

**Minutes of the Board of Trustees
Calvary Episcopal School
October 28, 2008**

Time and Place

A meeting of the board of Trustees of Calvary Episcopal School was held on Tuesday, October 28, 2008 at 6:00 p.m. Central Standard Time. The meeting was convened at the Calvary Episcopal School Building, Richmond, Texas.

Attendance:

Present:

Voting Members

Jayne Nemec, Debi Heck, Jeff McClellan, Carol Gaas (6:15 p.m.), Jennifer Craft, Mary Lou Johnson, Jason Kniss, Mike Tennon, Jaime Garcia, Joe Robinson, Jaime Garcia, Father Frankie Rodriguez, Mary Servantes, Tim Hillis

Voting Members Not Present – Kim Buzard

Non-Voting Members Present – Malcolm Smith

Staff Present – Monica Jaster, Brooke Valet

Guests – None present

Call to Order

Jayne Nemec, Board President, called the meeting to order at 6:04 p.m.

Opening Prayer/Devotion

Father Frankie opened the meeting with prayer.

Headmaster's Update on SAES Audit

SAES Accreditation Team visit went well. Read several glowing thank you notes from the team members. Copies of the self-study handed out. The team reported that seldom have they had a visit where all documents were available without asking. It was a 10-month process of preparation. The team was complimentary in many of the 13 areas. The draft report is expected in 2-3 weeks. The final report will follow by the end of the year or January 2009.

Jayne reported the administration did them proud. They were so impressed with our students. The appreciated the culture of our school and the healthy atmosphere.

Frankie lauded Malcolm.

Review of the Minutes

Minutes from the August 26, 2008 meeting were reviewed and accepted with revision of Tim Hillis added to the Voting Members Not Present.

Treasurer's Report

Jeff McClellan reported that new financials would not be presented at this meeting due to heavy involvement by the business office in the SAES audit that concluded last week.

Monica Jaster said that the audit of financials of 2006 - 2007 is now complete. The audit report will be available in December 2008.

Headmaster's Report

Malcolm presented the Headmaster's report. Enrollment is currently at 337 as of today. He anticipates additional enrollment. We may still hit 340.

Headmaster's Dinners on November 6 and 7. Please attend one of these sessions.

Malcolm passed out a 2007 -2008 Parent Survey results.

Brooke mentioned that the faculty and staff are currently at 100% participation with the Annual Campaign. Our goal is \$60,000.

Our next board meeting is Wednesday, January 7th to set the tuition for the 2009 – 2010 school year.

Board Chairman's Report

Father Frankie reported that dates have been set for CECP, Kindergarten, and 8th grade graduations. During the fall matriculation, 67 new students joined the Calvary family. He mentioned that next year's matriculation may involve additional activities to generate excitement. A spring matriculation will be held within the first 3 weeks of next year (2009). Calvary currently offers one Eucharist chapel service each year. An additional Eucharist service will be added in the fall next year.

Frankie is investigating options regarding daily chapel services in the chapel rather than the gym.

The board convened in Executive Session.

Following Executive Session, the board reconvened in regular session. No motions were required from Executive Session discussions.

CPTO Report

No report in Kim Buzard's absence.

Committee Reports

Development Committee

Joe presented the development committee report. Joe moved that the board authorize the planning of the capital campaign, recruiting leadership, and identifying specific projects. Mike Tennon seconded.

Generis will help us with the initial planning phase. The Development Committee is involved in this process. Parent focus groups will meet with Brooke in November/December. Preliminary questions that could be asked in these meetings will be e-mailed to trustee board members prior to the focus meetings. Board members can review the questions and offer suggestions.

The board approved the motion unanimously.

Executive Committee

No Report.

Strategic Planning Committee

No Report.

Trustee Committee

Mary Lou reported that the committee is interviewing Special Trustee (school) candidates for consideration in the January meeting.

Unfinished Business

No unfinished business

New Business

Joe presented a board ethics questionnaire that is currently used by another board on which he participates. He suggested that the board consider incorporating this type of questionnaire as a yearly requirement for each board of trustee member. Frankie will check with the diocese regarding other possible questionnaires.

Joe discussed the need for a policy regarding guest/audience participation during Board of Trustee meetings. The previous stated procedure did not allow for balanced, timed participation in any given meeting. He discussed the Lamar Consolidated procedure that involves a stated procedure and balanced method for audience participation. He and Malcolm will convene an ad hoc committee to develop a formal procedure for Calvary.

Announcements

Upcoming important dates were announced: November 6 and 7- Headmaster's Dinners.

Adjournment

Motion to adjourn by Jeff and seconded by Debi. All were in favor. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Carol A. Gaas
Secretary, CES School Board of Trustees