

Meeting of the Board of Trustees

Calvary Episcopal School

October 26, 2010

Time and Place

A meeting of the board of Trustees of Calvary Episcopal School was held on Tuesday, October 26, 2010 at 6:00 p.m. Central Standard Time. The meeting convened at the Calvary Episcopal School Building, Richmond, Texas.

Attendance:

Voting Members Present- Jeff McClellan, Mary Servantes, Jalon Debbs, Jennifer Craft, Andrea Champagne, Dianne Duncan

Voting Members Not Present – Tim Hillis, Chris Gaas, Claire Clark, Jaime Garcia, Jason Kniss, Ron Olivia

Non-Voting Members Present – Malcolm Smith, Betsy Zanghi

Staff Present – Colleen Sanders

Call to Order

Jeff McClellan, Board President, called the meeting to order at 6:20 p.m. (late) due to lack of a quorum.

Opening Prayer/Devotion

Jeff McClellan opened the meeting with prayer.

Review of Board Member Expectations

Jeff McClellan presented a review of Board Member Expectations – Those who are not present will be forwarded a copy for their review.

Review of the Minutes

Minutes from the August 24, 2010 meeting were reviewed and accepted as presented

Treasurer's Report

The Balance Sheet and P&L Budget were presented and reviewed. The numbers are in line for this time of the year. Loan discussions are still taking place.

Headmaster's Report

Malcolm presented the Headmaster's report.

Enrollment is at 255 - 5 over the budgeted amount. The I-20 application is held up although all paper work has been submitted and waiting approval.

Strategic Planning Update – The software needs to be evaluated to generate an updated report.

The Golf Tournament will be led by Jalon Debbs – everyone needs to help – Sponsors’ names were handed out for Board members to contact.

Annual Giving – The School has been offered a \$50,000 matching Grant. You will be receiving a letter announcing the Grant. We need to have 100% participation from the Board.

Board Chairman’s Report

Betsy Zanghi advised that with the purchase of the house across the street from the school/church, the school will need to re-define the status of the house. There are no utilities on at the house. The re-assignment is a requirement from the Diocese. Things to be addressed are: when the house will be moved, how the facility will be used – i.e. outside learning area – a garden, etc. A House Committee formation was tabled at this time. The church is pleased to announce the formation of a Cub Scout Troop and a Daisy/Girl Scout Troop.

CPTO Report

Andrea Champagne reported that the Innsbrook Sale has ended. There are some things that could have been done differently and notes will be preserved for the next chairperson. The Auction is on board and the date is **February 18th**. Mark your calendars! Volunteers are needed and the first meeting will be the first of November. A donation from the Board is welcomed – monetarily or gift baskets as an example of donations.

Committee Reports

Special Report

Mary Servantes presented to the Board an evaluation of the current By-Laws and Articles. It is being presented so that all members of the Board can be aware of the requirements as stated for future planning.

Development Committee

A grant was applied for but denied by Flour. Their explanation was that they are hesitant to give grants to private schools as they have so many requests each year. They do give individual employee matching grants, however, should we have parents who work at Flour.

Executive Committee

No Report.

Strategic Planning Committee

No Report.

Trustee Committee

Selection of new board members is in progress and names will be presented to Executive Committee and then the Church Vestry

Unfinished Business

No unfinished business.

Announcements

Upcoming important dates were announced in Headmaster's Report. Next board meeting will be **Tuesday January 18th** to discuss tuition for next year in preparation for the Open House on the 27th of January.

New Business

No new business.

The board met in executive session.

The board reconvened in regular session.

The board action in Executive Session: one family contract and one follow up issue from a contract discussed in a prior meeting were reviewed by the Board. The board voted not in favor of terminating the contractual obligations after insurance reimbursement. In further action, Jeff McClellan will submit a letter to the other family regarding their contract issue.

Adjournment

Motion to adjourn by Dianne and seconded by Jennifer. All were in favor. Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Dianne Duncan

Substitute Secretary, CES School Board of Trustees

Minutes reviewed and approved December 2010