

**Board of Trustees Meeting
October 28, 2015 MINUTES**

Meeting called to order at: 5:45 pm

Members in attendance: Bill Bagatini; Mark Bland; Melanie Como-Dits, President; Annie Geary; Jean Humphreys; Peter Lombardo; David Rowley, Treasurer; Sophie White; Jennifer Williamson; 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; Julie Gabrielse, Early Childhood Director; Kyle Null, IT Director/Computer Teacher; and Becky Dennis, Elementary/Junior High Division Chair

Guests in Attendance: n/a

Absent: Lauren Cressy Dunbar

Consent Agenda – including September 16, 2015 Meeting Minutes; September 16, 2015 Minutes from Board Facilitator Discussion; September 2015 Development Report; and September 2015 Advancement Report (see attached) was unanimously approved.

Head of School Report – Deborah Drendall reviewed a written report (see attached) highlighting the following:

- Head Lice Issue – We will have a presentation from Dr. Huynh (current parent) on the processes and steps of handling the situation
- 2015-16 Enrollment Update
 - Current Enrollment – 216
 - October, 2014 Enrollment - 207
- Lauren Smyth, Director of Development, has accepted a new position with Ronald McDonald Charities and will be with us through November 3rd. Amy Cousins has been appointed Event Coordinator for the remainder of the school year to oversee Annual Giving and Windfall.
- Blackbaud: Education Edge and Raisers Edge database update
 - Kevin Geary, retail analyst with Decision Support Services and husband of current board member, Annie Geary, has agreed to help with data entry.

- New Afternoon Toddler Class
- Constituent Survey for accreditation – Due back by November 11th. The Self-Study will be based on the survey results. Please complete yours!
- Funding for the CFH Classroom
 - Over the past 14 years, more than \$249,000 has been distributed from the Cressy Foundation
 - Average of 15 students per year
 - In its 21 years of existence, the Montessori classroom has touched the lives of more than 300 children

- Daily Recent Events
 - First All School Assembly
 - School Pictures
 - Parent Breakfasts
 - Flu Shots
 - Admissions Tours
 - Fire/Lockdown Drills
 - Parent Education
 - HOS Quarterly Evaluation
 - Annual Report

Announcements – n/a

Motion to adjourn.

Meeting adjourned to Closed Session at: 6:00 p.m.

Next meeting: Wednesday, November 18th, at 6:00 p.m.

Respectfully submitted by: Susan Finster for Kim Bosworth