

Upper Valley Jewish Community Board of Trustees
Meeting Minutes
March 5, 2013
7 pm, Roth Center

Present: Richard Abel, Rusty Sachs, Devora Gronauer, Mitch Stotland, Rachel Kleinbaum, Rob Shumsky, Robyn Jacobs, Dan Rockmore, Deb Kaplan

Absent: Lori Hirshfield, Michael Zegans, Michael Taxman, Karen Manning and Susan Israel

Guests: Maggie Duford, Rabbi Boraz

Call to Order and Welcome, Richard Abel, President, 7:00 pm called to order

Approval of Minutes of 1/9/2013 Meeting, Deborah Kaplan, Secretary,
Minutes from 1/9/13 approved as written

Religious School Report and 2 Month Review of Safety Procedures, Maggie Duford, School Director,
See attached Discussed that recommendation to add third grade to the Tuesday Program. Pilot offered this year with good results.

Maggie updated the board on the security measures that have been put in place since the first of the year. Rich shared comments he received about “the overkill” in locking the doors and concern about not having access to go into the building on Sunday mornings. Some people have perceived this as a negative cultural change in light of not truly making a difference. Discussion ensued. We will continue with the current plan and continue to review the decision and discuss the impact.

Treasurer’s Report, Rusty Sachs, Treasurer

Reviewed P&L and balance sheet. The numbers look good for the first 6 months.

Discussion focused on the perception that because the finances have improved that “money is not an issue”. Discussion focused on how much of a cushion should we have? How do we determine this? We will continue to explore these issues as we prepare for next year’s budget.

Nominations of New Board Members for Election at Annual Meeting, Richard Abel for Susan Israel, Susan will be handling this. Our by-laws indicate that the immediate past President is assigned to get the committee together. Rich discussed who will be going off the board. Review of the by-laws indicated that we could have a 4th Vice-President. Mitch brought up a previous discussion about having an exec member or VP-in-waiting to become President. Consensus was that this is a good idea.

Committee to Select Recipient(s) of Mishpacha Award at Annual Meeting: Richard Abel
Rich requested that the 3 VP(s) review the nominations and make a recommendation to the board.

Planning for Upcoming Events and Activities: Assignments of Tasks to be Completed, Abel and others
-2nd Night Community Seder, March 26 @ 7pm: in place and being worked on. We still need to figure out the seder plates and ceremonial food. As a board we need to decide what to charge; consensus: \$36 for adult, \$18 children under 13 over 5 years old \$42 for non-members.

- Jewish Film Festival, April 9, 11, 15, 18
- Lunch and Learn with Nancie Severs, April 28
- Annual Dinner, May 5
- Folk Singing Program for Last Day of Religious School, June 2

- Annual Meeting (with Membership Approval of Budget and BOT Elections), June 2
- UVJC Planning for Early High Holidays (Erev RH is 9/4)

Other Business, Abel, 8:15 – 8:20

10. Good and Welfare and Adjourn, Abel, 8:50 – 9 pm.

Upcoming Meetings:

Wednesday, 4/10: Executive Committee

Sunday, 4/21: BOT (focus: religious school)

Wednesday, 5/8, BOT (final approval of election slate and budget for next year for circulation to membership)

Tuesday, 6/4: Executive Committee

Wednesday, 7/10: BOT

Wednesday, 8/10: Executive Committee

Respectfully submitted,

Deb Kaplan

Secretary

Report for the Board of Trustees

March 5, 2013

Overall school health

1. There are 81 students from Pre-K to 7th grade. We have 15 madrechim in our program, 10 of which are actively involved each week.
2. My overall philosophy is guided by my desire to have the children to take ownership of their school and the programming that is offered to them. It is a pleasure to plan these things, but it is much more pleasurable to have them take over and facilitate. The Purim Carnival was a wonderful example of this. One week before the carnival, 30 children came to the Roth Center, on a Sunday morning where there was no school, and they painted and prepared items for the booths for the following week. Among those in attendance were two new families to the UVJC who will enroll 4 of their 6 children (between them). At 9AM the morning of the Carnival, other children, one by one showed up and decorated and built 18 booths and then ran them for the younger members of our community to enjoy.
3. This year we conducted a pilot program, including the 3rd graders on Tuesday, but did not charge tuition for this. I wanted to see how children of this age were able to take on an additional day of Hebrew school during the week, after being in school all day. Of the nine 3rd graders, 3-5 come each Tuesday. I have met with Pam who is the 3rd grade teacher and she remarks that she sees great growth in the children who do come twice a week. I have polled all parents of current 3rd grade, and they feel it's a good program to offer. I propose that we include this in our normal tuition changing the current structure to PreK-2 Sundays only, and then 3rd-7th, ^{Sundays} and Tuesdays. Next year we will have seven 3rd graders if there is no new enrollment.
4. Security, as it stands now: doors are locked 15 minutes after school is in session and opened 15 minutes prior to dismissal. Parents are now accustomed to it and there is no negative feedback. My phone number is on the door, and if parents come during the hours door is locked, they call me and I come to open it. This is not ideal, but doable until the assessment comes back from Dartmouth security as to other ways to handle this. I feel that it is effective for the time being.
Parents and tutors are also adhering to the policy that after hours tutoring a parent or staff member needs to be present in the building. I have no complaints from this at all.

Budget Additions for next year:

Rich Abel asked me for recommendations to budget changes, and I need more time to prepare this and would like to work with Rusty on these figures as well, as I did with Jeff Silverstein last year. However, there are needs that I already anticipate for next year:

1. I would like a part time assistant, 5 hours a week @ \$12.00 that would be available to me to shop for the snacks, set up snacks on Sunday and Tuesday, set up tables, schlep books, supplies, staple booklets, general errands for the school. This person would work with me to set up for all school Shabbat and dinners, and other duties that take a considerable amount of my time each week. I would replace that time with researching and developing additional school programming, as well as developing ways in which to assess our students' progress in school, establish rubrics for grading, spend more time in each classroom and be even more available to parents. Total needed for this assistant is \$2,000.
2. CAJE conference each year, budget \$1,000 each year.
3. Increase budget for payroll from \$17,000 to \$20,000 as we are finding that there are many students who require intensive tutoring for Hebrew, or have special needs that require one on one tutoring. We have Dartmouth students at the ready, but need to plan for this additional expenditure.
4. I would like a desktop computer. I am currently using a laptop that I would then use from home when I work there. I have a nice monitor as well as keyboard at the school, so I only need the drive and a mouse. \$600?

Re: Amended Proposal for Website Work

3-5-13

Dear Deb,

The following is an amended proposal from my original draft to you in January. The adjustments primarily involve deadlines, as rebuilding the site can really only be accomplished in the summer when the children are not present for school.

P R O P O S A L

A.) Bring *current* website up to date, including working with Rabbi to obtain web content from him. Items could include weekly "Message from the Rabbi", Upcoming holidays and festivals announcements, Upcoming classes Rabbi is designing for adult population, listing new members with a bio etc. There will be limitations as to adding new pages, etc., as the program in place is not as user friendly as what I used to build the site for the school, and other sites I have also constructed.

20 hours a month (beginning immediately) @ \$18.00hr **Monthly cost** **\$360.00**

B.) Building *new* website from program similar to the one I used for the school website. This would include keeping our original website address (uvjc.org) transferring current information from the present website (old connection publications, etc.) as well as building site that would have multiple pages available to us (up to 20 pages if needed). I envision informational pages with biographies from Board Members, President's page, place for photos of events, Lunch and Learn announcements, Multiple emails can be built in such as, president@uvjc.org, treasurer@uvjc.org, rabbi@uvjc.org, etc.

60 total hours @ \$18.00 to begin July 2013 with goal to be finished by start of school year in Fall of 2013. **One time cost** **\$1080.00**

C.) Maintain *new* site, obtaining content pages from Rabbi, obtaining other content from members, Board representatives, uploading new videos, UVJC calendar, Connection pieces, etc.

20 hours a month, ongoing, @ \$18.00 **Monthly cost** **\$360.00**

Respectfully submitted,

Maggie Duford