

Minutes
CCP Executive Board Meeting
April 3, 2006

Meeting called to order at the Quirks' home at 7:25 p.m.

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

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

Meeting adjourned at 10:10 p.m.

Co-Presidents' Report (Jennifer Adler-Quirk)

1. De-leading contractor update: Jenn has 5 contractors who may be interested in giving us estimates and visiting on site over the next month. Hammond De-leading, the contractor who installed the windows, may also be interested in bidding on the job. Jenn will continue this process.
2. Lease update: Vestry member Jean Kooker returns from Florida next week, and Jenn will follow up with her on finalizing the lease for 2006-2007. Jenn will also get an update on the search for the new minister.

Secretary's Report (Karen Lunny)

1. Newsletters: Please make a note that the Luau Limbo party is May 5 from 12:30 to 2:30. The date in the April newsletter is incorrect. The May newsletter spotlight will be a preview of summer plans: the playground equipment plan, the de-leading plan, the associated moving/painting if de-leading occurs, curriculum planning, organization, and so forth. Deadline for newsletter items is April 24. Since no June issue is planned, all committee chairs should consider this the wrap-up issue. 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. It was suggested that Susan attend the board meetings to gather information or somehow create a process so that she is regularly informed of dates, plans, and issues each month to relay through the newsletter.
2. Advertising: Karen Lunny has printed out more fliers, applications, and brochures and has stocked the classroom with them for the summer. The files are in PageMaker. She will provide next year's board members with PDF files of them, but in general PDF files cannot be changed. Discussion followed on the various ways to change the documents when needed next year.
3. Website: Karen Lunny suggested that all board members review carefully the website over the next two months, as it will be our most important recruiting tool this summer. Friday, April 7, is the deadline for the next round of edits to it. Karen Lunny has compiled a long website to-do list for Scott Halecki, which includes updating the enrollment section (for example, taking off the tuition for

- 2005-2006), updating the white board section, and adding better photos to some pages. Jenn suggested compile list to thank the businesses and individuals who have donated to our school throughout the year and particularly to the fundraising events. Bob LeBlanc said he would look into the possibility of getting a shorter website name.
4. Exit interview: Send changes to Karen Lunny to the exit interview for future use next year. She'll finalize this document for varied purposes suggested at the meeting. Jenn reiterated that the Executive Board meetings are open, and everyone in our corporation is encouraged to attend them. Jenn also suggested as another avenue for communication that parents of each class get together periodically throughout next year—creating some sort of avenue for people to have conversations about the school and to exchange ideas/information.

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, 7 total for 4-day, and 7 total for 2-day. One child will enroll for May and June of this year.
2. Tours/recruiting update: Diane Nikolopoulos is handing out fliers, and Rene Heron is distributing brochures to local real estate agents.
3. Enrollment position revision: In thinking of ways to make this a more manageable and appealing job, one way to divide this job is in two parts: (1) a paperwork person with one support person (CORI checks, applications, health forms, and so forth) and (2) a recruiting person, who should have one person per class to help with tours as needed. Leta Applegate and Mary Litster discussed various ideas for a new system for handling the money associated with enrollment. Jenn discussed how we should consider carefully all the committees and how they will be reconfigured for next year before making decisions about how to break up enrollment. The enrollment position is part of the total picture of parent committee involvement.
4. Parent assisting policy revision: Mary suggested that we as a school entertain the idea of allowing primary caretakers (caregivers who are not the child's parents, for example a grandparent or nanny) to do parent assisting next year. Jenn asked if anyone knew of any legal/licensing issues in allowing this way to make the parent-assisting duties easier for working families. Mary also suggested questioning the need for parent assists every day if we have low enrollment in a class. Tom Green suggested that we as a board adjust to each year's needs and become more flexible with some of the current policies as a way to be more accommodating to families next year.
5. Open houses vs. tours: Erica Fanuele followed up on the monthly Open House idea, and LouAnn suggested that the monthly Open House idea wouldn't be ideal for the teachers because planning time on Fridays is vital to the teachers. LouAnn believes that conducting tours during class time is a better solution both for the teachers and for families who would like to see the school and classes in action. Jenn asked Mary to outline all of the above ideas for the next year's Enrollment Committee. She encouraged all board members not take on too many projects at

the end of this year—we as a board should keep it simple and focus on the most critical ones.

6. Improving communication: Tom Green suggested that each committee chair report to a certain board member at a specific date prior to each monthly Executive Board meeting to improve the flow of information throughout the school.

Treasurer's Report (Leta Applegate)

1. CCP monthly budget: Leta explained that there were no significant changes to the financials since the Higher Board meeting on March 23. She will provide the budget sheet for the Corporation Meeting on Thursday.
2. Donations: Bob LeBlanc asked if there was a way to track the donations this year to get a sense of our consumption vs. expenses in preparing for a realistic budget for next year. Bob discussed the pros and cons of having a Wish List and the fairness of some families donating more than other families to the school. Bob asked if we have considered our current expenses vs. the increase in tuition slated for next year as a way to avoid stressing next year's families with fundraising obligations and donations.
3. Revising Fundraising Committee and fundraising component at CCP: Bob LeBlanc suggested that fundraising should be a 12-month-a-year job rather than focused on one large event each year. Jenn asked Bob to begin collecting possible changes to the Fundraising Committee and to list out the ideas for making this committee a year-round job. Jenn concluded that contentment of our community and recruiting for our school are two of the most important initiatives for the end of this year and for next year's board.

Maintenance Report (Erica Fanuele)

1. Playground move: Erica Fanuele met with the president of Ultiplay on site at North Parish, and the president thought the movement of the small pieces of playground equipment to St. Paul's would be possible with assistance from parents. He's going to provide prices and options for existing pieces, ideas for resale, how certain pieces may be reconfigured for the St. Paul's space, and so forth. LouAnn suggested moving the sand hut from North Parish as well. Erica hopes to have firm answers for the May meeting and a more detailed update for Thursday's Corporation meeting. The goal is to have the playground set by the fall.
2. Shelves for the nursery/storage: Erica would like to purchase 3 more shelving units for the back storage room to continue the organizational efforts. All agreed to this purchase. Erica will organize the desk area (with a cabinet) in the nursery area and make this both a neater and more useful area.

Director's Report (LouAnn Donovan)

1. Computer: The computer for the students came with a computer desk. Where do we want to put it? Erica suggested that we should put it near an electrical outlet either in the science area, the block area, or the listening center. Tom Green and Dave Fanuele will help with the computer and desk set up. The goal is to finish

getting it set up by the end of spring vacation week/by the May Executive Board meeting.

2. School pictures: Pictures are tomorrow and Wednesday at the beginning of each class. Children with siblings go first to make it easier on those families.
3. Father's Night May 10/11: Jenn suggested that we remind the Hospitality Committee members to pass receipts in for the sundae ingredients for this night. LouAnn underscored that this isn't a big hospitality event—the teachers run it and Hospitality members may choose to stay to help or may leave after dropping off the sundae-making ingredients.
4. Lunch Bunch: LouAnn will be getting the fliers out in the next week about plans for Lunch Bunch, which will be held the last three weeks in June.
5. Sprinkler Parties: LouAnn asked if we wanted to continue having these at families' homes or do we want to return to having the last-day party on the playground at the school? After some discussion, Jenn suggested posing it to the families of each class to see what the consensus is. All agreed that a "weather-permitting" plan was a good idea (nice weather at a family's home, inclement weather indoors at the school). The decision should be a May newsletter item.
6. End-of-the-Year Picnic: Hospitality organizes this event but focuses mostly on the games. Location is the problem with this event, and a home is generally a best choice. Include a May newsletter item to solicit a home for this event.
7. Beach trip: Simplify the food in that everyone brings own lunch. LouAnn encouraged families to keep it simple for food and beach gear/clothing. Jugs of water/watermelon/goldfish should be the only type of food brought for the whole group. No signup sheets. Provide a suggested list of provisions for each family through the May newsletter or a flier or both.

LouAnn Donovan was excused and a closed session began regarding staffing for next year.

Old Business:

No other old business was discussed.

New Business:

Corporation meeting on April 6: Karen Lunny will prepare an agenda for the meeting and send to everyone for the review before the meeting. She will also print out a few exit interviews for families who may want to contribute opinions in this way.

The next Executive Board meeting is scheduled for Tuesday, May 2, 2006, at 7 p.m. at the Quirk home.

Meeting adjourned at 10:10 p.m.

Respectfully submitted,
Karen Lunny, Secretary