

Early Spring Corporation Meeting Minutes
Thursday, April 6, 2006
7:30 p.m., Parish Hall

In Attendance: Jennifer Adler-Quirk, LouAnn Donovan, Karen Lunny, Diane Nikolopoulos, Debbie Green, Leta Applegate, Will Applegate, Jim Determan, Kim D'Agata, Jody Nichols, Carolyn Zimmer, Dave Fanuele, Bob LeBlanc, Michelle Holland, Kevin Spicer, Ellen Connolly, Rene Heron, Susan Greco, Michele Nachamie

Welcome: Jennifer Adler-Quirk

Jennifer Adler-Quirk called the meeting to order at 7:40 p.m. and thanked everyone for attending.

Secretary's Report: Karen Lunny

1. Meeting minutes: Motion was carried to accept without correction the minutes from September 26, 2005, and January 20, 2006, Corporation meetings. The final Corporation meeting will be held during the whole-school tidepooling field trip on June 2. Minutes from this meeting and the one on June 2 will be accepted into record at the Fall 2006 Corporation meeting.
2. Vote for 2006-2007 Board: Motion was carried to elect the following people to the 2006-2007 Executive Board, terms beginning on July 1, 2006: Presidents—Jennifer Adler-Quirk and David Quirk; Vice President for Education—Carolyn Zimmer; Treasurer—Bob LeBlanc, and Secretary—Leta Applegate. The position of Vice President for Enrollment is still open and will be voted on at the June 2, 2006, Corporation meeting.
3. Mid-Year Survey revision: The mid-year survey has been changed so that it is no longer open-response. The thought behind this change was to make this survey less time consuming for families to fill out and, therefore, encourage more families to contribute their thoughts and opinions. Several revised surveys were available for any member who wanted to review the revision or fill out their opinions in this new format.
4. Ongoing projects list: A punch list of issues and proposed resolutions compiled at the March 23, 2006, Higher Board meeting was also available for families to review. All families were encouraged to help brainstorm solutions to ongoing projects and issues faced by the school.

President's Report: Jennifer Adler-Quirk

1. De-leading update: Jenn outlined the history of the de-leading process this year. She reported that she is currently collecting and reviewing bids for the remaining 'non-urgent' de-leading, which should be completed by November 2008 for full compliance. She had the de-leading report available for review. Her best rough estimate for the remaining work is \$9,900, and she explained that this work should be done either this summer or next summer when preschool and Sunday School classes do not meet. She believes the project will take around two weeks or less, and she also believes that the church will contribute monetarily toward this project. Jenn will continue to meet with the church's vestry and keep both

boards informed as to the progress. She discussed that the de-leading is connected to our long-term lease negotiations in that we do not want to pay for the work unless we are likely to have a longer-term lease with St. Paul's. Discussion followed on the pros and cons of doing the remaining de-leading work sooner rather than later.

2. Lease update: Jenn outlined the history of the move and the current lease negotiations with St. Paul's. She is working with St. Paul's vestry on fine-tuning the language of the 2006-2007 lease to be signed in the near future. St. Paul's will discuss a longer-term lease once they hire a full-time, permanent minister in July or August 2006.
3. Playground update: Dave Fanuele reported that he has received preliminary estimates and plans for moving the playground equipment from North Parish to St. Paul's. He estimated that the worst-case price for moving all pieces was around \$2,400, and we could save money by doing some of it ourselves. Discussion followed on both the size and safety of equipment. Carolyn Zimmer asked the teachers to compare this year's playground to last year's playground. Are we missing anything in the current arrangement? The teachers agreed that both playgrounds were fun for children in different ways, and that the fire engine was probably the one piece of equipment that is a must-move.

VP Education Report: Jody Nichols

1. Mid-year survey results: Jody reported that overall parents responded positively to the questions posed and unanimously agreed that the teaching staff was superb. Most families stated on the survey that the school needs to return to having a full-time director/teacher, which will occur for 2006-2007.
2. Full-time director search: Jody outlined the search process since February, when Karen Walsh turned in her resignation as part-time director/teacher. Karen Walsh indicated then that she might be interested in a part-time teaching position. The search committee is close to making a decision and finalizing the details for the director/teacher position and teaching staff for 2006-2007. A formal announcement will be made as soon as the details have been finalized.
3. Teacher appreciation: Jody, on behalf of all the families, thanked the teaching staff and particularly LouAnn for being flexible this year with both the move and the maternity leave.
4. DVD scrapbook: Jody asked for a volunteer to compile a digital "scrapbook" of photos from this year. This item will run in the newsletter as well.
5. Committee news: Jody thanked both Carolyn Zimmer and Karla Kooken for their contributions this year to the Education Committee.
6. Luau-Limbo party: The teachers donated a special party for the 10 highest bidding parents at the auction. This party will be on May 5 from 12:30 to 2:30. The Lunny family won the free slot to this party. Jody also reported that Ellen is expecting a new grandson.

VP Enrollment Report: By Jennifer Adler-Quirk for Mary Litster

1. Enrollment for 2006-2007: As of today, the 2-day class has 8 students enrolled, the 3-day class has 14 students enrolled, and the 4-day class has 9 students

enrolled. Jenn reminded all families that networking is our number-one recruiting tool and encouraged all families to spread the word about our school. Mary has placed ads in the May and Summer Mother Connection newsletters, Rene Heron and Diane Nikolopoulos are distributing flyers and brochures locally, and board members are discussing ways to improve advertising and recruiting efforts for next year.

2. VP Enrollment open board position: Mary devised a way to split the VP of Enrollment position so that the job is less time consuming and more manageable for the future (see handout). Jenn encouraged anyone who might be interested in the position or a portion of the position to contact Mary for more information. This division of labor is still up for discussion, and all members were encouraged to offer ideas.

Treasurer's Report: Will and Leta Applegate

1. Budget report: Will reviewed the budget (see handout) and discussed his 'cautionary positive' report. It appears at the end of our fiscal year in August, we will be about \$1,000 above our break-even budget, largely due to PlayPals tuition and aggressive fundraising. We currently have about 45k in our contingency fund, which represents about half a year's cushion. Our income is likely to be 93k this year.
2. Tuition next year: Discussion followed on what enrollment number represented our break-even point, and it was generally agreed that around 36 to 40 families was the realistic goal for next year to maintain our current level of spending. Full enrollment is 18 in the 2-day class, 18 in the 3-day class, and 14 in the 4-day class.

Director's Report: LouAnn Donovan

1. Computer donation: The Hollands and IBM donated a computer to the school. Erica Fanuele and LouAnn found a spot in the classroom to set it up and will do so soon.
2. Father's Night: LouAnn explained Father's Night, slated for either May 10 or 11 from 7 to 8 p.m.
3. Beach Trip: The annual whole-school tidepooling field trip to Wingaersheek Beach was discussed, which will occur on Friday, June 2. The rain date is June 6. If it rains on the rain date, the buses will take families to the Seacoast Science Center in Rye, NH, instead. More information will follow in mailboxes.
4. Lunch Bunch Playground Camp: LouAnn explained the lunch bunch camp, which will be held June 12-16 and 19-23 from 9:30 to 12:30 and is \$20 per day. More information will be distributed in mailboxes soon.

Old Business/New Business/Questions and Answers

No additional business was discussed. The meeting was adjourned at 9:10 p.m.

Respectfully submitted,
Karen Lunny, Secretary