



Shorenorth Co-Op Preschool Board Meeting June 2, 2014

Present: (19) Jan Burnham, Jennie Blockhus, Alison Buss, Shannon Spurgeon, Cory Peterson, Rachael Garrett, Lena Garcia, Erin Wilson, Vonita Francisco, Amy Leonardson, Stina Miller, Tauryn Beeman, Jenya Barrick, Dana Short, Anastasia Hollenbach, Katie Dire, Erica Graeff, Ashlie Beach, and Susie LaClergue.
Absent: (3) Sean Baugn, Gillian Murphy, and Toni Noll.

8:45 pm Call to order

Lena shared that the theme for next year is mindfulness.

8:48 pm Director's Report

Jan would like to standardize the Board notebooks. Amy will help with this, and we may put lots of the common documents online this year.

8:52 pm Ground Rules

We went over ground rules. Everyone needs to sign and turn in the Board Contract to Lena.

8:53 pm Voting by Consensus

Jennie went over the consensus decision making process, which is the model our Board follows.

8:22 Marketing Update

Dana would like to use the remaining 2013-2014 marketing money for two things: 1) Shorenorth onesies, which will be given to new members who attend a Baby N Me trial class, and 2) a new sign for the fence that is more durable. We agreed that Dana should go ahead and get onesies made, and we will hold off on signs until we consider our logo more thoroughly.

9:02 pm Logo revamp

- Erin reported that most all of our marketing materials are out of date. Since we need to recreate a lot of things, it would be a good time to revisit our logo and decide if we want to make any changes.
- We brainstormed logo changes: colors, size, primary colors, animals or not, keeping hands and hearts; and, words that we wanted our logo to convey: playful, young, handprints, hearts, gender free, green (eco friendly), engage, support, partnership, co-parenting, families, learning. We also considered just refreshing our current logo to

make it simpler and with fewer colors. We agreed that the tagline “Where learning and play go hand in hand” was a good one.

- We decided through consensus that we would keep our current logo for the summer and request new/updated logo proposals, due June 23rd to Dana. Erin will send a request for new logo designs/updates to Announce. Depending on the response, we may have a second request for proposals later in the summer. We will review logo proposals together at the August Board retreat. An ad-hoc committee was formed to work on the logo update, consisting of Dana, Tauryn, Jan, Susie, Erin, and Shannon.
- We need updated marketing materials now so Dana will create a trifold pamphlet and business cards with our current logo.
- Rachael will check with Beth to see about carrying over the 2013-2014 Marketing money so that we don't have to rush through the process of designing a logo before June 30th.
- We briefly discussed the website, which Vonita reported had stalled this year. By Friday, Vonita is going to connect with Lisa to see if she's interested in updating the website over the summer and taking over the website position for next year.

9:37 Registrar Report

We have a returning Baby N Me parent who will be the Baby N Me PC.
There is a spot available in Movers.

9:38 Meeting Adjourned

Action Items:

1. Amy will help standardize and organize the Board Notebooks before the August Board Retreat.
2. Everyone: Sign the Board Contract and turn it in to Lena.
3. Dana will get Shorenorth onesies made (using current logo).
4. Dana will create a Shorenorth trifold pamphlet and update our business cards (using current logo).
5. Erin will send a request for new logo designs/updates to Announce, due June 23rd to Dana. (done)
6. Dana, Tauryn, Jan, Susie, Erin, and Shannon formed an ad-hoc committee to work on the logo revamp.
7. Rachael will check with Beth to see about carrying over the 2013-2014 Marketing money to the next fiscal year.
8. Vonita will check with Lisa about taking over the website for 2014-2015.
9. Jan will attend printing training at the college.
10. Rachael will update the 2014-2015 budget to reflect the fact that we will not receive a \$75 per month printing credit per instructor.
11. Vonita, Gillian, Shannon, and Toni will help plan the August Board Retreat.
12. Ali and Amy will open for the June 19th playdate, Susie and Jenya will close.
13. Dana and Shannon will open for the July 8th playdate, Stina and Lena will close.
14. Ashlie and Jennie will open for the August 13th playdate, Tauryn and Erin will close.



**Shorenorth Co-Op Preschool Board Meeting
August 9, 2014**

Present: (22) Jan Burnham, Susie LaClergue, Lena Garcia, Cory Peterson, Amy Leonardson, Rachael Garrett, Erica Graeff, Ashlie Beach, Gillian Murphy, Jennie Blockhus, Erin Wilson, Dana Short, Sean Baugn, Vonita Francisco, Stina Miller, Toni Noll, Anastasia Hollenbach, Katie Dire, Tauryn Beeman, Jenya Barrick, Heather Cabal, and Shannon Spurgeon2
Absent: (1) Alison Buss

12:05 pm **Call to order**

12:05 pm **Approval of Minutes**

Shannon moved to approve the June meeting minutes. Erica seconded. The June minutes were approved.

12:06 pm **Sign up sheets**

Lena passed around sign ups for the school year, and members signed up for Board meeting snacks, school break playdate openers/closers, all school set up, and community events, as listed below. If you have not signed up, please sign up at the September meeting.

- Board Meeting Treats/Food:
 - Tuesday Sept 9: Jenya, Vonita, Jennie
 - Tuesday Oct 14: Erica, Amy, Katie
 - Wednesday Nov 12: Tauryn, Vonita, Heather
 - Tuesday Jan 13: Susie, Heather, Ashlie
 - Tuesday Feb 10: Anastasia, Shannon, Jan
 - Tuesday March 10: Sean, Cory, Gillian
 - Tuesday April 14: Rachael, Erin, Dana

- Playdate Openers/Closers:
 - Monday December 29th 9:30-11:30am - Erica and Susie open, Jenya and Vonita close.
 - Thursday February 19th 9:30-11:30am – Two people needed to open, one additional person to close with Tauryn.
 - Wednesday April 22nd 9:30-11:30am – Rachael and one additional person to open, Shannon and one additional person to close.

- All School Set up, Friday Sept 5th (5 per time slot):
 9:00 – Jennie, Toni
 9:30 – Amy, Dana, Tauryn, Erin, Shannon
 10:00 – Erica, Susie, Katie, Cory, Gillian
 10:30 – Vonita, Heather, Ashlie
- Orientation Welcome Table, Thursday Sept 4 at 6:00pm: Sean and Cory (One additional person needed.)
- Community Events:
 - Saturday Oct 4th – Anastasia, Erica, Amy, Jennie, Rachael, Cory, and Ali.
 - Saturday Jan 31st, Pajama Jam – Dana, Tauryn, Jenya, Vonita, Heather, Erin, Ashlie, and Gillian.
 - Saturday May 16th – Katie, Toni, Shannon. (4 additional people needed)

12:08 pm Board Ground Rules

We went over Robert’s rules and the idea of using Robert the Hippo as a physical cue for who is speaking. We are a larger group this year and Board members need to cut down on side talking. Everyone needs to sign and turn in the Board Contract to Lena.

12:11 pm Board Meeting Location and Time

Board meetings this year will be held in the school library and will begin at 7:00 pm. Lena mentioned possibly having a social hour with food at 6:30, potentially with soup, a potluck, or a brown bag dinner. We decided to do a drop in brown bag dinner social time from 6:30-7:00 in the classroom. We also decided to start a social meeting/hour at Jersey’s after our meetings as well. Both the before and after meeting social hours are completely voluntary.

12:25 pm Decisions by Consensus

We went through a trial proposal and consensus process. Sean brought up the idea of having a decision matrix, to help determine which decisions should be made by consensus vs. those which can be made by subcommittee. He will send an example decision matrix to Jan.

12:34 pm Logo Update

Dana reported that the logo selection committee has been working with designers to create/redesign our logo. There are currently six possible logos, which will be narrowed to two. Dana will present these two at the September Board meeting.

12:35 pm Registrars Report

Erin reported that we have had some recent openings. There are 3 openings in Movers and no waitlist. There are two new babies to add. Dana is marketing our school on social media and requested members to “like” these blurbs online. Dana will email the Board a short description/endorsement for our school and requests that people post these to their local neighborhood NextDoor sites.

Sean asked about reaching out to a more diverse population. We will discuss this at the September or October Board meeting.

12:46 pm Treasurer Report

Rachael is going to bring the budget to the next meeting. We had a budget surplus last year and some of the surplus sent Jan to Bing.

12:51 pm Calendar and Introductions

Lena will send around an email to Announce with the dates for the first month or so for school. Lena will provide an updated school calendar to the Board when it is ready.

12:55 pm Board Notebooks

We will be creating Board notebooks for each position, which will be updated at the September Board meeting. Please bring your physical notebooks to the September Board meeting.

12:59 pm Meeting Adjourned

Additional Topic – Outdoor time

We brainstormed about how to use and care for our outdoor space and came up with a list of ideas. An outdoor committee was formed, which includes Shannon, Erin, Toni, Anastasia, Jenya, Vonita, and Jan.. This committee will also include Shama Moktan, our outdoor coordinator for the year, and will focus on implementing an outdoor kit/activity system this year as well as thinking about how to incorporate additional ideas in future years.

Additional Topic – Check Signers

Jennie (Jennifer Blockus) is no longer chair and will be removed from Shorenorth's bank account. Lena (Helena E. Garcia), our current chair, is being added to our bank account.

Action Items:

15. All: Anyone who has not yet signed up for Board meeting treats, playdate opening/closing, and community events should do so at the September meeting.
16. Sean will send a sample decision matrix (used in helping to determine which decisions need to be made through consensus versus subcommittee) to Jan.
17. Dana will present logos at the September Board meeting.
18. All: If members come across our site on social media, please be sure to "like" it.
19. Dana will email the Board a short description/endorsement for our school and requests that people post these to their local neighborhood NextDoor sites.
20. We will discuss reaching out to a more diverse population at a future Board meeting.
21. Lena will send an email to Announce with dates for the first month (done).
22. Lena will send out an updated school calendar once it is ready. (done)
23. All: Please bring your current Board notebooks to the September 9th Board meeting.

24. Amy will help standardize and organize the Board Notebooks at the September Board meeting.
25. The Outdoor Committee (Shannon, Erin, Toni, Anastasia, Jenya, Vonita, Shama, and Jan) will share the outdoor idea list with Shama, and work on implementing the idea of having outdoor kits each week, possibly working on this at Setup.
26. Everyone: Sign the Board Contract and turn it in to Lena.
27. Dana will create a Shorenorth trifold pamphlet and update our business cards (using current logo).
28. Jan will attend printing training at the college.



Shorenorth Co-Op Preschool Board Meeting September 9, 2014

Present: (19) Susie LaClergue, Lena Garcia, Cory Peterson, Amy Leonardson, Rachael Garrett, Erica Graeff, Ashlie Beach, Gillian Murphy, Jennie Blockhus, Erin Wilson, Dana Short, Sean Bagn, Vonita Francisco, Stina Miller, Katie Dire, Jenya Barrick, Shannon Spurgeon, Alison Buss, and Tauryn Beeman.

Absent: (4) Jan Burnham, Toni Noll, Anastasia Hollenbach, and Heather Cabal.

7:06 pm Call to order

7:06 pm Approval of Minutes

Shannon moved to approve the August meeting minutes. Vonita seconded. The August meeting minutes were approved.

7:08 pm Board Notebooks and Journal Writing

Amy helped everyone get their Board notebooks updated and then we spent time writing in our journals around our theme of mindfulness.

7:25 pm First Week of School

Susie and Lena reported that Jan will be with her family this week. Classes went very well today even without Jan, and we will proceed with classes as scheduled this week and continue to have a good first week of school.

7:30 pm Treasurer Report

Rachael explained how to read monthly budget reports, which are reported on at each Board meeting. Rachael encouraged classes to use all of their fieldtrip money this year. We also reviewed the balance sheet, retained earnings, and reserve amounts, and the fact that any budget surplus does not roll over to the following year.

The point was made that for fundraising, it would be nice to have a goal that members work towards.

7:53 pm Fundraising

Jennie reported that the wreath flyer is on the website and Facebook. Ali will be creating a fundraising bulletin board and Jennie explained that new Fundraising Box is where all fundraising monies/paperwork will go; the PCs will no longer be involved in money/paperwork collection.

Gillian is working on the Carnival. She would like to update the auction software to be cloud based and central, which will greatly reduce our workload and streamline our

auction. The basic cost is \$1000-1500/year and Gillian will report on possible packages in the next couple of weeks or at the October meeting.

Gillian wants to welcome people to sign up for auction jobs via email and we agreed that she should go ahead and do this.

8:07 pm **PAC Report**

Ashlie is working on finding out the topic of Jan Faull's Parent Connect talk. The first PAC meeting will be held October 6th.

8:07 pm **Parent Coordinator/Class Reports/Concerns from Orientation**

- Returning families with siblings attending Shorenorth need extra forms, not folders, and Ali will put extra (labeled) forms near the front door.
- Lisa Jorus is making sure all members have access to the website.
- There are some listserv issues and Amy requested PCs check in with their classes and make sure everyone is receiving list emails. Please notify Amy of any issues. In the meantime 1) Amy will look into new listservs, 2) Jenya will ask her husband for recommendations, and 3) Ashlie will check with PAC to see what software/servers are being used by other coops to run their lists. Sean suggested the fundraising software might have email capabilities (if we were to purchase one) and Amy will check into this too.
- Ashlie brought up that some concern has been raised around snack for Movers. These concerns will likely be addressed/clarified once Jan is back next week.
- BabyNMe class was great.
- Toddlers have a lot of allergies in class but are working on sorting out what is acceptable.
- Susie ran an amazing Groovers class.
- Erin mentioned that class sign-in forms are on the counter near the entrance. Sign-out forms will be on a clipboard above the art sink which someone needs to bring outside and clip to the fence each day so that classes can check out while outside before leaving the school; BabyNMe being the sole exception (will continue to sign out inside near the entrance).

8:21 pm **Logo Update**

Dana updated the Board on the work of the logo committee: Our current logo is expensive because there are five colors, we do not have the original file, and the adhoc committee has received design submissions and narrowed the possibilities down to four candidates. She presented the logos which were openly discussed by the Board and voted on (the green and purple logo received 13 votes, while other candidates received 0-2). More discussion ensued.

Lena proposed giving the adhoc committee full authority to take Board suggestions and make a decision. We did not reach consensus on this proposal, and ran out of time.

Dana will send the four images out to the Board. Anyone wishing to comment on the logos is to email Dana by Friday. Dana will then collate these comments and convey requests to the designers for one more round of revision. Dana will then email around new pdfs and set up a survey monkey so that a final decision can be made at the October Board meeting.

9:06 pm **Photocopy machine**

Susie reported that our copier prints lines on all copies, which is not good for preschool aged kids. People reported that previous repair people have said that it cannot be repaired further. Jenya and Vonita will research photocopiers and will check with other coops in building.

9:08 pm **Miscellaneous/Action Items**

Vonita chalked out the bike cage and requested that people try to keep our outdoor toys in place.

Gillian asked for a headcount on trading man-hours with Shoreline Coop for their Fall Auction.

Rachael passed around a sign up sheet for the financial aid committee. The financial aid committee will include Rachael, Erica, Jan, Vonita, Jenya, Erin, and Dana.

9:10 pm **Meeting Adjourned.**

Action Items:

29. Ali will create the fundraising bulletin board.
30. Gillian will present auction software to the Board by the October meeting.
31. Gillian will invite members to sign up for Carnival jobs. (done)
32. Ashlie will report back to the Board on the topic of Jan Faull's Parent Connect talk.
33. Ali will put labeled, start of the year forms near the front entrance.
34. PCs will check in with their classes (again) to make sure members are receiving listserv emails and report all listserv issues to Amy. (done)
35. Amy will research new listserv possibilities, including consulting Jenya's husband and any potential new auction software.
36. Ashlie will check with other coops to see what software/website host they may use for their listservs.
37. Dana will email the four potential logos to the Board (done).
38. All: Email Dana feedback on the potential logos by Friday (9/12). (done)
39. Dana will collate and organize Board comments about the logos (done) and submit comments to the designers, requesting one more revision, and then will distribute this new round of candidates to the Board and setup a survey monkey before the October meeting.
40. Jenya and Vonita will research photocopy options, including checking with other coops in the building about sharing copier costs.
41. All: Anyone who has not yet signed up for Board meeting treats, playdate opening/closing, and community events should do so.
42. Sean will send a sample decision matrix (used in helping to determine which decisions need to be made through consensus versus subcommittee) to Jan.

43. We will discuss reaching out to a more diverse population at a future Board meeting.
44. The Outdoor Committee (Shannon, Erin, Toni, Anastasia, Jenya, Vonita, Tauryn, Shama, and Jan) will share the outdoor idea list with Shama, and work on implementing the idea of having outdoor kits each week, possibly working on this at Setup.
45. Jan will attend printing training at the college.



**Shorenorth Co-Op Preschool Board Meeting
October 14, 2014**

Present: (18) Susie LaClergue, Lena Garcia, Amy Leonardson, Erica Graeff, Gillian Murphy, Jennie Blockhus, Dana Short, Vonita Francisco, Stina Miller, Katie Dire, Jenya Barrick, Shannon Spurgeon, Cory Peterson, Rachael Garrett, Anastasia Hollenbach, Alison Buss, Jan Burnham, and Erin Wilson.

Absent: (4) Toni Noll, Heather Cabal, Tauryn Beeman, and Ashlie Beach.

7:01 pm Call to order

7:02 pm Approval of Minutes

Erica moved to approve the September meeting minutes and Jennie seconded. The September meeting minutes were approved.

7:02 pm Journal Writing

7:16 pm Director's Report

Discussion about the outdoor fire engine play structure, the fact that it can be unsafe for preschoolers, and how we might replace it with something more appropriate. The outdoor committee will consider this.

Jan reminded us that we are all responsible for safety at our school and protecting our children. We talked about doing fire drills and plans to do lock down drills, including potential lock down scenarios: how a lock down might happen, handling people in the bathroom, keeping the doors locked once they're locked, etc.

- Jan and Susie will assign Teacher Designees when they are out of town.
- Parents will be taught how to lock the doors.
- We talked about having a "fieldtrip bag" containing emergency forms, first aid kit, etc.

7:48 pm Treasurer Report

Rachael walked us through the current budget. Jan reported that Shorenorth will receive \$250 for office supplies from the college this year.

7:52 pm Fundraising Report

- Jennie requested that anyone that has sold wreaths to alumni to please let her know. Many alumni have not been personally contacted yet.
- Jennie and Erin will work through the Alumni list and make sure all Alumni are listed there.

- Gillian reported that all but two members have signed up for a Carnival job.
- The Shoreline Carnival is next weekend and five Shorenorth people are volunteering. Dana will Tweet/Facebook about the Shoreline Carnival.
- The small outdoor playground is falling apart, and Shannon and the outdoor committee are going to work on this.
- Gillian suggested we set our fundraising goal for the year as improving our outdoor play area.
- Gillian presented her proposal to switch to Charity Auction Organizer software for the Carnival this year to save money, save time, and streamline our auction process. Lena proposed to buy the software and Jennie seconded. Gillian will purchase it and set it up for the procurement team. Jennie and Gillian will see about linking wreath sales to the software.

8:08 pm **Logo Team Update**

Dana reported that logo feedback from the last Board meeting was sent back to the designers. The designers are working on both a banner and a small square or circle logo, and will present their designs in grey scale. Dana will send out candidate (grey scale) logos and color palettes to the Board a few days before the Board meeting. Board members will vote on designs and color palettes (separately) at the November meeting.

8:18 pm **Copy Machine Update**

Vonita and Jenya presented their data on copy machine options. Assuming we do about 8000 copies per year, they recommend going with a lease to own option through Copies Etc which will be \$105/month for 39 months for the machine, ink, and service. Vonita will send the contract and some detailed information around to the Board and it was agreed that Vonita, Jenya, and Rachael will review this option in detail, everyone will read the contract and bring up any issues they have, and that the Executive Board will make a decision on whether to purchase or not.

8:43 pm **PC Class Reports**

- Jan reported that Baby class is going really well.
- Jenya reported that Explorers is going fine – there is a definite age range. The Moms have all bonded really well.
- Katie reported that Toddlers is going well. They had a fieldtrip. One family has dropped. One person has decided to come one day per week, which is going fine.
- Anastasia reported that Movers was doing a shared lunch, but had some trouble with that so started doing a packed lunch. The parents are all working hard in this class and adjusting to drop off and the logistics of covering days for each other.
- Groovers is a very calm class and had a fun first fieldtrip.

8:57 pm **Communications Report**

- Sean is no longer at Shorenorth. Ali will do the Communications job by herself, with some help from Dana. Ali will likely do one newsflash a month and will do fewer newsletters this year – possibly one per quarter.

- Movers wants to create a Shorenorth SmugMug account, for \$40 for the year. There was some concern if there would be liability if Shorenorth paid for the account and it was misused, so the Board decided to invite parents to each chip in \$1 for the account and all will be invited to use it. Ali will set up a collection jar in the classroom. Ali will ask Ashlie to check with PAC to see how other schools do photosharing and how they handle any legal issues.

9:17 pm Meeting Adjourned

Action Items:

46. Jennie and Erin will look through Alumni document and make sure all alumni are listed. (done)
47. Dana will publicize the Shoreline Carnival to our members. (done)
48. Shannon and the Outdoor Committee will work to repair the outdoor play structure just outside our entrance door.
49. Gillian will purchase Charity Auction Organizer software and set it up for this year's Auction team. (done)
50. Gillian and Jennie will see about linking the wreath sales in with the Charity Auction Organizer software. (done)
51. Dana will send grey scale logo candidates and color palettes to the Board a few days before the November Board meeting, in preparation for a vote.
52. Vonita will send copy machine info around to the Board. (done)
53. Everyone: Review copy machine info and submit any concerns or comments to Vonita, Jenya, and Rachael.
54. Vonita, Jenya, and Rachael will review Board feedback on the copy machine choices and present their final choice to the Executive Board.
55. The Executive Board will decide on whether to purchase the copy machine presented or not.
56. Ali will set up a SmugMug collection jar. (done)
57. Ashlie will check with PAC to see how other coops do photo sharing and if there are any legalities involved if photosharing sites are used.
58. Ali will create the fundraising bulletin board.
59. Ashlie will check with other coops to see what software/website host they may use for their listservs.
60. We will discuss reaching out to a more diverse population at a future Board meeting.
61. Jan will attend printing training at the college.



**Shorenorth Co-Op Preschool Board Meeting
November 12, 2014**

Present: (17) Susie LaClergue, Lena Garcia, Amy Leonardson, Gillian Murphy, Dana Short, Vonita Francisco, Stina Miller, Katie Dire, Shannon Spurgeon, Rachael Garrett, Anastasia Hollenbach, Alison Buss, Jan Burnham, Erin Wilson, Toni Noll, Heather Cabal, and Tauryn Beeman.

Absent: (5) Ashlie Beach, Erica Graeff, Jennie Blockhus, Jenya Barrick, and Cory Peterson.

7:04 pm Call to order

7:04 pm Approval of Minutes

Gillian moved to approve the October meeting minutes and Rachael seconded. The October meeting minutes were approved.

7:07 pm Logo Announcement

Dana presented the logos for discussion later in the meeting.

7:12 pm Director's Report

- Jan received a bid for \$710 to put barbed wire around the top of the bike cage fence. The outdoor committee is still working on this.
- Ali is going to post the sex offender website in the next newsletter.
- Jan expressed gratitude for all the support she has received.
- Next year, we may have a smaller Board so that we can cover more of the non-Board jobs.
- NAEYC was really inspiring. Vroom, a local company is one to check out (joinvroom.com) along with Mind in the Making (mindinthemaking.org).
- Jan has acquired some new Music Together books for our classes.

7:29 pm Treasurer Report

Rachael walked us through the October budget.

7:30 pm **Fundraising Report**

- Gillian reported that the wreath sale was a great success:
 - 48 of the 52 sellers raised more than the minimum.
 - Half of members raised more than double the minimum
 - Five sellers raised \$500, one seller at \$774 (Lori Scobe), Stina \$1103, and Erin \$1160.
 - Groovers had the highest average and will receive the class prize.
 - Our total sale was \$13,444, resulting in a profit of \$6800, just slightly lower than last year.
- The procurement team met, stuffed envelopes, and mailed them out. Donations are already starting to come in, and the new software is working well and making things much easier for the team.
- Currently, there is no team leader for the Carnival Team, which is a concern. Gillian will talk to a few people about it.
- Our wreaths are being delivered November 20th.
- Gillian is working on finding shelving for the container, likely four steel shelving units.

7:42 pm **PC Class Reports**

- Groovers is having trouble finding subs on Mondays and Fridays when there are fewer workers. A few non-Groover Board members offered to sub if necessary and Vonita or Stina will contact these people in the future if needed.
- One of the Movers families has a new baby; they are receiving support from their class. One student has dropped. The kids are doing well with drop off.
- Tauryn reported that Toddlers are getting into the routine of the drop off. There was one case of lice in the class, but it did not spread.
- Dana reported that Explorers are playing well together and it is a great class.
- The Babies (and parents) are getting comfortable with each other. One family just dropped, but there have been two more inquiries this week.

7:54 pm **Communications Report**

Ali reported that the workload is feeling reasonable. She has a newsletter coming out soon and requests that people send her content. She is now able to update the website as needed.

7:56 pm **Website and Email Listserv update**

Amy reported that Google Groups is the preferred solution for our listserv issues. We discussed this option and agreed that Amy would set up Google Group lists for all of our classes and switch them over during the December break. Lists will be named like, ShornorthX@googlegroups.com, where X is 'Announce', 'Board', 'Groovers', etc.

8:05 pm **Copy Machine update**

Vonita reported that Jan is sending the copy machine contract and it will be delivered in next couple of days. We are buying it outright and doing a one year service contract.

8:07 pm **Pajama Jam Team**

Erin volunteered to head up the team and requested any ideas/changes for this year. The Board agreed it was a really successful and fun event last year and no changes need to be made.

8:10 pm **Current Class Schedule**

In preparation for next school year and registration in January, we talked about the timing of the current classes. Many people like that Toddlers is two days; it helps keep people engaged in the school. And, our age splits are very common across many coops. Some like that Movers is three days, as it provides more time to connect with people. Mondays are more high energy in all the classes. The Movers time frame is working well for most families, even though there is a split schedule.

8:32 pm **Logo Update**

Dana presented the Board's comments about the logos. C and E appeared to be the favorites. There was a lot of discussion about how to move forward and who should make the decision on what logo to go with. Gillian proposed that the logo committee make the decision on the logo. The logo committee will give the designers one last chance to make changes and then vote on a logo, which will be presented to the Board at or before the December meeting.

8:54 **December meeting**

Our December meeting will be an Italian potluck on December 9th from 6:30-9:00. Amy will host. We will continue the tradition of a books and bottles gift exchange.

8:59 pm **Upcoming Dates**

Nov 20th Wreath Delivery

Dec 29th All School Playdate Opening: Erica and Susie, closing: Jenya and Vonita.

9:00 pm **Meeting Adjourned**

Action Items:

62. Everyone: Please send content to Ali for the upcoming newsletter.
63. Amy will switch our listservs over to Google Groups over the December break.
64. The Logo Team will decide on a logo before the December meeting.
65. Shannon and the Outdoor Committee will work to repair the outdoor play structure just outside our entrance door.
66. Ashlie will check with PAC to see how other coops do photo sharing and if there are any legalities involved if photosharing sites are used.
67. Ali will create the fundraising bulletin board.
68. Ashlie will check with other coops to see what software/website host they may use for their listservs.
69. We will discuss reaching out to a more diverse population at a future Board meeting.
70. Jan will attend printing training at the college.



Shorenorth Co-Op Preschool Board Meeting December 9, 2014

Present: (18) Susie LaClergue, Lena Garcia, Amy Leonardson, Gillian Murphy, Dana Short, Vonita Francisco, Shannon Spurgeon, Rachael Garrett, Anastasia Hollenbach, Jan Burnham, Erin Wilson, Toni Noll, Tauryn Beeman. Ashlie Beach, Erica Graeff, Jennie Blockhus, Jenya Barrick, and Cory Peterson.

Absent: (4) Alison Buss, Stina Miller, Katie Dire, and Heather Cabal.

7:28 pm Call to order

7:28 pm Approval of Minutes

Vonita moved to approve the November meeting minutes and Cory seconded. The November meeting minutes were approved.

7:29 pm Director's Report

- Jan announced that we will have the same class schedule next year, and wants to meet with Erin to fine tune the schedule.
- We completed a Circle Of Suggestions about the size of the current Board and the lack of people to do all the coop jobs. Comments included:
 - Having one PC per class
 - Allowing coop members to hold two coop jobs
 - Consolidating jobs
 - Making some job positions bigger (ie. art mailer)
 - Cleaning coordinator job restructured
 - Some coop jobs could be done by one person – ie. Grandparents week.
 - One person from two person Board position teams (ie. PCs, Fundraising) attend Board meetings
 - Double up Board positions with easy jobs like art mailer.
 - PC partnering with care person to be present on alternate work days.
 - Grandparents week job could take on more responsibilities
 - Instead of cutting PCs to one per class, trade off on Board meetings and divide up jobs
 - Art mailer, snack, and vacuum coordinator could be a single position.
 - PCs could receive more training with Vice Chair
 - Review all Board jobs to see if any are just regular jobs
 - Create a team, including PC, vacuum, care, and field trip coordinator jobs, which would be a voluntary second job for the Board.
 - The care person and fieldtrip coordinator could be one position.

- Jan passed out Board appreciation gifts of a Lebanese Lentil dish that she made.

7:45 pm **Fundraising Report**

- Gillian reported that we have already received \$2000 in auction donations thanks to the procurement team. The new auction software is working well.
- Lena has agreed to take on the role of carnival lead.
- The carnival team is working on printing publicity signs, building frames for game backdrops, and printing game signs.
- Gillie and Tauryn (volunteer coordinator, along with Brandee Collins) are meeting to work on securing volunteers.
- Gillie is working on building in sustainability in all areas of fundraising.
- The team is trying to balance having work parties vs. getting things done at home, and how much community building to do.
- The container needs to be organized.
- Dana and Lia are the publicity leads for the carnival.

7:58 pm **Miscellaneous**

- We briefly discussed a gift for Lia to thank her for all the years she has provided our school with reduced tickets to the Nutcracker. Susie is working on this.
- Registration forms for the 2014-2015 year will be due at the end of January.

8:00 pm **Presentation of Logo**

Jan, Dana, and the logo team presented our new Shorenorth logo, which was very well received. We toasted Dana, the team, and the designers. We will give the designers a Date Night Out by volunteering to provide childcare for them.

Dana is going to start printing marketing materials with the old logo and Gillie suggested putting our tag line “Where play and learning go hand in hand” on the back. Dana will work with the designers on this.

8:08 pm **Pajama Jam Update**

Erin reported that preparations for the Pajama Jam are underway; Craig Schell will DJ, Gillie is working on getting milk, and the team is working on art projects. The team may ask for cookie donations from Board members. Vonita will check with PCs about allergens.

7:12 pm **Listserv update**

In advance of the listserv change over (taking place approximately December 28th), Amy will send an email to PCs with the details and then PCs will send an email to their classes. Amy will also write up a short document and will distribute it to mailboxes at the December playdate. Erin will provide hard copies of the new class rosters to also be distributed at the December playdate. After the new listserv is set up, PCs will send a welcome email to their classes.

8:15 pm **Meeting Adjourned**

Action Items:

71. Dana will work with the designers on including our tag line in some future marketing materials.
72. Vonita will check with the PCs about allergens in preparation for making cookies for Pajama Jam.
73. Over the December break, Amy will email PCs with details about the listserv change, print up a short flyer and place these in mailboxes, and switch the listserv over to Google Groups.
74. PCs will email classes with details about the listserv change and then once the lists have changed will email their classes a welcome email.
75. Erin will distribute new class rosters to mailboxes at the December all school playdate.
76. Shannon and the Outdoor Committee will work to repair the outdoor play structure just outside our entrance door.
77. Ashlie will check with PAC to see how other coops do photo sharing and if there are any legalities involved if photosharing sites are used.
78. Ali will create the fundraising bulletin board.
79. Ashlie will check with other coops to see what software/website host they may use for their listservs.
80. We will discuss reaching out to a more diverse population at a future Board meeting.
81. Jan will attend printing training at the college.



**Shorenorth Co-Op Preschool Board Meeting
January 13, 2015**

Present: (17) Alison Buss, Stina Miller, Lena Garcia, Amy Leonardson, Gillian Murphy, Dana Short, Vonita Francisco, Shannon Spurgeon, Jan Burnham, Erin Wilson, Toni Noll, Tauryn Beeman, Ashlie Beach, Erica Graeff, Jennie Blockhus, Jenya Barrick, and Cory Peterson.

Absent: (4) Katie Dire, Susie LaClergue, Rachael Garrett, and Anastasia Hollenbach.

7:01 pm Call to order

7:04 pm Approval of Minutes

Erica moved to approve the December meeting minutes and Gillian seconded. The December meeting minutes were approved.

7:04 pm Chair's Report

Lena passed around a sign up sheet for repairing certain items at school in preparation for grandparent's week and open house.

7:06 pm Director's Report

- The nametag basket and name badge supplies are missing. Anyone who knows where they are, please let Jan know.
- Jan distributed a website at which one can sign up for alerts from the Shoreline School District. Ali will add this to a future Announce email (and will also remind us that if Shoreline School District cancels school for any reason then Shorenorth will be closed).
- Directors had to turn in info about the eventful day this past week. Jan is encouraging the North City Learning Center to follow the procedures that are in place.
- We discussed setting up a phone tree and decided to put one in place. PCs are going to discuss this with their classes (and print rosters if necessary) at next weeks all school meeting.
- Jan will distribute a planning form that she would like to be used for future Shorenorth events – Grandparents Week, Pajama Jam, etc.
- Jan thanked the board again for welcoming people to our community, specifically, Pollie McClosky who visited Groovers and a new member of Toddlers.
- Our new copier is working great. Jan is updating her software (through the college) and will then be able to scan documents and save as pdf.

7:31 pm **Treasurer Report**

Erica took us through the December Budget Report, and will work with Rachael on these issues:

- Gillie asked about the -\$200 item for Wreaths in December.
- Amy will check with Rachael and Erica about the payment to Elena for Music Together.
- Erin asked about the budget for Pajama Jam.

7:36 pm **Fundraising Report**

- Gillian reported that we have already received \$3000 in donations. She is meeting with Team Leaders: there is a procurement meeting on Friday to start making follow up phone calls and she has been meeting with Lena, our Carnival Lead. This year, they will be making backdrops for each game to increase the visual appeal.
- Gillian is working on shelving for the container. We may buy shelving, but may build our own shelves - Dunn Lumber has offered us to buy lumber at cost + \$100.
- Cory created Raffle Ticket envelopes that look really nice and are reusable.
- Gillian encouraged everyone to work on outreach for our event.
- We discussed the potential donation from Laurel Ink. Because we just rebranded we are in need of many things – thank you cards with our logo, thank you notes for auction, letterhead, canvas bags, potentially picture frames to be used as a parting gift at our Spring Community Event. Dana will work with Lena and Tahiroh to decide how best to proceed.

7:48 pm **PAC Report**

Ashlie notified us that PAC Speaker for our April 1st event has cancelled due to health reasons. She has contacted 20 people in the last five days and is working hard to find a replacement. PAC may partner with Parent Map to get a nationally known speaker. Alfie Kohn has responded and suggested others who might sponsor him to speak. Please email Ashlie with additional speaker suggestions.

7:57 pm **Class Reports**

- Groovers: Vonita and Stina reported that there may be another student joining. They have had some great subs (Jenya and Ashlie) and had a good Kindergarten Transition Meeting.
- Movers: Toni reported that there have been a lot of absences, and shared some cute kid quotes. Class is going well.
- Toddlers: Tauryn reported that there are lots of new babies, and brought up an issue about new babies and the percentage of kids in class being vaccinated. The kids handled a late snack one day without issue.
- Explorers: Jenya reported that there have been no attendance changes this year. Wednesday class was cancelled, but they had an extra Friday playdate with a really good turnout. Half the class is now two, and kids are starting to play together.
- BabyNMe: Heather has stepped down from the Board. They had a fieldtrip to the Creative Dance Center and had a lot of fun. Jan reminded all of us that circle time is for listening to and participating with the teacher and kids.

8:16 pm **Communications Report**

Ali reported that the Communications job may be too much for one person. She is going to focus on newsflashes for the time being and may even send them twice a month.

8:19 pm **Marketing Report**

- Dana has started publicizing the Open House, and it is currently on Craigslist and Shoreline Area News. As it gets closer, there will be more social media communications. She will also look into ParentMap, Red Tricycle, and Seattle's Child.
- The logo will be formally presented at next week's business meeting.
- Jenya has been helping with Tshirts, brochures, signage, and other marketing things.
- Dana is working on having Tshirts with our new logo available to buy at the Open House and is looking into some new vendors. Erin will send a list of tshirt vendors to Dana. Jennie suggested getting polo shirts made.
- Dana presented the slogan with the tag line, which looks great and we discussed including the tagline always vs. sometimes, which is still being worked on.

8:33 pm **Registrars Update**

- Erin has new registration forms ready for 2015-2016 registration, and will have them available on the counter next week. Forms will be turned in to the new class mailboxes. Nothing on the schedule is changing: teachers, age ranges, times, etc.
- Open House is right after registration – Saturday February 7th, 10-12. Erin sent around sign up sheets for half hour spots: Dana will sell tshirts, Ashlie and Lena will open, Shannon will close, and Jenya and Jennie also may come.
- Erin will let the Board know about class capacity before the Open House, and will check with current members she has not heard from before giving away spots.
- We discussed whether new member registration would be first come first served, and someone suggested having a raffle, but we decided to stick with first come first served.
- A comment was made about how great the multi-age class is/was for some of our families.

8:50 pm **Listserv Update**

- Amy is working on moderation and permissions for some of the lists.
- Our new google groups listservs have a quirky issue that we discussed, and we decided as a board that "reply" messages will be handled as expected (rather than as an unexpected "reply all") with the result being that in long email changes with lots of "reply alls", some email addresses (yahoo, hotmail, maybe others) will receive double messages.

9:00 pm **Pajama Jam Update**

- Erin requested numbers and PCs will contact classes to get a feel for how many are attending.
- Gillie asked about milk and using individual cartons vs. gallons and cups, which people felt would be much messier.
- A canned food drive is being added this year.

9:04 pm **Announcements**

- The all school evaluations will be done online.
- Anyone is welcome to bring a snack to next weeks parent ed night.
- Dana requested more happy traffic on Facebook.

9:05 pm **Meeting Adjourned**

Action Items:

82. Ali will send an Announce with the Shoreline Schools alert sign up info, and also reminding parents that if Shoreline Schools are cancelled for any reason, Shorenorth is cancelled.
83. PCs: Please set up a phone tree (and print rosters if necessary) for your classes at next weeks all school meeting.
84. Jan will distribute the well organized event planning form to be used for future Shorenorth events.
85. Erica and Rachael will work on the three Treasurer issues.
86. Dana and Lena will work with Tahiroh on the potential Laurel Ink donation.
87. All: Please email Ashlie with additional PAC speaker suggestions.
88. Dana will have tshirts with our new logo made.
89. At the Open House on Saturday February 7th 10-12, Dana will sell tshirts, Ashlie and Lena will open, and Shannon will close.
90. Amy will adjust the listserv settings so that there are no unexpected 'reply alls'.
91. PCs: Please contact your classes about Pajama Jam attendance and report estimated attendees to Erin.
92. Shannon and the Outdoor Committee will work to repair the outdoor play structure just outside our entrance door.
93. Ashlie will check with PAC to see how other coops do photo sharing and if there are any legalities involved if photosharing sites are used.
94. We will discuss reaching out to a more diverse population at a future Board meeting.
95. Jan will attend printing training at the college.



**Shorenorth Co-Op Preschool Board Meeting
February 10, 2015**

Present: (17) Lena Garcia, Amy Leonardson, Gillian Murphy, Dana Short, Vonita Francisco, Shannon Spurgeon, Jan Burnham, Erin Wilson, Tauryn Beeman, Ashlie Beach, Erica Graeff, Jennie Blockhus, Cory Peterson, Katie Dire, Susie LaClergue, Rachael Garrett, and Stina Miller.

Absent: (4) Anastasia Hollenbach. Alison Buss, Toni Noll, Jenya Barrick.

7:04 pm Call to order

7:04 pm Approval of Minutes

Jennie moved to approve the January meeting minutes and Rachael seconded. The January meeting minutes were approved.

7:04 pm Chair's Report

- Board nominations are coming up soon. A sign up sheet was passed around to sign up for the board selection committee. Four from this sheet will be chosen.
- For the February 19th playdate, Erica volunteered to be an additional opener and Dana volunteered to help close.

7:10 pm Director's Report

- Thank you to the Pajama Jam team. The Pajama Jam team will send thank yous to both Craig and Drew. Amy will thank Ron for preparing the gym.
- Thanks to everyone for cleaning and organizing the school for Open House.
- Jan and Susie attended a fabulous retreat, led by Pollie.
- A domestic violence event occurred between the parents in one of our Toddler families. The Toddler class is aware and alert. We are going to have a speaker tomorrow night discussing school safety.
- Jan brought up background checks for parents in the classroom, as one potential new family had inquired about that. There is a privacy issue here as we are students of SCC. We might consider changing our registration materials in the future to include something about this.

7:40 pm Online Storage

This topic will be covered at the next Board Meeting.

7:43 pm **Treasurer's Report**

Rachael presented the current budget. We segued into a discussion on outdoor toys; the outdoor committee is working on this.

7:49 pm **Fundraising Report**

- 60 donations so far. Procurement is going great.
- The publicity team is gearing up and will advertise the silent auction more this year.
- Classes are welcome to do class projects, but it is not required.
- We might get a large lot of Starbucks supplies.

7:55 pm **PAC Report**

- Ashlie reported that students of SCC get free Microsoft 365.
- For online storage, other co-ops suggested using Drop Box or One Drive.
- To share pictures, other co-ops use Drop Box, Shutterfly, Facebook, and email, and have not been concerned with any specific legalities around photo sharing.
- PAC is likely going to raise their fees from \$5 to \$7 per person. This may happen as early as next school year.
- PAC requested feedback on the Board Leadership Meeting, and we discussed our likes and dislikes about this meeting.
- Our new PAC speaker is Rosetta Lee who will speak on Gender and Sexuality Diversity. The event will be held March 30th from 7-9 pm at Shoreline Community College PUB Student Union. There will likely be free parking. Ashlie is requesting help that day for set up. If anyone has suggestions/questions for our speaker, specifically for kids in the 0-5 age range, please email Ashlie.

8:11 pm **Registrar's Report**

- We had a great Open House. Lots of paperwork turned in. Two were referrals from Alumni –Karen Kessinger and Katie Henderson. Jan will give Karen a new Shorenorth t-shirt as a thank you. Jennie will send Katie a thank you note.
- Current space available for next year is: 1 space in groovers, 2 spaces in movers, toddlers is full with 3 on waitlist, 2 spaces in explorers, and the baby class is wide open.

8:17 pm **Vice Chair Report**

- Cory needs help moving chairs tomorrow for the speaker setup, at 6. Susie, Jan, and Amy volunteered.
- We have decided to not hold the CPR class – some of our members will take the class at night (with subsidy). It was suggested we hold this class at our school every other year, rather than every year.
- Cory set up phone trees for each class. This will be put these on each class page. We will encourage everyone to call their classmates, not text.

8:20 pm **Class Reports**

- Groovers: Vonita reported that we have a new baby. There is a meal train going for Stina. We also have a new family.

- Movers: Three kids are sick, but they are having a fun party tomorrow. A new member joined at Open House.
- Toddlers: Katie and Tauryn reported that one family is getting acclimated and there is another new person for this year as well. Families are being supportive.
- Explorers: Dana reported that the kids are playing together more, and class is going well.
- BabyNMe: Jan reported class is going strong at 10. They started doing Baby Jams – a different mom brings in a song to dance to each week.

8:39 pm **Temperature Reading**

- 39 people gave feedback online back in December.
- Everyone received the evaluation again last night. It is online and due Friday. We will mention this at our meeting tomorrow night. Please fill it out and spread the word.

8:42 pm **Pajama Jam Recap**

Already discussed. Two photo props for the Pajama Jam are now permanent and in our container for use next year.

8:44 pm **Reaching Out to a More Diverse Population**

We discussed diversity and reaching out:

- One Toddler family is interested in joining and since one of our Toddler families only attends one day per week, we could allow one more person in.
- Going to parks, talking to people in the community we might not necessarily say hi to.
- One thing to keep in mind in taking new members at this time of year is the fundraising responsibilities.
- We should work hard to create a diverse baby class.
- We already have some diversity within the school.
- Suggestion about having summer play dates with popsicles at specific playgrounds.
- Scheduling may be a huge issue for daytime
- It was suggested that we figure out how diverse we are – how are we defining diversity. Maybe someone should crunch the numbers and compare our diversity to the city of Shoreline, for example.
- We might consider offering a multi age night class, which will reach a more diverse audience.

9:05 pm **Meeting Adjourned**

Action Items:

96. The Pajama Jam team will send thank yous to Craig Schell and Drew Wilson.
97. Amy will send a thank you to Ron for his help with the Pajama Jam.
98. At the February 19th play date, Erica will help open and Dana will help close.
99. Anyone who is able to help set up for the PAC speaker the afternoon of March 30th, please contact Ashlie.
100. Anyone who has questions for our PAC speaker (speaking on Gender and Sexuality Diversity) specifically for kids 0-5, please submit them to Ashlie.
101. Jan will give Karen Kessinger a t-shirt as a thank you for referring a new member.
102. Jennie will write Katie Henderson a thank you note for referring a new member.
103. Jan will attend printing training at the college.



Shorenorth Co-Op Preschool Board Meeting March 10, 2015

Present: (17) Lena Garcia, Amy Leonardson, Gillian Murphy, Vonita Francisco, Jan Burnham, Tauryn Beeman. Ashlie Beach, Erica Graeff, Jennie Blockhus, Cory Peterson, Susie LaClergue, Rachael Garrett, Anastasia Hollenbach. Alison Buss, Stina Miller, Erin Wilson, and Jenya Barrick.

Absent: (4) Toni Noll, Dana Short, Shannon Spurgeon and Katie Dire.

7:04 pm Call to order

7:04 pm Approval of Minutes

Jennie moved to approve the February meeting minutes and Erica seconded. The February meeting minutes were approved.

7:13 pm Online Storage

Ali presented Own Cloud software, freely available software that can be hosted on our server at Dreamhost, which gives us unlimited storage. We will still maintain our physical documents, but will use Own Cloud to store documents that are reused every year, and anything makes sense to users. Users will be given accounts according to board position, rather than in their own names. Amy will ask Lisa about whether we can make comments on the documents stored in Own Cloud, and also whether users can simultaneously be logged in on multiple computers.

Ali and Amy (with the help of Lisa) will create accounts for all board members and send these through email to the board. Board members should then log in and save their important documents to Own Cloud.

7:33 pm Outdoor Report

- Vonita set up the new slack line today and a few people tried it out. For liability, we will only allow non-Shorenorth children to use it if their guardians are right there. We decided that a designated parent will need to be in charge of it, and that it should be put away at the end of each class.
- PCs: Remind class to put outdoor toys away if you use them
- Vonita is going to hang the bike helmets on the wall by size, she will get be getting some new helmets in a variety of sizes.

7:47 pm Treasurer Report

Rachael reviewed that our budget is set for the following year each May, by the current exec board (the incoming exec board attends this meeting).

We may consider giving April (safety speaker last month) an honorarium.
There are not enough people to clean, and Noel is still working on this issue.
We will be over budget on financial aid this year by ~20% (were under budget last year).
We brainstormed what else can we do for financial aid for our families:

1. Give people the opportunity to pay over 12 months, rather than 9 months.
2. Paid cleaners (budget a bit for cleaning)?
3. Save some retained earnings each year to put towards financial aid. We may want to encourage this economic diversity at our school.
4. Offer anonymous sponsorship of a family in need within Shorenorth. Could be added into fundraising plan “Would you like to buy a wreath and contribute \$2 to our scholarship plan”. Could add a line to the wreath donation form.
5. Educate everybody as to where scholarship money comes from (other families).
6. We may want to let the families know that we are dipping into our savings.
7. Asking people on scholarship to contribute more in terms of jobs/times?
8. Are there grant opportunities for scholarship? Jennie has some ideas to pursue. We may need to form an adhoc committee.
9. GoFundMe for education.

Erica asked PCs to ask classes if anyone is interested in the Assistant Treasurer position.

8:15 pm Fundraising Report

- Shelves have been put in the container.
- Carnival backdrops have been made and are almost finished, ahead of schedule.
- A few games are going to be slightly different (upgraded) this year.
- Procurement is going great – 113 items so far. We need to encourage members to do handmade donations. People are liking the carnival on Facebook.
- We are on the ParentMap calendar, among other places. (The flyer is out of date – Gillian will follow up with Lia.)
- PCs remind class that raffle tickets are due this Friday.
- PCs ask classes how people are feeling about the carnival and fundraising.

7:31 pm PAC Report

- Ashlie is encouraging board members to convey excitement about the PAC speaker, rather than a “you are required to attend” attitude. This excitement will be contagious. Ashlie will reach out to alumni about this speaker. Parking is free and abundant. Friends and neighbors are welcome to come (for free).
- Ashlie will let Rachael know if there will be an increase in PAC fees

8:38 pm Class Reports

- Groovers: Groovers will be donating three baskets to the auction, split by workday.
- Movers: There is a new family who is fitting in great - now there is a dad each day. There are three pregnant moms.
- Toddlers: A few things have settled down and things are calmer. 3-4 families do not currently drop off. The class recently had a good discussion on fundraising options.
- Explorers: Pajama Day tomorrow. Class is great.
- BabyNMe: There was recently a new visitor, a new person who joined, and another interested in joining. One baby had a serious surgery but is doing great.

8:47 pm **Evaluations**

For our recent online evaluations, there were 37 response, ~50% of the families.

There were a couple of unhappy, vocal people, but lots of positive feedback.

Some comments:

- Rotating toys and variety in our lab. PCs and class members are welcome and encouraged to open cabinets and explore and put new things out.
- Fieldtrips – lots of likes, some dislikes. Would be nice to have the adults paid for on fieldtrips. This feedback will go in the fieldtrip binder.
- Comments about speakers will go into Speaker binder for next year.
- General questions: 1 or 2 people do not feel like we are welcoming or inclusive.
- Numerous comments about how great our school is.

We brainstormed how to reach out to non-Board members to make everyone feel more welcome:

1. Need to have class meetings during parent ed night.
2. Give everyone have the same beautiful nametag.
3. Buddy up older classes with younger classes.
4. PCs could informally assign buddies (older members with newer members).
5. Invite members to serve on our committees (outdoor, grant writing, etc).
6. Have more night meetings.

9:13 pm **Board Nominations**

Ali will mention board nominations tomorrow, and will describe how to nominate yourself.

9:17 pm **Meeting Adjourned**

Action Items:

104. Amy will ask Lisa about the two Own Cloud questions that came up - whether we can make comments on the documents stored in Own Cloud, and whether users can simultaneously be logged in on multiple computers.
105. Ali and Amy (with the help of Lisa) will create accounts for all board members and send these through email to the board.
106. Board members, once receiving their Own Cloud account, should log in and upload their important documents to Own Cloud.
107. PCs: Remind class to put outdoor toys away if you use them
108. Vonita is going to get some new bike helmets and will then hang all the helmets on the wall by size.
109. PCs: Ask classes if anyone is interested in the Assistant Treasurer position.
110. Gillian will follow up with Lia about the ParentMap carnival flyer. (done)
111. PCs: Remind classes that raffle tickets are due Friday.
112. PCs: Please ask your classes how people are feeling about the carnival and fundraising.
113. Ashlie will invite our Alumni to our PAC speaker.
114. Ashlie will report back to Rachael on a potential increase in PAC fees.

115. The Pajama Jam team will send thank yous to Craig Schell and Drew Wilson.
116. Anyone who is able to help set up for the PAC speaker the afternoon of March 30th, please contact Ashlie.
117. Anyone who has questions for our PAC speaker (speaking on Gender and Sexuality Diversity) specifically for kids 0-5, please submit them to Ashlie.
118. Jan will attend printing training at the college.



**Shorenorth Co-Op Preschool Board Meeting
April 14, 2015**

Present: (21) Lena Garcia, Amy Leonardson, Gillian Murphy, Jan Burnham, Tauryn Beeman. Ashlie Beach, Erica Graeff, Jennie Blockhus, Cory Peterson, Susie LaClergue, Rachael Garrett, Anastasia Hollenbach. Alison Buss, Stina Miller, Erin Wilson, Jenya Barrick, Toni Noll, Dana Short, Shannon Spurgeon, Katie Dire, and Vonita Francisco.
Absent: (0)

7:07 pm **Call to order**

7:08 pm **Approval of Minutes**

Erica moved to approve the March meeting minutes and Cory seconded. The March meeting minutes were approved.

7:08 pm **Director's Report**

- The college will potentially be helping the seven co-ops with their websites. They are thinking of having helpdesk type help and will implement an online application and an online payment process during a year long pilot. There would be no cost for the pilot but future years would be \$700 per co-op. We discussed this and raised lots of questions which Jan will bring to her next faculty meeting.
- Thursday June 4 is the end of year celebration at Shoreline CC which this year will include a stress relief organization and steel drums.
- The first day of school for next year is September 14th.
- The Parent Ed program at Shoreline CC will have a new dean starting July 1st. The visit with the president went well during Toddler Circle Time.
- Thank you to Gillian for leading our Carnival and Auction and keeping your cool. It went great.
- Thank you to all the board members for all your time.

7:36 pm **Treasurer's Report**

Rachael walked us through the current budget.

7:40 **New Board Announced**

Director/Instructor: Jan Burnham

Instructor: Susie LaClergue

Chair: Lena Garcia

Vice Chair: Erin Wilson

Secretary: Jenya Barrick

Treasurer: Erica Graeff
Assistant Treasurer: Jennifer Hartnet
PAC Rep: Ashlie Beach
Fundraising: Gillian Murphy and Jennie Blockhus
Registrar: Shama Moktan
Marketing: Possibly Julia Nardos, still confirming this with her.
Communications: Tauryn & Maise
Groovers PC: Shannon Budelman
Movers PC: Gloriann Harrigan
Toddlers PC: Amy Leonardson
Explorers PC: Katie Murphy
Baby N Me PC: Open

The In/Out Board dinner will be taco themed and held at Jan's house on May 28th.
Members signed up for taco toppings.

7:50 pm **Fundraising Report**

Gillian reported on the Carnival, which went great. Cleanup was very smooth - everyone knew what they were doing. Lena did a great job directing the games. Potential hiccups were handled very well. The online auction will be the week after spring break. 50% of donations were bought by outsiders. Next year, all members will probably need to work one shift. There were some issues here and there – everyone should please provide feedback. The Carnival recap meeting will be held Thursday April 30, 7:00-9:00. Gillian will take the lead on this meeting.

8:14 pm **PAC Report**

- Lena thanked Ashlie for the spectacular Parent's Connect speaker.
- Rosetta Lee's presentation/slides have been sent around. Ashlie received really positive feedback from attendees about the event.
- Two June events: 1) PAC leadership training for incoming board on Monday June 1 in the library, and 2) Thursday end of year celebration June 4th at lunchtime at the college. Lena will get in touch with incoming board about these dates.

8:21 pm **Own Cloud Update**

Amy will set up the password and distribute it to everyone. In the next couple of weeks, everyone will log in to Own Cloud, change their password, and upload documents that the next board member who holds their position might find helpful.

8:30 pm **AED Defibrillator**

Vonita presented an analysis for potentially purchasing a defibrillator. She found a recommended defibrillator for \$1396 for our wing, which could potentially be split between 4 or 5 schools. Vonita will check with Pollie about getting one from the college, and will get a proposal from Tara for all seven co-ops that could be presented to the college.

8:39 pm **Class Reports**

- Explorers: Fieldtrip tomorrow to Creative Dance.
- Toddlers: Second to last fieldtrip to Kruckeberg was fun.
- Movers: New student starting in May. Two pregnant moms and a new baby.
- Groovers: Groover goodbye is coming up.
- BabyNMe: They had a fun birthday party today for one year olds.

8:44 pm **Registrar's Report**

Groovers is full with a waitlist of 1 or 2. Movers has 3 spots available. Toddlers has a waitlist. Explorers has 1 or 2 spots open. BabyNMe has one registered.

8:48 pm **Calender**

- Playdate April 22 9:30-11:30. Toni and Stina will open, Rachael and Shannon will close.
- Gillie will coordinate the carnival wrap up meeting.
- The Spring Community Event will happen May 16th and is in planning stage.
- The end of school picnics will happen at Edmonds City Park May 19-21 with potluck picnics.
- Our All School clean up day is Tuesday May 26th and the time is still being decided. Susie and Jan will work together and communicate the time with Ali who will send it in an Announce.
- Jennie is going to tackle grant writing for new mats Grant writing – Dana volunteered to help.

9:04 pm **Meeting Adjourned**

Action Items:

119. Gillian will coordinate the Carnival follow up meeting on 4/30.
120. Lena will alert incoming board members about the June 1 and June 4 dates that they need to be aware of. (done)
121. Amy will distribute the Own Cloud password. (done)
122. Board members should log in and upload their documents to Own Cloud.
123. Vonita will check with Pollie about getting a defibrillator from the college.
124. Vonita will obtain a proposal from CPR Tara for purchasing defibrillators for all seven co-ops, that could then be presented to the college.
125. Toni and Stina will open and Rachael and Shannon will close at the April 22 playdate. (done)
126. Jan and Susie will figure out the timing of the all school clean up and communicate this to Ali.
127. Ali will send out the time of the all school clean up in an Announce.
128. The Pajama Jam team will send thank yous to Craig Schell and Drew Wilson.
129. Jan will attend printing training at the college.



**Shorenorth Co-Op Preschool Board Meeting
May 28, 2015**

Present: (24) Jan Burnham, Jennie Blockhus, Alison Buss, Shannon Spurgeon, Cory Peterson, Rachael Garrett, Lena Garcia, Erin Wilson, Vonita Francisco, Amy Leonardson, Stina Miller, Tauryn Beeman, Jenya Barrick, Dana Short, Anastasia Hollenbach, Erica Graeff, Ashlie Beach, Susie LaClergue, Gillian Murphy, Toni Noll, Shama Moktan, Mysie Cairns, Andrea Petrusky, and Jennifer Hartnet.
Absent: (4) Katie Dire, Gloriann Harrigan, Shannon Budelman, and Katie Murphy.

8:15 pm Call to order
Ice breaker.

8:28 pm Playdate Schedule
This year, we will have a school wide play date schedule. Lena passed around a sign up sheet to ensure we have one (board) member at each playdate to serve as host.

8:30 pm Director's Report
Jan reflected on our wonderful community.

8:34 pm Treasurer Report
Rachael walked us through the budget – we will finish the year in the black.

8:35 pm PAC Report

- The leadership training meeting on June 1 will be held at the college, not the North City Learning center. 7:00-9:00 (maybe 9:30) at the college. There will be a speaker about non-profits and then a breakout session.
- The co-op event at SCC is this Thursday at the college - steel drumming and picnic lunch.
- The Parent Connect speaker for 2015-2016 is scheduled already.

8:45 pm Enrollment
Childcare is already lined up for BabyNMe class for next year. Movers has open spots at this point.

8:44 Marketing Update

- Andrea Petrusky will be our new Marketing person!
- There are business cards for everyone to hand out to potential members. Word of mouth is our best bet.

- Brainstormed how to increase membership: Trial baby class – definitely do this next year, farmers markets, posting flyers around the community advertising playdates, Nextdoor, reach out to Peps members, Wonderland might be a resource to focus on - they hold play and learns at the libraries.
- Reminder to make connections with new members we already have. Potential buddy assignment – new members with old members.
- Reminder to keep social media momentum going, even over the summer.

9:01 pm **Thank You Circle**

Thank you to graduating Board members for their service and friendship: Cory Peterson, Rachael Garrett, Toni Noll, Shannon Spurgeonm Anastasia Hollenbachm Ali Buss, Vonita Francisco, and Dana Short

9:29 pm **Board Dates**

Saturday August 8th – 9-3 Board Retreat We will figure out Board meeting dates at the June 1 meeting.

9:29 pm **Meeting Adjourned**