



## CMS Minutes—April 16,2014

### Attendees:

*Board: Dan Klobusnik, Sonya Hopper, Jeff Rickard, Darren Craig, Christina Salerno*

*Staff: Annie Rayhill, Carrie Wissner, Laura Jacobs*

1. Welcome and open the meeting—637pm
2. Approve 3/18/14 meeting  
*Approved*
3. Reports
  - a. Treasurer
    - i. *See handout—Annie working with Sheila to handle 2014-15 pre-paid tuition commitment feesLayin*
    - ii. *New budget due in May—Board approved in the summer meeting*
  - b. Head of School
    - i. *See handouts*
    - ii. *Discussion of “helping hands” and “works” contributions outside classrooms*
    - iii. *Pursuing classroom reassignments with potential building modifications—Darren to review*
    - iv. *ALICE security system to be included in 2014-15 budget*
    - v. *Spring Family festival plans underway—goal = \$10k*
4. Committee Reports
  - a. Personnel
    - i. *Met with Head of School, have working job description for Head, Head developing job descriptions for Staff, need contract for Head of School*
  - b. Finance
    - i. *Laying groundwork for process*
  - c. Long-Range Planning
    - i. *Planning meeting with Roncalli VP to strategize process*
    - ii. *Committee membership is open to staff/parents/community*
    - iii. *Send email out to parents to solicit volunteers*
  - d. Marketing and Communication
    - i. *AMI/AMS staff SWOT surveys being completed and being reviewed*
    - ii. *Website turned over from Annie to Marketing committee*
5. Unfinished Business
  - a. Hiring a bookkeeper
    - i. *Annie contacted CPA to see pricing, Sonya gave a resume to Annie; Katrina evaluating hours/fees to better understand impact to budget, then we can include in the budget for 2014-15*
  - b. Darren’s report on Indiana Choice
    - i. *See Darren’s memorandum*
    - ii. *Open Montessori Initiativeprogram for scholarships*
  - c. Website update
  - d. Phone system upgrade

*i. Approved, Annie making sure cash flow is ok, will be installed soon*

e. Insurance *program* for staff

6. New business--*none*

7. Adjourn. *835pm*

8. Executive Session