

Fall Corporation Meeting Minutes
September 26, 2005
7:30 p.m., Parish Hall

In Attendance: Jennifer Adler-Quirk, David Quirk, Mary Litster, Jody Nichols, Leta Applegate, Karen Lunny, John Lunny, Michele Nachamie, Mary Barr, Kevin Spicer, Erica Fanuele, Dave Fanuele, Michelle Holland, Jim Determan, Rene Heron, Katie Halecki, Susannah Evangelista, Lesley Carlson, KJ Nam, Janice Lin, Bob LeBlanc, Diane Nikolopoulos, Alanna McKee, John Poelker, Tracy Fulgione, Mike Nichols, Karla Kooken, Erin Bigley

Welcome (Jennifer Adler-Quirk, David Quirk)

Jennifer Adler-Quirk and David Quirk called the meeting to order at 7:40 p.m. and thanked everyone for attending the meeting and being so understanding about the assorted issues related to our recent move.

Presidents' Report (Jennifer Adler-Quirk, David Quirk)

Lead Paint Discussion

Jennifer Adler-Quirk described the two options for addressing our “urgent” lead paint issue with the windows in the classroom. Option 1 is to take the wood windows out, scrape them and make the operable, and put them back in. This option is \$7,075 and reduces the windows to an “interim” matter, which we would need to address within two years (with full replacement). It would take no more than two to three days to complete the process. The contractor was concerned about the age of the windows and how well they would endure the process.

Option 2 is to replace the windows entirely now, which would meet full compliance immediately. If we use vinyl replacements for the 6 standard-sized windows and aluminum windows for the 4 custom-sized windows, it would cost \$6,600, take 10 days to order the windows, and two to three days to install them. The corporation agreed that option 2 was the best short-term and long-term solution, and Jennifer Adler-Quirk will present this option to the church vestry at their next meeting on Sunday, October 2. As soon as the church gives us permission, she will immediately contact the contractor to order the windows, and we will have the windows replaced as quickly as possible.

It is the corporation’s goal to complete the window project quickly. From there, the Executive Board will make plans to correct the “interim control” issues for completion during summer vacation. The total project, urgent and interim matters, will most likely cost \$20,000 to \$24,000. The goal is to have the school and the church work together toward meeting full compliance and be creative with ways to finance the renovations. Bob LeBlanc said that he was concerned about the doors in the classroom, as doors and doorways are typical places that paint chips and peels. Jennifer Adler-Quirk will look at the risk assessor’s report to see which doors contain lead paint and what the numbers are associated with them. Perhaps we should address the doors sooner rather than over the summer.

Special Fundraising Event

David Quirk announced that there will be a Wine-Tasting fundraising event on November 12, 2005. All proceeds will benefit the school. It will be in evening at the Lunny home. More details will follow soon. If anyone has any special wine-related connections, please let David Quirk know ASAP.

Tuition Increases

The corporation discussed and then unanimously voted in tuition increases for the 2006-2007 school year: 2-day \$1,750; 3-day \$2,150; 4-day \$2,700. This will place us either at the average or a little below the average for similar schools in our area.

Director's Report (Karen Walsh)

Karen Walsh described the upcoming classroom Halloween parties. The 2-day AM class party will be Thursday, October 27, and the 3-day AM and 4-day PM class parties will be on Monday, October 31. Students arrive in costumes and will have a costume parade during school. Parents are welcome to stay and take photos.

The October Wish List has been posted on the bulletin board and is listed in October's newsletter. This is a great way to reduce our expenses and contribute in small ways throughout the year. Please initial and cross off the item(s) when you purchase them so that other parents do not duplicate your efforts.

The field trip for October is on hold until we have a firm date for the window replacement. This way we can go on a field trip during any day(s) that class cannot be held.

We still need to sign out our children to the parent assist on duty until we receive full licensing (when the windows are addressed). We will probably put a full week's worth of parent assist names on the form so that parents only have to sign the form once a week. This will help the busy nature of the beginning of class.

Play Pals begins this Friday. It will be held in the adjoining nursery room and will not affect Friday's AM class as the AM class will be eating snack when Play Pals parents and children arrive.

Fit for Fun with Miss Carrie begins in all three classes in October. Miss Carrie leads the children in exercise and music fun for 45 minutes.

Show and Tell also begins in October. The Show and Tell items should be nature related. It helps to review the Show and Tell item with you child before he or she comes to class. The dates for Show and Tell are October 11 and 12.

Treasurers' Report (Leta and Will Applegate)

Leta Applegate reviewed our budget. We will earn \$75,900 in tuition this year at the current enrollment. This income is supplemented by fundraising events that usually equal \$10,000. Last year our income was nearly \$90,000. We are hoping to scrutinize the budget this year and cut costs wherever possible. Our current cash on hand is \$53,000. We have approximately \$11,000 in an operating account, and \$42,000 in three CDs that mature this year. Most parents have chosen to pay tuition monthly, so our income will vary each month.

Fundraising Report (Rose Lucera and Wendi Williams)

Karen Lunny delivered the Fundraising report. The Yankee Candle fundraiser begins October 7. The Andover Learning Express shopping night is November 16, 6 to 9 p.m. (20% back from purchases). The Auction, our largest fundraiser of the year, is tentatively scheduled for Friday, March 10, with a snow date of Saturday, March 11. The first Fundraising Committee meeting will be held later in October.

Vice President, Enrollment Report (Mary Litster)

Mary Litster reported that there are still a few openings in all three classes—keep spreading the word about our school to your friends and neighbors. She will be attending the Mother Connection Fair in November (slated for the 17th at the Wyndham Hotel), which is a much bigger event this year. She is asking for volunteers to help her talk about the school and answer questions that night and to host prospective families on tours at our school most often on Friday mornings. She thanked everyone for doing such a good job in completing paperwork.

Vice President, Education Report (Jody Nichols)

Jody Nichols announced that Karen Walsh will go on maternity leave starting December 14. She plans to return in mid March. These dates could change depending her actual delivery date. Jody Nichols met with the Education Committee earlier in the evening. Karla Kooken will be in charge of the sign-up list for substitute teachers. If you enjoy parent assisting, please consider volunteering to substitute. As a substitute you do not have to bring snack or clean! The Education Committee is also collecting parenting magazines, books, and other resources for the new Parent Resource area this year. Parents are welcome to check books out as needed throughout the year.

Secretary's Report (Karen Lunny)

Karen Lunny reported that she will distribute an updated class list on October 3. This list will also include email addresses. Send any class list errors to klunny@comcast.net. Newsletter and website suggestions and submissions are due one week before the end of each month. Executive Board and Corporation meeting minutes are posted on the website each month, along with a web version of our newsletter and the annual calendar: www.communitycooperativepreschool.org. She asked everyone to turn in their photo permission forms ASAP so that we can begin preparing promotional materials for the Mother Connection Fair in November. Karen Lunny briefly reminded everyone about our snow cancellation policy, which is a traditional topic at our fall Corporation Meeting. We follow the North Andover Public Schools decisions. A detailed description of our policy is in the Parent Manual.

New Business/Questions and Answers

Jennifer Adler-Quirk and David Quirk asked for any new business or questions. The meeting was adjourned at 8:30 p.m. The next Corporation Meeting is Thursday, March 9, at 7:30 p.m. in the Parish Hall.

Respectfully submitted,
Karen Lunny, Secretary

These minutes will be corrected and accepted into record on Thursday, March 9, 2006.