

Minutes
CCP Executive Board Meeting
December 5, 2005

Meeting called to order at the Applegates' home at 7:20 p.m.

Attendance: Jennifer Adler-Quirk, Leta Applegate, LouAnn Donovan, Erica Fanuele, Tom Green, Bob LeBlanc, Mary Litster, Karen Lunny, Jody Nichols, David Quirk, Karen Walsh

Minutes from the meeting on October 30, 2005, were approved with no corrections.

Meeting adjourned at 11:30 p.m.

Secretary's Report (Karen Lunny)

1. Newsletter: The January newsletter deadline for submission is Wednesday, December 21. It will be distributed on Tuesday, January 3. There is an option to wait until after January's board meeting to distribute this issue for any loose ends after the holidays. The theme for January's issue is enrollment/recruiting. The plan is to highlight the importance of networking. Karen Lunny will add a Roster Change update box in the newsletter so that we can reduce the number of revision to the class lists, phone chain, and associated documents. We should thank Kevin Spicer in the next newsletter for his playground clean-up contribution. New and improved snow removal schedule may also be highlighted in the January newsletter. This item would be provided by Erica Fanuele.
2. Website: Changes this month include adding some photographs, changing some text, and placing an ad in two places about the Enrollment Open Houses. In general, continue to review the website and alert Scott Halecki to any out-of-date information. Karen Lunny will send PDF files of brochure and fliers to all Executive Board members for general distribution.
3. Grants: No progress to report. Karen Lunny asked for help researching foundations and finding quality matches for our school. Bob LeBlanc and Tom Green volunteered to help with the research. Karen Lunny will contact them with lists of organizations to research.
4. Wine Tasting fundraiser wrap-up: We had 42 people attend the event, which brought in \$4,340 with all of the food, drinks, and so forth donated by businesses or CCP families. This year four families made significant donations to make this event happen, but for future planning we should not count on this type of help. We sent thank you notes to all 35 families who contributed (many did not attend but sent donations) and the 7 businesses contributing. Discussion followed about the cover charge of \$75 per person. Decided that reducing the price to \$50 per person would not have significantly changed the number of people attending. The event would be too expensive to go below \$50 per person. The auction in March will be a lower ticket price to include a larger number of families.

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

1. St. Paul's Update: Lease negotiations will occur with St. Paul's vestry in the next two weeks for the upcoming school year. The interim minister begins in January. He is commuting from Dorchester and will not live on site. St. Paul's search for a permanent minister is ongoing for approximately 8 months starting in January. If we secure a lease for next year, we will then consider the many possibilities for the old playground equipment that remains at North Parish. Erica Fanuele is compiling the information we need to make the decisions regarding the equipment. In another St. Paul's-related matter, no family should be using the front door of the Parish Hall to enter the classroom during school hours, and this includes parents who are coming into school without children. Notices on the doors and in the newsletter and possibly as a full-group email to remind families will be sent out this month. Karen Lunny will place the reminder in the newsletter.
2. Licensing update: We are licensed fully. Within the next year and a half we need to be fully de-lead to continue our license past the academic year 2007-2008. The building inspection should be renewed in May 2006.
3. Supply acquisition: We need to brainstorm a new system to acquire bulk supplies, which might complement the grants/grant writing initiative. LouAnn Donovan will take an inventory on Friday to see what supplies are currently low. We have no supplies manager at the present time. We should develop a list of standard supplies and quantities to better understand the supply needs for next year.
4. Regular cleaning: We need to have a regular deep cleanings to keep the school space looking nice. We also need to brainstorm ways to keep the school area clean during inclement weather (all-weather mats at the entrance, through the classroom to the hooks, etc). One suggestion is to break the bigger and deeper cleaning chores up by day so that no one parent assist has responsibility for the larger cleaning projects. Problem areas include the stairs at the entrance and the entrance, the snack/mail hallway, the kitchen hallway near the bathroom, and the bathroom.
5. Organize binders: All board members were encouraged to keep the board member/committee chair binders organized so that we easily transition our jobs to next year's board members and committee chairs. All board members and committee chairs are tasked with this ongoing project.

Treasurer's Report (Leta Applegate)

1. Actual/Budget Income/Expenses: Leta Applegate explained the monthly budget report. It was suggested that we break up the current CDs and reinvest them into smaller increments into 9-month 4% CDs, a program that our bank is currently offering. Leta Applegate will follow up.
2. Outstanding monies: Two families still owe money from last year (\$580, \$200). We are mostly up to date on tuition payments from current families for this year. Leta Applegate will send out status reports to all current families in December/January as a reminder/update for the rest of the year.

Vice President, Enrollment Report (Mary Litster)

1. Mother Connection Fair in November: The fair was a successful event for CCP. 42 people signed up on our mailing list, and all families who visited our booth asked specific questions and were knowledgeable about cooperative education. 10 families attended the Open House last Friday, all contacts from the Mother Connection Fair.
2. Networking for new families next year: Real estate agents and family-friendly locations are all great avenues to network. All board members are tasked with providing a list of real estate agents and addresses at next month's board meeting for Karen Lunny to mail brochures and fliers to next month. Mary will have a schedule for individual tours and would like regular volunteers to fill the slots to assist her. All board members should hand out and put up fliers provided to advertise the January Open House.
3. Enrollment addition: One family has joined the 2-day morning class this month (boy). Karen Lunny will collect updated information in a parent orientation binder for that family and leave it for them in the mail area. New class lists and phone chain have been created to include this family. Those were distributed to board members and will be placed in mail slots for the rest of the families tomorrow.
4. Enrollment withdrawal: One family has withdrawn from the 3-day program (boy). The changes to the class list and phone chain do not reflect this withdrawal. This will be the first item in the new box in the newsletter that highlights changes to the classes.
5. Forms for placement next year: Enrollment forms should be returned to Mary Litster by current families regardless of whether the child plans to return. Deadline is January 2. Letters are also going out to alumni families, new families, and Play Pals participants. The lottery for placement is February 1st.

Director's Report (Karen Walsh)

1. Maternity leave: Karen Walsh is officially on maternity leave as today. A brief bio of Linda Schoonmaker, the maternity leave substitute, and an article highlighting Acting Out, went out to all families last week. Jody Nichols will write a brief bio of Linda to run in the January newsletter.
2. Upcoming hospitality events and field trips: Karen Walsh has spoken to LouAnn Donovan about both events and trips for December. LouAnn will contact hospitality chairs about the Winter Celebration needs. January is the in-house field trip with the Rainforest Reptile Show.
3. Curriculum planning status: Karen, LouAnn, and Ellen are working in concert with the curriculum planning during Karen's maternity leave.
4. Annual report for the NAEYC: Our annual report has been filed and received along with \$300 annual report fee. Karen Walsh will follow up with NAEYC to ensure that all materials have been received and there are no further questions. NAEYC is also in transition this year.

Vice President, Education Report (Jody Nichols)

1. Maternity leave notification: For paperwork purposes, Karen Walsh will work with Leta Applegate and Jody Nichols about her actual beginning maternity leave day for leave pay purposes.

2. Linda Schoonmaker: Our new maternity leave substitute is paid on an hourly basis, and her son will attend classes at CCP as part of her compensation.
3. Play Pals: Melissa will teach the Play Pals class on Fridays. She is also paid hourly.
4. Resource Area: Carolyn Zimmer is organizing the parent resource area and will put a notice in the January newsletter about it.
5. Computer donation: Michelle and Bill Holland are donating a computer to the school.
6. Other: Jody Nichols will email other business to Executive Board members at a later date to gather opinions and votes due to time constraints at this meeting.

New Business:

Discussion of a 2.9 program: Our license allows us to enroll children who are 2.9 whenever they turn that age in the school year. MJ Byrnes, EEC, confirmed this with Karen Walsh recently. Discussion followed on allowing 2.9 year olds in the new 2-day program and how this influences the current total program and our enrollment. All board members will compile an email list of benefits, potential problems, and possible solutions that allowing this age group to attend CCP would represent. Discussion followed regarding creating a “blueprint” for the 2-day, 3-day, and 4-day curriculum regardless of the outcome of allowing 2.9-year-olds into the 2-day program. Deadline for input on allowing the 2.9s into the 2-day program should be emailed to the Executive Board by Friday, December 9, as this issue is related to our current enrollment/lottery initiatives that are ongoing. To be fair to all families, it was suggested that this issue should be discussed, researched, compiled, and then voted on by the Executive Board, the Higher Board, and the Corporation before the lottery this year on February 1. The Executive Board agreed to compile the information and pursue the issue quickly. Karen Lunny will create the report based on email input from all Executive Board members.

No additional new business was discussed. The next Executive Board meeting is Tuesday, January 3, 2006, at the Quirk home.

Meeting adjourned at 11:30 p.m.

Respectfully submitted,
Karen Lunny, Secretary