



CMS Minutes—March 18, 2014

Attendees:

Board: Dan Klobusnik, Sonya Hopper, Christina, Darren Craig (new member)

Staff: Georgeanne Haney

1. Welcome and open the meeting—638 pm
2. Approve 2/18/14 meeting
Approved
3. Darren Craig approved as Board Member
4. Board meeting to move to Wednesdays, starting in April
5. Unfinished Business

Training contracts

Darren has reviewed and revised—draft circulated amongst Board

Timeframe for repayment will be 24 months.

Training agreement moved for approval by Sonja, seconded by Katrina, and approved by the board by unanimous vote

Insurance for staff

- *AMI does offer insurance—need more information*
- *Annie to research*

Website updates

Still in process, Annie to finalize

Needs to be prioritize

Ok to use AMI as long as we have affiliation

Phone System update

We have two quotes and are awaiting authorization to proceed. Second quote is a little cheaper but uses dated equipment.

Annie to bring proposal to Board for approval in April.

Annie met with Sonitrol that would allow teachers to get portable front door openers—Sonitrol looking at possible grants.

6. Financial report

See handouts (long and short form budgets and financial report)

Revenue is \$11.5k under budget

Dan would like ytd on P&L, plus monthly (either monthly ytd or comparison to last month)—Katrina to check on this. Katrina to meet with Sheela and Annie to discuss.

7. Admin/Head of school report

See handout

Beverly is returning for the Summer program

Annie still working on cost of replacement of work materials for individual classrooms.

8. New business

- i. Need to review strategic planning, by-laws, etc. Current by-laws have a structure requiring standing committees. Need to re-evaluate nominating committee.
- ii. Need personnel committee to conduct performance evaluation for Annie.
- iii. Personnel Committee –Katrina and Dan: need to evaluate Head of School; handle grievances that Head is unable to address;
- iv. Finance Committee—Katrina and Darren --need to get draft 2014-15 budget prepared in March-April, to be approved in May 2014.
- v. Long-range Planning Committee—Victoria and Jeff--long range planning committee oversees the strategic planning committee --need to develop a strategic plan. Outsider can be part of the long-range committee—United Way may offer guidance for no cost.
- vi. Marketing and Communications Committee—Sonja Cropper and Christina—web site and logo need to be finalized. Georgeanne recommends evaluating the voucher program. IUPUI School of Philanthropy have students looking for internships that could assist on a scholarship program. Darren will prepare a memo describing the requirements for a State voucher program for the next meeting.

Georgeann to email Dan a copy of HR handbook.

9. Adjourn. 803 pm

10. Executive Session