

**262nd ANNUAL MEETING
CHRIST CHURCH
EASTON, CT**

WHERE GOOD THINGS HAPPEN!

February 4, 2024

AGENDA

1. Senior Warden declares the Annual Meeting open at the beginning of the service
2. Service of The Word
3. Warden's Address/Sermon
4. Sermon delivered by Rev. Allyson Brundige at Annual Meeting on 2/19/2023
5. Approval of Minutes from 2022 Annual Meeting
6. Review Reports
 - Building and Grounds
 - Sacred Ground/Racial Justice Committee
 - Parish Buildings
 - Altar Guild
 - Mission and Outreach
 - Music Ministry
 - Stewardship
7. Treasury Report
8. CCNS Brief, Q&A and Report
9. Vote
 - Diocesan delegates
 - Vestry Members
10. Prayers
11. Annual Meeting declared closed

Sermon delivered by Reverend Allyson Brundige
Morning Prayer and Annual Meeting
February 19, 2023

Pray with me.

Please be seated.

Now an annual meeting and a Sunday service are both together make a very good occasion to remember.

We remember to thank all who have sustained this beloved place another year and who have beautified it, with their laughter, loving touches, and other little and big glories.

Thank you, dear people of Christ Church, thank you for all that you have given of your hearts and hands and all that you have prepared to offer in the year to come.

If someone in the parish has touched your heart or life this past year or you've seen them faithfully serving Christ in our name, maybe at coffee hour today give them your thanks, too.

Please know you have mine.

We also remember from whom and from where we have come.

I love this account of the Transfiguration for that reason. Beside Jesus it is indeed good as Peter says to be there with Jesus and the long ago ancestors and prophets Moses and Elijah.

Who from ages past recent and long ago would be up on the mountaintop if we were there today with Jesus? Dee for sure. Bruce. Joe. And too many to name. But we sure do remember. It is good to be here together to remember.

And we remember all that has transpired, the hills we have climbed and the valleys we have endured, so to draw counsel, comfort, and wisdom for that which lies ahead.

When we think about it, our memories in many ways form the foundation –for who we are, for how we are and for what we build for tomorrow. I'll say that again: our memories in many ways form the foundation –for who we are, for how we are and for what we build for tomorrow.

When I think of the year behind us, I am reminded that the year began with my sick leave and I remember that I had nothing but confidence in the lay leaders who kept this church glorifying God with all of you. I remember kind notes and fierce prayers that I know so many of you have received in your times of sickness. I remember our actions for justice and peace and meals shared with our beloved community at nourish Bridgeport, and the partnerships with town parks & rec, EDIT and Easton PRIDE. I remember the hands raising light poles and getting internet to work, and tree lights to shine and banners to wave, and gardens cleaned and diapers to children, and altars to glisten, and choirs to sound their joyful sound and fiddles to play and gifts made generously that close what seemed like an uncloseable gap. Our memories, indeed, these memories are foundational. But we carry with us too the memories of our faith.

In fact so foundational are our sacred memories that Jewish rabbinical law commands that its adherents remember: remember enslavement and liberation. Remember the Sabbath given as a taste of heaven to come that we are called to enjoy. Remember the giving of the law and the claiming of the Israelites as God's own people, as partially recounted in our passage from Exodus today. **Remember you are God's and God is yours the mitzvot, commands, command.**

Because these are the foundations on which you stand. Remember because you are not alone. Remember, because you are capable of more than you think is possible.

It's funny then that the rag tag crew of disciples following Jesus seem awfully prone to forget.

There they are, well at least James, his brother John and Peter, up on the mountaintop.

Jesus has been transfigured, and stands dazzling, surrounded by the prophets of God,

And yet Peter interjects, shall we build you a dwelling place so you can dwell here all the rest of your days.

It's as if Peter thinking about the best way to build for tomorrow, forgets all that Jesus has taught and done before.... And instead says you shouldn't go out to into the world that needs you but stay up here where we will visit and worship you and keep your house tidy.

It's as if Peter has forgotten Jesus' sermon on the mount... and that Jesus has said it's on you Peter and you people of Christ Church that I build my church. Not in the buildings and grounds as beautiful as they are. But on my people and their people.

It's as if Peter forgets that he has just been rebuked, six days ago, for doing something similar trying to keep Jesus from walking the road of self-sacrificial love.

It's as if Peter has forgotten that Jesus just six days prior has told his disciples "If any wish to come after me, let them deny themselves and take up their crosses and follow me. For those who want to save their life will lose it and those who lose their life for my sake will find it?"

And so the voice of heavens speaks and INTERRUPTS all the forgetting with a reminder: A key and crucial reminder to them and to us from the cloud of unknowing, this is my beloved son with whom I am well pleased. LISTEN TO HIM.

And the disciples are overwhelmed by fear. Because they have forgotten too.

Perhaps they have forgotten that Jesus is Lord and Savior and with them always. Or Jesus's sacrificial way of love is the only way and in fact a saving way. Or perhaps they have forgotten that the dazzling one in their midst is God's own, beloved and pleasing. Or that in their friend Jesus, as with us, we are God's very own and beloved.

But Jesus comes over to the disciples and intimately comes to us at Christ Church at this 261st annual meet here today to remind us, too, friends, to REMEMBER. Remember God's saving power in the life of this church and in our individual lives.

Remember to whom we belong.

Remember who we are, beloved.

And then "GET UP AND DO NOT BE AFRAID."

If we listen to God in our midst, if we follow Jesus, if we love in Jesus' manner of love, if we REMEMBER God's saving power in our lives we need not and will not fear.

Let this memory, too, then be foundational as we build our tomorrow:

Jesus Christ, dazzling in love, tenderly touching each of us with love and blessing and reminding us, you re my beloved with whom I am well pleased: GET UP and do not be afraid."

AMEN.

Parish of Christ Church Easton
261st Annual Meeting
Minutes of the Annual Meeting Dated February 19, 2023

Meeting Location: Christ Church Easton and virtually on Zoom

Priest in Charge Reverend Ally Brundige asked for a motion to open the Meeting at 9:35am. Vicki MarkAnthony so moved, and Sandy Breyan seconded the motion, which was approved without objection.

After the Service of the Word and Rev. Ally's Address/Sermon, the business portion of the meeting began at 9:50am with the review of the minutes from the 2022 Annual Meeting. Marina Philips made a motion to approve the minutes as presented, and Vicki MarkAnthony seconded the motion, which passed unanimously.

Attendees were provided in advance with reports submitted by all parish committees.

Ted Farinella began the Building and Grounds report by stating that this committee is charged with keeping parish buildings "safe, warm, and dry", and that there are many projects that are looming this year that represent big challenges in terms of funding them. These include painting the church; replacing the church window; the septic system; parking lot issues and the church flooring. He also indicated that the Committee is looking at sustainable/renewable energy possibilities which could also generate additional income for the parish.

Andy Nunn then presented highlights of the Sacred Ground/Racial Justice Committee and indicated that this group last year completed a 2½ year national Episcopal Church *Sacred Ground Program*. He also mentioned that CCE, in conjunction with the Easton Public Library and the Easton Diversity & Inclusion Taskforce, is hosting a film series on issues of racial justice. The first film in this series was held on February 9th, and three more sessions will be held into May.

Rev. Ally asked if there were any questions on the remaining Committee reports, and receiving none, moved to the next portion of the meeting.

Vicki MarkAnthony presented the Senior Warden's Address, in which she enumerated each of the many community parish ministerial outreach efforts over the past year, and the needs that were served by each. She closed by giving a special thanks to Rev. Ally and the Vestry team for their wonderful leadership in this her second year as Senior Warden.

Maggie Supple presented the CCNS Report, and indicated that the school is fully staffed and that she continues to work with the Treasury Team to ensure that all of the income and expenses are on record. She plans to make changes to both the indoor and outdoor learning spaces to better utilize both spaces. For the 2023-2024 school year she has received approval to increase the current enrollment from 27 to 40 students (ideally to be realized in the 3 year old class). Tuition has been raised by 10% for all programs as well, which will allow for salary increases, supplies, maintenance and improvements.

Amy Baumbach presented the Treasurer's report, highlighting key budget results for 2022 and indicating the challenges the parish will face in the current 2023 budget year. A major achievement in 2022 was that the parish was able to complete its debt reduction program with the Diocese, which is a huge relief going forward. She indicated that we continue to rigorously manage expense, but that we incurred a larger than expected deficit last year due to several urgently needed repairs to the buildings and the property. As a result, any excess funds that had been available last year no longer exist, and our continued challenge is to generate sufficient operating dollars to cover expected expenses.

Amy also remarked that the Endowment Fund declined 20% last year, in line with general equity and market results for 2022. She remains encouraged by the fact that investment markets have rallied somewhat at the start of 2023.

Bob Ellwanger announced, on behalf of Vestry and the Stewardship Committee, a major Capital Campaign that is set to launch today. Entitled "Building for Tomorrow", the goal is to raise \$100,000 in funds to cover the cost of urgently needed capital improvements that can no longer be deferred. Set to run through Lent and into the spring, the Campaign launch is supported by mailings to (a) parishioners; (b) CCNS parents; and (c) "friends of Christ Church". Bob stressed the importance of 100% parish participation in this ambitious undertaking, not necessarily donating, but most importantly encouraging everyone to bravely spread the word about the Campaign to friends, family and neighbors and telling her/his own personal "Christ Church" story.

Campaign support materials include a Press Release, FAQ's, weekly email "tips" reminders, and a QR code directing potential donors to the CCE website where secure donations can be made via credit card/bank accounts using the new VANCO donation platform. Bob also stressed the ease and importance of creating a personal Facebook fundraising page, as well as identifying potential "large donors" who can be approached.

Claire Wilkes and Diane McCann were again unanimously approved as CCE delegates for 2023, along with Bob Ellwanger as alternate delegate.

The Annual Meeting was declared closed at the end of the Service at 10:55am.

Respectfully submitted,

Peg Ellwanger
Parish Clerk

Buildings and Grounds/ Junior Warden 2023 Annual Report

The theme of 2023 was TEAMWORK.

With assists from our Senior Warden and the Stewardship Team, we were finally able to replace the glass in the colored glass window in the Narthex of the Church. This project has been on the books for years – Vicki Markanthy was tireless in looking for willing contractors to tackle this project. Bob Ellwanger took the ball into the red zone. Jim Swann, despite several obstacles, took the ball into the endzone.

And Jim didn't stop there. He took the reins on the exterior painting project as well. We found out that the exterior paint was not lead based (Thank you!) and refreshed the exterior for years to come.

Jim Swann and Dave McCann teamed up on several other projects too numerous to mention.

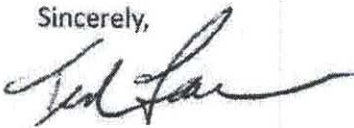
Chris Barcello continued to care for the hill and the lower field, making it possible for all to enjoy the concerts and the caroling.

Our B&G Team didn't stop there – we replaced the water softener and closed out the administrative order with the state.

Finally, we got steps closer to installing the solar field – with Vicki's help – by getting in front of the standing committee. We have some more due diligence to satisfy the diocese – and we will keep you posted on our progress.

As we move forward. Dave will handily take the position as Chair of the Buildings and Grounds Committee and Jim will assume the position of Junior Warden. Thank you both for all of your dedication to our Church!

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Farinella", written in a cursive style.

Ted Farinella

Altar Guild Report for 2024 Annual Meeting Report

The 2023 Altar Guild members included Vicki MarkAnthony, Margaret Silvestri, Karen Emanuelson, Tony Cook, Sandi Breyan, and Diane McCann. Additionally, Jim Swann, Russ Bailas and Dave McCann assist with anything requiring a ladder! All of us are committed to providing a welcoming place for worship by preparing the altar for Holy Eucharist or Morning Prayer services each week.

Tasks include:

1. Preparing service schedule for AG members.
2. Maintaining inventories of elements representing the body and blood of Christ and clergy vestments.
3. Washing and starching all Eucharistic linens (three different kinds)
4. Polishing of silver elements on the Altar.
5. Adjusting all altar accoutrements and church decor for the following events in accordance with the liturgical calendar:
 - o Advent wreath and church decor
 - o Christmas decor, flowers and Pageant
 - o Epiphany
 - o Ash Wednesday
 - o Palm Sunday
 - o Maundy Thursday
 - o Easter Sunday Paschal candle, wreath, and flowers
 - o Pentecost

The Altar Guild also oversees:

- o Bishop visits
- o Outdoor services
- o Parishioner sacramental needs, e.g. baptisms, weddings, funerals, pastoral visits

We always welcome new members.

Respectfully submitted,
Diane McCann

Mission and Outreach
Annual Report 2023
February 4, 2024

Christ Church is all about Outreach! A little church with a big heart.

The Mission and Outreach committee meets occasionally in order to plan and conduct programs that benefit those in need. Most meetings are conducted by email.

"Christ has no body here on earth but yours, no hands but yours, no feet but yours; yours are the eyes through which to look at Christ's compassion for the world, yours are the feet with which he is to go about doing good, and yours are the hands with which he is to bless us now." Teresa of Avila

- On **Souper Bowl** Sunday our congregation donated \$227 to Nourish Bridgeport.
- In the summer, we held a back-to-school collection of **classroom supplies** for the Holy Trinity Foundation school in Haiti and filled a carload.
- Parishioners continued to serve **Nourish Bridgeport** by packing groceries, registering guests, delivering groceries and diapers, prep and serving guests for evening dinners to go (Feel the Warmth).
- Occasional financial donations were made to the **Holy Trinity Foundation** to support the school in Haiti but unfortunately Rose was unable to continue the school and we lost an important mission partner.
- Our **tree lighting fundraiser** on Facebook netted \$890 to pay for the lighting of the tree. We hosted a nice crowd that very generously donated \$315 for the bake sale to the Cheyenne River Episcopal Mission.
- In December, we held a **Baby Shower for Jesus**, netting a carload of diapers and other baby necessities which we delivered to Nourish Bridgeport.
- We collected 9,883 pounds of clothing through our St. Pauly clothing shed.
- We were able to provide **gift cards** to Target, Stop and Shop and ShopRite because generous parishioners donated to help those with food insecurities.
- Individual parishioners hand-crafted **prayer shawls** to bring to those in need of comfort and for baptisms. Anyone interested in knitting or crocheting prayer shawls should speak to a Mission and Outreach member.

All these programs were possible because the members of the congregation supported the efforts of the Mission and Outreach committee to enliven the gospel message.

Please let the committee members know if you have any ideas on how the Mission and Outreach program could be enhanced or if you would like to join the committee.

Respectfully submitted,

Vicki MarkAnthony, Chair
for Marina Philips, Peg Ellwanger, Andy Hathaway

2023 Annual Report: Music Ministry

I am grateful to be a part of such a warm and welcoming community for so many years now, and I am very thankful to our faithful choir members, who generously share their time, talent and friendship.

My role includes planning the hymns in accordance with the liturgy and in consultation with worship leaders, as well as rehearsing the choir and organ/keyboards parts, seeking out new choral anthems that are appropriate for small choirs, arranging instrumental parts, as well as other behind the scenes work such as organizing our catalog of music and maintaining email correspondence with our secretary, worship leaders, and the choir.

Recently I have begun to revive a children's choir of sorts, with children singing once a month at the Family Sunday service. I am looking forward to continuing and building upon this lovely addition to our offerings.

New choir members are always welcome! No musical experience necessary. The choir rehearses before service as well as after service on select Sundays, in addition to occasional evening potluck-style rehearsals. Being a member of the choir at Christ Church involves equal parts of fellowship & fun, lifting your voice in song, and serving God & your parish through the power of music. Please contact me if you are interested in joining us.

Respectfully Submitted,

Tracy Carlucci
Music Minister
[\(203\) 520-4196](tel:(203)520-4196)
tracyecarlucci@gmail.com

Stewardship Update

2023 marked the second full year of operation for the Stewardship Committee, and we focused on: (a) expanding our secure online donation capabilities; (b) launching a major Capital Improvement Campaign in early March; and (c) overseeing the annual Estimated Giving Campaign in the fall.

In addition to making recurring and one-time donations online via Paypal from the parish website, early last year we introduced an additional online payment capability that is mobile as well as desktop compatible (VANCO), and which many parishioners have found to be an easy and convenient way to make one-time or recurring donations to support our various ministries.

Our ***Building for Tomorrow*** capital campaign was launched to fund urgently needed and long-deferred building and grounds improvements. With an ambitious goal of increasing our church Capital Account to \$100,000, we ended up achieving a balance of approximately \$63,000, thanks to the amazing generosity of parishioners and friends of Christ Church within the community. With the money raised we were able to complete the following projects: (a) replacing the large church window with 42 insulated, double-paned window units with low-e coating and new azek glass stops for sun emission prevention, improved energy conservation and leakage prevention; (b) remediating our persistent water filtration issues within the church building; (c) addressing issues with the septic system; and (d) re-painting the church exterior.

The one-year campaign is scheduled to end on Easter Sunday, March 31, 2024. We have identified several additional capital improvement projects that need to be funded this year, including:

- Installing an ADA-compliant bathroom on the main floor of the church.
- Replacing the existing driveway; and
- Replacing the church flooring and refinishing the church pews.

We also applied for two Diocesan building improvement grants in 2023 (one for the exterior painting and the second for the window replacement) and will know by spring 2024 whether either of the grants have been awarded. If that is the case, the parish could potentially receive a maximum award of \$8,000

Last year's annual estimated giving campaign ("**Rooted in Abundance**") generated 16 Giving Estimates, for a total of \$80,500 in 2024. It is encouraging to note that this amount is about the same as was estimated for 2023, reversing a ten year decline and going a long way towards supporting the parish's mission of "Building a Community of Love". We deeply appreciate your continued financial support of God's work at Christ Church, and recognize that such a commitment is a personal, intentional, and spiritual decision that you make after much thought, prayer, and in consultation with a spouse or a trusted friend. Thank you for your commitment! My thanks also to committee members Vicki MarkAnthony, Diane McCann and Peg Ellwanger for all their hard work last year.

Submitted by Bob Ellwanger, 2023 Stewardship Committee Chair

Treasury Update

2023 was an extremely encouraging year for the parish in terms of its overall finances. After several years the parish of Christ Church regained its "Good Standing" status with the Diocese, which (among other benefits) means we are eligible to apply for a variety of Diocesan Grants. I want to especially acknowledge and thank the Vestry, the Treasury team (including our parish administrator and bookkeeper), and especially our former Treasurer, Amy, for their outstanding efforts to manage towards the bottom line in monitoring all parish income and expenses last year. Such diligence is clearly reflected in the extremely favorable independent audit report that was issued to Christ Church last fall.

In addition, for the first time in recent memory parish income **exceeded** expenses in 2023. (An Income & Expense Report for 2023 is included in the attached 2024 projected budget spreadsheet.) This is not just due to our Priest-in-Charge leaving at the end of August, but also to more donations being received than expected as well as additional, non-salary, expense savings. And keep in mind that our **Building for Tomorrow** Capital Campaign raised nearly \$45,000 last year. None of these results would have been achieved without the phenomenal generosity, commitment, and support among each of you, as well as friends of Christ Church in the greater community. Thank you!

2023 Operating Income and Expense Details

Operating Income

Last year, income from all donations (plate, pledged and non-pledged) increased 7% over budget, due to a large pledge for 2022 received in early 2023 as well as a marked increase in the amount received than expected from non-pledged donations.

Income from all other sources also exceeded budget, due in large part to an almost 20% increase from a hugely successful Concerts on the Hill fundraiser, as well as revenue from the Town of Easton for the October 5k fundraiser in 2022 that was not received until 2023. These overall increases in donations – combined with increases from other income – generated a 6% *increase in total operating income over budget (\$10,884)* for the year.

Operating Expenses

As expected, we realized significant staff expense savings for the year with the departure of our Priest in Charge on August 31st. Most other operating expenses for the year were as expected, with two exceptions: (a) a payment to the parish auditor for services in 2022 that was paid in 2023; and (b) higher than anticipated building maintenance expenses. Approximately 33% of our non-salary expenses for 2023 went towards utilities as well as maintenance of our church building, rectory, and our grounds.

In summary, because of our increased income and reduced expenses, Christ Church Easton finished last year with a budget surplus of \$32,433.

2023 Non-Operating Income and Expenses

Early last year, a non-operating ("capital") account was established at M&T Bank with accumulated restricted donations received in the past that had formerly been retained within the parish's operating account. We then launched our **Building for Tomorrow** capital campaign, with the donations received during the year used to fund the following capital improvements:

- Water and septic systems remediation: \$ 2,884
- Exterior church painting: 12,530
- Replacement of the large church window: 40,550

Capital Expense Totals: \$55,964

The parish's year-end balance for this account is \$6,784, and we will be actively inviting additional donations through Easter Sunday, March 31, so that additional, long-deferred capital improvement projects can be undertaken to the buildings and grounds.

Proposed 2024 Operating Budget

Below is the proposed 2024 Operational Budget. It projects that Christ Church will essentially "break-even", with income meeting expenses. It also assumes the hiring of a one-third time Priest in Charge. The Vestry has already reviewed and approved this budget.

	<u>Budget 2023</u>	<u>Actual 2023</u>	<u>Proposed Budget 2024</u>
<i>Operating Income:</i>			
Total Giving/Offerings	\$116,960	\$124,627	\$110,000
CCNS Contribution	18,000	18,000	20,000
Rectory Rent	29,700	28,826	29,997
Investment Income	5,778	5,778	4,900
Fundraising Income	<u>14,300</u>	<u>18,438</u>	<u>14,800</u>
TOTAL OPERATING INCOME	<u>\$184,738</u>	<u>\$195,669</u>	<u>\$179,697</u>
<i>Operating Expenses:</i>			
Total Staff Expenses	\$108,557	\$86,129	\$94,400
Building Maintenance/Utilities	33,000	34,387	37,500
Common Mission Support	17,880	13,126	14,704
Office Supplies/Misc. Admin	12,100	10,443	12,100
Property Tax	3,755	3,789	3,868
Diocesan COVID Loan Payment	3,931	4,033	3,931
Prop. & Liab. Ins./Workers Comp.	<u>7,950</u>	<u>11,031</u>	<u>13,237</u>
TOTAL OPERATING EXPENSES	<u>\$187,173</u>	<u>\$162,938</u>	<u>\$179,740</u>
NET TOTALS	(\$2,435)	\$32,432	(\$43)

Submitted by Bob Ellwanger, Treasurer

2023-2024 CCNS Annual Report

Dear Christ Church Vestry members and Parishioners,

CCNS is enjoying a successful school year. Our enrollment is up from the start of the year. The majority of the staff have been reliable and punctual. All of the teachers have met or are close to meeting their state required professional development hours. Staff members have been attending our events outside of school and two of our teachers continue to work towards their degrees. I have completed my courses and will receive my Early Childhood Administrator credential from the state of Connecticut.

Our enrollment started at 34. Due to referrals made by CCNS staff we did lose two students to the public preschool program where the children will receive services and supports they need. Thankfully both of these spots in our Seniors class are now filled. We are also gaining two children in our three year old program. Bringing our enrollment for the year to 36 children. Enrollment for the 2024-2025 school year is under way. At the moment none of the programs are full but I am touring new families each week and believe we will have decent enrollment before spring. There have been several calls about our Pre-K program as well as requests for two year old spots. I have filled out the forms and hope to apply for our under 3 endorsement for the coming school year. Running a two year old program will improve enrollment in our older classes. The plan for the two year old program is included in this report for your review. The sooner I can turn in the application and begin enrollment the better this will be for our program.

CCNS families find great value in the regular communication and photos that teachers pass along through our communication app. We are also using our Facebook page a bit more effectively. Please follow and share posts with the wider Easton community. Our Fall festival, Halloween parade, Thanksgiving feast, Family Traditions and Celebrations, Pie sale, and Evening with Santa have been well attended. Our Shoe drive has just finished up. We should find out shortly how much money was raised. I hope to continue combining church and school events such as the tree lighting and Santa visit in the future. A local children's book Author will visit CCNS on January 19th, CCNS families will take part in our first

Acorns to Oaks outreach event on Sunday February 11th at Sunrise living center. In March CCNS will have a spaghetti dinner and bingo night that is open to everyone. I hope to share information about the church Easter egg hunt with CCNS families. Our parent committee will begin planning our Spring fundraiser in February.

Projects in the works:

Playground fencing- Through our shoe drive CCNS is in touch with a fencing company that is willing to make a large donation toward our efforts to improve the fencing around the lower and upper playground areas. The process is in a holding pattern for the moment while some property details are worked out.

Dividing the large classroom in to two learning spaces. On 1/24/24, Terri Roberts from the state Office of Early childhood will visit CCNS to discuss the most affordable and effective ways to split the larger room in a way that will allow us to use the space as two classrooms while limiting the noise and keeping the space available for larger functions when needed.

Teacher reviews will take place at the end of February. I intend to offer the majority of the staff positions for the following school year. There will be a teacher participating in a working interview on January 26th. This type of interview allows me to see how the candidate interacts with the children and staff.

2-year-old program Proposal

After spending some time speaking with directors from nearby programs as well as parents it has been brought to my attention that there is a need in the community for more two-year-old spots. A two-year-old program would also strengthen enrollment in our three-year-old program. The largest obstacles to restarting this program will be licensing and staffing the program. I have already

started the paper work that will need to be submitted. In preparation for this proposal, I have spoken with the staff and fortunately we have current staff members that would be happy to work with 2-year-old children. I have also been approached by a parent that is interested in working in a two-year-old classroom. This parent had a child enrolled in the program in the Fall of 2021 and has remained at CCNS through all of the transitions that have occurred. The family have been strong supporters of the program and is happy with the educational experience their child has received despite the bumpy beginning. I would consider the program lucky to have this person as part of our staff.

There are a couple of options for integrating a two-year-old class into the program. The 2-year-old program can run 2 days a week with a 3-year-old program in the space on the other days or it can run 4 days a week with 2 or 4 day options. The two-year-old children would need to start the day inside to allow for separate playground time. The required ratio is 1 adult to every four children and there cannot be a group of more than 8 children together. The budgets below represent approximate income and expense associated with the program. The tuition rate was developed based on the tuition rates of two local programs currently offering 2-year-old programs. The tuition would be \$4000.00 per school year for 2.5 hours per day , 2 days per week. Lunch bunch would be \$25.00 per 1.5 hour day. Parents can register for the year and receive a discount or drop in when needed if staff and space allow. The most beneficial option for the school would be running 2 separate 2 day programs with the expectation that those 12-16 children would then enroll in our three year old class.

Regular day 9-11:30

Lunch bunch 11:30-1