

Morris Plains Cooperative Play School

Board Minutes

Monday, August 28, 2023
Meeting of the Board of Trustees
Held in the Co-op Basement

In Attendance: Jessica Martucci, Jaime Potkalesky, Vanessa Da Silva, Toni O'Rourke, Jennifer Yanosey, Alex Mohr, Jillian Wells, Melissa Gringeri, Liz Cumming, Michelle Diamond, Andrew Diamond

Call to Order 8:06 PM

July Meeting Minutes

- Jessica Martucci made a motion to approve July's meeting minutes. Vanessa Da Silva seconded the motion. July meeting minutes were approved.

Mission Moments

- Vanessa's daughter was telling her little brother how exciting it is that he gets to go back to the Co-op.
- The current aides told a new hire aide how much she is going to love working at the Co-op.

Directors - Liz Cumming/Melissa Gringeri

- **Summer Fun Report**
 - It went well. Cleanup went smoothly. The staff was great this year and they made a group text to stay in touch with each other.
- **Update on Enrollment and Staffing**
 - All morning classes are full with waitlists.
 - There are 12 students in the afternoon class with hopes of a few more.
 - 3 new aides were hired.
 - The 2AM and 3PM classes do not have teachers. Liz will teach the 2AM and Melissa the 3PM.

- **Review of Meet and Greets and Class Meetings**
 - Teachers will reach out to the parents for meet and greets and class meetings. There will be childcare for students enrolled during the class meetings.
 - Teachers are using class tag for classroom communication. It is easy to see and you can see old communication where in Procure you cannot.
- **Photographer for School Photos**
 - Melissa met with the photographer from Little School Stories. She does more modern photos and seems like she works well with younger children. The board agrees to move forward with her. Melissa will talk to her about dates for school photos.
- **Healthy Eating Program**
 - The Health Department will put on a healthy eating presentation on 10/4 from 6:30-7:30. The Co-op will provide a pizza dinner to families beginning at 6:00pm. Money will be moved from the publicity budget line to community outreach to cover the cost of pizza and any other future events. Childcare will be provided during the presentation.

President/Vice President - Jessica Martucci/Toni O'Rourke

- **Revision to Bylaws**
 - Was voted and approved via email prior to the meeting.
- **Creative Curriculum for 2AM Class**
 - Was voted and approved via email prior to the meeting.
- **Parent Job List**
 - List was updated and a sign up genius will go out on 9/20.
- **Community Cleanup**
 - The Co-op received the \$250 check from the cleanup.
- **Back to School Picnic**
 - 9/30, 3-5pm at the Community Center Pavilion.
 - Big Jeff will perform beginning at 3:45pm.
- **Winter Wonderland**
 - 12/2, 3-5pm at the Community Center. Setup will begin at 1:30pm.

- **New Family Welcome Meeting**
 - 9/18. Board members should plan on attending if available.
 - The board will advertise for the Parent Involvement position at the meeting.
 - A MP police officer will also attend to talk about safety.
- **First Day of School Sign**
 - Jess will update it.
- **Welcome Email from Board**
 - An email will go out to families this week introducing the board.

Treasurer - Jaime Potkalesky

- **Summer Fun Income Report**
 - Summer Fun brought in more than anticipated.

Secretary - Alex Mohr

- **Board Bios**
 - Board bios and pictures are to be sent to Alex as soon as possible to be included in weekly newsletters.
- **Board Minutes on Website**
 - Liz will reach out to a contact if needed. There is also a parent job to help with the website.

Community Outreach - Jessica Martucci for Heather Buchma

- **Back to School Picnic**
 - Jess will talk to Heather about the picnic details. Snacks will be provided this year.
- **School Wide Playdate**
 - Tentative date for 11/4.
- **Infant/Toddler Playdate - 10/20**

Fundraising - Michelle Diamond & Vanessa Da Silva

- **September Bake Sale - 9/27**

- Will ask for 5-8 volunteers to bake and have them list out nut free ingredients. Will provide packaging for small items like cookies and brownies. Will begin the sale slightly before pickup time.
- **October**
 - Family Photos - 10/15 with a rain date of 10/21 or 10/22. Mark will do them again and he will send a price list for the purchase of the photos.
 - Mums - will try from Lowe's again.
- **November**
 - Krispy Kreme Donuts - 11/22 pickup date
 - Wine Tasting event - tentative date 11/13 at Cafe Crevier. Would include dinner.
- **December**
 - Stirling Tavern Community Night - 12/5
- **Brick Update**
 - Waiting for 1 more brick order before placing the order to get a discount.

Parent Involvement

- **Infant Toddler Playdate**
 - 10/20, 9:30-10:30am. Jess, Toni and Alex will be there.
- **Parent Jobs** - Toni will be handling them.

Maintenance - Andrew Diamond

- **Summer/Outstanding Projects**
 - Windows are currently in progress. Trim will need to be painted.
 - Electrical work starts tomorrow.
 - Trees are done.
 - Water softener is outstanding.
 - Sandbox is in and the sand has been ordered.
 - Cozy climber is in.

Publicity - Jillian Wells

- **Sign Display in Town**
 - Sign is up and will come down on 9/9.
- **Merchandise Update**

- Working on proofs for the merchandise sale to begin in October. There will be a 2 week window to order and items will arrive before the holidays.
- **Social Media**
 - Reminder to follow and like posts on Facebook and Instagram.

Meeting Adjourned 9:59 PM