

**From:** "Matthew Siena" <matthew.siena@earthlink.net>

**Subject:** **March Board Meeting Minutes**

**Date:** March 30, 2007 10:54:44 PM EDT

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Here are the minutes from last month's meeting. (Sorry for the rough format.) Please let me know if you have any additions or corrections.

MINUTES FOR CCCNS MARCH BOARD MEETING  
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Meeting called to order at 7:05pm on 5 March 2007.

Board members present:

Allen  
Ortegon  
Eyer  
Hackett  
Kehoe  
England  
Berger  
Ramusack  
Siena

In addition, Adam Beaver (parent) and Rachel Lobring (teacher) participated in the discussions.

Finances:

The budget for the current school year is currently running a deficit of \$7,754. The pledge from Don Bush Moving for the Justin Roberts concert has not yet been received.

Teacher Lora Makemson will be reimbursed for the fees associated with attendance at the annual IAEYC conference (\$145). In addition, she is authorized to purchase a maximum of \$50 in supplies and teaching materials to be used at CCCNS.

Admissions:

Enrollment is currently at 31 for the 2007-08 school year. 46 students are needed to reach 80% enrollment, the break-even point for next year's budget.

In an attempt to reach 80% enrollment before the end of the current school year, at least one more Open House will be held for interested families. Margie England will inquire whether FUMC would allow us to hold one on a Sunday afternoon in April. A raffle of day passes to Wonderlab is also being considered as a way to reward new enrollments.

Garage Sale:

Currently ten families have volunteered to help with this. An early May date, to coincide with the opening of the Farmers' Market is being considered. In addition, CCCNS may participate in the June Blue Ridge neighborhood garage sale through one of the resident families.

Publicity:

Bloom (the magazine) and the MCPL summer reading program are two possible ways to become better known in the community. The summer reading program would involve helping MCPL by providing reading materials appropriate for pre-schoolers.

Calendar:

CCCNS 2007-08 school year will begin the week of 13 August (set-up and orientation), with classes to start the week of 20 August. The school year will end the week of 19 May 2008, with the possibility of a 2-week summer session immediately following.

Programming:

Picture day is 21 March. Kate Putman is coordinating this event. The Special Friend Party is 19 April. Participation in the GSEP assessment was tabled.

Board Restructuring:

Eva Allen indicated that she holds three proxy votes.

Motions 1 - 4 below pertaining to operation of the school beginning in 2007-08 were approved unanimously:

1) Any and all amendments to the by-laws pertaining to board and staff duties will be drafted by the current board but put to a vote during the 2007-08 school year.

2) The board will be reorganized into seven (7) parent-occupied positions as follows (with the specific duties for each to be voted by the board at the April meeting): President, Vice President, Secretary, Treasurer, Membership, Facilities, Classroom Representative. Included in each board member's duties will be chairing a committee of other school members. Service on these committees will be voluntary, but strongly encouraged.

3) The current Director's duties will be split into Administrative Director and Head Teacher duties.

4) The teaching staff will have two board votes. The Head Teacher will have one vote and the remaining teachers will, on a month-by-month basis, vest their vote in one of their number to be present at that month's meeting.

5) A motion to add responding to admissions phone calls and organizing tours to the Administrative Director's duties beginning in 2007-08 was approved on the following basis: NAY: Kehoe and Ramusack; AYE: all others.

The issue of whether to modify the by-laws to allow non-members to serve on the board was tabled. Exceptions to this by-law will be addressed on a case-by-case basis, as is the current practice. It was, however, noted that paragraph VIII C of the by-laws pertaining to this issue appears to include some typographical errors and is therefore not entirely clear.

The meeting was adjourned at 9:55pm.

submitted by  
Matthew Siena