

Minutes
CCP Executive Board Meeting
September 22, 2005

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

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

Minutes from the meeting on September 6, 2005, were approved with no corrections.

Meeting adjourned at 10:55 p.m.

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

1. Church vestry update: Jack Smith arrives back from vacation on Wednesday, September 28, and there is a vestry meeting slated for Sunday, Oct. 2. He will be our point person from now on. Jean Kooken will be stepping down temporarily from the vestry for health reasons.
2. Bee nest issue: Jack Smith is spearheading the effort to get rid of the bees in the building near the playground. Jenn will get an update from him at the next meeting with him. It is probably a larger issue than what some bug spray will solve.
3. Lead paint update: Two estimates for amending the windows to get our "letter of interim control" for lead paint occurred this week. The second estimate was the best price and best time frame (\$6,600/10 days to order/2 days to install) for replacing the six side windows with vinyl, and aluminum for the four large windows facing the back (because they are a special size and not available in vinyl). Jenn will meet with Jean Kooken tomorrow and will review the documents/estimates with her and another vestry member to see which option works best for them. The three options are these: (A) Scrape the existing wood windows until they are free of lead paint and then make them operable, which would still mean we'd need to replace them later before the interim control deadline (two years); (B) Dip them in a chemical solution that eliminates the lead danger and make the existing wood windows operable, which would also mean we'd need to replace them before the interim control deadline; or (C) Replace them with the aluminum/vinyl option described above, which requires no further action for full compliance. The first estimate was for scraping only at \$7,075. Jenn will call the first contractor to get his estimate on replacement to compare it to the \$6,600 estimate. Neither contractor thought the chemical dip would be our best option. We need to be open to ways to making the solutions and financing work for both the church and the preschool and negotiate in creative ways with them to ensure both communities are happy with the resolution. (Full de-leading at the end of the 2-year period is estimated to be in the neighborhood of an additional \$24,000.)

4. Beginning of class: Parents should attempt to sign out quickly at the beginning of school and get pertinent information quickly so that the circle time book reading goes well for the children.
5. Liability of parent assists prior to window compliance: We will look into our insurance policy and find out if there is any language about licensing as a requirement for insurance.

Director's Report (Karen Walsh)

1. Live vaccination policy: Karen Walsh suggested that we change our own policy so that parents get their child's vaccinations more than 21 days before the beginning of school. The example is the chicken pox vaccine, which is a live vaccine. This would protect women who are pregnant and those in our community who might have compromised immunity. Mary Litster will research this issue and report back.
2. Fit for Fun: Miss Carrie has been scheduled for three months to come into the classroom for her exercise class.
3. Field trips: Karen Walsh suggested we make the October field trip flexible to accommodate any days off for lead paint repairs.

Treasurer's Report (Leta and Will Applegate with calculator)

1. We have \$10,932 in our operating account.
2. We have three CDs totaling \$42,000. We have one CD maturing on November 25 for \$6,700. Leta Applegate will ask about the penalties for withdrawing all the CDs early in case we need the contingency money for lead paint removal.
3. The total expected income is \$75,900 for this year.
4. Reimbursements: Jenn wants to make completely clear that we are not spending any additional money this year. The budget is tight. We should consider every expenditure carefully and get approval first from Jenn or David. Make use of Wish Lists this year. Think ZERO spending this year.
5. Tuition increase for 2006-2007: The two-day program is proposed to increase from \$160 to \$175 (~10%). The three-day program is proposed to increase from \$196 to \$215 (~10%). The four-day program is proposed to increase from \$258 to \$270 (~5%). Motion was approved for the increases was approved and will be voted on by the corporation.

Vice President, Enrollment Report (Mary Litster)

1. Updated class lists: There is one change to the list: Justin Holland has moved from 3-day morning to the 4-day afternoon program. We are still unsure about the Lynches. The 2-day and the 4-day programs are boy heavy. Since there is no waiting list currently, we will continue to accommodate families who would like to change regardless of the balance of boys and girls.
2. The CORI checks are done. Medical records are complete.
3. Mother Connection newsletter ad for November is due. Mary Litster will call Susan from the Mother Connection to make sure they have our updated information for the fair and ad (1/4 page for \$60).
4. Mary will call the *Eagle Tribune* to try canceling the upcoming ad.

5. Mary suggested we compile a mailing list at the Mother Connection Fair to keep prospective families informed.

Maintenance Update (Erica Fanuele)

1. Maintenance Committee will proceed with the price of moving the Fire Engine and tunnel to the new playground. The stickers on the tree were removed. Jenn will ask Jean about mowing the grass, but in the meantime, Dave Fanuele may mow the new grass this weekend.
2. Erica and Dave Fanuele will need a key to the garage to store the ride-on toys when the weather gets snowy.
3. The church is looking for a new snowplow company, and they will ask if that company could plow/snowblow our walkway. There may also be some free snow blowers available to us. An idea for scheduling the shoveling is to have 2 people share a week so that there is always a back-up. Each person takes an off-peak week and a peak snow week. Salt, sand, and two garbage cans will be needed. BYO shovel policy in the past. Erica would like to know if the church has any specific policy on where to put the snow. Jenn will ask the vestry.
4. Window guards: Once the windows are fixed, we will need to figure out what type of window guards are needed. Karen Walsh will talk to MJ Byrnes, our licenser, about a specific type if that's available.
5. We will need to purchase a runner/rug at the base of the entrance stairs to save the carpeting during inclement weather. We will also need an outdoor mat to wipe feet on before bad weather sets in.
6. Paper towel and individual towel dispensers are needed for the bathroom and the sink areas.

Secretary's Report (Karen Lunny)

1. Grants: Our second grant application, "Project Preschool Workshop Materials," is from the Staples Foundation, and is due on September 27 (online). The grant will cover our printing costs and some materials for next year. A two-year grant-writing plan is still slated for November 1. The goal is one grant application per month this year.
2. Promotional DVD: This project is on hold until we find a person to direct and videotape the segments. John Lunny is still willing to put it together in DVD format.
3. Website: Karen Lunny sent the Corporation Meeting date change to Scott Halecki today to put under Newsflash. Karen Lunny will check in with him tomorrow to ensure he has no further questions about the website.
4. Mother Connection Newsletter article: Alanna McKee is writing an article for the upcoming Mother Connection newsletter about the cooperative experience. She is looking for photographs of parents having fun. Please forward any you have to her by Saturday.

Vice President, Education Report (Jody Nichols)

1. We will send a special thank you to Karen Zahoruiko and family for the sand donation.

2. The Education Committee will meet at 6:45 p.m. on Monday before the Corporation Meeting to divide up the duties for the year.
3. The teachers are struggling with the “chaotic” start to this year. The board would like to have Karen compile suggestions from all three teachers (in writing) of ways we can help to reduce the beginning of the year chaos for the teachers.
4. The board discussed leads for Karen’s maternity leave replacement(s).

New Business

Corporation issues to be discussed at Monday’s meeting include the lead paint solutions, the increase in tuition for 2005-2006, new-family members-at-large vote if that is permitted in the bylaws. New dads Tom Green and Bob LeBlanc were both interested in being members at large. Jenn will call them to confirm their interest. A brief overview of this year’s budget will also be presented. Please send agenda items to Karen Lunny this weekend to compile for the handout at the meeting.

Meeting adjourned at 10:55 p.m.