



CMS Minutes 11/19/13

Attendees:

Dan Klobusnik, Katrina Cupp, Jeff Rickard, Christina Salerno, Sonja Hopper

Annie Rayhill, Laura, Kate Bender

1. Welcome and open the meeting—635pm
2. Approve 10/15/13 meeting
Approved
3. Unfinished Business

Additional construction estimates for bathroom

- *None retained*

New phone system

- *Another estimate retrieved at a higher cost*

Liability insurance

- *Laura indicates AMI might offer*

Staff Insurance

- *Sonja checked with AFLAC—long term is deducted or paid individually. Policy is menu optioned. Short term disability is of interest and more specifics needed to get pricing. Annie to further evaluate.*

AMI Certification status

- *November 1 deadline was required for application. Annie submitted paperwork and she had AMI inquiry on Spanish. Laura indicated that she got an exemption on class size due to classroom size limitations.*

4. Financial report

Annie is having Quickbook issues, and has been working with the Accountant. Report may be set up incorrectly. Dan can help with this.

5. Admin/Head of school report

See handout

Interviewing for Primary room is in December. Family is moving to Carmel. Another candidate is being interviewed (will student teach in April with Laura). Amazon page will include teacher's wish list and recommendations for students by age. Annie to remind parents of SCRIPS.

6. New business

- a. Training Contracts

See handout of proposed language. Need to possibly consider whether trainee has a full-time position. If training is completed and no position, do we eat the money. When does clock start for reimbursement of training costs.

b. Scholarship program

No updates at this time. Should be part of a strategic plan. Funding would be required for a 3-year cycle.

c. Capital campaign

No report at this point. \$20k for new classroom is goal. Phone system is ~\$6k. Dan—could we fund now since it is integral to ALICE program. Annie to check on possible funding via a grant. May vote during December board meeting, so installation can be done over Christmas holiday.

d. *Dan inquired about vision/hearing screening. Georgeann will call local Health Board to see if they can support.*

e. *Plan to discuss strategic planning at December 17 meeting. Consider possible committee participation (staff, facilities, classrooms, fundraising, etc.). Dan asks about “growth.” Could it potentially costs more to expand? Is there a cost-benefit analysis? Website needs updating—could possibly use a high school kid who needs service hours.*

7. Adjourn. 830 pm

8. Executive Session