

BY LAWS
Cornerstone Methodist Church Preschool
Houston, Texas

Approved
May 2024 by CMCP Board of Directors

MISSION STATEMENTS	2
Article I - NAME	2
Article II - PURPOSE	2
Article III - SCHOOL POLICY	2
Article IV – EMPLOYMENT PROCEDURES, QUALIFICATIONS and JOB DESCRIPTIONS	4
Article V – FINANCIAL	6
Article VI - BOARD MEMBERS	8
Article VII - BOARD POLICY	9
Article VIII- FINANCIAL REPORT	12
Article IX- SPECIAL BOD COMMITTEES	12
Article X - GENERAL PROVISIONS	13

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

MISSION STATEMENTS

The mission of Cornerstone Methodist Church is to respond to God's call by reaching out to nurture and grow the family of Christian disciples.

The mission of Cornerstone Methodist Church Preschool is to support the ministry of Cornerstone Methodist Church by partnering with them to fulfil their mission. And, to specifically foster a spiritual growth in children, families, and staff through loving, qualified care and Christian education.

Article I - NAME

The Cornerstone Methodist Church Preschool is hereinafter referred to as Cornerstone Preschool. The Board of Directors of Cornerstone Preschool is hereinafter referred to as the **BOD**. Cornerstone Methodist Church is hereinafter referred to as the **Church**.

Article II - PURPOSE

The purpose of Cornerstone Preschool shall be:

- A. To assist the Church with its responsibility to the community to provide Christian training.
- B. To foster a positive self-image in the children by providing loving qualified care in a warm, Christian atmosphere with appropriate resources for enrichment. All aspects of a child's growth are important: physical, intellectual, social, emotional, and spiritual.
- C. To provide parents with opportunities to grow in their understanding of their child's spiritual and personal development. In addition, to provide opportunities for each parent's spiritual growth through the Cornerstone ministry.
- D. To provide staff a warm, Christian atmosphere in which to work and to provide the support needed to enhance their spiritual, professional and personal growth.

Article III - SCHOOL POLICY

- A. Calendar Term
 - 1) Cornerstone Preschool shall be conducted so that the term shall coincide with that of Cypress-Fairbanks I.S.D. insofar as that is practical.
 - 2) Classes shall be conducted in accordance with the needs of the Church and the community as recommended by the Executive Director with approval of BOD.
- B. Admission
 - 1) Enrollment shall be open to any child without regard to sex, color, race, or church affiliation.
 - 2) Cornerstone Preschool shall be open to children who are of age for the class for which admission is requested on or before September 1st of the enrollment year.

**CORNERSTONE METHODIST CHURCH PRESCHOOL
BYLAWS**

- 3) Registration will begin on the date set by the Executive Director and approved by the BOD. It will be held via an online process in the following order:
 - a. Members of the Church (as of 12/31 of the prior year)
 - b. Families currently enrolled
 - c. The public - Total enrollment per class is not to exceed that which is allowed by the licensing agency. As maximum enrollment for each class is met, any applicant names called thereafter may be placed on a waiting list for any eligible class the applicant requests.
- 4) Prior to admission, each child must present the following completed forms and fees:
 - a. Registration Form and fee
 - b. Supply Fee
 - c. Health Statement Form (*See Health Requirements)
 - d. Record of Immunizations
 - e. Emergency Card
 - f. Confidential Child Information Sheet
 - g. Parents Acknowledgment Forms
 - h. Tuition for May of registering school year

C. Health Requirements

- 1) A Health Statement Form, signed by a physician, is required before the start of each school year for every child admitted to the school. A physician's letter certifying good health may also be required before reentrance by a child after any lengthy or serious communicable disease or illness.
- 2) If a child comes to school obviously ill, has a fever, skin rash, etc.; the child will not be admitted to the classroom that day, as indicated in the Parent Handbook.
- 3) Parents are required to notify the school whenever a child has a contagious disease.
- 4) All newly enrolled students are required to have completed immunizations or vaccination waiver (affidavit from state) in accordance with State requirements.
- 5) All staff members shall sign a statement of good health before starting work.

D. Staff Positions

- 1) The administrative Staff for Cornerstone Preschool will consist of an Executive Director, who will determine other administrative staff as needed. The need for these positions should be reviewed as part of the annual budget preparation process. A teacher and assistant teacher will be assigned to lead each class.
- 2) The salaries and duties of the staff shall be in accordance with the job descriptions and contracts drawn up by the Executive Director with assistance and final approval from the BOD.

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

E. Classroom Procedures

- 1) Office hours are generally from 8:00 a.m. – 4:00 p.m. M- F.
- 2) Preschool classes shall be conducted from 9:00 a.m. – 2:00 pm with an option for extended care from 2-4pm, M- F. All future changes to the operating hours are implemented by the Executive Director. Teachers will arrive for the day by 8:30 a.m. and may leave when the children have gone, and rooms are ready for the next day.
- 3) Children may attend two, three, four or five days per week, as indicated in the registration information.
- 4) Although children shall be initially assigned to a class according to age, they might later be transferred to another class according to their individual needs, with parent and Director approval.
- 5) Class schedules shall be in keeping with sound principles of education.
- 6) Appropriate classroom supervision will be maintained to assure the safety of the children. All staff will adhere to the policies and guidelines set forth in the Minimum Standards of Child Care.
- 7) The school reserves the right to remove a child from attendance for reasons of non-cooperation of parents, delinquency in payment of fees or inability of child to adjust to the school program, as recommended by the Executive Director and approved by the BOD.

F. Reporting Procedure

- 1) All incidents of suspected child abuse or neglect must be reported immediately to CPS and/or to state/local law enforcement agencies in compliance with the laws of the State of Texas. Should any employee or volunteer of CMCP suspect that neglect or child abuse has occurred they must:
 - a. contact CPS and/or state/local law enforcement agencies and
 - b. notify the Executive Director and CMCP Pastor and submit a written report documenting their concerns.
 - c. The Executive Director will notify the BOD Chairperson as soon as possible after incident.
- 2) In the event an employee or volunteer is accused of child abuse involving a student, the same procedure will be followed. NOTE: The accused employee or volunteer will be placed on suspension pending an investigation by the Executive Director and/or CPS. Child abuse of any type will result in termination of job.

Article IV – EMPLOYMENT PROCEDURES, QUALIFICATIONS and JOB DESCRIPTIONS

A. Equal Employment Opportunity

It is the policy of Cornerstone Preschool to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age or physical or mental disability. Equal opportunity shall be provided in all aspects of the employment relationship, including

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

recruitment, hiring, work assignment, promotion, termination, wage and salary administration, and selection for training.

B. Hiring Procedures for Executive Director

- 1) Hiring Procedures - Executive Director
 - a. The Chairperson of BOD will initiate action (including advertising and interviewing) to secure a new or replacement Executive Director. The full BOD shall interview all qualified applicants and the Executive Director shall be selected by a majority vote of the BOD.
 - b. The Executive Director's Contract for Employment shall be the signed offer letter for the 24-25 school year and shall remain in effect until either the Executive Director or BOD requests a modification. If the Executive Director is found to be in violation of the contract or is guilty of an offense serious enough to warrant termination, the Executive Director shall be granted a severance allowance equal to two (2) weeks' pay.
 - c. The Executive Director shall give four (4) weeks advance notice of planned resignation. A commitment of a full school year should be the priority.
- 2) Qualifications & Job Description - Executive Director (See Job Descriptions)

C. General Hiring Procedures for All Other Staff

- 1) The Executive Director shall initiate action to secure all staff as the need arises. All qualified applications shall be reviewed, and the final applicant shall be interviewed by the Executive Director who may request assistance from the BOD. The Executive Director shall notify the BOD of staff changes.
 - i. The BOD and the Executive Director shall work to ensure Job Descriptions and Qualifications are in line with current goals and any applicable state licensing requirements.
- 2) All applicants for positions at Cornerstone Preschool will complete a Job Application before being interviewed. The Executive Director will be responsible for follow up regarding the application and may request help or input from the BOD.
- 3) Employment shall be for the Cornerstone Preschool school year plus one week for preparation time. In the absence of contractual provisions to the contrary, if an employee is found to be in violation of the contract or is guilty of an offense serious enough to warrant termination, it will be immediate and determined by Executive Director.
- 4) All Employees shall give two (2) weeks advance notice of planned resignation. A commitment to a full school year should be priority.
 - i. Special Circumstances to Resignation Notice
 1. Assistant Director
 - a. The Assistant Director shall give four (4) weeks advance notice of planned resignation. A commitment to a full school year should be the first priority.

D. Administrative Leave of Absence

- 1) Administrative leave is a paid leave of absence due to special circumstances, which requires the approval of the Cornerstone Preschool BOD. The following staff positions are eligible to request administrative leave: Executive Director.
- 2) The amount of administrative leave available to the Executive Director will be determined by the BOD.

**CORNERSTONE METHODIST CHURCH PRESCHOOL
BYLAWS**

Article V – FINANCIAL

A. Budget

- 1) The Executive Director oversees the collection of all fees and tuition and banking and bookkeeping procedures.
- 2) Fees and tuition are set by the Executive Director and approved by the BOD. Tuition, registration fee and supply fee shall be set at a level which may be expected to produce revenues sufficient to offset the anticipated expenditures.
- 3) The budget is formulated by The Cornerstone Preschool Executive Director for each new fiscal year. A proposed budget should be presented to the BOD at its May Meeting. A final operating budget shall be approved by the BOD no later than its June meeting with final approval of the budget coming from the Church Finance Committee. Budget shall include:
 - a. Tuition and fees.
 - b. Salaries and payroll taxes for the staff. **Note: A salary schedule shall be reviewed each year by the Executive Director and submitted to the BOD no later than its May meeting (proposed budget due in April).
 - c. Housing expenses, including the building use fee, utilities, custodial expenses, supplies, teacher training and licensing fees.
 - d. Applicable insurance.
 - e. Expenses essential to the proper conduct of Cornerstone Preschool.
 - f. The Executive Director's salary shall be recommended by the Chairperson and the Pastor, with approval from the SPR and Finance Committee, and included in the annual budget.
- 4) Financial books for the school year are to be closed by July 31st. The Church Finance Committee may review books. Books will be reopened on August 1 for the new school year.
 - a. Upon closing the books, an amount equal to one month's salaries, all prepaid tuition, registration, supplies, summer camp fees, and school year startup expenses, are to be carried forward to start the new school year. Surplus funds are paid to the church. Funds reserved for scholarships and approved designated projects shall be kept in separate accounts.

B. Tuition

- 1) Tuition shall be approved by BOD and shall be payable as per the schedule in the registration information. Fees and tuition are approved by the BOD upon recommendation from the Executive Director. Tuition and all fees shall be set at a level that may be expected to produce revenues sufficient to offset the anticipated expenditures.
- 2) Tuition will be late if received more than seven (7) days after it is due, and a late fee of \$20.00 will be assessed.
- 3) If a child enrolls after the first day of any month, that month's tuition will be prorated to cover only the days that the child is enrolled in the school. There will also be fee charged for returned checks equal to the bank charge, as stated in the Parent Handbook.

**CORNERSTONE METHODIST CHURCH PRESCHOOL
BYLAWS**

- 4) If a child is out of school for an extended period of time, the month's tuition will have to be paid in full in order to hold that place open for his/her return, unless waived by the BOD. Otherwise, the child's name will be placed on the waiting list.
- 5) Parents should give 2 weeks' notice before withdrawing a child from Cornerstone Preschool. If no notice has been given, the Director reserves the right to keep any moneys paid for that month's tuition, i.e., no tuition credits or reimbursements will be given.

C. Registration Fee

- 1) Fees and tuition are set by the BOD upon recommendation of Cornerstone Preschool Executive Director. Tuition and all fees shall be set at a level that may be expected to produce revenues sufficient to offset the anticipated expenditures.
- 2) The registration fee is payable at the time of registration and is not refundable. Registration will be conducted in January for current families and previous families and in February for new families. The registration date will be set by the Executive Director with the BOD's approval.

D. Supply Fee

- 1) A one-time supply fee for the year will be charged per child; for example, \$50.00 per each day the child attends (i.e., a T/TH child will pay a \$100.00 supply fee for the year). The fee is due when registration papers are due, usually the first week of May, as stated in the Parent Handbook.

E. Scholarship/Financial Aid

- 1) Tuition grants may be received from groups and individuals to ensure attendance of children who need assistance.
- 2) Additional financial aid may be awarded by Cornerstone Preschool upon recommendation by the Executive Director and approval by BOD. The scholarship application is created by the Executive and Assistant Director.
- 3) Applications for financial aid will be reviewed and approved by the Executive Director then forwarded to the BOD for final approval.
- 4) The Committee will advise the BOD of the number and dollar amount of all scholarships.
- 5) Scholarships are for one school year. Prior to the beginning of each school year, the Scholarship Committee will review each scholarship submitted, and make a decision based on:
 - a. current qualifying information, i.e., financial, etc.
 - b. recommendation of the Executive Director
- 6) The BOD reserves the right to cancel any scholarship at any time for any reason.
- 7) The BOD will establish a scholarship fund with the money invested in a Methodist Foundation interest earning account. At the end of the year, this fund will be evaluated to determine if any funds are needed to replace this account.

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

- 8) Scholarship monies can be withdrawn from the Cornerstone Preschool Scholarship Fund at the Texas Methodist Foundation two times per school year. In November, funds can be withdrawn for five months. In March, Funds can be withdrawn for four months.
- 9) The BOD may choose not to appoint a Scholarship Committee, and instead rely upon the Executive Director to present a recommendation to the full BOD.

Article VI - BOARD MEMBERS

- A. Chairperson
 - 1) Church Member
 - 2) Presides at the BOD meeting according to Robert's Rules of Order.
 - 3) Serves as a member of the Council of the Church.
 - 4) Appoints all preschool committee members.
 - 5) May sign letters and other documents from the BOD.
 - 6) May represent the school in the absence of the Executive Director.
 - 7) With the Pastor, evaluate the Executive Director in May. This should be a written evaluation.
 - 8) Works with the Executive Director as needed to set school and personnel policies.
 - 9) Works with the Executive Director when needed to facilitate a conclusion to disputes with school personnel or parents.
 - 10) Is a full voting member of the BOD.
- B. Executive Director
 - 1) Represents the preschool in BOD meetings.
 - 2) Recommends personnel positions to the BOD for approval and has the authority to hire the individuals to fill these positions.
 - 3) Presents a report at each BOD meeting on the status of student openings, staff, licensing and any other relevant issues.
 - 4) Works to prepare the budget and salaries each year for BOD approval.
 - 5) Is a full voting member of the BOD. ...except on matters involving his/her position and will not be present at that meeting.
 - 6) Presents the financials at each board meeting.
- C. Staff Representatives (2) Teachers
 - 1) Representative for the staff on the BOD.
 - 2) Present a report at the BOD meeting.
 - 3) Liaison between staff and BOD.
 - 4) Shall work on committees and sub-committees as designated by the BOD Chairperson.
 - 3) Bring to BOD members staff questions, concerns, and desires. Note: Staff Representatives should always follow the chain of command when dealing with staff problems. They should go to the Executive Director first with any problems and then to the BOD if their problems are not resolved.
 - 4) May vote on all matters except for those involving staff pay and personnel issues.
- D. Church Members At-Large (4)
 - 1) Will be representatives from the Church.
 - 2) Shall work on committees and sub-committees as designated by the BOD Chairperson.
 - 1) Provide support and guidance to the BOD regarding how the Church and Cornerstone Preschool interrelate.
 - 2) Are full voting members of the BOD.

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

- 3) One at-large Church member will act as secretary at each BOD meeting, record minutes and submit to both Executive Director and Assistant Director.

E. Pastor

- 1) Acts as liaison between the Church and Cornerstone Preschool
- 2) Spiritual advisor in all matters.
- 3) Works on committees and sub-committees as time warrants.
- 4) Along with the Chairperson, participates in the Executive Director's annual evaluation in May.
- 5) Is a full voting member of the BOD.

Article VII - BOARD POLICY

A. Definition

- 1) The BOD shall consist of no more than 9 members. These members are selected from the church membership and from the Cornerstone Preschool staff. The Executive Director is a member of the BOD as well as two staff representatives (chosen by the staff at the beginning of each school year). The church members serving on the BOD are selected by the Lay Leadership Nominations Committee and approved by the Church Council.
- 2) The BOD is directly responsible for establishing and administering the policies of Cornerstone Preschool.

B. Goals

The BOD shall:

- 1) be responsible to the children enrolled in Cornerstone Preschool, their parents, and the Church membership in providing a Christian learning environment.
- 2) be responsible to the membership of the Church to be an extension of the educational ministry of our church.
- 3) be responsible to the membership of Cornerstone Preschool families and the Church for the fiscal management of Cornerstone Preschool.
- 4) improve communication skills internally among BOD members and externally with staff, parents, and church membership to develop an awareness of the school (public relations).
- 5) be efficient so that the BOD and Cornerstone Preschool function in a businesslike manner.
- 6) be accountable for the program through evaluation of actions.

C. Duties

The BOD shall:

- 1) determine and administer policies of Cornerstone Preschool.
- 2) have authority to approve all funds, outside of the budget, necessary for the operation of Cornerstone Preschool with final approval by the CMCP Chairperson, Pastor, and Chairperson of the church Finance Committee.

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

- 3) abide by the decisions made by the BOD requiring changes in purpose and policy or any that affect the church premises, understanding decisions are subject to approval or rejection by the Administrative Council of the Church.
- 4) receive applications for the position of Executive Director of Cornerstone Preschool and be responsible for his/her hiring. The selection by the BOD will be subject to the approval of the Staff-Parish Relations Committee.
- 5) receive the Executive Director's report regarding staff changes.
- 6) review and approve staff job descriptions.
- 7) review and approve objectives for each new school year, including plans for parent enrichment programs. Plans should be presented to the BOD prior to each school term.
- 8) assist in planning positive public relations for the school, and in the recruitment and enrollment of new students.
- 9) provide guidelines and support the Executive Director in the overall administration of the school to insure an outstanding program.
- 10) make a faithful effort to attend all BOD and committee meetings. If unable to attend, it is the responsibility of the member to contact the Chairperson prior to each meeting. After three absences during one school year, the Chairperson will contact the member and determine their commitment to continue as a BOD member. The BOD will then determine if the member should be replaced.

D. BOD Terms

- 1) Terms shall begin August 1st.
- 2) Elections shall be staggered to assure continuity and experience on the Board. If a vacancy occurs during the middle of the year, the Executive and Assistant Directors can participate in nominating a replacement and take the recommendation to the Lay Leadership Committee for approval, and elections will be held as soon as possible.
- 3) All BOD members shall have a 3-year term, max 2 terms, except for:
 - a. 2 Staff Representatives - will be elected to one-year terms, not to exceed 6 terms. They must have been on staff for 2 years. Each year, the staff representatives will be selected by the staff in August at their first staff meeting. BOD members, except for the Chairperson, must give 4 weeks' notification before they can resign. Their resignation shall be given to the BOD Chairperson. If the Chairperson is resigning, then he/she must give their resignation to the pastor. The BOD Chairperson shall give 2 months' notice to facilitate a smooth transition for the new Chairperson.
- 4) Special Note: Each BOD member will have access to:
 - a. policies and guidelines set forth in the Minimum Standards of Child Care; and
 - b. BOD Bylaws.

E. Nominating Process

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

- 1) The Pastor will serve as the liaison between the BOD and the Lay Leadership Committee.
- 2) By the March meeting of each year (or as needed during the year), BOD members, with recommendation from the Executive will suggest a list of names for the Pastor to take to the Lay Leadership Committee. Any concerns about these suggestions should be taken to the Pastor in private.
- 3) Taking into account the recommendations by the BOD, the Lay Leadership Committee will select potential nominees, ask nominees of their willingness to serve, and take the nominations to the Church Council meeting for a vote and approval.
- 4) The BOD chairperson (and Church Council representative) will bring the results back to the BOD and will reach out to the new BOD members to welcome them and orient them to their new position.

F. BOD Meetings

- 1) The BOD shall hold regular monthly meetings, on an as needed basis.
- 2) Confidentiality is of the utmost importance during each meeting and between BOD members.
- 3) Outside persons are welcome to present any issues at the beginning of any BOD meeting (with one week's prior notice to the preschool office), and confidentiality will be stressed to them as well.
- 4) The Chairperson has the right to cancel, reschedule or call a special meeting only after he/she has consulted the majority of the BOD. If there is no Chairperson, then any BOD member may call for a special meeting with one week's notice.
- 5) For a general meeting, 5 members present shall constitute a quorum. For meetings that deal with staff pay and personnel issues, and because the 2 Staff Representatives are not allowed to vote on these issues, 4 non staff members present shall also constitute a quorum.
- 6) A written agenda should consist of the following items:
 - a. Opening Prayer/Devotional
 - b. Review and Approval of Minutes
 - c. Executive Director Report
 - d. Staff Reports
 - e. Pastor Report
 - f. Church Member Reports
 - g. Other Reports
 - h. Financial Report
 - i. Scholarship
 - j. Communications
 - k. Action Items
 - l. Next Meeting - date and things to do

**CORNERSTONE METHODIST CHURCH PRESCHOOL
BYLAWS**

Article VIII- FINANCIAL REPORT

- A. The Director will give monthly budget updates to the BOD. Monthly budget updates will consist of:
- a. Monthly Income
 - b. Monthly Expenses
 - c. Current cash positions
 - d. Fundraiser updates
 - a. Any necessary recommendations

Article IX- SPECIAL BOD COMMITTEES

The BOD Chairperson has the right to establish a temporary committee with BOD consent. Temporary committees will work in the same manner as all other committees on the BOD.

- A. Scholarship Committee (Referred to as the SC)
- 1) The SC will consist of 3 members. They are the Pastor, Executive Director and one BOD member, who is not a staff member.
 - 2) Shall establish criteria and/or qualifications for part or full scholarship and present to BOD for approval. These criteria shall be reviewed annually, and revision brought to the BOD.
 - 3) Funds for the SC have been set aside by funds from the Cornerstone Preschool budget and have been designated for scholarship use. Donations will be accepted and placed into the general SC fund unless the donor requests that the money to apply towards a specific student.
 - 4) Shall evaluate all scholarship applications and present recommendations to BOD.

Article X - GENERAL PROVISIONS

Section 1 - Books and Records

Cornerstone Preschool-shall keep correct and complete books and records of account, (unless BOD has approved an independent bookkeeping service), shall keep minutes of the meetings of its BOD, and shall keep at its principal place of business a list of its members of BOD.

Section 2 - Amendment by Bylaws

These bylaws may be amended, altered, or repealed at any meeting of BOD at which the entire membership is present, by the affirmative vote of the majority of members present at such meeting, provided notice of the proposed change is contained in the notice of the meeting.

Section 3 – Equipment

At the end of the school year, all permanent equipment purchased through Cornerstone Preschool should be left where it is and made available for use by the Church for church school, Vacation Bible

CORNERSTONE METHODIST CHURCH PRESCHOOL BYLAWS

school, etc. However, if equipment is broken or lost during the summer, the Church will be responsible for having it repaired or replaced before the start of the next school year.

Section 4 – Construction

Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

The remainder of these bylaws shall be considered valid and operative, and

Effect shall be given to the intent manifested by the portion held invalid or inoperative.

Section 5 – Communication

Open communication between Cornerstone Preschool staff and BOD is encouraged. The success of Cornerstone Preschool is largely dependent upon a good working relationship of both. Both entities are working toward a common goal -- a quality experience for all its children.

Executive Director will be in charge of maintaining open lines of communication between Cornerstone Preschool and the Church through newsletter, community newsletter articles or website promoting the preschool, or other appropriate communications.