



CMS Minutes—May 21,2014

Attendees:

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

Staff: Annie Rayhill, Josie Banda, Kate Bender, Laura Jacobs, Georgiann Haney

1. Welcome and open the meeting—6:38pm
2. Approve 4/16/14 meeting minutes
Approved
3. Reports
 - a. Head of School Report
 - i. *See handout—
Referral bonus—discontinue and notify in newsletter
Need to include service fee and text alerts in 2014-15 budget
Phone system: Board approved \$7004.87
Spring Family festival netted ~\$7,000
Enrollment history will be prepared by Georgiann Haney this Summer*
 - b. Treasurer's Report
 - i. *See handouts—preliminary budget, to be finalized for approval at next meeting
(June?)*
4. Committee Reports
 - a. Personnel
 - b. Finance
 - c. Long-Range Planning
 - i. *Set goals to assist in setting Head of School job objectives*
 - d. Marketing and Communication
 - i. *Survey week of May 26*
5. Unfinished Business
 - a. Website update
 - i. *Annie/Sonja working on as part of Marketing and Communication*
 - b. Phone system upgrade
 - i. *Already approved*
 - c. Insurance program for staff
 - i. *Annie to review this Summer*
 - ii. *Include medical in long range planning goals*
 - d. Staff reviews
 - i. *Job descriptions for primary and elementary, toddler imminent. Reviews scheduled beginning next week, self-evaluations are underway*
 - ii. *Contracts to be presented to Board once budget is complete*
6. New business
 - a. Officers/elections indy
 - i. *Nominating committee required by By-laws, should have taken place in April-May. Need to consider a process where Members (Families) vote on at large Board Members, then once approved, the Board votes on Officers.*

ii. Dan submits his resignation from the Board, effective at the end of the meeting, but no later than August 1, 2014—next meeting scheduled for the third Wednesday in July.

7. Adjourn. 825pm

8. Executive Session