

**CAPSTONE EDUCATION GROUP**  
**Minutes of Meeting December 1, 2015**

A meeting of the Board was held on Tuesday, December 1, 2015 and was called to order at 5:35 pm by Jay Harvill.

**Roll Call:**

Present: Drew Sippel, Jay Harvill, Cam Echols, Monika Johnson, Tom Marino

Absent: Paul Edwards, Elliott Perry.

**Pledge of Allegiance and Moment of Silence.** Observed.

**Approval of Agenda:** Jay Harvill moved for approval of the agenda, moving one new business item to the front of the agenda. The motion carried without objection.

**Approval of Minutes:** Tom Marino moved for approval and acceptance of the Minutes from the September 28 meeting. The motion was seconded by Monika Johnson. The motion carried without objection.

**Special Recognition/Presentations:** None.

**Executive Director Reports:**

1. The Executive Director report was presented:
  - Changes/additions to the Employee Handbook were discussed and approved as presented (motion Monika Johnson, second Tom Marino)
  - The Parent Survey was reviewed and discussed. Drew commented that he was not totally pleased with the outcomes, especially at the Denver campus. We hope to have more parents completing the survey in the future.

**Approvals:** The financials for July, August, September, and October 2015 were presented and approved (motion Monika Johnson, second Cam Echols).

Highlights – BEP and enrollment are good, unfortunately we are over enrolled in some grades and under in others, so the teacher mix is off, SPED and transportation are over budget. All of these factors could lead to a large financial shortfall at year-end.

**Adjournment.** The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Tom Marino  
Acting Recording Secretary