

CES BOARD RETREAT MAY 8TH, 2009

-Compared to last year, it appears we are currently running at a \$210K deficit. From 330 students to roughly 300 (302).

CES BOARD RETREAT MAY 9TH, 2009

DEBI

-As a Board, we work under the Ecclesiastical Canon of the Episcopal Church.

Goals

-We have grown enrollment about 34% over the last 8 yrs. However, we have **not** always grown our business practices to keep up with that growth.

-One goal is to grow as a business.

-Review of our mission: To develop the whole child, under a Christian environment, with a foundation of excellence.

-Communicate school trends with Malcolm as the director.

Responsibilities as board members

-Encourage in a positive manner.

-Listen more, talk less.

-Be an advocate for the school.

-Use our contacts in the community for the betterment of the school.

-Broaden our knowledge of the school. Be more visible.

MALCOLM

Administrative Council

-Headmaster (Malcolm), Dean of Instruction/Admissions (Colleen), Business Office (Monica), Athletic Director (A' Dell Morris), High School (Ms. Lazarou), Coordinator of Middle School (Ms. Mann), Development (Brooke Valet)

(Admissions are determined by an Admissions Committee made up of mainly teachers, but including members from administration.)

BROOKE

What is a development board?

-Strategic, forward thinking, but most importantly support the school financially.

-Participation in the Annual Giving campaign & CPTO auction.

-Responsibility to make connections to help support our campaigns.

-Tell our story...How we started as a preschool 53 years ago.

-Annual giving campaign starts in September.

-Write thank you notes to our parents and faculty.

-June, postcards go out for annual giving campaign. Touch base w/parents at that time.

-Golf Tournament is another large fundraiser.

-Goals:

- ❖ Develop matching gifts and in kind gifts.

- ❖ Develop a database of alumni. Give alumni special invitations to many of our events.

Committees

- All board members are to serve in the Strategic Growth and Development committee on some level.
- Committees will develop action plans that will be reported to the board.

Finance Committee – Jeff McClellan

Chris Gaas, Jason Kniss, Jaime Garcia and Monica Jaster (ex officio)

Development Committee – Jalon Debbs, Brooke Valet (ex officio) and Colleen Sanders (ex officio)

Trustee Committee – Mike Tennon and Dianne Duncan

Strategic Liason – Tim Hillis

Development Calendar – Brooke Valet, Claire Clark, and Mary Servantes

CPTO Liason – Jennifer Craft

Marketing & Recruitment – To be determined.

COMMITTEE REPORTS

FINANCE

-Goals:

- ❖ Develop policies for financial items.
- ❖ Develop an investment policy.
- ❖ Refinance the debt by May 2011.
- ❖ Establish a 3-5 year Business Plan by November 2009

DEVELOPMENT

- Goals:

- ❖ Develop the written policies and procedures that are not in place per SAES.
- ❖ Prioritize fund raisers for parents and community.

TRUSTEE

- Goals:

- ❖ Develop a list of important documents and determined where they will be kept.
- ❖ Investigate the cost of individual logins for Board and committee members to share notes.

STRATEGIC

- Goals:

- ❖ Define our 5 and 10 year plans.