

**Minutes**  
**CCP Executive Board Meeting**  
**March 6, 2006**

Meeting called to order at the Quirks' 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

Minutes from the meeting on February 6, 2006, were approved with no corrections.

Meeting adjourned at 9:25 p.m.

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**Co-Presidents' Report (Jennifer Adler-Quirk)**

1. St. Paul's Update: Jenn met with the Sunday School director several weeks ago. The Nursery space needs improvement and organization. Dave Fanuele will build reversible bulletin boards for use by the school on one side and the Sunday School classes on the other side. An open shelving unit should house the current month's curriculum bins with files on the top shelf, with labels. No other bins should be in the Nursery space. The desk area should be enclosed in some way to cut the clutter. Jenn, LouAnn, Dave Fanuele, and others will get together for a meeting specific to organization inside the classrooms. The goal is to resolve these issues by the end of the school year.
2. Playground equipment: Jack Smith and Jenn met over school vacation week and viewed the playground equipment at North Parish. He was not excited about the large slide structure but thought the other pieces of equipment were fine to add to our existing playground. Erica and Dave Fanuele will look into reconfiguring the large structure and the layout of the playground. Deadline for the plan and implementation of the new playground reconfiguration is the fall for the beginning of the school year.
3. Lease: Jenn reiterated that the church will not consider anything other than a one-year lease extension (2006-2007) until they hire a full-time minister for the church, which should be in July or August of 2006. At that time, they will discuss a longer-term lease for the school with the guidance of their new minister. Karen Lunny suggested that the school make a permanent job of one parent to keep current on the rental market in the area just as a precaution.
4. Fence repair: Kevin Spicer will lead the fence repair next week.
5. De-leading estimates: Jenn will gather de-leading estimates in the next few weeks. The de-leading will occur over the summer vacation and should not impact the school year next year.

**Secretary's Report (Karen Lunny)**

1. Newsletters: The April newsletter spotlight will be a summary of the survey results, provided by Jody Nichols and written by Karen Lunny. The May theme is

- Maintenance and the plan for the summer (playground, de-leading, etc.). No June issue is planned at this time unless something comes up. Newsletter deadlines are a week before the end of the month and noted in this month's newsletter, as is the full calendar for the rest of the year. Susan Greco and Karen Lunny will meet this month to go over the newsletter process. Please send Susan any ideas or improvements for the newsletter for next year.
2. Class roster updates: Karen Lunny will distribute one last paper update tomorrow for the class rosters.
  3. Grants: Bob LeBlanc and David Quirk will meet at some point this month to revisit grant writing. Karen Lunny will pass the Grant Writing binder to Bob LeBlanc.

### **Director's Report (LouAnn Donovan)**

1. Field trips for March: Drivers are set for the Champion Factory field trips for next week. The field trip to Dunn Planetarium is scheduled for Wednesday, March 22, from 1:30 to 2:30 for the PM class only. The driving list is now posted.
2. Photography: The same photographer as last year will do class and individual photos in April. See the newsletter for details.
3. Supplies: Cups, napkins, paper towels, and toilet bowl cleaner are in short supply. Erica Fanuele and LouAnn will devise a master list of supplies so that we can replenish and continue to keep on top of the list.
4. Cleaning: LouAnn suggested a spring cleaning for the classroom. Jenn suggested we compile a more detailed daily cleaning list (maybe organized by Monday AM/Monday PM, Tuesday AM/Tuesday PM, and so forth). This more detailed list could be posted on the website and in the newsletter to make it easier for parents keep on top of the cleaning and more clearly understand what is needed. Since March 23 is now a school day, we need a PM parent assist. Karen Lunny will take that parent assist day.
5. Chicks/Egg Incubation: LouAnn mentioned that we should figure out the incubator issues for April's farm unit.

### **Vice President, Enrollment Report (Mary Litster)**

1. Enrollments for next year: Current numbers as of this month for 2006-2007 are as follows: 14 total for 3-day, 11 total for 4-day, and 2-day is at 5 children.
2. Enrollment withdrawal: The Lins have withdrawn from the 3-day class.
3. Tours: Tours are ongoing throughout spring to fill remaining spots.
4. Health forms: As students' birthdays occur, health forms should be updated.
5. Nominating Committee: The VP of Enrollment position for 2006-2007 is now available, and the Nominating Committee will begin immediately searching for a new candidate. Michele Nachamie and Natalie Howard were mentioned as good candidates for co-VPs of Enrollment with either Enrollment Committee members selecting certain days to do tours or one person from each class to do tours. Mary can advise the person or people who are willing to take this job on.
6. Lunch Bunch: Jenn will double check, but she believes that lunch bunch will occur after the end of the school year (in June) per usual.

### **Treasurer's Report (Leta Applegate)**

1. CCP Monthly Budget: Leta explained that there were no significant changes for this month beyond more cash on hand as a result of the \$50 application fees coming in. Leta has not received many first-month deposit checks, which were due March 1. Mary Litster will follow up.

### **Vice President, Education Report (Jody Nichols)**

1. CCP survey: Jody Nichols has compiled the survey results, and the results will be posted in the spotlight in the April newsletter.
2. Luau-Party Donation: LouAnn drew a name from a bowl for the free slot to the teacher's party from the people who returned surveys. The Lunny family received the spot. A small Lunny celebration followed.
3. Full-time director/teacher for 2006-2007: The ad for the director ran this past week in the Eagle-Tribune, Craig's list, local colleges, and on the Child Care Circuit. Six resumes have been received to date. The Board and LouAnn discussed the many scenarios for next year in terms of staffing. Discussion will continue at the Higher Board meeting on March 23.
4. Play Pals: Melissa may be teaching again for the third session, or we may have Linda Schoonmaker teach the class to cut costs with a smaller enrollment projected for the third session. Jody Nichols will follow up.
5. 4-day "Moving-Up" Day: Jody suggested we have a "moving-up" day at the end of the school year for the 4-day class. Jody Nichols will follow up.

### **Old Business:**

New phone/answering service: Tom Green will buy a phone without an answering machine attached. Erica Fanuele will contact the phone company when we have the new phone to set up the service.

### **New Business:**

Higher Board meeting on March 23: Topics to be discussed are the various staff scenarios for next year, monthly budget update (actuals), rough forecasted budget for 2006-2007, and a plan for the final Higher Board meeting of the year to occur in late May. Jenn will try to get estimates on de-leading in time for the meeting and offer up a few playground scenarios. Jenn will also touch base with the Higher Board members to confirm their attendance. Kate Anderson and Ellen Arvidson are the only two members who responded when the notice went out two weeks ago.

The next Executive Board meeting is scheduled for Monday, April 3, 2006, at 7 p.m. at the Quirk home.

**Meeting adjourned at 9:25 p.m.**

Respectfully submitted,  
Karen Lunny, Secretary