

Minutes
CCP Executive Board Meeting
September 6, 2005

Meeting called to order at the Quirks' home at 7:15 p.m.

Attendance: Jennifer Adler-Quirk, Erica Fanuele, Mary Litster, Karen Lunny, Susan Nam, Jody Nichols, David Quirk, Karen Walsh

Minutes from the meeting on August 8, 2005, meeting were approved.

Meeting adjourned at 10:50 p.m.

Co-Presidents' Report (Jennifer Adler-Quirk and David Quirk)

1. Contractor/Renovation: John Hunt has been paid in full. Although we have paid him in full, we have several issues (for example, cracks in the walkway) that we would like him to address in the near future.
2. St. Paul's Update: Jean Kooken is working on the bee nest near the playground. The fire inspector and electrician are working together for placement of smoke detectors. The church is leading this effort.
3. Open House for the church: The coffee for the church to see the preschool space will occur in late September after church services.
4. Budget updates: Leta Applegate will email budget documents to entire Executive Board.
5. Allergy policy: The church does not have an established allergy policy but will support our "nut free" environment. They will make announcements to the entire congregation. They want us to know that there will be no way they can enforce the policy in the kitchen area during functions (for example, funerals), so we should take any precautions necessary to ensure student safety on our end. We will, as a school, be extremely proactive in educating both the school and the church. Signs will be in place by the beginning of school.
6. Flag: Leta Applegate will revise the flag to change CCNS to CCP.
7. Globe article response: Karen Walsh tried to follow up with the Globe editor but will need to look up his phone number again as she was given a wrong contact.

Director's Report (Karen Walsh)

1. St. Paul's Update: Jack Smith and Jean Kooken reiterated to Karen Walsh that they believe things are going well and are pleased with the progress and how everyone has handled the move.
2. Licensing: The licensor from EEC did not show up today. She tentatively plans to walk through the space tomorrow and then phone conference with Karen on Friday with the "Plan for Compliance." Lead paint inspection occurred today. This inspector suggested finding a specialist who deals specifically with educational settings and who can create a school plan for de-leading if necessary, so Karen Walsh will follow up with another inspector ASAP. Window guards for

the playground area windows were also suggested as a possible necessity for licensing plan.

3. Orientation Night: Jenn and Karen Walsh reviewed information we need to relay to families on Monday night, September 12. In general, we should keep the informational minimal so that the meeting does not last too long but we are able to convey all the important information to start school. Karen Walsh suggested the following topics:

For the Presidents: Greeting, introduction of board members/description of board members/director's duties, vote on changes to the roster, parking, back door entrance, mindful of shared space, review staggered start to the school, announce date of first Corporation Meeting, communication avenues—newsletter, wipe-off board, etc.--structure of the board and school governed by the bylaws, budgetary constraints for each committee chair, introduction of parent assist schedulers. Karen Walsh passed on a handout from the Presidents to be revised/FYI for Jenn and David.

For the Secretary: Description of publications, website and newsletter location and deadlines, special features for this year and so forth.

For the VP Education: Substitute list (paid vs. voluntary), field trip coordinator, driving obligations, sign up sheets and permission slips, Scholastic book club forms, wish lists items each month voluntary, confidentiality policy, babysitting exchange.

For the Director: Introduction of the teachers and academic policies, general class information and schedule.

Vice President, Enrollment Report (Mary Litster)

1. Enrollment update: 2-day morning is now 9 children (with one half-time student due to a serious medical issue). 3-day morning is up to 14 (7/7) with one flex day. Two others are distinct possibilities for the 3-day program. 4-day afternoon stands at 12 students.
2. Advertising: Missed the *EagleTribune* deadline for August family insert but have put ad in for the September insert. Executive Board agreed to indefinitely suspend ads with the ET after September. We do not seem to get many calls directly from the ads, and the cost is prohibitive. The Mother Connection ad is placed in the October newsletter and through the Mother Connection Fair in mid November. All agreed this was a good avenue for recruiting. David Quirk suggested creating a post card as a new advertising idea. Karen Lunny will follow up with a post card design.
3. Reminders to Families: Most families have returned information that is due to Mary. Mary will send out reminders after Orientation for any outstanding documents.
4. Tours: Jenn will continue work on finding help with prospective-family tours for Mary and creating her Enrollment Committee.

Vice President, Education Report (Jody Nichols)

1. Mother Connection Subscription: Jody would like to look into a Mother Connection subscription for the school to have available for new families.
2. Parent Resource Area: Families may donate parenting books to expand our parent resource area. Jody will be collecting books on varied topics for families to check out.
3. Substitute list: Some parents will donate their time for substituting this year to help with our financial struggle. We should allow parents who donate their time to the school to direct funds they would have received for substituting to something that is important to them for the school.
4. Karen Walsh's maternity leave: Many solutions have been discussed for the different ways to cover Karen Walsh's maternity leave late this year and early 2006 (tentatively December 15 through March 14). Jody, Karen, Jenn, LouAnn, and Ellen have been working toward an ideal scenario for all involved. All need to meet one more time to discuss the options that work best before making an announcement about our plans for the maternity leave. More discussion will follow on this issue, particularly at the September 26 Executive Board meeting.

Treasurer's Report (Leta Applegate, by Jennifer Adler-Quirk)

1. Monthly budget update: Leta will email the Executive Board the financial information for this month.
2. Tuition collection: We need September tuition payments from several families. A reminder is in the September newsletter. Leta will also remind families at the orientation.
3. Bills: Teachers were paid on time this month, and we have some cash available for incidentals.

Secretary's Report (Karen Lunny)

1. Parent Manuals: Karen asked that all parent manuals be turned in so that new materials may be inserted into the binders. Manuals and supporting materials will be ready for the orientation meeting on Monday, September 12. Deadline for all Orientation Meeting handouts is Friday, September 9.
2. Monthly Executive Board Minutes: Karen recommended that everyone review the Executive Board minutes provided via email the day after each meeting and approve them via email, so that she can post them on the website in the newsletter section. We required to post the minutes from all Executive Board meetings during the school year.
3. September Newsletter: The September newsletter will be distributed on Monday, Sept. 12, as an insert in the parent manual. The due date for the October newsletter issue (teacher information, committee news, presidents' letter, etc.) is Friday, September 23. The theme is "The Cooperative Philosophy."
4. Website: Steve Halecki is the new web master. He has been working with John on how to best update it regularly. Administrative updates to the website are due one week before the end of the month along with the newsletter information. This month that date is September 23.

5. Grants: Our first grant application was turned in on time. I am still collecting updated information for some standard components of grant applications and will have a 2-year grant-writing plan (2005-2007) by November 1. The goal is one grant application per month.

Miscellaneous Topics

1. Meeting Snacks: At the Orientation Meeting on September 12, Jenn suggested that we should provide some refreshments. Mary Litster will provide the baked goods from her company, and coffee and water will be served.
2. Ice Cream Social: Several families have offered to provide supplies for the Ice Cream Social this Saturday. There will be a jumping castle and two small activities with prizes.
3. Maintenance: Dave Fanuele is working on the cork board for bulletins in the classroom. Circle time cork board will more than likely need to be cut smaller. Erica will relay that information to Dave. He is also working on finishing the maintenance punch list.
4. Sand delivery: The sand for the sandbox has not come in yet but is expected soon. The flag will be installed when it is ready. We may need to get the bracket from North Parish. The mailbox system for families is still open for discussion.
5. Energy efficiency: Both St. Paul's Church and CCP are interested in conserving as much energy as possible. Fuel prices are frightening, and we need to be mindful that this will be an issue this year.
6. Flooring: At the moment, flooring to protect the art area is not affordable. A rug is currently in use at this time, and we will experiment with plastic carpet runners for now. Erica Fanuele will spearhead this effort when we can afford a better solution. She has some great ideas that range in cost.
7. Outdoor lighting: We need to get estimates from an electrician for the hardwiring of outdoor lights to illuminate the walkway. The church was hoping we could get estimates, and they have an electrician that they use regularly to use as another estimate. We should, if possible, use motion detection or dusk sensors. Jenn will discuss the outdoor lighting issue with Jean Kookan, Jack Smith, and the sexton of the church. This is a priority for us, as it will be darker sooner both indoors and outdoors. Erica suggested solar spotlights as a cheaper solution (no electrician needed). She will look into it. Outdoor lighting needs to be addressed in the next two weeks. Indoor lighting will be addressed after that.
8. Teacher set-up days on Monday, September 12 and 13: Karen Walsh believes that there will be no need to have extra people available to help. We are in good shape in terms of unpacking and getting set up.

Meeting adjourned at 10:50 p.m.