

CCP
Executive Board Meeting

October 26, 2006

In attendance: Jenn Adler-Quirk, David Quirk, Carolyn Zimmer, Bob LeBlanc, Erica Fanuele, Diane Nikolopoulos, Leta Applegate, Karen Walsh, Jenn Kooken

The meeting was called to order at 7:00 p.m.

The minutes from the September 21, 2006 executive board meeting were approved.

President's report (Jenn Adler-Quirk):

Lead: We are ready to schedule the lead inspection sometime after November 4; the tentative plan is to do the de-leading necessary over the summer.

Church communications: Jenn met with Jack and Jean at St. Paul's and they reported that there are so far no complaints from St. Paul's. There was a brief discussion regarding lease negotiations. It is expected that we will firm up the next year's lease in the next month or so.

Fundraising: Various ideas are still being discussed for fundraising events. So far, a Texas Hold'em night is very popular. Shopping Night at Learning Express is November 13, 6:30-9:00. Yankee Candle fundraiser raised about \$1500, the exact amount is still to be determined.

Director's report (Karen Walsh)

Accreditation: We expect the expense to be \$1250. We will be completing a self-study packet which will require lots of information, including some information to be supplied by families. These materials will be due at the end of February. A validation visit is expected during next school year.

Field trip update: The Weir Hill trip was a success. The 4-day class will be going to the Buttonwood Museum in Haverhill. Karen is looking into a K9 officer visit for the 2-day and 3-day classes. She is also considering having Buttonwood come to CCP for an in-house field trip for 2-day and 3-day classes. December's trip will be tree decorating at family houses. In January, the field trip will be the favorite Reptile Rainforest.

Policy updates: There are some policies in the parent manual that require clarification and Karen will be doing this, including termination and referral policy for teachers, snack policy, and the bathroom policy. Karen will circulate the drafts of these policies for review.

Alumni Day: Discussion took place about scheduling Alumni Day for later in the year next year, or possibly a different day and time.

Father's Night: Jenn is looking into whether 11/29 will work for this event and will check with St. Paul's.

Karen reported that the teachers all appreciated their invitations to the wine tasting.

Enrollment report (Jenn for Michele; Diane Nikolopoulos)

Mother Connection Fair: Jenn reported that a press release is circulating in the local papers with favorable reference to CCP. We have taken a one page ad in the MC booklet ; we discussed whether to offer bags with our logo at the MC Fair; Bob offered to look into pricing for this. The logistics of the event were discussed.

Newsletter: The newsletter is about to be distributed. The Nachamies have donated 300 copies for marketing use.

Enrollment update: We have a new family and one family has left. Play Pals now has 6 students. Carolyn will check in with Linda to see how the program is going.

Enrollment for 2007-08: Next year's enrollment will be starting soon. Diane will be sending out applications to returning families and alumni. Committee members are available to give tours.

Education report (Carolyn Zimmer)

Teacher vacation: Ellen will be on vacation the week of 11/6; we are requesting coverage from parents.

Communication to families: Alanna McKee offered to do a group e-mail to families as an enrichment to the curriculum. The teachers will do a monthly letter with the upcoming month's curriculum.

Next teacher's meeting is scheduled for November 3.

Field trip planning is ongoing with Heather Rogers, the field trip coordinator.

Parent survey will be going out soon for completion by all families.

Maintenance report (Erica Fanuele)

Erica reported that the vacuum cleaner is in need of repair; she will look into it. We voted to give her authority to spend \$100.

Miscellaneous (Jenn Adler Quirk)

The classroom needs a new listening center tape recorder and CD player. Jenn proposed and all agreed that the board gift this item for the holidays and will ask Louann for the specifics.

Treasurer's report (Bob LeBlanc)

Bob circulated the monthly budget and a discussion took place about some expense items but agreed no changes were warranted. Bob gave a report regarding tuition payment status.

Bob shared his ideas for a Texas Hold'em night; which he is interested in coordinating.

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The meeting adjourned at 9:30 pm.

Respectfully submitted,

Leta Applegate

