Board reviewed financial statements. No remarks were made. Next

meeting will be November 7, 2017.

Meeting adjourned at 7:30pm.

Mount Cross Child Development Center- Meeting Minutes

March 2, 2017

Meeting called to order at 1810H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Kelly Hernandez, Betty Ertel, Tanya Carter.

Motion to approve minutes by Elisabeth. All in favor

Director's Report – Cathy Channels

Estimates for playground repair.

Cathy interested in new dress up center for older threes.

Cathy needs publisher for her computer.

Thrivent donation, Matalon family donation.

Registration is up to 79

Erica Hahn and Melissa to replace Karen Fanner who is going on to sub list.

Orientation week 8/28

Treasurer's report: Tanya

Retargeting update Lorraine

August, February and March for next year

Teacher Appreciation. Diana make a motion to provide a breakfast for teachers Monday and Tuesday not to exceed \$200. All in favor.

Parent Evaluation and Director Evaluations

Meeting adjourned at approximately 1935H

May 4th next meeting

Mount Cross Child Development Center- Meeting Minutes

February 2, 2017

Meeting called to order at 1815H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Kelly Hernandez, Erica Hahn, Katie Wolfsohn, Betty Ertel

Motion to approve minutes by. All in favor

Directors Report: Cathy Channels

Facebook advertisement.

Possibility of scholarships

Enrollment for next year is beginning. Open Enrollment March 6

Retargeting is to run.

Treasurers Report – Tanya not here

Request balance sheet and profit and loss from Tanya

Staff Liason Report – Lorriane

Discuss Teacher Feedback

Mount Cross Child Development Center- Meeting Minutes

January 5, 2017

Meeting called to order at 1815H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Tanya Carter, Erica Hahn

Motion to approve minutes by Diana. All in favor

Directors Report: Cathy Channels

Staff luncheon was enjoyed by all.

Annual school report has been completed.

Ralphs community contribution \$134.03

State licensing came 12/8/16 – there are issues that need to be corrected within a 30 day period of time.

Treasurer's Report Tanya

Current budget was approved previously. New budget to be made for 17/18 in January and February 2017.

Elisabeth to investigate local tuitions

Possible budget meeting at next board meeting. 2/2/17

Retargeting for February to be handles be Lorraine.

Reach out to Anne Hutton in February for set up of fundraiser

Mount Cross Child Development Center- Meeting Minutes

December 1, 2016

Meeting called to order at 1815H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Tanya , Gabriela Ramirez,

Directors Report: Cathy Channels

School pictures turned out well

Next Spirit days are December 13th and 14th

By January we should have 84 kids

Christmas Pictures Done

Treasurer's report: Tanya Carter will email

Motion to approve budget with one change re: teacher's raise. All in favor.

Teachers Christmas Luncheon December 9th

Christmas Celebration

530 Cathy pour juice and put out cookies

700 serving cookies

740 clean up

Next meeting January 5th 6 pm

Old and new business:

Blvd Burger Fundraiser November 9th

10% off for Mount Cross Families

Cathy ask Celine to create a Facebook event

Coloring stuff and toys for kids (Cathy will bring)

Thursday December the 8th Christmas Celebration @ 6:00

Mount Cross Child Development Center- Meeting Minutes

November 3, 2016

Meeting called to order at 1805H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Tanya Carter, Betty Ertel, Gabriela Ramirez, Kelli Hernandez

Directors Report: Cathy Channels

3 Teachers to educational conference.

Enrollment is 80

Staff in service went well.

Email is working quite well.

Treasurer's report: Tanya Carter

Motion to approve budget with one change re: teacher's raise. All in favor.

Old and new business:

Blvd Burger Fundraiser November 9th

10% off for Mount Cross Families

Cathy ask Celine to create a Facebook event

Coloring stuff and toys for kids (Cathy will bring)

Thursday December the 8th Christmas Celebration @ 6:00

Mount Cross Child Development Center – Minutes

April 7, 2016

Meeting called to order at 1819

Members in attendance: Diana Samac, Cathy Channels, Lorraine Carpenter, Erica Hahn, Elisabeth Stansbery

Motion to approve the minutes. All in favor.

Directors Report:

Thrivent choice dollars

Registration is going good. 65 students currently enrolled.

Picking up eggs should hatch aprox. May 23rd

Summer School: Going on Vacation

Received 32 parent evaluations

Treasures Report: Tanya Carter

New/Old Business:

Step by Step process for delinquent accounts discussed.

2 months late a letter/email sent with a specific date that attendance will be terminated. No more lunch bunch.

Spring Sing April 17th

Teacher Survey

Scholarship fund: Possible scholarships offered for a student that is already currently attending our school and encounter financial hardships.

Retargeting next year funded by thriving funds and Anne Hutton fundraiser. Motion made by Diana to do so. All in Favor. July, August and March.

next meeting May 5th

Meeting Adjourned 2010H.

Mount Cross Child Development Center – Minutes

March 3, 2016

Meeting called to order at 1821H.

Members in attendance: Diana Samac, Cathy Channels, Lorraine Carpenter, Erica Hahn and Betty Ertel.

Motion to approve the minutes. All in favor.

Directors Report:

The new computer is being used on a daily basis and Cathy is feeling more comfortable with it – she still needs some tech support, but it's getting better.

All four carts are at the school and in service. All the teachers are happy with the new carts.

The church has a new book keeper. Her name is Heather Edwards and seems very nice.

"Parents night out" sponsored by our youth director on March 18th.

Spring Sing/ Open House changed to April 17th.

We currently have 41 students registered for the 2016-2017 school year. There are 24 students registered for summer school. Open registration is on Monday, March 7th. We expect a decent turnout.

Parent teacher conferences will be 2/29 and 3/1 went very well!

The overdue account: The family removed their children from the school at this time until they are caught up. We will be discussing a firm step-by-step process for these situations at the next board meeting.

Treasurer's Report: None

New/Old Business:

Retargeting Lorraine – promising numbers from February. Will consider retargeting for next year at the April meeting.

Next meeting 4/7/2016; Meeting Adjourned at 1945H.

Mount Cross Child Development Center

February 4, 2016

Meeting called to order at 1824

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery and Betty Ertel.

Motion to approve the minutes. All in favor.

Directors Report:

The computer has arrived.

Staff breakfast and in service went well.

Received money from Ralphs

Spring Sing/ Open House changed to April 17th.

Current Enrollment is 92 students. Already have 30 enrolled for Fall

Parent teacher conferences will be 2/29 and 3/1

Carts are working out very well.

Treasurer's Report: Tanya Carter

New/Old Business:

Retargeting Lorraine will update next meeting.

Tanya will approach delinquent account holder about a payment plan.

Next meeting 3/3/2016; Meeting Adjourned at 1920

Mount Cross Child Development Center

January 7, 2016

Meeting called to order at 1820H.

Members in attendance: Diana Samac, Cathy Channels, Lorraine Carpenter and Betty Ertel.

Motion to approve the minutes. All in favor.

Directors Report:

Staff luncheon at Verona's was enjoyed and the \$100 bonuses were appreciated by the teachers. Cathy had small gifts for the teachers as well.

Annual report for the church was reviewed and will be submitted for the Mt. Cross Church Annual meeting.

Cathy would like to purchase four rolling file cabinets/sign in sheets to replace the current file cabinet/sign in tables. The total cost would be \$920. Diana Samac made a motion to purchase 4 metal moving file cabinets to be used for file pick up and sign in. The motion was seconded by Lorraine Carpenter. All in favor. We will purchase one or attempt to find a rep to bring a sample by.

In the last month 2 students have dropped out and 3 additional students have started. Currently 88 students are enrolled.

Parent teacher conferences scheduled for Feb. 29th and March 1st.

Registration coming up February 1st and 2nd for currently enrolled families.

Treasurer's Report:

Monthly report overviewed by Tanya.

Lorraine Carpenter made a motion to approve the 2015-2016 budget. It was seconded by Tanya Carter. All in favor. The budget will be submitted to the council by Cathy Channels.

New/Old Business:

We don't anticipate additional staff raises, increase in registration or tuition, etc.

Lorraine will get with the marketing agency to get the retargeting done for February.

The board is not required to help with the Spring Sing this year.

We will ask Steve to stop in and help Cathy purchase her new computer.

Next meeting 2/4/2016; Meeting Adjourned at 1955H.

Mount Cross Child Development Center

December 3, 2015

Meeting called to order at 1820

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter and Betty Ertel.

Motion to approve the minutes. All in favor.

Directors Report:

Christmas Bonuses? Email Tanya

Movie Night a success

Registration coming up

Family Christmas Celebration Thursday 12/10

Budget to be approved next meeting

New/Old Business:

Cathy to do annual report for church council

Yelp page continuing to grow

Cathy gave model number to Erica for computer, will follow up in January

Next meeting 1/7/2016

Meeting Adjourned at 1945

Mount Cross Child Development Center

November 12, 2015

Meeting called to order at 1810H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Tanya Carter, Erica Hahn, Betty Ertel and Tanya Carter.

Motion to approve the minutes. All in favor.

Directors Report:

Passed social services inspection

Shepherd and Angel pics going well

Movie Night 67 coming so far-tomorrow night at 6:15pm

Thrivent deposit. \$196

We added 2 new students

Computer shopping for Cathy – in process

Staff emergency contacts being updated

Treasurer's report:

Proposed budget – will review and modify for approval at next meeting

New/Old Business:

Yelp account set up and receiving regular updates

Retargeting: Great click through percentage

Fall Open House – went smoothly

NO Silent Auction planned this year

Christmas Celebration Dec 10th- will readdress at next meeting

Meeting Adjourned at 1955H

Mount Cross Child Development Center

October 1, 2015

Meeting called to order at 18:12H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Tanya Carter, Erica Hahn

Directors Report: Cathy Channels - Rally day at church went well, an additional board member signed up! The Mount Cross Board Buzz was well received.

Treasurer's Report: Tanya Carter – Will meet to work on budget to present at next meeting.

Old/New Business:

Update Yelp

Diana put forth a Motion to create a catastrophic fund for employees. Erica Hahn seconds the motion. All in favor.

Open House Door prizes:.Gift cards, Bikes etc.

Open house jobs assigned

Family Movie Night in October or November - Tanya

New computer for Cathy

Motion to purchase Cathy a new computer for less than \$1500 dollars using the fundraising fund made by Elisabeth. Diana second motion. All in favor.

Facebook Page to have more pictures of school events.

Teacher Board meet and greet possibly in the New Year.

Meeting Adjourned at 2010H

Mount Cross Child Development Center

September 10, 2015

Meeting called to order at 18:19H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Lorraine Carpenter, Tanya Carter

Directors Report: Cathy Channels

Enrollment is now 87

Open House BBQ Oct 18th – Tom Printz

Treasurer's Report: Tanya Carter

Old/New Business:

Retargeting info: Lorraine – the numbers point to a successful first month of retargeting.

School sign for the front yards – research to hand out at Open House

1st day of school sign – chalkboard easel and boards purchased for photo opportunity on first day of school

Board Roles:

Staff Liaison – Lorraine Carpenter

Chair: Diana Samac

Secretary: Elisabeth Salsbury

Treasurer: Tanya Carter

Council Liaison: Cathy Channels

Mount Cross Board Buzz – Summary of board meeting for teachers to keep them in touch

Early November Board/Staff meet and Greet – revisit next meeting and plan for Early November.
Possibly rent Greystone Collections Clubhouse for event

Cathy and Diana will manage the email list and sending information.

We discussed Cathy's need for a new computer. Revisit next meeting. Possibly use remainder of fundraising money for this purchase. Tanya look into the amount of fundraising money remaining

Silent Auction – long term goal is to no longer have the auction. We will decide after the new budget is out whether it will be necessary.

Labels for Education will continue, Diana will manage account.

Movie night as a school mixer, Tanya will research blow up screen. Revisit next meeting.

Next Meeting October 1, 2015 at 6pm.

Meeting Adjourned at 2031H.

Mount Cross Child Development Center- June 9, 2015

Meeting called to order at 1820H

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Tanya Carter, Melissa Haupt.

Approval of last meeting's minutes. All in Favor. (To add Tanya's name)

Directors Report: Cathy Channels

Father's Day workshop. Small turn out. Open up to whole school next year with rsvps ?

Ann Hutton's fundraiser successful hope to do again next year.

Enrollment is now 78!

Summer school has 39 enrolled. Fair animals etc.

Treasurer's Report: Tanya Carter

New Business:

Retargeting info: (Previously emailed out)

Motion to approve a 3 month retargeting venture. All in favor. Lorraine will follow up. Proposed months to retarget are August, September, and February. Estimated cost \$1500 for 3 months of advertising.

Facebook Page check with Celine Diaz.

Ideas for next year:

Welcome to the school sign for front yards.

Special Events on web page

Mount Cross Child Development Center

Meeting Minutes 5/14/2015

Meeting called to order at 1806. Board Members in attendance: Diana Samac, Cathy Channels and Elisabeth Stansbery.

Approval of last meeting's minutes. All in Favor.

Directors Report: Cathy Channels

Pizza Fundraiser a success. Would like to shoot for doing it twice next school year.

Anne Hutton Photography

Parent Evaluations went home and we have received a few.

Advertising Opportunities: Beyond the Acorn. Kid Admit. Diana will investigate Kid Admit. Lorraine will email us concerning Retargeting.

Summer School – enrollment is going well, there will be 3 classes for a total possible enrollment of 41 children.

Father's Day Breakfast/Workshop – Diana will send an email to board for volunteers to help with the event.

Next Board Meeting will be June 2 because Cathy will be out of town.

Treasurers Report: Funds are looking better this year than anticipated. Cathy will contact overdue accounts personally.

Cathy will email families about new board members, Anne Hutton, services provided; Diana will email board members about change in next meeting and Father's day workshop volunteers.

Old and New Business:

Remind Parents about all the school has to offer. Early Birds, Lunch Bunch, Monday Fun day and Summer School

Next board meeting tentatively June 2, 2015.

Meeting adjourned at 7:55pm.

Mount Cross Child Development Center

Meeting Minutes 2/26/15

Meeting called to order at 1822. Board Members in attendance: Lorraine Carpenter, Diana Samac, Cathy Channels and Elisabeth Stansbery.

Approval of last meeting's minutes. All in Favor.

Directors Report: Cathy Channels

- 1) Two teacher surveys turned in and reviewed. Discussed mommy and me options. Idea to be investigated further and discussed at a future board meeting.
- 2) Cathy spoke at MOPS
- 3) Brief registration update
- 4) Strider Bikes on the playground and the kids are enjoying them.

Finance Report: Tanya Carter not able to attend her report was looked over by those in attendance. Cathy Channels states that no one is in the rears. Will follow up with Tanya.

Old/New Business:

Spring Sing and Silent Auction.

What donations have come in?

Grouping together of Silent Auction items.

Teacher Appreciation Raffle discussed

Mt Cross Child Development Center Board Meeting:

February 5th 2015

Meeting called to order @ 6:15 Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Tanya Carter, and Lorraine Carpenter.

Reports:

Minutes Reviewed: All in favor to approve January minutes.

Directors Report: Cathy Channels

Treasurer's Report: Tanya Carter

Prelim Budget Report: Tanya Carter – 2015-2016 budget projection based on current enrollment/rates

Council Liaison's Report: Cathy Channels

Staff Liaison Report: Jill Qualters. Planning mid-year questionnaire for staff and teachers.

Old/New Business:

Coffee with Cathy update 3 families attended.

Continued to discuss advertising/online retargeting; movie theater promotion; Sky High promotion

Cathy to speak at Mops on 2/26 to approximately 32 mothers of preschoolers.

Silent Auction letter follow up- each person to follow up the letters they submitted

Spreadsheet being made with silent auction donations – current value at approximately \$2,000

Flyers posted – waiting to hear if approved at the library and YMCA

Retargeting? Is it affordable?

Strider Bike grant for \$500

Spring Sing Silent Auction March 15th

Staff Surveys to be drafted and given to Cathy

Next Board Meeting March 5th, 2015

Mt Cross Child Development Center Board Meeting:

January 8th 2015

Meeting called to order @ 6:12 Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Tanya Carter, Lorraine Carpenter and Jill Qualters.

Reports:

Minutes Reviewed: All in favor to approve December's minutes.

Directors Report: Cathy Channels.

Jill Qualters to draft a response to St Mary Magdalene's request to promote their kinder program.

Treasurer's Report: Tanya Carter

Cathy to check on questionable balances on open invoices.

Council Liaison's Report: Cathy Channels

Staff Liaison Report: Jill Qualters. Planning mid-year questionnaire for staff and teachers.

Old/New Business:

Macaroni Kids advertising active

Facebook updates discussed.

Flier being worked on by Diana Samac and Lorraine Carpenter

Discussed Incentive or referral program for our school.

Hoping Cathy to speak at Mops in the future.

Discussed Punch card for Lunch Bunch

Discussed a school preview day (to be determined)

Ice Cream Social Information and flier. Social to be at Scoops on 1/27

Silent Auction. Letters to go out.

Next Board Meeting February 5th, 2015

Mount Cross Child Development Center Board Meeting

November 6th 2014

Meeting called to order at 6:10 pm.

Members in attendance: Diana Samac, Cathy Channels, Elisabeth Stansbery, Tanya Carter and Lorraine Carpenter.

Reports:

Directors Report: Cathy Channels.

Treasurer's Report: Tanya Carter. Cathy Channels asked to follow up with council and see if the budget has been approved. Budget Reviewed and future finances discussed.

Council Liaison's Report: Cathy Channels

Minutes Reviewed. Motion to approve minutes (Lorraine Carpenter). Motion Second (Tanya Carter) all in favor.

Old/ New Business discussed:

- Brainstorm Ideas for school growth and advertising to increase enrollment.
 - Requested that church website be changed to have easier access to school website with a less confusing link.
 - Facebook page improvements and parent emails have been implemented and going well.
 - Labels for education to be starting this month.
 - Spring Sing Silent auction to be done on a much lighter scale this year. (Diana)
 - McDonalds Family Spirit night to be arranged for the possibility of January or Feb (Elisabeth)
 - Brief Discussion on Family Christmas celebration and cookie sign ups.
- Next meeting December 4th 2014 @ 6:00 pm

Mt.Cross Development Center Board of Director's Meeting Minutes

April, 3, 2014

Call to Order:!

6:38 pm! !

Open Devotional: attitudes of gratitude passage and appreciations of board members

Attendance:

Cathy Channels, Kim Sandlin, Tanya Carter, Jean Scott
Olivia Ford, Michele Waggoner, Heidi Howard, Diana Samac

Minutes Approval:

Minutes of March

Motion to approve minutes Olivia

Second Tanya

Minutes approved as submitted !!

Directors Report: Cathy Channels!

- New Board Members - Lorraine Carpenter and Diana Samac have been recruited.!
- Summer School- June 24-July 17th. Travel Back in time theme: Dinosaurs, Ice Age, Kings and Queens, and Pioneers.!
- Hatching Chickens- In the incubator by the end of April, hatching by the end of May.!
 - \$200 deposited from Thrivent Choice Dollars.!
- ELEA administrators conference will be in Reno, NV on Feb. 24-25, 2015.!!

Treasurers Report: Tanya Carter!

- Budget is doing well. Not a lot of expenses which helps. !

- Families who were past due we're sent notes. Some paid, but there are still four with outstanding balances. !!

Council Report: Jean Scott!

- None! !

Staff Liaison Report: Heidi Howard!

- NoneOld New Business:!

- Facebook site up and running thanks to Celine Diaz. !

- Spring sing advertising in church bulletin and in student folders. !

- Teacher appreciation week in May.!

- Board recruitment in progress. Need to post in church bulletin. !

- Spring Sing!

- 11:30 Set up- We will all wear our shirts.!

- Cookies- Tanya 25 dozen.!

- Cathy will bring 4 dozen cookies and punch.!

- 1:30 start time!

- Circulate to help!

- Kim will announce the auction protocol at the end of the first and second session.!

- Microphone set up outside.!

- 10 minute, 5 minute, 1 minute warnings!

- Checkout with square!

- Olivia, Kim, and Tanya will be in charge of auction checkout table.!

- Lisa's Cash box- Michele to get change 5s and tens! !

Meeting Adjourned !

Mt. Cross Child Development Center

Board of Director's Meeting Minutes

March 13, 2014

Call to Order:

Michele called the meeting to order at 6:15 pm !

Open Devotional: Heidi !

Attendance:

Cathy Channels

Michele Waggoner

Olivia Ford

Tanya Carter

Jean Scott

Kim Sandlin !

Minutes Approval:

Minutes for February

Motion to approve minutes- Cathy

Second- Tanya

Minutes are approved as submitted.

Michele will turn in to Sherri. !

Director's Report: Cathy Channels

- Staff meeting on 2/12 was productive in determining how to use the extra 1/2 hour for next school year.
 - Registration will no longer be restricted to certain times. Open registration for everyone.
 - Enrollment for 2014/15- 41 students registered so far.
 - Brochure is updated.
 - Meet the Staff section of the website under construction.
 - Mt. Cross "Time and Talent" forms show interest in helping with OpenHouse and Back to School Night.
 - Calendar mix up- Parents were notified. Following PVSD calendar that was changed after approval. The CDC will follow the calendar as in the handbook for the remainder of the year.
 - Spring Sing Donation from Jason Soyster (Pastor John's son) for Knott's Berry Farm. !
- Information given to Cathy on 4 students who are past due in their payments. Decision made to use language from the handbook "If you have missed 2 monthly payments, you will be required to go to the auto debit plan" to require families to use Smart Tuition.
 - Enrollment continues to be low, so money is being used from our reserve savings to cover monthly costs. Reserve savings is healthy. !
- Council Report: Jean Scott
 - Jean submitted our request for the \$2500 from the church. !
- Staff Liaison's Report:
 - None !
- Old/New Business:
 - Spring Sing
- Advertising: church bulletin, flyers in student folders, facebook
 - We can set up at 11:30.
 - Schedule 1:00-1:30 First Session Singing
 - 1:30-2:30 Silent Auction, Classroom Visits, and Reception
 - 2:45-3:30 Second Session Singing
- Cathy has secured supervision for the playground for in between the sessions during the silent auction.

- We will get cookies from Costco, Ralphs, and Albertson's as well as our sponsor Jeanne's Cookie Co. Cathy will provide punch. 3 day pre-K (Olivia, Michele, Kim) will have kids sing first session so they may help with auction and check out. 5 day pre-K (Heidi) will have kids sing second session and will supervise auction tables until 1:30 when it officially begins. Jean and Tanya offered to help supervise the tables and cookie reception area.
 - Signage assembled. Cathy will make Hawaiian Vacation posterboard.
 - CDC Board Recruitment
 - All new board members needed for 2014/15 school year
 - Review of bylaws- serve 2 year term, some need to be church members
 - Need to advertise in the church bulletin and ask teachers for suggestions !
- Meeting adjourned at: 8:10 pm
 • Next Meeting: April 3rd 6:00 PM
 Devotions and closing prayer: Olivia !
 Minutes Prepared by: Michele Waggoner

**Mt. Cross Child Development Center
 Board of Director's Meeting Minutes
 February 6, 2014**

Call to Order:

Michele called the meeting to order at 6:10 pm !

Open Devotional: Jean Scott shared from "Taking Faith Home" about the significance of blessing others. !

Attendance:

Cathy Channels
 Michele Waggoner
 Olivia Ford
 Tanya Carter
 Jean Scott !

Minutes Approval:

Minutes for January

Motion to approve minutes- Olivia
 Second- Jean

Minutes are approved as submitted.

Michele will turn in to Sherri. !

Director's Report: Cathy Channels

- Prayer Garden- Pastor John will take each class to garden with hopes that they will take care of it.
- Next spirit days are February 20 and 21st.
- Child Development Resources workshop March 8th "Embracing Change as a Early Childhood Care Professional". Five staff members can attend. Cathy will offer to staff.
- Teachers are beginning to use the i-Pad. A facebook page is being developed. E-mail for teachers still needs to be established.

- CDC brochure, parent handbook, class schedules, and website revisions are in progress. Changes reflect new logo, new hours, tuition increases and mission statement.

- Draft Mission Statement

“Our goal is provide a creative educational program in a nurturing Christian environment. As student prepare for kindergarten, they are offered an opportunity to grown in all areas of devlopment (social, emotional, physical, intellectual, and spiritual).”

- Staff meeting at Cathy’s home February 12th to discuss schedule changes for next year.

- Tuition rates for next year

- 2 day \$215

- 3 day \$295

- 5 day \$435

- DK \$365

- Bookworm donated an aircraft carrier book and airplane puzzle in memory of Scott Beat. !

Treasurer's Report: Tanya Carter

- Board reviewed the proposed budget for 2014/15 school year.

- Michele made a motion to reduce the “Thank you/Memorials” amount to \$500 and increase the “Advertising” amount to \$300. Second- Olivia. All in favor, none opposed.

Motion passed.

- Olivia made a motion to approve the 2014/15 budget with the above change. Second- Jean. All in favor, none oppose. Motion passed.

- Treasurer Report

- Information given to Cathy on 3 students who are past due in their payments.

- Enrollment continues to be low, so money is being used from our reserve savings to cover monthly costs. !

Council Report: Jean Scott

- At church council meeting there was discussion of how to spend a large sum of money donated to the church. We are requesting \$2500 be used to purchase new furniture for the classrooms and playground equipment. Jean will propose this at the next council meeting. !

Staff Liaison’s Report:

- Teacher wish lists shared. Discussion of using our funds from Spring Sing Silent Auction to purchase some of the items. Decision will be made after the event date. !

Old/New Business:

- Advertising

- ACORN- Advertisement will run Feb 21st and Feb 28th.

- Macaroni Kid <http://www.camarillo.macaronikid.com> \$150 for 1 month including an article.

Michele made a motion to approve advertising in Macaroni Kid online for 1 month in March.

Second Tanya. All in favor, none oppose. Motion passed. Michele will follow up on this action.

- Mom’s Club- We need the information on how to advertise. Michele will contact Heidi.

- Spring Sing Silent Auction

- Schedule 1:00-1:30 First Session Singing

1:30-2:30 Silent Auction, Classroom Visits, and Reception

- 2:45-3:30 Second Session Singing

- Cathy will secure supervision for the playground for in between the sessions during the silent auction.

- We will use our Costco cash to purchase cookies to serve in the Parish Center.

- Donation list reviewed and starting bids established.
- We are taking credit cards as payments.
- 3 day pre-K (Olivia, Michele, Kim) will have kids sing first session so they may help with auction and check out. 5 day pre-K (Heidi) will have kids sing second session and will supervise auction tables until 1:30 when it officially begins. Jean and Tanya offered to help supervise the tables.
- Michele will make promotional to distribute to families starting this month including list of items to be auctioned off.
- Tanya will assist by e-mailing past families about the event.
- Cathy will put in church bulletin.
- Jean will share with church council
- Thank you to David Ford for creating our new logo and advertisements. Cathy is personally purchasing a \$50 gift card in appreciation of his work for Mt. Cross. !

Meeting adjourned at: 8:10 pm

- Next Meeting: March 6th 6:00 PM (Bring baskets and auction items to assemble)

Devotions and closing prayer: Heidi !

Minutes Prepared by: Michele Waggoner

Mt. Cross Child Development Center
Board of Director's Meeting Minutes
January 9, 2014

Call to Order:

Michele called the meeting to order at 6:10 pm

Open Devotional:

Attendance:

Cathy Channels

Heidi Howard

Kim Sandlin

Michele Waggoner

Lisa Saner

Jean Scott

Minutes Approval:

Review of minutes for November and December.

Motion to approve minutes- Heidi

Second- Olivia

Minutes are approved as submitted.

Michele will turn in to Sherri.

Director's Report: Cathy Channels

Christmas celebration was a successful fun night. Thank you to Jean.

Enrollment 91 up from 80. Added 11 students which adds \$2542 to our monthly income.

Survey report: 18 yes, 1 no in favor on new schedule for next year. A note was filed letting parents know about

Registration will be first come first serve instead of lottery.

Dept. of Social Services reported that we are not required with new schedule.

Website is being updated with registration dates and new school hours for fall. Pastor John will help make a

Staff was given a letter from Heidi regarding the iPad that was donated.

Spirit day was fun! Pictures are being submitted for the church newsletter.

New school cheer Mt. Cross School, That's who we are, Every student here, is a STAR!

T shirt sales \$370. We are making profits now.

Treasurer's Report: Tanya Carter

Board reviewed the report provided by Tanya in her absence.

When there is a budget meeting, we would like a revised report using actuals.

Kim will call other preschools and find out the tuition rates of other preschools.

Council Report: Jean Scott

At church council meeting, need for updated website and new hours were shared.

Staff Liaison's Report: Heidi Howard

Heidi shared the letter distributed to teachers.

Celine Diaz will set up teacher email addresses.

1 teacher has turned in wish list: new teacher work stations, playground tables (step 2 picnic tables), playgro

Old/New Business: Kim Sandlin

Website change ideas: add teacher email addresses, add pictures (spirit day, playground with view, piano, tr

Spring sing will be two sessions April 6. Silent auction in between (1 hour).

No raffle.

Next year open house.

Review of donors and list of possible

Share silent auction with church members.

Announcements:

None

Expressed appreciation for snacks and early newsletter.
Asked about a "wish list". An I-pad was mentioned as well as a new desk for Sandy and P.

Old Business: Kim Sandlin

Open House donor thank you letters to be written by whomever got the donations.
Heidi shared restaurant night flyer.

New Business: Kim Sandlin

Spring sing open house probable donor list and donation letter distributed.
Discussion of having 2 sessions instead of 3 with a break in between for silent auction. Or
Need to finalize the timing for the event.
Board will begin to collect donations now and e-mail as we get them so we don't duplicate.
Discussion on how to best advertise our preschool to increase enrollment:
Yelp- We need get on their site and start writing reviews for Mount Cross CDC to get the w
Look for educational fairs/ children's fair to set up a booth
Camarillo Christmas Parade?
Advertise in stroller strides newsletter, mom's club newsletter
Discussion of need of teacher e-mail to increase accessibility and strengthen communicati
make a note to survey the teachers. Discussion about purchasing a computer for teacher
Suggestion of adding a fundraiser coordinator to the board for next year.

Announcements:

None

Meeting adjourned at: 8:56 pm
Next Meeting: December 5
Devotions and closing prayer: Cathy

Minutes Prepared by: Michele Waggoner

Mt. Cross Child Development Center
Board of Director's Meeting Minutes
October 3, 2013

Call to Order:
Kim called the meeting to order at 7:07.

Open Devotional:
Kim shared "School Days," prayer Joshua 1:19, and St. Francis of Asisi Quote

Attendance:
Tanya Carter
Cathy Channels
Heidi Howard
Kim Sandlin
Lisa Saner
Jean Scott
Michele Waggoner

Minutes Approval:
Motion to approve minutes-Tanya
Second- Jean
Minutes are approved as submitted.

Director's Report: Cathy Channels
Phone challenges since switch to Fios.
Staff hours have been adjusted.

The 2013 Final Blossom Newsletter was distributed.

Pirate Hospitality Hosting Sunday, 7/7. Discussed the crafts and materials needed. Two volunteers. Gifts were presented on behalf of the board with thanks to our marvelous Mrs. Channels and to Pres. time and hard work this year.

Meeting adjourned at: 8:30

Next Meeting: TBD 2013/2014 Board (possible 9/5)

Devotions: Lisa Saner

Closing Prayer: Stacy Mathis

Minutes Prepared by: Bev Rueckert

**MOUNT CROSS CHILD DEVELOPMENT CENTER
Board of Directors Meeting Minutes of May 2,**

The meeting was called to order at 7:20pm by Lisa Saner.

Present: Tanya Carter, Cathy Channels, Aurora Hachler, Jennifer Kronberg, Carol Paul, Lisa Saner

Absent: Courtney Burke, Bev Rueckert

Welcomed guests: Lisa Higgenbotham, Thrivent Financial rep to educate us about endowments; members.

Opening devotional: Aurora Hachler spoke about when our plans don't work as we planned, citing

Guest speaker: Lisa Higgenbotham presented some basic ideas about what endowment funds are. ponder if we want the CDC to have be endowed: Who will be the people to make decisions about the initial deposit of \$25,000? How will we grow the fund? What non-monetary gifts will we accept

Approval of Minutes: Carol moved, Tanya seconded proposal to accept last month's minutes as presented

Director's Report: per publication by Cathy. Highlights include thanks for the Spring Sing Basket now; new carpet, area rug and paint increases pleasure when showcasing the CDC to prospective parents; adequate enrollment; staff appreciation lunch planned; Father's Day workshop and breakfast scheduled

Treasurer's Report: Tanya's reports all indicated a healthy financial position. The only discrepancy she and Cathy will look into.

The Spring Sing Basket Raffle netted \$1495. Lisa's goal was \$1500. Lisa brought checks with her and donated another \$150 to surpass Lisa's goal. Good work, Lisa!

We will change signatories for our accounts since Bob Winters is no longer Treasurer of Mount Cross August. Tim Schneider, Mt Cross Treasurer, will be one signatory. The other will be identified later

Council: Carol asked Cathy and Lisa and they said they had not yet heard about the budget being reviewed. Board chose July 7 to sponsor fellowship between services. "Talk Like a Pirate" is the planned theme

Staff Liaison: No report.

Old Business: Enrollment is good; a few spaces available.

New Business: The CDC Blossom Newsletter will go out in June. It will include a list of the Raffle winners, the Board, and intro-duce our new Board members.

New Board openings: Chairman and Secretary positions will need to be filled because of out-going members. Kim takes over as Chair. Kim will consider this position.

Closing Prayer: Carol

Meeting Adjourned: 8:45 pm

Mt. Cross Child Development Center
Board of Director's Meeting
December 3, 2012

Call to Order: President Lisa Saner called the meeting to order at 7:25 PM.

Opening Devotional: Beverly Rueckert gave the devotion from the book of Ecclesiastes 11:1. "Cast many days." A reflective personal time of sharing provided further meaning and appreciation of the

Attendance: Tanya Carter, Cathy Channels, Lisa Saner, Aurora Hachler, Courtney Burke, Jennifer

Minutes Approval: Courtney Burke approved the minutes of November 1, 2012, seconded by Tan

Director's Report: (Cathy Channels)

Thrivent Choice Dollars deposited \$117 into our account 11/3/12.

Three new students will be starting in January 2013.

Mrs. Channels is currently working on the Annual Church Report due January 12th and asked for an

The Christmas celebration is scheduled for Thursday evening, December 6th at 6 P.M. She requeste

Mrs. Channels gifted each board member with darling packaged gingerbread cookies with an origin
board members homemade fudge and a scented candle. Jennifer Horton at this time reminded us of
our choice of toothbrushes.

Staff Liaison's Report: Courtney Burke reported that she had created a new edition of the *CDC B*

Treasurer's Report: (Tanya Carter)

A treasurer's report was presented. Tanya announced that we were financially sound and in good s
for the upcoming year. President Lisa Saner stated that we need to know the teacher's short and lon

Council Report: (Carol Paul)

No report

Old Business: (Lisa Saner)

None

New Business: (Lisa Saner)

December book orders are in and ready to be delivered.

Valentino's Pizza sale will be either a Thursday and Friday on January 24th and 25th.

Open Devotional: Lisa Saner read Thessalonians 5:16-18 Be joyful and pray continuously.

Attendance: Lisa Saner, Jennifer Horten, Tanya Carter, Carol Paul, Cathy Channels, Courtney Burke
Absent: Aurora Hachler

Treasurer's Report: (Tanya Carter)

The treasurer gave a very positive report as to our beginning balance. Our board accepted the report forward creating an appropriate budget for the upcoming year.

Director's Report: (Cathy Channels)

Mrs. Channels announced with great pleasure the new staff members: Aurora Hachler and Karen F

She gave a brief overview of the August 28th staff meeting. Special thanks was given to Pastor John start their school year. Welcoming new staff members, upgrading the discipline policy to insure co business items were attended to by the staff.

October 21st will be the Open House. The guest speaker will be Shelly Ehler with the theme being, dinner this year but Burger Barn is not available.

Luther Hall needs new carpet as well as the nursery/young three classroom. The request needs to g

Thrivent Choice program has deposited \$136. into our account for which we are grateful.

It's the 25th year at Mt. Cross preschool with great staff, great board, great parents and students!

Staff Liaison's Report: Courtney Burke

She has written a letter to the teachers introducing herself and starting communication between them

Council Report: (Carol Paul)

No report due to just starting the school year.

Old Business: (Lisa Saner)

New Business: (Lisa Saner)

Our Open House discussion began brainstorming how to replace Burger Barn as the caterer. At that time described as a "God Intervention Moment" as Mrs. Channels answered. It was a caterer volunteering had done!

The board discussed the door prizes and Lisa presented her completed baskets and ideas to excite a ticket per parents.

Lisa presented the idea and first draft of a newsletter from the board. There was a serious discussion in an attempt to communicate well without overwhelming parents.

Announcements:

September 16th is Rally Day. Between services Lisa will set up a table to represent the CDC board

Scholastic Book orders will begin the end of September.

Meeting time: 4:00-5:00 PM

Staff Liaison Report: (Courtney Burke)

Tanya will contact Courtney to get feedback from the teachers before they begin the Budget process.

Treasurer's Report: (Tanya Carter)

Tanya delivered the treasurers report. We have a positive accounting.

Council Report: (Carol Paul)

Nothing to report

Old Business: (Karen Fanner)

We are thinking of changing the pizza sales to once a month and alternating between Thursday and

New Business:

We will begin updating the policies for the CDC. The board will begin brainstorming ideas about t

Closing Prayer & meeting adjourned at: 8:10

Next Meeting: Thursday, March 1, 2012

Devotion: Lisa Saner

Minutes Prepared by: Karen Fanner

**Mt. Cross Child Development Center
Board of Director's Meeting Minutes
January 5, 2012**

Call to Order: Meeting called to order @ 7:06

Open Devotional: Carol Paul

Attendance: Karen Fanner, Cathy Channels, Tanya Carter, Courtney Burke, Carol Paul, and Lisa S

Minutes: Minutes approved by Carol Paul, second by Lisa Saner

Director's Report: (Cathy Channels)

- Registration for the 12-13 school year is coming up. January – church members, February 13th- and returning families, March 5th- open registration. (13th and 5th are lottery)
- We lost 2 students and gained 2 students (possibly more)
- Staff Christmas dinner was at Karen Berg's house and was wonderful.
- December pizza sales: \$76.
- We need to plan a budget meeting.

Staff Liaison Report: (Courtney Burke)

Courtney sent notes to the teachers looking for input or suggestions as we begin our budgeting process donating a playhouse.

Treasurer's Report: (Tanya Carter)

Tanya delivered the treasurers report. Our past dues are in good shape.

Council Report: (Carol Paul)

Council appreciates all we do! It was suggested that we speak with Randy Churchill about the basket

Old Business: (Karen Fanner)

None to discuss

New Business: (Karen Fanner)

CDC Open House Planning: Everything is set to go.

Christmas photos: We will begin to take pictures in the following days.

Announcements:

Lisa Saner sent a card from the Board to a mom that had a medical issue here the other day.

Closing Prayer & meeting adjourned at: 8:35pm

Next Meeting: Thursday, November 3, 2011

Devotion: Karen Fanner

Minutes Prepared by: Karen Fanner

**Mt. Cross Child Development Center
Board of Director's Meeting Minutes
September 8, 2011**

Call to Order: Meeting called to order @ 7:11pm by Karen Fanner

Open Devotional: Karen Fanner

Attendance: Karen Fanner, Cathy Channels, Francine Stotko, Tanya Carter, Courtney Burke, Carol

Minutes: Minutes approved by Francine, made changes and 2nd by Tanya.

Director's Report: (Cathy Channels)

- Cathy was very busy this summer with the many changes needed to add, take off or move orientation date, etc.
- Open House date and times:
 - 4:30-5:00 Greet parents/classroom visits
 - 5:00-6:00 Dinner & dessert by Burger Barn
 - 6:00-6:15 Staffing collection

Call to Order: Meeting called to order @ 7:10 by Karen Fanner

Open Devotional: Melissa

Attendance: Cathy Channels, Karen Fanner, Melissa Lennox, Francine Stotko, Lori Clem, Courtney Burke, Tanya Carter

Minutes: Minutes approved and Courtney seconded the motion. Karen passed out February minutes

Director's Report: (Cathy Channels)

Cathy reviewed her Director's Report dated 3-3-11:some additional highlights and information included

- CPR classes will be offered to staff this month. Have enough for 4 teachers to participate.
- Fire drills in the month of February went off perfectly.
- Aurora Hachler expressed her interest in being on the CDC board when there is an opening.
- Fundraiser: Spring pictures. There can be \$300 added towards the school as a fundraiser which will be optional for parents, but all kids will get pictures & safe card ID. Teachers will also get photo ID

• Numbers for September & summer registration:

2 day (26) – 3 & 5 day (38) – Afternoon (12)

Total: (76) 54 to be full – Summer (16)

March 7th is open registration & Tanya is helping Cathy

- Possible speaker for October open house: Wayne Bryan
- Pizza fund raiser notes have gone home to parents, with thanks to Lori's help. Discussed pizza fundraiser
- Fundraiser Baskets: Discussed in detail the baskets & when and how we are going to display them. Thank you notes for what has already been donated. Church members will get a chance to look and touch. Tanya getting raffle tickets, Lori bags, Karen writing up rules for raffle, and Cathy is sending out a letter to parents letting them know what we are doing & when they can “preview” baskets.

Staff Liaison Report: (Courtney Burke)

No report Courtney had to leave early.

Treasurer's Report: (Tanya Carter)

Positive net, thanks to registration. Workers comp went up where we weren't budgeted for.

Council Report: (Donna Kohl)

No report, Donna was absent.

Old Business/New Business: (Karen Fanner)

- Talked about the importance of this fundraiser and why we are doing it. Hoping all fund raisers will be successful with any shortfall.

Closing Prayer & meeting adjourned at: 9:05pm

Next Meeting: April 7th, 2011 @7pm; Opening Devotional: Francine Stotko

Minutes Prepared by: Francine Stotko

**Mt. Cross Child Development Center
Board Of Director's Meeting Minutes
February 9, 2011**

Call to Order: Meeting called to order @ 7:08 by Karen Fanner

Open Devotional: Courtney

Attendance: Cathy Channels, Karen Fanner, Melissa Lennox, Francine Stotko, Lori Clem, Donna Kohl

Minutes: Minutes approved and Karen passed out February minutes.

Director's Report: (Cathy Channels)

Cathy reviewed her Director's Report dated 2-9-11:some additional highlights and information included

- Thrivent Financial sent Cathy a letter notifying her of a \$297 donation has been made for

Minutes Prepared by: Francine Stotko

**Mt. Cross Child Development Center
Board Of Director's Meeting Minutes
October 7, 2010**

Call to Order: Meeting called to order @ 7:07 by Karen Fanner

Open Devotional: Karen Fanner

Attendance: Cathy Channels, Karen Fanner, Tanya Carter, Melissa Lennox, Francine Stotko, Courtney

Minutes: Minutes approved and Karen passed out September minutes

Director's Report: (Cathy Channels)

Cathy reviewed her Director's Report dated 10-7-10: see report for all notes, some additional highlights

- Enrollment is now at 129 total. 8 of 10 classes are full, all efforts are paying off!
- Block Party: Donna was a big help with candy and handout. Everyone thank you for contributing and talking about making this an annual event.
- Cathy went to a directors meeting at the college and the topic was Building Healthy teams. We can make more meetings and have someone sit in the office as these meetings were very informative.
- Open House: Cathy met with Rick from the Burger Barn and all is set. Door prizes were Door prize pass (\$160 value), Songs for Seedlings CD, and strawberries. Helpers were Mt. Cross alumnae after Open House for their help. Scott Ingram was set to come at 1PM. Decorating tables at 10:30. Courtney. 107 parents will be coming and all is set with James Lloyd.
- A change for CDC flyer-Donna has some great ideas for flyer and help with pictures.
- Christmas pictures set for Oct. 19, 20, 21, & 26, 27, 28. Board members are all working on them.

Staff Liaison Report:(Courtney Burke)

No news to report.

Treasurer's Report: (Tanya Carter)

Great news, no past dues and all paid in September

Council Report: (Donna Kohl)

No report

Old Business/New Business: (Karen Fanner)

- Block party and Open House was already discussed with Cathy and the new business was finalized. Dates were set with Cathy and members helping.
- Lori mentioned we should bring back the cones in the parking lot, cars are driving right past. Cones brightened.

Meeting adjourned at: 8:07

Next Meeting: Thursday November 4th @ 7PM; Opening Devotional: Tanya Carter

Minutes Prepared by: Francine Stotko

Mt. Cross Child Development Center
Board of Director's Meeting Minutes
April 8, 2010

Call to Order: Meeting called to order @7:14 by Patti Stouch

Open Devotional: Donna Kohl

Attendance: Cathy Channels, Patti Stouch, Lori Clem, Roberta Vanasse, Karen Fanner and Donna Kohl

Minutes: Minutes approved with corrections: Patti will forward revisions to Marilyn and Board

Director's Report: (Cathy Channels)

- Spring Sing was well attended. Cathy received a lot of positive feedback from parents and adjustments need to be made for next year.
- Board reviewed and revised parts of Cathy's letter that will go out to parents regarding our L
- A request was made by a family to receive their registration refunded, the Board voted not to
- The Bryan family made a generous donation with the help of the Amgen matching funds pro
- Registration for Summer and Fall 2010 is going well.

Staff Liaison's Report: (Karen Fanner)

- Staff Evaluation and Parent Evaluations need to go out and be returned by next Board Meeting

Treasure's Report: (Tanya Carter- Absent)

- Per Tanya – “things look better”

Council Report: (Gail Baird - Absent)

- No report

Old Business: (Patti Stouch)

- Roberta will send out CDC announcements to various local publications including: Acorn, T

New Business: (Patti Stouch)

- D-K discussion took place. The Board brainstormed different ideas about how CDC can co options. Instead of Cathy writing an editorial/letter to the newspaper, Lori Clem came up wi perspective. Lori will work on a rough draft. The Board was all in favor for this new approa
- As Board Members, Gail Baird and Patti Stouch will be completing their terms and will nee
- Board members to recruit potential new members and an advertisement in the Church Grape
- Board members to review existing “Parent Handbook” and come prepared with any updates

Meeting adjourned at: 8:35pm

Next Meeting: Wednesday, May 5, 2010 @ 7:00 pm. Opening Devotional: Cathy Channels

Minutes Prepared by: Donna Kohl

Mt. Cross Child Development Center
Board of Director's Meeting Minutes
December 3, 2009

Call to Order: Meeting called to order @7:02 by Gail Baird

Open Devotional: Gail Baird

Attendance: Cathy Channels, Gail Baird, Lori Clem, Karen Fanner, Roberta Vanasse, Tanya Carter

Minutes: Minutes approved (Minutes were re-sent, many did not receive them)

Director's Report: (Cathy Channels)

- Annual Report for 2009 was reviewed and approved by the Board.
- Songs of Seedlings CD sales going very well and have sold 65. Suggestion was made to increase sales.
- Christmas pictures are done
- Family Christmas Celebration is scheduled for Thursday, Dec. 10. Board members signed up.
- Cathy read some "Thank You" comments from parents.
- Last year Cathy was asked by the Board to keep a log of all extra hours that she worked. She did.
- Cathy requested a day off on Dec. 14 and the new form was completed. Board approved her request.

Staff Liaison's Report: (Karen Fanner)

- The "potty training" criteria at CDC was reviewed and discussed.

Treasurer's Report: (Tanya Carter)

- Operating on a very tight budget.
- Tanya & Cathy are working closely with the families that are showing up on the Delinquency Policy. Policy will need to take place with some of the families. The amount is growing and becoming a problem.
- Tanya recommended money from the CD to be transferred to the checking acct. to cover this motion.

Council Report: (Gail Baird)

- Nothing to report

Old Business:

- Nothing to report

New Business:

- Nothing to report

Meeting adjourned at: 8:00 pm

Next Meeting: January 7, 2010. Opening Devotional: Lori Clem

Minutes Prepared by: Donna Kohl

- Volunteers from Church were recruited to create the music on the CD which will inc
- Board brainstormed ideas of what to call the CD & will be finalized next week.
- CD will be played during the Open House & will be offered for a minimum donation
proceeds will go towards the Scholarship Fund.
- CD orders will take place at the open house and Patty will create an order form
- A CD will be used as a door prize at the Open House
- Tanya's daughter will create posters

Meeting adjourned at: 8:28 p.m

Next Meeting: November 5, 2009 Opening Devotional: Tanya Carter

Minutes Prepared by: Donna Kohl

Mt Cross Child Development Center
Board of Director's Meeting: February 5, 20

Meeting called to order @ 7:10 p.m. by Trish Gucciardo and Gail read devotion.

Attendance: Patti Stouch, Cathy Channels, Gail Baird, Aaron Laskey, Sharyl Priest, Marta Ramirez
Minutes Read & two corrections: 1) spelling Mary Mtitz last name and 2) Linda Tendler is a qu
would be out oftown for the March meeting.

Director's Report:

Pre-enrollment of 16 children of church members (4 in summer school). Enrollment is Feb 9.

Program evaluations sent to parents are coming back very slowly.

Eleven CDC staff attended/passed CPR. Should we consider purchase of deliberator? Cost a
something to be bringing up at a later Council meeting.

Bev Henchy has retired. Gail will send a note from Board to Bev on her 20 yrs of service. Linda
Tendler is able to work all five days.

Thank you to Marta Ramirez for the very nice digital camera-much appreciated.

Staffwish list: two new bikes are on order and a red metal wagon was purchased at Walmart.

Still working on other items. New shed and new cubbies are on hold-too expensive at this time

A Mary Rice concert was considered--our facility isn't large enough to obtain the funds to offse

Staff Liaisons' Report: None.

Treasurer's Report:

Smart Tuition late fees-Do people owe a fee or are some due forgiveness. What does Smart tu
clarification.

FAX Tuition Management is \$41 a family, but they remit 3 times a month where Smart Tuition
not do any collections. Probably best to stay with Smart Tuition at this time.

We need to shorten the grace period for payments to 5 days and late on the 6th. Tanya will ch

We need to strongly encourage auto payments vs invoicing with enrollments for next year.

Maybe Melissa can change the grace period to 5 days on the forms and have parents initial.

Mount Cross Child Development Center

Board of Director's Meeting
September 6, 2007

Call to Order: The meeting was called to order at 7:04 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Barbara Spandrio led the opening devotion and prayer.

Attendance: Those present: Tanya Carter, Cathy Channels, Barbara D'Addario,, Trish Gucciardo, Aaron Laskey, Melinda Sheller, Barbara Spandrio, and Bridget Thornton.

Minutes: The minutes of the June 6, 2007 meeting were approved as submitted.

Reports:

Director's Report:

1. Cathy welcomed everyone back and thanked us for our time and support.
2. The staff back-to-school luncheon went well. Pastor Erik led an inspirational half-hour and joined the staff for lunch. The luncheon centered around a garden theme to emphasize the nurturing and caring the staff gives to each student, family, and to each other. Cathy showed the lovely power point which she presented that day. It was based on the book Mrs. Spitzer's Garden and included photos of the staff with students.
3. Cathy distributed a copy of the current school handbook which contains a current school calendar and staff list.
4. The October open house speaker will be Dr. Peter Alsop. Cathy was able to secure a \$2000 grant from the Wrather Family Foundation to help pay his fee.
5. A thank you note and homemade cookies were presented from the Needham family in gratitude for the scholarship which was approved for their son. Tanya gave an encouraging update on the family and Baby Zoe.
6. Cathy asked for approval to purchase six new classroom tables from Constructive Playthings. They are much lighter than the present tables (some of which are broken) and have folding legs to help with storage issues. The table purchase was moved, seconded, and approved .
7. Beacon Fire and Safety was at school checking the fire extinguishers. They recommended the purchase of a Class K portable fire extinguisher. Barbara will present this to council as a church property issue. Tanya will talk with her husband (a fire fighter) about the actual necessity of the purchase.

Treasurer's Report:

The treasurer's report was submitted by Tanya Carter. It was approved as submitted.

Council Report:

1. Barbara gave a list to the property committee of the repairs needed by the CDC.
2. She reported that the wireless internet connection to Cathy's office is completed and in working order.

Old Business:

1. The Director's evaluation was submitted to Cathy, signed, and filed.
2. Smart Tuition update - Cathy reported on the problems with the new tuition program. Due to a misunderstanding on the forms that were submitted for each enrolling family, tuition amounts billed were actually 1/10 of the accurate amount. Cathy has been talking to several people at Smart, with little results. At this point it looks as if the automatic deduction amounts have been corrected. Those who paid the incorrect amount for September by credit card or check should be invoiced for the balance due in the October tuition payment. Tanya will take over dealing with them at this point. Cathy also had the late fee date moved to the 15th of the month for all accounts.

New Business:

1. The CDC Open House will take place on Sunday, October 7th from 4:15-7:00.
2. Event planning took place. Church member Louise Vincent has offered to coordinate the food and shopping for the dinner. Cathy has arranged for people to grill and for Scott Ingram to put tables and chairs away for \$50. The board will meet to set-up tables and decorations after the third service on Sunday, October 7th. Melinda and Aaron will greet guests and distribute raffle tickets. Barbara D'Addario and Barbara Spandrio will serve food. Bridget will purchase the apples, flatware, and napkins from Costco. Barbara D'Addario will purchase the red checked tablecloth rolls. Cathy will check the stock of plates and raffia and purchase more if needed.
3. Raffle prizes were discussed. Trish will donate a Patagonia blanket and request an Ola's gift certificate. Tanya will create four complimentary lunch bunch coupons. Barbara Spandrio will contact Underwood Family Farms about a gift certificate. Melinda will donate Scholastic books.

Next meeting: Thursday, October 4, 2007 at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 8:50 p.m.

Mount Cross Child Development Center

Board of Director's Meeting
June 6, 2007

Call to Order: The meeting was called to order at 7:13 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Barbara Spandrio led the opening devotion and prayer.

Attendance: Those present: Karen Carr, Tanya Carter, Cathy Channels, Trish Gucciardo, Sharyl Priest, Melinda Sheller, Barbara Spandrio, and Bridget Thornton. Barbara introduced incoming board members for 2007-08, Barbara D'Addario and Aaron Laskey.

Minutes: The minutes of the May 2, 2007 meeting were approved as submitted.

Reports:

Director's Report:

1. Cathy reported that the locking cabinet for the young three's classroom was delivered that day. The teachers are very grateful to have it.
2. The Father's Day workshop was well attended and lots of fun. The fathers and children enjoyed their Saturday morning together.
3. There are many Spring science activities in the classrooms including baby chicks, tadpoles, and an ant farm.
4. Closing ceremonies for the pre-k classes will take place at the end of chapel on Tuesday, June 12th and Wednesday, June 13th. Parents are invited to attend chapel on those dates. The students will sing a few songs and receive a certificate of completion of the Mount Cross pre-k classes.
5. A summer school staff meeting will take place on June 13th in the afternoon. Some staff will be cleaning and organizing on June 14th.
6. The staff appreciation luncheon will be on Friday, June 8th at Ric's restaurant in Camarillo.
7. Cathy submitted the parent evaluations for review at the end of the meeting.
8. Contracts for the 2007-08 have gone out to all the CDC staff.
9. Cathy expressed her gratitude for the board's support this year. She has seen much growth and improvement in the school and thanked the board for their help in this. She very generously presented thank you notes and gifts to all board members and "welcome aboard" gifts to our newest members. She expressed her sincere thanks to our two departing board members, Karen Carr and Sharyl Priest.

Old Business:

1. Barbara will draft a reminder letter about SMART tuition with an attached authorization form to send home with all students early next week. This will help assure that all forms are in by the late June deadline so that the SMART program can start in September. This reminder will hopefully greatly cut down on the amount of reminder calls Cathy will need to make about the authorization forms.
2. The board end-of-year dinner will take place on Monday, June 11th at 6:30 p.m. at Bistro 13 in Camarillo. All current and incoming board members are invited.

New Business:

1. The church Strategic Planning Committee would like a list of recommendations of items that the CDC currently needs or needs repaired. This will help them in their long-term planning. Cathy will work on the list for Barbara to submit before the upcoming June Council meeting.
2. The election of the 2007-08 CDC Board Officers took place. It was moved, seconded, and approved to have Barbara Spandrio remain as President; Trish Gucciardo, Vice President; Tanya Carter, Treasurer; Melinda Sheller, Secretary; Bridget Thornton, Staff Liaison; Barbara D'Addario and Aaron Laskey, Members at Large.
3. It was decided to meet on the first Thursday of each month at 7 p.m. for the 2007-2008 year. Meetings will take place in the Parish Life Center.
4. It was moved, seconded, and approved to offer a full 3-day-a-week scholarship to a registered student for the 2007-08 school year. Cathy read a letter from the family explaining their current situation and why they are in need of tuition assistance. The money will come from reserve funds and through a donation from a memorial fund.

Next meeting: Thursday, September 6, 2007 at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 8:20 p.m.

Voting Members Reconvened for Director's Evaluation: After reviewing staff and parent evaluations of our director, suggestions for the annual director's evaluation were given. Barbara will finalize the report and set-up a time to review it with Cathy.

Respectfully submitted,
Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Director's Meeting
May 2, 2007

Call to Order: The meeting was called to order at 7:10 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Cathy Channels led the opening devotion and prayer.

Attendance: Those present: Karen Carr, Cathy Channels, Melinda Sheller, Barbara Spandrio, and Bridget Thornton. Those absent: Tanya Carter, Trish Gucciardo, and Sharyl Priest.

Minutes: The minutes of the April 4 , 2007 meeting were approved as submitted.

Reports:

Director's Report:

1. Cathy reported that a new sand/water table has been purchased.

2. A new valance has been built for the pre-school office and will be installed by Pastor John. Cathy is very grateful for his help and talent.
3. Angie Wetherell has been hired to join the staff. Cathy submitted her resume for review. Cathy knows her personally and is excited to have her on board.
4. Cathy expressed a need for a new locking cupboard for the young three classroom. There has been some problem with people getting into the existing cabinet after hours and on weekends. This will be further discussed in New Business.
5. Cathy submitted the staff survey regarding summer school. The results were as follows: 10 teachers are not interested at all, 4 would rather see a 3 day a week, 4 week total program, 1 teacher was left to respond. This will be further visited in Old Business.

Treasurer's Report:

The treasurer's report was submitted by Cathy Channels. It was approved as submitted.

Council Report:

1. Although the 2007-2008 CDC budget was submitted prior to the last Church Council meeting, it will be discussed at the upcoming Council meeting scheduled for Tuesday, May 8th.

Old Business:

1. After reviewing the results of the staff summer school survey; it was moved, seconded, and approved to cancel the summer session for 2008.
2. A motion was made, seconded, and approved to recommend Aaron Laskey and Barbara D'Addario to the Church council as new CDC Board members for the 2007-2008 year.
3. Some time was spent discussing and making necessary modifications to the CDC Handbook for the 2007-2008 school year.

New Business:

1. It was moved, seconded, and approved to purchase a locking cupboard for the young three classroom after some security issues have arisen. Cathy showed the cabinet she has selected and will place the order.
2. The agenda for the June meeting was discussed. We will spend time reviewing the Director evaluations, electing the 2007-2008 Board Officers and introducing the new Board members, and selecting our meeting day and time for next year.
3. We will have a Board member dinner on June 13th to celebrate our year together. The location will be determined at our next meeting.

Next meeting: Wednesday, June 6th, 2007 at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 8:50 p.m.

Respectfully submitted,
Melinda Sheller, Secretary

**Mount Cross Child Development Center
Board of Director's Meeting
April 4, 2007**

Call to Order: The meeting was called to order at 7:10 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Melinda Sheller led the opening devotion and prayer.

Attendance: Those present: Karen Carr, Tanya Carter, Cathy Channels, Trish Gucciardo, Sharyl Priest, Melinda Sheller, and Barbara Spandrio, . Those absent: Bridget Thornton

Minutes: The minutes of the March 7, 2007 meeting were approved as submitted. Barbara inquired as to the status of the two thank you notes requested at the last meeting. They will be sent out in the next few days.

Reports:

Director's Report:

1. The Open House (Spring Sing) was a huge success. Cathy was pleased with the children's performance, the great turnout, and positive feedback. Several families expressed an interest in further information about the church following the program.
2. Registration for September is overbooked by three students but there are historically always some cancellations.
3. Parent evaluations have gone home. Cathy expressed the importance of these as a measure of how the school is doing. She read samples from a few evaluations, all of which expressed very positive feedback.
4. "Pure of Heart" portraits will be taken on April 26th and 27th. Cathy passed around an informational flyer about this wonderful opportunity.
5. A scholarship request for the remaining three months of school was submitted by a current family. This will be further discussed under New Business.
6. Forms for the student's files have been updated. Cathy shared a few of the new samples.
7. Parent handbook revisions need to be made. These will also be further discussed under New Business.

Treasurer's Report:

The treasurer's report was submitted by Tanya Carter. It was approved as submitted. Some time was spent discussing open invoices.

Council Report:

1. Barbara spoke with a Property Committee representative about the possible placement of a low shed behind the current BBQ. This area is not available due to future church expansion plans. If Cathy would like to select an alternate site, the Property Committee will gladly review it.
2. Barbara has submitted the 2007-08 CDC budget report to the council for review at their upcoming April meeting.

Old Business:

1. Cathy will be polling the staff regarding the possibility of cancelling the summer school program for 2008.

New Business:

1. It was determined that we will be in need of one board member beginning in the 2007-08 term. Sharyl Priest has fulfilled her term and will be stepping down. The new member needs to be a member of Mount Cross. Cathy will put an announcement of this vacancy in the upcoming Grapevine.
2. Time was spent reviewing the CDC Handbook and current policy. Several alterations were made to the current financial agreement to align with SMART Tuition and in an

effort to avoid some of the late/non payments that occur each month. Board members were asked to look over the remainder of the handbook at home and to be prepared to discuss further changes at the next meeting.

3. A ½ scholarship fo the remainder of the school year (April-June) has been requested by a current family. It was moved, seconded, and approved to grant the scholarship in the amount of \$78 per month.

Next meeting: Wednesday, May 2nd, 2007

Adjournment: The meeting was closed with prayer and adjourned at 8:50 p.m.

Respectfully submitted,
Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Director's Meeting
March 7, 2007

Call to Order: The meeting was called to order at 7:13 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Barbara Spandrio led the opening prayer.

Attendance: Those present: Tanya Carter, Cathy Channels, Sharyl Priest, Melinda Sheller, Barbara Spandrio, and Bridget Thornton. Those absent: Karen Carr and Trish Gucciardo

Minutes: The minutes of the February 7, 2007 meeting were approved as submitted.

Reports:

Director's Report:

1. Cathy reported on the status of the Fall 2007 registration. At this time there is a total enrollment of 141 students with almost all classes enrolled to capacity. Summer school is also full.
2. The issue of summer school for the 2008 year was discussed. It is difficult for Cathy to staff the program each year. Cathy will poll the teachers for their input and interest and the board will discuss it at a later date.
3. A new wagon has been donated to the CDC by the Dullam family. A thank you note will be sent from the board.
4. The recent Child Development Resources conference was attended by 6 staff members. Many new ideas, suggestions, etc... were received by those in attendance.
5. The tentative date for the Open House is October 7, 2007. Cathy has spoken with Steve Erwin about possibly speaking at the parent program.
6. Spring Sing will take place on the afternoon of March 25th. An invitation has been sent home to all the CDC families.
7. Cathy read a thank you note from a future CDC parent expressing her gratitude for the school tour and her excitement about the upcoming year.
8. The possibility of building a low shed behind the BBQ to house the large playground equipment such as bikes and wagons was discussed. Barbara will take the matter to the Church Council for further investigation.

Treasurer's Report:

The treasurer's report was submitted by Tanya Carter. It was approved as submitted.

Staff Liaison's Report:

Bridget had done some research into purchasing wagons for the school but does not need to proceed further due to the recent wagon donation by the Dullam family.

Council Report:

A new church janitorial service will begin April 1st.

Old Business:

1. A letter of declination was sent to the Learning Committee regarding CDC sponsorship of the upcoming Spirit Café speaker. Cathy will send a flyer home to the parents advertising the event for those who wish to purchase tickets and attend.
2. It was moved, seconded, and approved that the proposed 2007-08 CDC budget shall be approved pending verification of salary computations. The final budget will be submitted to council by April 1st.

New Business:

1. A motion was approved that a 50% scholarship be given to a specific family for the 2007-08 school year.

Announcements:

The Thorton family has donated a wireless router for internet access to the director's office. A thank you letter will be sent from the board.

Next meeting: Wednesday, April 4th, 2007

Adjournment: The meeting was closed with prayer and adjourned at 8:30 p.m.

Respectfully submitted,
Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Director's Meeting
January 3, 2007

Call to Order: The meeting was called to order at 7:10 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Trish Gucciardo led the opening devotion.

Attendance: Those present: Cathy Channels, Trish Gucciardo, Sharyl Priest, Melinda Sheller, Barbara Spandrio, and Bridget Thornton. Those absent: Tanya Carter.

Minutes: The minutes of the December 6, 2006 meeting were amended and approved as corrected.

Reports:

Director's Report:

1. The CDC Annual Report has been prepared and turned into the church in preparation for the Annual Meeting.
2. The December staff luncheon at The Whale's Tale went very well and was greatly appreciated. Cathy read several thank you notes from the staff for the luncheon and the Christmas gift.
3. Cathy reported on a few families who have recently withdrawn from the CDC for various reasons.

4. The staff meeting on January 3rd went well. The staff viewed the video “How Difficult Can This Be?” about learning styles and dealing with learning disabilities in the classroom. Cathy felt it was very appropriate and meaningful for the staff.
5. Cathy asked for prayers for the Mier, Walker, and McQueen families (all CDC staff members) who are dealing with family health emergencies.

Treasurer’s Report:

The treasurer’s report was submitted by Cathy Channels. It was approved as submitted. Time was spent discussing open invoices.

Staff Liaison’s Report:

Bridget met with the staff at the January 3rd meeting. They discussed materials which could be purchased with the Richard’s donation. Possible ideas included a laminator; correction of the craft room faucet; a sand/water table for the playground; 1 or 2 wagons for the playground; and smaller, more portable tables to use for lunch bunch.

Council Report:

Barbara read a letter which she sent to the Church property committee requesting several maintenance issues including installation of an extra electrical outlet, installation of an internet connection to the CDC office, and review of an uneven piece of concrete on the church patio. Some of these issues have been primarily addressed.

Old Business:

1. SMART Tuition Management - Barbara has contacted the SMART representative to get the necessary information and materials needed for February registration. She was assured that all materials will be delivered within the next few days.
2. Mom's Club Pre-school Fair will take place on Sat., Jan. 20th at the Camarillo Community Center. Cathy will attend with a staff member. Barbara offered to attend if Cathy needs her.

New Business:

1. The budget committee will meet on Monday, January 8th at 7:00 p.m. at church to form the 2007-2008 budget. The registration fee and tuition for 2007-2008 will be determined there. All board members were invited to attend. Tanya, Cathy, Bridget, and Barbara committed to attend.
2. There was some discussion of the school start date and its relation to the start dates of other pre-schools and PVSD.

Announcements:

1. A correction to Tanya Carter's telephone number was given. The actual number is 482-0514.

Next meeting: Wednesday, February 7 , 2007 at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 9:00 p.m.

Respectfully submitted,
Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Director's Meeting
December 6, 2006

Call to Order: The meeting was called to order at 7:15 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Barbara Spandrio led the opening prayer.

Attendance: Those present: Tanya Carter, Cathy Channels, Trish Gucciardo Sharyl Priest, Melinda Sheller, Barbara Spandrio, and Bridget Thornton.

Minutes: The minutes of the November 1, 2006 meeting were approved as submitted.

Reports:

Director's Report:

1. Cathy reported on the number of families currently receiving the 20% multiple child family tuition discount. The total amount given in discounts per month is \$311.
2. A state inspector from the Department of Social Services made an unannounced visit on Nov. 13th. Two required corrections were:

*Requiring parents to use their full legal signature when signing their child in and out of the classrooms.

* Having a parent permission slip for the administration of an eye wash which is in the first aid kit. The corrections were made and approved at the Nov. 28th return visit.

3. The school insurance premium was slated to increase by a yearly total of \$5,844. However, the presence of our developmental kindergarten class exempts us from this increase.
4. Cathy was contacted by the Camarillo Mom's Club East to participate in a preschool fair to be held at the Community Center on 1/20/07 from 10-2. There is a \$50 fee. It was moved, seconded, and approved that Mount Cross should participate.
5. The craft fair fund raiser was not as successful as usual due to strong winds. The CDC did receive \$105 from the event.
6. The family Christmas celebration will take place on Thursday, Dec. 7th at 6:00 and 7:00 with refreshments at 6:30. All families will be given an angel or shepard picture of their child.
7. The staff appreciation luncheon will take place on Friday, Dec. 8th at the Whale's Tail.
8. The craft room faucet was inspected and seems to be in working order.

Treasurer's Report:

The treasurer's report was submitted by Tanya Carter. It was approved as submitted. Much time was given to discussion of open invoices and how to resolve them.

Staff Liaison:

Bridget will meet with the staff on January 3rd to get their input on which digital camera they prefer. If desired, the camera will be purchased with the gift from the Richards family.

Old Business:

1. SMART Tuition Management - After generally positive reports from Tanya, Bridget, and Cathy about their research into other local schools' satisfaction with SMART; it was moved, seconded, and approved to adopt this service for our school.

New Business:

1. Barbara submitted a draft of a letter which will go home to parents explaining the changes in tuition collection for next year.
2. There was some discussion of changes in the 2007-08 registration fee and tuition. We will have formal discussion about this at the January meeting after the budget committee meets and formalizes the 2007-08 CDC budget.

Next meeting: Wednesday, January 3rd, 2007 at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 9:10 p.m.

Respectfully submitted,
Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Director's Meeting
November 1 , 2006

The meeting began with the introduction of Ms. Micki Soakup, the representative from SMART Tuition management. She gave an overview of the SMART program, explained details and procedures, and outlined the benefits to the CDC families and program.

Program specifics were as follows:

1. Families would register for the SMART program at CDC registration.
2. The fee per family/per year would be \$38 for automatic tuition withdrawal each month.
3. SMART offers many different payment options and payment dates, all controlled and selected by the school.
4. SMART sends e-mail reminders each month prior to withdrawal time and does all follow-up on unpaid accounts.
5. Tuition records are available to the director and treasurer at any time.

Ms. Soakup answered all questions and made any clarifications that were necessary.

Call to Order: The meeting was called to order at 8:10 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Karen Carr led the opening devotion.

Attendance: Those present: Karen Carr, Tanya Carter, Cathy Channels, Trish Gucciardo Sharyl Priest, Melinda Sheller, Barbara Spandrio, and Bridget Thornton.

Minutes: The minutes of the October 4, 2006 meeting were approved as submitted.

Reports:

Director's Report:

1. The Open House was a big success and well received by CDC families and Pastor Miley (who was visiting). Cathy read several thank you notes from parents. She thanked the board members for their help and support.
2. On October 12th, six staff members attended a workshop on building an inclusive curriculum at Child Development Resources.
3. School pictures will be taken on Nov. 2nd and 3rd.
4. The family Christmas celebration will take place Dec. 7th. As in past years, the families will be invited for carols and a telling of the Christmas story in the sanctuary. Families can come at either 6:00 or 7:00, with cookies and punch being served at 6:30. Angel and shepherd pictures will again be taken and given to the families that evening.
5. There will be a craft fair on the patio on Nov. 29th and 30th from 11-1:30. A flyer has gone home asking for anyone interested in selling items. If the vendors would like to donate a small portion of their profits to the CDC, they have been invited to do so.

Treasurer's Report: The Treasurer's Report was presented by Tanya Carter. It was approved as submitted.

Old Business:

1. Bridget reported on the staff's ideas for use of the \$1000 donation from the Richards family. They would like a new digital camera to use at school and are interested in fixing the hot and cold faucet reversal in the craft room. Bridget will check with the teachers as to which exact camera they would like.

New Business:

1. It was moved, seconded and approved to enlist the services of SMART Tuition Management for the 2007-08 school year, dependent on favorable reports from reference calls we will make to other local schools using their program. Barbara encouraged everyone to bring any questions and ideas to the December meeting, as we will need to finalize details prior to registration beginning in January 2007.

Next meeting: Wednesday, December 6, 2006 at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 8:40 p.m.

Respectfully submitted,

Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Director's Meeting
October 4 , 2006

Call to Order: The meeting was called to order at 7:10 p.m by chairwoman Barbara Spandrio.

Opening Devotion: Cathy Channels led the opening devotion.

Attendance: Those present: Tanya Carter, Cathy Channels,, Melinda Sheller, Barbara Spandrio, and Bridget Thornton. Those absent: Karen Carr, Trish Gucciardo, and Sharyl Priest.

Minutes: The minutes of theSeptember 6, 2006 meeting were approved as submitted.

Reports:

Director's Report:

1. Cathy Channels gave an update on CDC sweatshirt sales. They have been well received.
2. Cathy reported on her attendance at the first Director's meeting of ACSI. She plans to attend a Director's District meeting on October 11th.
3. Several equipment repairs have been made including a broken leg on the round nursery room table and replacement of swing seats and chains. The broken table leg was repaired at no cost by Norman Blacksmith. A thank you note on CDC letterhead was sent to him. Glenn Channels graciously repaired the swings.
4. All classes are full except for two remaining openings in the Developmental K.
5. Open House is on October 15th. The board will meet to set-up at noon that day. The board will be introduced at the start of the program. Secured door prizes for the event include parenting resource books donated by CDR (thanks to Karen Carr), a family harvest festival pass for Underwood Family Farms, a Patagonia blanket (thanks to Trish Gucciardo), Baskin Robbins gift certificates, and free meal certificates for Ola's Mexican food.
6. Scott Ingram has agreed to help with Open House clean-up for \$50, which is half his normal fee.
7. The parking lot and traffic problems have been addressed in a parent letter that went home to all CDC families. The children's safety is the priority of this issue.

Treasurer's Report: The Treasurer's Report was presented by Tanya Carter. It was approved as submitted. All open invoices have been paid, minus one.

Old Business:

1. Concerns about the BBQ were discussed and resolved at the September Church Council meeting. Fluctuations in cost have been incorporated into the Church budget and will not present a problem for the Open House dinner.
2. A thank you letter was received from the John Wayne Memorial Cancer Center in acknowledgment of our gift honoring Dan Murphy.

New Business:

1. The 2006-2007 Parent Handbook was distributed for reference throughout the year.
2. A SMART Tuition Management representative will attend the beginning of the November meeting to answer questions about this service. All board members are strongly encouraged to attend.
3. It was moved, seconded, and approved to pay Scott Ingram \$50 to help us clean-up after the Open House dinner.

Time was spent assembling napkin and flatware packets for Open House.

Next meeting: Wednesday, November 1, 2006 at 7:00 p.m.

Adjournment: The meeting was adjourned at 8:40 p.m.

Respectfully submitted,
Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Director's Meeting
September 6, 2006

Call to Order: The meeting was called to order at 7:15 p.m by chairwoman Barbara Spandrio after a tour of improvements to the CDC office.

Opening Devotion: Barbara Spandrio led the opening devotion.

Attendance: Those present: Cathy Channels, Trish Gucciardo, Sharyl Priest, Melinda Sheller, Barbara Spandrio, and Bridget Thornton. Those absent: Karen Carr and Tanya Carter.

Minutes: The minutes of the June 1, 2006 meeting were approved as submitted.

Reports:

Director's Report:

1. Cathy sadly reported of Dan Murphy's passing. Dan was the husband of staff member Debbie Murphy. Debbie will begin the school year as scheduled.
2. Staff member Michelle Stonehouse has resigned.
3. Yvonne Seibert has been hired to teach the Developmental Kindergarten program with Karen Bergh.
4. The back-to-school teacher lunch and staff meeting day went well. The staff enjoyed a Fiesta-themed lunch and time with Pastor John.
5. At the staff meeting, the mission statement of Mount Cross Lutheran Church was adopted by the pre-school:
 1. Jesus is Lord!

2. Everyone is welcome.
3. Love changes people.
4. Everyone has something to offer.
5. The world needs what we have
6. A \$1000 gift was given to the center from the Richards family.
7. CDC sweatshirts are available for sale. They were shown at the orientation.
8. Open House will be October 15. James Lloyd will be the speaker.

Treasurer's Report: The Treasurer's Report was presented by Cathy Channels. It was approved as submitted. Attention was called to open invoices, but these should be resolved shortly.

Council Report: Concerns about the BBQ were discussed and will hopefully be resolved at the September Council meeting.

Old Business:

1. A final letter dated June 19, 2006 was sent to the parent regarding registration concerns. No further communication has been received.
2. The CDC office improvements are near completion. Thank you letters from the CDC Board will be sent to Al Leistico and Gordon and Karen Bergh for their contributions.

New Business:

1. Newly revised CDC Governing Policies were distributed.
2. Treasurer recruitment remains on-going.
3. It was moved, seconded, and approved that the Board will make a \$50 donation to the John Wayne Memorial Cancer Center in memory of Dan Murphy.
4. A SMART Tuition Management representative will attend the November meeting to answer questions about this service.
5. The CDC Open House will take place on Sunday, October 15th from 4:30-7:30p.m. The schedule is as follows: 4:30-5:00 - time in classrooms 5:00-6:00 - dinner 6:00-7:30 - program. The Board will set-up tables on that afternoon.
6. Sharyl Priest will be purchasing the paper goods and supplies for the Open House dinner. We will spend some time at the October meeting assembling napkin and flatware packets.
7. Discussion was held regarding the Richardson family donation. It was decided to survey the staff as to how they would like to see the money used.

Next meeting: Wednesday, October 4, 2006 at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 9:15 p.m.

Respectfully submitted,
Melinda Sheller, Secretary

Mount Cross Child Development Center
Board of Directors Meeting
June 1, 2006

Call to Order: The meeting was called to order at 7:11 p.m. by Chairwoman Diana Rose, who introduced new Board member Melinda Sheller.

Opening Devotion: Cathy Channels led the opening devotion.

Attendance: Those present: Janet Bender, Tanya Carter, Cathy Channels, Trish Gucciardo, Sharyl Priest, Diana Rose, New Board member Melinda Sheller, Barbara Spandrio, and Bridget Thornton. Those absent: New Board member Karen Carr.

Minutes: The Minutes of the May 4, 2006, meeting were approved as submitted.

Reports: Director's Report:

1. The Father's Day Workshop is scheduled for Saturday June 3.
2. The Pre-K and Dev-K field trips were very successful.
3. The three year olds and their parents enjoyed the end-of-the-year picnics.
4. Staff evaluations have been completed.
5. Parents are invited to attend the Pre-K closing ceremonies scheduled for June 13 and 14. The children will sing and will receive certificates of completion.
6. Summer School classes are full. Sessions begin on June 27 and will meet Tuesdays-Wednesdays-Thursdays from 9:00 a.m. to 11:30 a.m., ending on July 27.
7. There are openings in the Dev-K for September. At the Director's request, the Board made several suggestions regarding filling the vacancies.

Treasurer's Report: The Treasurer's report was approved as submitted. The Treasurer requested that the Board begin the search for a new. Treasurer, but is committed to remaining in the position until it is filled.

Council Report: None.

Old Business:
letter, dated May 8,
procedure, the Board
which will be signed

1. After discussion by the Board regarding a second 2006, from a parent regarding the registration approved a letter of response drafted by the Secretary by the Chair and mailed.
2. After discussion of a letter dated May 7, 2006, from the Cook's Club regarding the barbecue equipment replacement costs and new per-plate usage fees, the Board elected to request further clarification from Council at its June meeting regarding CDC's responsibilities in this regard.
3. A special meeting has been called for Sunday, July 30, 2006, at 12:30 p.m. to complete the Director's evaluation.

New Business: 1. It was moved, seconded, and carried that the following provision be submitted to Church council at its June meeting for consideration and addition to the CDC Governing policies:

"In the event a parent or guardian of a currently enrolled CDC student wishes to personally present a topic to the Board for its consideration, that parent or guardian shall submit to the Board a completed Request for Consideration form available in the CDC office. Upon receipt of the completed Request, and the topic is deemed an appropriate Board matter, said parent or guardian will be notified of the meeting date, time, and place and afforded the opportunity to present the subject topic according to the guidelines set forth on the Request for Consideration form."

A proposed Request for Consideration form will be submitted to Council for its consideration. Further, it will be suggested that this provision be added to Article VI Meetings of Board as Section

2. The following officers were elected for the coming school year 2006-2007:
Barbara Spandrio, Chair/Council Liaison; Trish Gucciardo, Vice Chair; Melinda Sheller, Secretary; Bridget Thornton, Teacher Liaison; Karen Cal: L and Sharyl Priest, Events.
Next Meeting: -Wednesday, September 6, 2006, at 7:00 p.m

Adjournment: The meeting eras closed with prayer and adjourned at 9:10 P.M.

Barbara Spandrio, Secretary

Mount Cross Child Development Center
Board of Directors Meeting
May 4, 2006

Call to order: The meeting was called to order at 7:05 p.m. by Chairwoman Diana Rose.

Opening Devotion: Diana Rose led the opening devotion.

Attendance: Those present: Janet Bender, Tanya Carter, Cathy Channels, Trish Gucciardo, Sharyl Priest, Diana Rose, Barbara Spandrio, and Bridget Thornton. Those absent: None.

Minutes: The Minutes of the April 6, 2006, meeting were approved as submitted.

Reports: Director's Report:

1. The Father's Day Workshop is scheduled for Saturday June 3.
2. Pre-K will visit the fire station and Dev-K will visit the Search and Rescue unit at the airport this month.
3. Baby chicks are due to hatch May 12.
4. Most staff evaluations have been completed.

5. The Director requested input from the Board regarding gifts for volunteer and retiring-staff gifts.

6. The Director submitted a "self review" to aid the Board in its annual Director Evaluation process.

Treasurer's Report: After discussion regarding open invoices, the report was approved as submitted.

Council Report: Council Liason Sharyl Priest reported that the proposed CDC budget as submitted by the Board was approved.

Old Business: 1. Teacher Appreciation Week gifts will be delivered to staff the week of May 8 during Chapel. Barbara Spandrio will submit receipts to the Treasurer for reimbursement for the cost of the gifts.

2. Melinda Sheller has indicated an interest in serving on the Board for the coming school year. Additional volunteers are still being sought to fill remaining vacancies.

3. Barbara Spandrio briefly outlined the tuition management information discussed at the April meeting for those who were absent in April.

New Business:

1. The Board began the preliminary Director evaluation process. Drafts of the evaluation components will be reviewed at the June meeting in preparation for compilation of the final evaluation document.

2. Transfer of Board responsibilities for the coming

school year will take place at the June meeting when the new Board is in place.

Next Meeting: Thursday, June 1, 2006, at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 9:05 p.m.

Barbara Spandrio, Secretary

Mount Cross Child Development Center

Board of Directors Meeting

March 2, 2006

Call to Order: The meeting was called to order at 7:03 p.m. by Acting Chairwoman Sharyl Priest.

Opening' Devotion: Bridget Thornton led the opening devotion.

Attendance: Those present: Janet Bender, Cathy Channels, Tanya Carter, Trish Gucciardo, Sharyl Priest, Diana Rose, Barbara Spandrio, and Bridget Thornton. Those absent: None.

Minutes: The Minutes of the February 2, 2006, meeting were approved as submitted.

Reports: Director's Report:

1. Summer School is full, with 109 students enrolled.
2. Open enrollment for the school year 2006-2007 begins Monday, March 6.
3. Parent program evaluations have been sent home. Staff evaluations will begin once these have been returned.
4. The Spring Sing is scheduled for March 26 at 1:00, 2:00, and 3:00 p.m.

Treasurer's Report: Approved as submitted.

Council Report: None.

Old Business:

1. After discussion, a few final adjustments will be made to the proposed budget for approval by the Board at its April meeting before submission to Council for consideration at its April meeting.

2. After discussion, the Secretary was directed to draft a response to a letter dated January 23, 2006, from a parent concerned about the changes in the registration procedure for the coming school year, for Diana Rose's signature as Chair of the Board.

New Business:

The following items will be carried over to the April

1. Review of new registration process.
2. Staff evaluation of Director.

Next Meeting: Thursday, April 6, 2006, at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 9:40 p.m.

Barbara Spandrio, Secretary

Mount Cross Child Development Center
Board of Directors Meeting
February 2, 2006

Call to Order: The meeting was called to order at 7:06 p.m. by Chairwoman Diana Rose.

Opening Prayer: Barbara Spandrio led the opening prayer.

Attendance: Those present: Janet Bender, Cathy Channels, Tanya Carter, Sharyl Priest, Diana Rose, Barbara Spandrio, and Bridget Thornton. Those absent: Trish Gucciardo.

Minutes: The Minutes of the January 5, 2006, meeting were approved as corrected.

Reports: Director's Report:

- 1.1. The Director attended an ACSI meeting at Little Steps Preschool in Newbury Park on January 17.
2. 2. Parent-teacher conferences were held January 23-24.
 3. A letter explaining the 2006-07 registration process was sent home with the students. At the Director's request, Board members Janet Bender, Sharyl Priest, and Bridget Thornton will be on campus February 6 to evaluate the registration lottery process.
 4. Tanya Carter, Cathy Channels, and Bridget Thornton met on February 1 to discuss the CDC budget. The proposed changes for the 2006-07 school year will be reviewed by the Budget Committee on February 2, and the Board will finalize its proposed budget at its March meeting for submission to the Council for its approval.

Treasurer's Report: Approved as submitted.

Council Report: Sharyl Priest reported that there is still some confusion regarding reimbursement for the new barbecue purchased by the Cooks Club. The Board will act on this matter once the questions are resolved.

Old Business:

1. The Board discussed information gathered from the staff by Teacher Liason Bridget Thornton during her meeting with them. She will schedule a follow-up meeting with the staff and bring her findings to the Board at a future meeting.
2. Copies of letters received from concerned parents regarding the CDC registration process were distributed to the Board members. The Board will use these and the Board members' evaluations gathered February 6 to review the registration process at a future meeting.

New Business: 1. The Nominating Committee will recruit new Board members for the 2006-07 school year. Nominations will be submitted to Council and upon approval, new members will be welcomed to the Board at its June meeting.

2. The Board, acting as the Budget Committee, will meet immediately after this meeting to consider proposed changes to the CDC budget for the school year 2006-07.

Next Meeting: Thursday, March 2, 2006, at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 8:10 p.m.

Barbara Spandrio, Secretary

Mount Cross Child Development Center
Board of Directors Meeting
January 5, 2006

Call to Order: The meeting was called to order at 7:03 p.m. by Chairwoman Diana Rose.

Opening Devotional: Janet Bender led the opening devotion.

Attendance: Those present: Janet Bender, Cathy Channels, Trish Gucciardo, Sharyl Priest, Diana Rose, Barbara Spandrio, and Bridget Thornton. Those absent: Tanya Carter.

Minutes: The Minutes of the December 1, 2005, meeting were approved as submitted..

Reports: Director's Report:

1. The craft fair raised \$474.31 and the school picture sales raised \$562.33, for a total of \$1,036.64.
2. Registration for the school year 2006-07 has begun for church members. Currently enrolled families will register February 6, and new families beginning March 1.
3. A student injury requiring medical attention occurred December 3, 2005, and was documented and reported as provided by law.
4. A budget planning committee meeting will be held in January.
5. Parent-teacher conferences are scheduled for January 23-24, 2006.

Treasurer's Report: None.

Council Report: Sharyl Priest reported that the modification to the tuition provisions of the CDC Governing Policies adopted by the Board at its December meeting was submitted to the Church Council at its December 13 meeting, and approved as submitted.

Old Business:

1. After discussion of teacher budget input and related issues, it was agreed that Bridget, as Teacher Liaison, would communicate with staff to address concerns regarding the year-end bonus, and that the bonus and related issues would be an agenda item for the Board's consideration at its April, 2006 meeting.
2. The Director requested input regarding modifications to the registration process to ensure equity and safety for those families enrolling students.

New Business:

1. Preliminary 2006-07 Budget: the budget committee will meet during January and prepare a preliminary budget to be submitted to the Board for its consideration at the February, 2006 meeting.

Next Meeting: Thursday, February 2, 2006, at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 8:05 p.m.

Barbara Spandrio, Secretary

Mount Cross Child Development Center
Board of Directors Meeting
December 1, 2005

Call to Order: The meeting was called to order at 7:05 p.m. by Acting Chairwoman Sharyl Priest.

Opening Prayer: Pastor John Soyster led the opening prayer.

Attendance: Those present: Janet Bender, Tanya Carter, Cathy Channels, Trish Gucciardo, Sharyl Priest, Pastor John Soyster, Barbara Spandrio, and Bridget Thornton. Those absent: Diana Rose.

Minutes: The Minutes of the November 3, 2005, meeting were approved as submitted.

Reports: Director's Report:

1. An increase in the speakers fund will be among the changes suggested when presenting the proposed budget for the 2005-2006 school year at the February, 2006 meeting.
2. Eight staff members, as well as staff from United Methodist Preschool, participated in the CPR/first aid training conducted on site on November 17.

3. Registration for the school year 2005-2006 begins for church members in January, 2006. Enrollment for current students begins in February, and for new students in March.
4. The Escalante Memorial Scholarship Fund is currently benefiting two CDC families.
5. The Director's Power Point presentation at the ACSI Convention in Anaheim in November was well received. The Director expressed deep appreciation to Pastor Soyster for his invaluable assistance in preparing the presentation.
6. The annual Family Christmas Celebration is scheduled for Thursday, December 8, at 6:00 p.m. and again at 7:00 p.m., with light refreshments between sessions.

Treasurer's Report: Approved as submitted.

Council Report: None

Old Business:

1. Director's proposed budget with staff input gathered by the Teacher Liaison. No action taken.
2. Kitchen Committee BBQ Fund contribution. No action taken.
3. Director's Annual Report submitted with monthly Director's Report.

New Business:

1. Staff Christmas Bonuses: It was moved, seconded, and carried that job-share teachers will each receive the full cash bonus amount planned for non-job-share teachers.
2. Tuition: It was moved, seconded, and carried that the following provision be submitted to Church Council at its meeting on December 13, for consideration and addition to, effective immediately, the CDC Governing policies:

"Any preschool age child of any fulltime employee of Mount Cross Lutheran Church, Camarillo, CA, who meets the enrollment requirements of Mount Cross Child Development Center shall be granted a full scholarship for so long as the child is enrolled. In the event of a waiting list for any class, said child shall be granted enrollment priority."

It was suggested that this provision be added to Article 'TII-Tuition and Fees, as the new Section 2, and that existing Sections 2, 3, and 4, be renumbered accordingly.

Next Meeting: Thursday, January 5, 2006, at 7:00 p.m.

Adjournment: The meeting was closed with prayer and adjourned at 8:20 p.m.

Barbara Spandrio, Secretary

**Mount Cross Child Development Center
Board of Directors
November 3, 2005**

Call to Order: The meeting was called to order at 7:05 PM by Chairwoman Diana Rose.

Opening Devotional: Sharyl Priest led the opening devotion.

Attendance: Those present: Janet Bender, Tanya Carter, Cathy Channels, Sharyl Priest, Diana Rose, Barbara Spandrio. Those absent: Bridget Thornton, Trish Gucciardo.

Minutes: The minutes of the October 6, 2005, meeting were approved as corrected.

Reports: Director's Report:

1. Open House held October 9 was very successful. Setup notes and photos taken this year will help with future planning.
2. The help of volunteers will be enlisted when the Christmas photo project begins November 7.
3. Ventura County Child Development Resources will offer CPR/first aid training on site November 17 from 6:00 PM – 9:00 PM. United Methodist Preschool will participate to help defray the costs.
4. The Director attended the Bridging the Gap meeting held October 12, and gained some insights into the group's future educational goals.
5. James Lloyd's presentation on building staff morale at the CDR Director's Conference held October 20 was very informative.
6. Ten dramatic play kits have been completed and are available for classroom use.
7. A Craft Fair fundraiser is tentatively scheduled for either November 16-17 or November 30-December 1, from 11:00 AM to 1:30 PM. Vendors will donate a percentage of their sales to the CDC program.
8. The annual Christmas Celebration programs are scheduled for Thursday, December 8, at 6:00 and 7:00 PM, with a refreshment break between.

Treasurer Report: Approved as submitted. The request of the Kitchen Committee, submitted with their bill for Open House, for a contribution towards the new BBQ will be addressed at a future meeting.

Council Report: None

Old Business: 1. Director's proposed budget with staff input gathered by the teacher liaison.

New Business: 1. Annual Director's Report.

Next Meeting: Thursday, December 1, 2005, at 7:00 PM

Adjournment: The meeting was closed with prayer and adjourned at 8:37 PM.

Mount Cross Child Development Center
Board of Directors Meeting
October 6, 2005

Call to Order: The meeting was called to order at 7:08 p.m. by Chairwoman Diana Rose.

Opening Devotional: Chairwoman Diana Rose led the opening devotion.

Attendance: Those present: Janet Bender, Cathy Channels, Trish Gucciardo, Sharyl Priest, Diana Rose, Barbara Spandrio, Bridget Thornton. Those absent: Tanya Carter.

Minutes: The Minutes of the September 1, 2005, meeting were approved as submitted.

Reports: Director's Report:

1. The new computer is up and running thanks to the able assistance of Bridget and Steve Thornton.
2. The Director attended the ACSI Directors meeting in Santa Paula on September 20.
3. The Director will be leading a two-hour seminar at the annual ACSI conference in Anaheim on November 21.
4. Plans for the CDR Directors Seminar scheduled for October 20 are in place. Keynote speaker is James Lloyd.
5. The new barbecue has been installed just in time for the Open House scheduled for October 9.
6. The Director attends monthly Ventura County Child Care Planning Council meetings. The Council is currently working towards staff training and development center grant.
7. A review of the budget will determine the extent of participation in CPR classes and the feasibility of the Director's attendance at the ACSI Administrators Conference in February, 2006.
8. A note was sent home to families emphasizing parking lot safety.
9. Bridget Thornton has sent a letter to staff introducing herself as Teacher Liason.

Treasurer's Report: None.

Council Report: None

- New Business:
1. The Director will submit a proposed budget at the November meeting, which will include staff input gathered by the Teacher Liason.
 2. Volunteers are being sought for the Christmas frame project.

- Old Business:
1. The new computer is now in place.
 2. Plans for the October 9 Open House were finalized.
 3. The penny drive for Hurricane Katrina victims was successful and final results will be announced at Open House.

Next Meeting: Thursday, November 6, 2005, at 7:00 p.m.

Adjournment: The meeting was closed with the Lord's Prayer and adjourned at 8:00 p.m.

Barbara Spandrio, Secretary

Mount Cross Child Development Center
Board of Directors Meeting
September 1, 2005

Call to Order: The meeting was called to order at 7:06 p.m. by Chairwoman Diana Rose.

Opening Devotional: Director Cathy Channels led the opening devotion. A Devotional Calendar for the year was distributed.

Attendance: Those present: Janet Bender, Tanya Carter, Cathy Channels, Trish Gucciardo, Sharyl Priest, Diana Rose, Barbara Spandrio, Bridget Thornton. Those absent: 'none.

Minutes: The Minutes of the June 14, 2005 meeting were approved as submitted.

Reports: Director's Report:

1. The new school year begins September 12, 2005, with full enrollment. Orientation is September 6-9.
2. Summer school was very successful.
3. The staff luncheon was held on August 30, 2005, preceded'-by a gathering with Pastor Soyster.
4. Some last-minute staff changes were successfully resolved.
5. Open House is scheduled for Sunday, October 9, 2005.
6. Assistance was requested for Christmas pictures.

Treasurer's Report: Treasurer Tanya Carter distributed copies of the Budget Report School Year 2004-05 and the Treasurer's Report for the period July 1 through September 1, 2005.

Council Report: None

New Business: 1. Janet Bender and Trish Gucciardo are co-chairing the Open House scheduled for October 9. After discussion, Board Members agreed on division of responsibilities and will allow time at the regular October meeting for a "work party" to prepare for the event.

2. Occasionally children of Board Members may be present at Board Meetings.

Old Business: 1. A number of glitches have arisen in the purchase of a new computer. Bridget will assume responsibility for resolving these and expediting the delivery of the new computer.

2. All memorial gifts have been acknowledged.

Announcements: 1. Students will participate in a penny fund for the recent hurricane victims through ELCA Domestic Disaster Response.

2. Director Channels has been elected to the Child Care Council.

Next Meeting: Thursday, October 6, 2005, at 7:00 p.m.

Adjournment: The meeting was closed with the Lord's Prayer and adjourned at 8:30 p.m.

Barbara Spandrio, Secretary

CDC Board Meeting June 14, 2005

The meeting was called to order by Chairwoman Monica Duran at 7:40 at the home of Cathy. Present were Cheryl Priest, Diana Rose, Tanya Carter, Judy Lindros, and new Board members Janet Bender, Bridget Thornton, Trish Gucciardo, and Barbara Spandrio.

Cathy welcomed the new members, and presented gifts to outgoing and incoming members .

Devotions were given by Monica.

The minutes were approved.

Director's Report was given by Cathy. The Fathers Day Workshop was successful and fun. The Dads did not want to leave. Summer School planning meeting will be held on June 15th at noon. Set up will be on June 27th. A discussion was held concerning Memorial funds. Everyone felt that a Scholarship fund would be very appropriate. Monica will design a new thank you card to be sent. Again the "Fish Film" will be used to start out the new year.

The Treasurer's Report was given by Tanya.

There was no Council Report.

Business A computer order is all set up by Byron Lindros. Monica will debit the checking account and purchase it. Board positions were reviewed and aligned.

The next meeting will be held September 1st 2005 at 7:00.

Respectfully Submitted,

Jan Beat

CDC Board Meeting
May 19, 2005

The meeting was called to order by Chairwoman Monica Duran at 7:15 p.m. Present were Cathy Channels, Sharyl Priest, Diana Rose, Tanya Carter, Jan Beat, and Judy Lindros.

The minutes were approved.

Judy announced they will be leaving Mount Cross. A thank you letter will be written to Byron for his help in choosing a computer for the school.

Director's Report was given by Cathy.

Registration: Summer is overflowing and there are 2 openings in September.

Spring Picture fund raiser netted \$150. The quality was very good and the same arrangement will be used for a fall fund raiser.

Thank you to the Board for a wonderful Staff Appreciation Brunch. A thank you card from the Staff was shared.

Year End Activities:

Father's Day Workshop – June 4th, 9-12 noon.

Teacher Appreciation Lunch – June 10.

Closing Ceremonies: June 14, 11 a.m. and 2:45 p.m. & June 15, 11 a.m.

Summer School: Planning meeting will be June 15, noon.

First day – June 23; Last day – July 28.

Treasurer's Report was approved.

There was no Council Report.

Business

A Dell computer will be purchased along with a printer
Diana will invite the new Board members to the next dinner meeting at Cathy's
Director's evaluation was discussed.

The next meeting will be at Cathy's at 6 p.m. on June 14. The first meeting of the fall will be on September 1.

Respectfully submitted,

Jan Beat

CDC Board Meeting—January 20, 2005

The meeting was called to order at 7:15 pm by Chairwoman Monica Duran. Present were Tanya Carter, Sharyl Priest, Judy Lindros, Jan Beat, Diana Rose, Lynette Angelastro, and Cathy Channels.

Devotions were given by Monica.

The minutes were approved as corrected.

Director's Report was given by Cathy.

Cathy attended an ACSI meeting on 1/18/05. Discussions were held on evaluations and budget. The next meeting will be at Mount Cross Lutheran Church on 2/15/05.

Cathy will attend a Planning Meeting on January 25 for the Directors Group at Child Development Resources. Parent Conferences are starting. Plans are being made for CPR training and evaluations. Registration for summer school will start on Feb. 7th. The cost will be \$45.00

Treasurer's Report was given by Tanya.

She reported that \$5,000 from the money market was transferred to the checking account.

There was no Council report.

New Business

New governing policies and budget analysis for our binders were passed out.
There was no report on Staff input.

Budget

There is a need to know Programs to help in creating the budget.
The proposed budget was passed out along with changes, and the total
Budget was discussed.

The next meeting will be on February 17, 7:00 p.m.

Respectfully submitted,
Jan Beat

CDC Board Meeting Sept. 8, 2004

The meeting was called to order by Chairwomen Monica Duran at 8:05. Present were Linette Angelastro, Judy Lindros, Sharyl Priest, Diana Rose, Cathy Channels, and Jan Beat.

Opening Prayer was given by Monica.

Director's Report was given by Cathy Channels. A new signature card for the bank is needed, and Gaye Pollinger's signature will replace Deels. A Fish Theme was used for the Back To School Luncheon for the Staff and was lots of fun. Cathy will speak at the Child Development Resources on Parent Communication September 9th.

Changes in CDC - Shed is up, Craftroom cupboards are painted, new sprinkler valve box, rabbit fence is up, two doll beds are painted, old shed was cleaned, and there are new forms. Orientations are going well, and 10 of 11 classes are filled. Total enrollment 139 and 3 openings in PM31s. It's going to be a great year!

A motion was made by Monica and passed that a scholarship offered last year will continue this year.

Open House will be held on Oct. 3rd, and a planning discussion was held. Also discussed was payment for the speaker James Loyd.

Gordon and Melissa Henry put the new shed together, and Thank you Notes will be sent to them and to Michelle Stonehouse for painting preschool furniture. Options were discussed with John Wascher who wants to block off the door by the freezer with a water dispensing station.

All Old Business will be carried over to the October meeting. The meeting was adjourned at 9:20. Next meeting will be Oct.7 @ 7:00 P.M.

Respectfully submitted,
Jan Beat

CDC Board Meeting May 6, 2004 '

The meeting was called to order by Chairwoman Monica Duran at 7:25. Present were Cathy Channels, Tanya Carter. Reagan McCarthy, and Jan Beat. The minutes were approved as corrected.

The Director's Report was given by Cathy.

A thank you note was sent to Sue Reichel for the \$243.00 gift to the school from a jewelry sale fundraiser.

A shed can be ordered, and Gordon Henry has offered to help put it together.

A note was sent home with all students concerning complaints about parents using cell phones while driving in and out of the parking lot.

The new curriculum has arrived and will be presented to- staff on May 14th. Folders were made for each teacher. Staff evaluations are complete and very productive. Coming up: Community helpers unit. Field trips to a fire station and Search and Rescue, and an ambulance is coming to the school. A Southern California Edison truck has already come.

Father's Day Workshop is scheduled for June 5th Summer School is filled and the Staff is in place.

Director's Administration Credential Designation Conference is coming soon, and Cathy has applied for a Scholarship. There was no Council Report.

New Business

Breakfast plans for Teacher Recognition Days were discussed, and arrangements were made for next Tuesday and Wednesday. New Board members Judy Lindross and Diana Rose were announced.

Old Business

Pay schedules were tabled until September.

The meeting was adjourned at 8:40. Respectfully submitted,

CDC Board Meeting April 1, 2004

The meeting was called to order by Chairwoman Monica Duran at 7:15 P.M. Attending were Cathy Channels, Tanya Carter, Sharon Korzan, Bev Ruckert, Linette Angelastro, and Jan Beat.

Devotions were given by Cathy.

The minutes of the last meeting were approved.

The Directors Report was given by Cathy. Spring Sing was well attended on the 28th, and thanks were given to Paster John for being at all 3 sessions. Contracts

Respectfully submitted,

Jan Beat

Mount Cross Lutheran Church
Child Development Center

To: Church Council, Mount Cross Lutheran Church

From: Sharon Korzan, CDC Council Representative
CDC Board of Directors

Date: March 30, 2003

RE: Proposed FY 2003-2004 Budget

Attached is the Proposed Budget for FY2003-2004 for council approval.

Specific items for you to note include the following:

- 2. Tuition Sept-June was increased at a rate of \$2.00 per day. This puts our tuition in the mid-range for Camarillo.
- 3. Tuition Summer was held at the same rate; income forecast was recalculated for a more accurate projection (\$3,200 decrease).
- 4. Equipment Purchase & Replacement was increased \$1,250 for the planned purchase of a computer & printer.
- 5. Payroll Expenses:
 - a. A staff year-end bonus of \$100 was added.
 - b. Staff salaries were increased between 3% and 6% with the average increase at 5%.
 - c. Total Payroll Expenses decreased because the weighted teacher average hourly rate BEFORE salary increases dropped from \$13.04 to \$12.46. This is due to voluntary reduction in hours and departure of some our higher paid, long-term teachers. With the salary increases, the weighted teacher average rate is \$13.00.
- 6. Parent Dinner: \$400 was budgeted for a special speaker.
- 7. Facility Use was increased 8.5%
- 8. Supplies: Consumables & Food were increased substantially based upon current & prior year actual expenditures.
- 9. Total Budget: increased less than 2%

Mount Cross Child Development Center
Budget Analysis

Ê1999-2000	Ê2000-2001	Ê2001-2002	Ê2002-2003	Ê2003-2004
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	Actual	Actual	Actual	Budget	Proposed
INCOME					
Gifts	1,200	1,888	520		
Interest	813	979	446	750	
Lunch Bunch & Early Birds	8,661	10,677	9,380	11,652	
Registration Fees	13,292	12,532	13,700	12,330	
T-Shirts	42	78	84	100	
Tuition Sept-June	189,503	196,475	208,739	216,639	
Tuition Summer	5,796	6,534	6,415	9,600	
Total Income	219,307	229,162	239,284	251,071	
EXPENSE					
Advertising	478	495	653	468	
Bank	6	(7)	12	25	
Dues & Subscriptions	26	185	25	170	
Education	35	140	1,307	1,284	
Equipment: New & Replacement	590		493	440	
Insurance					
Liability	2,758	1,210	4,785	2,700	
Workers Comp	1,759	2,832	4,313	4,742	
Total Insurance	4,517	4,042	9,098	7,442	
Licenses & Fees	200	291	305	400	
Misc.		171	201	140	
Gardener	990	968	1,056	1,056	
Janitorial	75	75	100	400	
Treasurer	2,460	2,600	2,760	3,000	
Total Outside Services	3,525	3,831	3,941	4,456	
Payroll Expenses					
Bonus	700	750	960	1,650	
Directors Salary	30,287	32,650	34,283	37,000	
Hourly Wage	10,166	11,083	11,346	4,615	
Lunch Bunch	6,030	6,222	5,301	6,120	
Payroll Tax Expense	13,163	13,609	13,787	14,980	
Sessions	124,270	126,592	127,401	146,441	
Total Payroll Expenses	185,624	191,555	194,073	210,806	
Parent Dinner		942	1,142	1,300	
Incentives					
Facility Use	12,950	11,800	13,530	14,685	
Repairs					
Building Repairs	1,794	1,584	385	1,500	
Equipment Repairs	414	241	525	450	
Total Repairs	2,208	1,824	910	1,950	
Small Equipment	1,576	1,358	1,865	1,400	

Supplies						
	Consumable	Ê\$ÊÊÊÊÊ 3,277	Ê\$ÊÊÊÊÊ 2,640	Ê\$ÊÊÊÊÊ 4,294	Ê\$ÊÊÊÊÊ 3,000	Ê\$ÊÊÊÊÊÊ
	Food	Ê\$ÊÊÊÊÊ 2,916	Ê\$ÊÊÊÊÊ 1,978	Ê\$ÊÊÊÊÊ 2,317	Ê\$ÊÊÊÊÊ 1,905	Ê\$ÊÊÊÊÊÊ
	Office	Ê\$Ê ÊÊÊÊÊÊÊ634	Ê\$ÊÊÊÊÊÊÊÊ 479	Ê\$ÊÊÊÊÊÊÊÊ 816	Ê\$ÊÊÊÊÊÊÊÊ 800	Ê\$ÊÊÊÊÊÊ
	Total Supplies	Ê\$ÊÊÊÊÊ 6,826	Ê\$ÊÊÊÊÊ 5,094	Ê\$ÊÊÊÊÊ 7,427	Ê\$ÊÊÊÊÊ 5,705	Ê\$ÊÊÊÊÊÊ
	Telephone	Ê\$ÊÊÊÊÊÊÊÊ 523	Ê\$ÊÊÊÊÊÊÊÊ 440	Ê\$ÊÊÊÊÊÊÊÊ 526	Ê\$ÊÊÊÊÊÊÊÊ 400	Ê\$ÊÊÊÊÊÊ
	T-Shirts					Ê\$ÊÊÊÊÊÊ
	Total Expense	Ê\$Ê 219,467	Ê\$Ê 222,373	Ê\$Ê 237,182	Ê\$Ê 251,071	Ê\$ÊÊÊÊÊ
	Net Income	Ê\$ÊÊÊÊÊÊÊ (160)	Ê\$ÊÊÊÊÊ 6,789	Ê\$ÊÊÊÊÊ 2,102	Ê\$ÊÊÊÊÊÊÊÊÊÊ -ÊÊ Ê\$ÊÊÊÊÊ	

Present: Monica Duran, Bev Rueckert, Sharon Korzan, Angie Churchill, Tanya Carter, Cathy Channels, and Reagan McCarthy

Director's Report: Registration going very well, some classes already full. The school will enjoy a visit by an ambulance company soon. 50 children are now enrolled in Ident-A-Kid. Lots of visitors coming to school and they seem favorably impressed. There will be a Staff Workshop on Saturday, March 1.

Treasurer's report: Tanya gave affirmative answer to question as to the use of the money market account can be used to cover checking should it ever be necessary. Tanya said the budget appears fine to her.

The rest of the evening was spent on budget issues, especially compensation for staff. Sharon Korzan will direct overview of the Budget Process in the future. Tanya would like all budget figures input together by January 1, 2004 for registration purposes.

Submitted by Judy Winters

Mt. Cross CDC Board meeting January 8,2003

Present: Angie Churchill, Reagan McCarthy, Judy Winters, Bev Rueckert, Monica Duran, Sharon Korzan, and Cathy Channels

Directors report: Staff very appreciative of bonus, luncheon, and gifts. A "Welcome Back" lunch was provided for staff and prepared by the Director - also very appreciated.

If finances allow, we can use a staff member to do evaluations this year (11 sessions). Registrations for next year has opened to church members for month of January. Director has contacted 2 other local preschools (Peace Lutheran and United Methodist for fee, tuition and bonus comparisons.

The remaining time was spent on budget review and discussion. We adjourned at 9:20.

Submitted by Judy Winters, secretary

CDC Board Meeting - November 7, 2002

Chair, Angie Churchill called meeting to order at 7:13

Attending: Tanya Carter, Cathy Channels, Sharon Korzan, Angie Churchill, Reagan McCarthy and Monica Duran

Minutes from October meeting were approved.

Director's Report - Cathy Channels Inservice that Cathy presented in Oct. went very well Open House night - very successful, even though attendance was low Pumpkins for Open House were donated by the McCarthys Thank you note from staff in regards to Open House Cathy spoke at Moorpark College on October 30 Window decals are up on glass doors for safety Christmas celebration: Cathy is painting frames Angel and shepherd pictures will be taken beginning Nov. 12 Suggestion was made (Sharon Korzan) to hire a few high school students to work at celebration (set up, clean up, serving). Angie Churchill will follow through on this.

Treasurer's Report - Tanya Carter

Net income \$5221.81 (Oct. 4 - Nov. 7)

Tanya to print out year end budget with actual numbers

Council Report - Sharon Korzan

Church budget behind

CDC willing to pay for freezer repairs (\$500)

Cathy Channels to submit a requested budget" at December meeting that includes both short term and long term needs

Monica Duran to survey teachers for their input on budget requests

Teacher comments - Monica Duran

Questionnaire given to teachers to obtain general comments and/or concerns

(see attached)

Christmas Celebration - December 12

Next meeting - December 5

The meeting adjourned at 8:40

Submitted by Monica Duran