

**Board of Trustees Meeting
August 27, 2015 MINUTES**

Meeting called to order at: 6:45 p.m.

Members in attendance: Mark Bland; Melanie Como-Dits, President; Annie Geary; Jean Humphreys; David Rowley, Treasurer; Sophie White; Mari Linn Wise; Paul Worland; Ed Yang, Past President; and Jeanne Yoder, Secretary

Staff/Faculty in attendance: Deborah Drendall, Head of School; Susan Finster, Director of Finance; Lauren Smyth, Director of Development; and Kim Bosworth, Executive Assistant to the Head of School

Guests in Attendance: n/a

Absent: Bill Bagatini; Lauren Cressy Dunbar; Peter Lombardo; and Jennifer Williamson

Minutes from the June 10, 2015 meeting will be reviewed for approval at the September, 2015 meeting.

Head of School Report – Deborah Drendall reviewed a PowerPoint presentation highlighting the following updates from Summer 2015:

- MTA/Summer Camps
- Interviews/New Employees
 - Fatimah AlNasser – Early Childhood Intern
 - Jeanine Bilik – Band/Piano/General Music
 - Amy Cousins - Receptionist
 - Anne DeMott – Early Childhood Assistant/After-Care
 - Melinda McPherson – Early Childhood Assistant
 - Jayme Russell – Lead Librarian
 - Erin Tracy – ESS Director
- Tours
 - Enrollment is currently at 211 with 13 families on the Toddler wait list
- Facility Maintenance
 - Carpets Cleaned/Floors stripped and polished
 - Exterior Powerwashing/Weatherizing
 - New Benches

- HVAC
- Stripping of wallpaper and painting in Lower Elementary Hallway
- Etc.
- HR Changes
 - Moving employee retirement accounts from TIAA/CREF to Brinker Capital
- Audit

Advancement Report – Lauren Smyth reviewed a PowerPoint presentation highlighting the following:

- Annual Giving
 - Budget goal of \$40k – no matching grant this year
 - Participation goal of 100% Staff/Board/Parents
 - Chairs: Paul Worland and Deirdre Mylod (see attached letter)
 - Staff goal of \$7k – currently at \$5,900
- Fall Frolic
 - October 31, 2015
 - Costume theme this year
 - Trick or Treating available to kids with a donation to CFH
 - Vendor Expo
 - Volunteer Sign-Up sheet was passed around
- Windfall
 - March 19, 2016
 - Volunteer Sign-Up sheet was passed around

Committee Reports:

COT Committee – Melanie Como-Dits reported on the following:

- New Board Manuals were distributed and Mel highlighted the changes:
 - Section 2 - By-Laws (see attached)
 - Renumbered
 - Article 2 – Membership – Section 2.01 was added
 - Section 3.04 was edited to allow for the exception of the President and President-Elect who shall serve two (2) year terms
 - Section 8.01 – Corporate Indemnification – was improved
 - MOTION** to approve the updated By-Laws was unanimously approved.
 - Section 3 – Board of Trustees and Corporate Structure (see attached)
 - Anti-Bullying Policy was added
 - MOTION** to approve Section 3 of the Board Manual was unanimously approved.

Announcements – n/a

Motion to adjourn.

Meeting adjourned to Retreat at: 7:45 p.m.

Next meeting: Wednesday, September 16, 2015, at 6:00 p.m.

Respectfully submitted by: Kim Bosworth, Executive Assistant to the Head of School