



## **Shorenorth Co-Op Preschool Board Meeting September 7, 2011**

Present: (17) Jan Burnham, Jennie Blockhus, Heather Marshall, Shannon Spurgeon, Misty Berg, Ann Hayes-Bell, Karen Kessinger, Erica Graeff, Jessica Gesinger, Jocelyn Berge, Lori Scobie, Cory Peterson

7:00 Call to order: Welcome and Introductions

Lori began the meeting with an ice breaker for the group.

7:23 August Board Retreat Minutes Approved

Jocelyn moved to approve the August minutes, and Jennie seconded. The board agreed and the August minutes were approved.

7:24 Director's Report: Jan

Jan reminded the group about Robert's Rules and our continual goal to keep the meeting productive, constructive, democratic, and informative. Jan also reviewed the Ground Rules that were created at the August Retreat. Those rules will be passed out at the next meeting for those that were absent at the Retreat.

Jan noted that less people attended the school set up than expected. Jan found quite a few tasks that were not done to set up the school for the first day. For example, she poured sand into the sand table just before the first kids arrived this morning. PCs will work with those people that were not able to make the school set up. Lori suggested that the school set-up could be longer, for example from 9am to 2pm with a requirement to come for only part of that time. On the other hand, the Parent Orientation was very well attended and participation was great.

Jan advised the group that the school district did not raise our classroom rent for this year.

The group discussed different ways to make parents aware of their job during or before the summer and which ones are crucial jobs that must be done on the School Set Up at the end of August. It was also discussed that we could prioritize the school set up task list next year, so those crucial jobs are done first, especially if there is a small showing at the set up.

Jan advised the group that Ron has approved our first phase of our Garden Project.

7:38 Treasurer Report

Cory reported that she has not yet received her accounting report from Leslie. She noted that she has only received one request for financial assistance so far. Jocelyn recommended that Cory make a deadline of September 16<sup>th</sup> for those requesting financial aid. Cory reported that there are a few

members who still owe money from last year. She and Jan are going to compose a letter requesting payment. The group agreed that the letter should be mailed.

#### 7:47 Jobs Update

Lori thanked the group for all their help before (Handbook, packets, etc) and during (speakers, set up, etc) the Orientation. Lori reviewed the jobs that are still open. The Newsletter and List Serve are big jobs that still need to be filled.

#### 7:51 Cleaning Discussion

Karen updated the group on cleaning; she noted that we are removing the requirement for financial aid recipients to clean another shift. Right now we have 5 weeks that are not filled. The Board voted to solve this problem by requiring each class to clean once during the school year. Half of the parents can watch the kids while the other half clean. This may work better to get some of the bigger jobs such as window washing or mat cleaning done.

#### 7:56 Registrar's Report

Jennie passed out class binders to all the PCs. She described the contents and the importance of collecting everything (Immunization Records, Membership Agreements, SCC Registration forms, etc) on a timely manner. Please work to get these binders completed as soon as possible. The binders will be kept in the office. There is a separate binder for the medical and risk management forms.

Jennie advised that group that the Groovers class is full at 18 kids, Movers is full at 16, the Movers wait list is down to 4, Toddlers is full at 14, Explorers is full at 14, and Baby N Me now has two babies. Jennie re-emphasized that we need to get the word out about our Baby class.

#### 8:06 Calendar Walk-Through

Lori reminded the group that tuition is due on the 23<sup>rd</sup>. The first Nature Explorers is going to be on Saturday September 24th. Class and individual photos will be the second week of October, Tuesday, Wednesday and Thursday.

Jennie recommended a two-for-one tickets for Alumni to encourage more attendance at the Auction. The group agreed.

The December Board Meeting date has not yet been set.

There will be a formal Board Nominations meeting in the spring. This meeting will be open to the whole parent body.

March is a busy month for Shorenorth, but purposely April is scheduled lightly. Lori mentioned that it would probably be better for the new Board to have the Board Retreat in June instead of August.

In May, cleaning will be done the same week as the class picnics. The cleaning will be planned very deliberately this year to ensure thoroughness and timeliness.

#### 8:19 Fundraising Update

Heather said their steering committee is conducting monthly meetings. They are reworking the jobs list and will make sure that no one does not have a job or does not know what their job is. Heather has a list of jobs that need to be filled quickly (mainly the procurement team) in the beginning of the school year. There is going to be a drawer in the office dedicated to Auction material. Heather is planning on making a paper thermometer we can post on a cabinet to show procurement progress throughout the school year prior to the March Auction.

Erica asked the group if they could use her husband's design skills to create this year's logo. The group accepted. Heather announced that the theme is "Tropical Evening on the Shorenorth". The group suggested the following in response to Erica requesting some ideas for the logo: steel drum band, mai tai, sunset, and palm tree.

Heather said they were not intending to raise the ticket price for this year's Auction. The group discussed a new auction profit goal of \$15,000. Last year's goal was \$11,000 and we made \$21,000.

#### 8:31 Random Acts of Kindness (RAK)

Lori asked the group to brainstorm how we could infuse RAK in our classrooms. Cleaning up after ourselves can be considered an act of kindness. This is similar to the "catch them being good" theme. We could create a kindness zone; the class could write a letter of thanks, and take photos of kids doing acts of kindness. Lori said we could peruse the [www.randomactsofkindnessfoundation.org](http://www.randomactsofkindnessfoundation.org) website. Lori asked the board to write a note of appreciation this week. Lori is going to talk to Amber to tie in RAK with the community theme.

#### 8:39 PC Reports

Shannon provided PCs with a basic format to help them with their PC Reports during the Board Meetings.

#### 8:43 Random Acts of Kindness Mystery/Secret Person

Jan passed out names during the meeting and the surveys will be kept in a binder in the office.

#### 8:44 Action Items

Lori made a set-up / take-down sign up sheet for the Fall Festival. Karen made the note that we need to do an inventory of supplies well before the event. Karen suggested making a "pot luck kit" where all the supplies are in one place. Jan will contact the bubble man with a reminder about our address. Misty suggested creating a fall-themed bulletin board with little paper pumpkins and posting photos. Jennie suggested a "How Tall This Fall?" fall-themed family photo booth. The Fall Festival will be outdoors, rain or shine.

Lori spoke with Dana about the website and Dana said just prod her about anything we need her to do. Dana has not given the new members access yet, and she is working on it. Dana asked if the new Board could give her their own paragraph-form personal blurbs for the website and she will post it.

Cory noted that we pay \$540 a year (a 10% discount off of \$600) for Wild Apricot if we are paid in full for the year, and she raised the concern that this seems like a very steep price. We need to figure out how we can get out of our contract. The group agreed and Lori created an ad-hoc committee to research

alternatives. It was agreed that PCs email their parents to ask for people to volunteer to help with our server questions.

Jennie moved to have a new website in place by the start of next school year at the latest. Shannon seconded and the Board agreed.

9:05

In closing, Lori announced her and Jan's goal to request Board Meeting agenda items two weeks before the next Board Meeting.

9:06 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting  
October 5, 2011**

Present: (13) Jan Burnham, Jennie Blockhus, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jessica Gesinger, Jocelyn Berge, Lori Scobie, Cory Peterson, Karen Kessinger, Kate MacBriar, Vonita Francisco

7:02 Call to order: Lori

7:03 September Minutes Approved

Jocelyn moved to approve the September minutes, Shannon seconded and the Board approved.

7:04 Director's Report: Jan

Lisa Painter is in New Zealand. Jan will send an email to all the PCs when it is confirmed our insurance is paid and students can get their ID card from SCC.

At the faculty meeting last month Jan learned that community colleges in the state are going to be effected by a 23% cut.

In October SCC will be contacting students requesting social security numbers. As students we are allowed to decline this request.

A director at the faculty meeting shared a John Gottman video to the faculty.

Jan shared a comprehensive introductory letter that explains what a Care Person can do for their class. She encouraged the Board to have their classes' Care Person view the letter if they need inspiration.

Jan announced that the annual WAEYC is Oct 27-29<sup>th</sup>. On that Thursday Groovers are going to the Arboretum. Jocelyn is CPR certified so the Toddlers can have class at Shorenorth.

Jolene Bridwell attended a safety presentation recently and met with Jan today. It was decided to have self-attendance taken every school day. Jan reminded the group that any children that sometimes attend a sibling's class, need to be on that classes' roster. When they arrive at school, all names must be written on the attendance sheet. This is to cover ourselves for insurance purposes and will be necessary for the teacher to take with them during fire drills.

Jan distributed the Fire/Earthquake Drill Record. For earthquakes we need to get under a table, face away from the window, and hold a table leg. During fire drills, Jan recommended whispering to enhance listening from the children.

Jan told the group of a new law which created a Certificate of Exemption. A licensed healthcare provider must sign this certificate. We have been asked who checks immunization records and who checks that parents are in compliance with the law? If any PCs note that any parent has provided a Certificate of Exemption please let Jan know.

Jan said that the Fall Fest was a fun event.

7:20 Robert's Rules of Order: Lori

Lori passed out copies of the Ground Rules to review. Lori's priority is that everyone is heard. She introduced Robert, a small plastic hippo, who accompanies the person speaking. This helps reinforce attention on the speaker.

7:25 Treasurer's Report: Cory

Cory passed out a typed Treasurer's Report. Leslie recommended moving some money into a 1-year CD in September. It was discussed to invest in two 6-month CDs. The Board agreed to continue this discussion next month. Shannon will speak to Les about the finances for his recommendation.

Cory noted that we are over budget in two categories: Website/Publication Expense was changed from \$1,000 to \$500. The Exec Board should meet to finalize the movement of money to different categories.

It was reminded that if anyone is spending any more than \$100 for Shorenorth, it must be pre-approved by the Board.

Jan and Cory will coordinate to create a communication tool that allows Jan to see the broad financial picture of Shorenorth.

Cory noted that financial aid is likely to decrease next quarter.

Cory described the current cleaning situation (described on her printed report) where we are not allowed to have more than 3 people on our payroll without paying unemployment insurance. One option is to refund the money and have members pay other members. In the past, a check was given directly to the member who was cleaning for the person writing the check. The group discussed the pros and cons of members paying members or having the cleaning coordinator hold checks or just be a coordinator between the two members.

The Board decided to choose option #1, Cory would credit the \$55 towards November tuition for those members have already paid their opt-out fee and advise them that they will need to pay \$55 when their cleaning slot is done by another member. Katie Dire would notify those members who are cleaning for others and would coordinate. Cory moved to propose the motion, Jocelyn seconded and Heather thirded. The Board agreed. Karen will assist Katie to understand this new plan.

8:08 Registrar Report: Jennie

Jennie told the group that the Baby N Me class now has three babies. A member noticed that North City has a sandwich board by Syre Elementary. Jessica mentioned that our Shorenorth sandwich board was stolen. Jan suggested that Misty print some more flyers to hand out at our next parent ed meeting.

#### 8:12 Parent Coordinator Report

Karen noted that there have not been any attendance challenges. A member had her baby 9 weeks early and Karen was really proud of her class because they jumped in with lots of help and support. The Groovers class is in a “groove”! Karen shared a funny antidote about Team Time.

Lisa told the group that there are no attendance changes yet until she moves to California at the end of this month. Shannon and Lisa agreed that the kids are good at circle time.

Jocelyn mentioned that they had one drop and one add to their Toddler’s class. Jocelyn noted that she has been answering a lot of miscellaneous questions. The class seems to be peaceful and happy.

Vonita said that they’ve had two drops and have had three adds since the beginning of the year. Vonita said that Jessica has been very helpful to her in her new PC role. Wilson in our class is the Repair Person, and asked how he knows what needs to be repaired. Jessica noted that there is a basket where work orders are put.

Jessica reported that all the babies love yoga. One little baby boy did not like the massage at all but loved the yoga. The class is providing a lot of support to one mother who has recently returned to work.

#### 8:23 Fundraising Update: Erica and Heather

Erica presented a rough draft of this year’s auction logo designed by her husband Jon. She said that the idea was “vintage travel poster” and Jon offered to create a smaller version including just the type and the sun if needed. Jon is going to add more hand drawn elements and texture to give the design a more finished look. Erica asked the group for feedback regarding likes/dislikes. Over all the group liked the sleepy eyes and it was suggested to perhaps add sun rays, birds, waves where the horizon touches the sun, vintage ship silhouetted, or a sandy shore under the text. Heather asked the Board to consider some other theme names such as Surfin’ Shorenorth or Aloha Shorenorth. The Auction Team will connect with Erica and Jon directly to provide further direction so that Jon can present the final logo by the Board’s November 2<sup>nd</sup> meeting.

Heather told the group that they posted the Auction job sign up list. The donation team is in the process of forming and all those that are signed up by the next parent ed will be in a drawing for chocolate. Heather said they will be accepting sponsorship. There are three different levels, \$50, \$100 and \$150. Each level gets an amount of advertisement and auction tickets.

Jennie asked if there is an electronic pdf that members can distribute. It was confirmed that that will be distributed.

#### 8:41 Fall Fest Review: Misty

Misty mentioned that some potluck dishes were brought that contained nuts. For future potlucks, an email reminder should be sent before covering no nuts and a reminder to bring a label for your food. The Bubble Man was great and everyone had a fun time.

#### 8:43 Action Items: Lori

Lori reminded the group about our RAK theme. Jan reminded everyone to say thank you to your pal on the tree. Jocelyn described the Kindness Campaign which is a documentary movie called Finding Kind by two Pepperdine students documenting bullying between females. All you do resonates to everyone around you. Jocelyn recommends the movie.

The Parent Ed meeting will be from 6:30 to 7:30pm here next Tuesday and then the speaker will start at the gym at 7:30pm.

Lori reminded the Board that class photos are next week. Jan noted that there may or may not be parent ed depending on how quickly the photos are done.

Lori told the group that Scott has shared some ideas about Wild Apricot. Dana recently asked Lori for direction regarding Wild Apricot. Jocelyn recommended bringing this up during our parent ed next week and asking for help regarding our website.

9:05 Policy Updates: Erica

Erica, Jan and Kirsten will coordinate to update our Policies and Procedures Binder as well as the Handbook.

9:06 Photo Sharing: Lori

Lori shared a website photo sharing idea and someone also suggested Shutterfly. The group had a discussion concerning posting children's photos and how to handle posting with acknowledging the parental form. Have parents act as their own filter on Shutterfly? Vonita read the form aloud and a parent's signature prevents utilizing a child's photo for Shorenorth publicity, but does not use the word publicly. Lori suggested this be a talking point during the PCs meetings at next week's Parent Meeting.

9:10 Meeting Adjourned



## Shorenorth Co-Op Preschool Board Meeting November 2, 2011

Present: (13) Jan Burnham, Jennie Blockhus, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jessica Gesinger, Jocelyn Berge, Lori Scobie, Cory Peterson, Karen Kessinger, Vonita Francisco, Lisa Painter

7:02 Call to order: Lori

7:03 October Minutes Approved

Heather moved to approve the September minutes, Jennie seconded and the Board approved.

7:04 Director's Report: Jan

Jessica updated the group on the most recent SCC faculty meeting. Barb had just returned from the OPEP (Organization of Parenting Education Programs) Retreat. She said some boards in WA state are asking their coop to give their Board insurance. From her and the colleges' perspective they are not recommending Board insurance. She reminded the co-ops to be financially safe; specifically remembering two signatures on checks and to avoid online banking. Ellen Gelinsky, who wrote Mind in the Making will be presenting at a later date. The college has to cut 29% of their expenses. The faculty discussed cutting costs and increasing visibility. Lori asked the group how we could have an article in the Shoreline Area News. Another suggestion was to change the PAC speaker events to another name and invite the community.

Jan is continuing to work on Emergency Preparedness for our school; she found backpacks for \$3 each and Emergency Preparedness 2-person kits for \$42. Jan's goal is to have the Emergency Car Kit available to the Shorenorth community before Winter Break. She suggested that Shorenorth subsidize part of this from our Auction Proceeds. Lori and the Board agreed. The group discussed both assembling the kits and offering premade kits to be purchased.

7:20 Explorer Parent Coordinator: Vonita

Vonita reported that their class had one drop, and they have turned in our wreath orders. Our care person and back-up care person are both having health concerns. The class dressed up in great costumes the day after Halloween.

7:23 Treasurer's Report: Cory

Leslie recommended holding off on spending for Toys and Equipment this month and the budget will look better next month. Cory recently paid for Music Together, so that is why Toys and Equipment is so low now. Music Together will be purchased twice this year, each costing \$2,000. Cory is in the process of updating the budget numbers. Financial Aid applications will come in the week before Thanksgiving.

Cory hopes to let everyone know a decision before Dec 1<sup>st</sup>. Chase offered Cory a fast way to scan and deposit checks for \$25 per month. Cory and the Board agreed that option is too expensive for our need. Cory emailed Less about financial CD recommendations.

#### 7:31 Registrar's Report: Jennie

There are open spots in every class except for Toddlers Class. The Baby N Me class is now up to four. Jennie has offered the openings to the wait list and is working on that. One of the families that left was responsible for the Community Service Coordinator job. Lori noted that the toy drive is coming up in December. Lori asked the parent coordinators to see if someone with a smallish job could be asked to do the Community Service Coordinator job. Jan mentioned that we had missed a diaper drive for Healthy Start. She will call them to follow up.

#### 7:37 Parent Coordinator Reports

Jessica noted that one person came to Baby N Me a few weeks ago and has not returned. Jessica is happy about the great advice going back and forth between the parents in her class.

Jocelyn said there have been no attendance changes. The Toddlers went to the Fairbanks Farm a few weeks ago and had fun. The Toddlers had an animal theme dress up day and Misty set up a Shutterfly photo sharing site.

Ann told the group that Lisa is no longer with our co-op. The Movers class will do a moms night out before Lisa and her family leave. Shannon has been helping out a lot in the class. Ann shouted out to her RAK person- "they are amazing and very kind!" The kids stayed in their costumes on Halloween and they had fun. There have been some sicknesses; wash your hands! The class went to The Farm up in Snohomish earlier in October and they all had a good time.

Karen reported that they have lost one family in their Groovers class. On Monday Karen brought her nephew to class and the class was very kind to him. One parent was concerned about the lack of organization for a Halloween potluck. The class was very creative with the food that was brought. Karen brought up a concern about keeping on time about circle time. The class did an Arboretum field trip as well as The Farm. One mom is going to look into Picassa to post photos.

#### 7:51 WAEYC Report: Jan

Jan has been to WAEYC twice since being at Shorenorth. She noticed that there were a lot fewer offerings than at the NAEYC conference. The attendance seemed to be very low and some of the sessions were cancelled because of this. The Exhibition Hall did not have any book vendors and was very small. Next year NAEYC is in Atlanta and Jan will plan on attending that. The President for the Foundation for Child Development gave a presentation about the lack of education funding in our country. Jan attended a session called "Stopping Bullying"; the way to stop bullying is to be kind. Jan ordered some of the speaker's books from Amazon. One was How Full Is Your Bucket? Another session she attended was called "From Conflict to Consensus". The speaker gave an example of "world café" where a guiding question was given and butcher paper would provide a place for replies from a group. Jan met with Amy Lang, who talked about "4 going on 14". Jan picked up materials for our school from the John Gottman institute.

Jessica attended WAEYC also and enjoyed the seminar called "Building Better Brains" by Teresa Kross. She talked a lot about recent brain research and how important building and creativity is for kids. The joy is in creating and having confidence and not judging ourselves. She spoke about the new "Bloom's Taxonomy", a question hierarchy system from "what" type questions to ones that provoke more higher-order thinking. She discussed a pyramid which started with Creativity at the top, and continued on with Evaluate, Analyze, Apply, Understand, Describe, Knowledge and Remember.

8:13 Fundraising Update: Heather

Lori will speak to Morminette for an update on eScrip.

Heather reported that April Brown would like to come to our next Parent Ed night to provide information and inspiration to our parents. April proposed to move to one silent auction of 20 items and moving to a few prize tables. The steering committee will work with her. April keeps reminding us to go after bigger money and women business owners. The Board and Auction Steering committee are working on balancing keeping our auction unique to Shorenorth and aspiring to some of April's larger ideas. Heather said a mailing party created 400 envelopes yesterday and mailed them today. Heather asked the board for any food menu ideas around the tropical theme.

Mirah Wood suggested the theme "Shorenorth Ohana Celebration of Family Benefit Auction". The Board agreed on the wording change and approved the newest logo that Erica presented the finished Auction logo under the old theme "Tropical Evening on the Shorenorth". She will ask Jon to change the Auction name on the logo.

The group discussed what "clean up crew" means. This is always a challenge for us at the end of our Auction. Lori suggested hiring or asking high school volunteers to help us clean up. Jan suggested detailing what exactly needs to be done and tapping people ahead of time to coordinate this. The group agreed to try to focus on better organization for our post-auction clean up needs. Specifying jobs to specific people should help clean up flow smoothly.

8:34 3-year Vision: Jan

Jan reminded the Board that community colleges are really scrambling financially. There is an idea to coordinate Edmonds, North Seattle and SCC. There is a real possibility that the coop preschools may be scaled back or cut loose from community college. Karen asked if there was a possibility to band together with sister coops if this happened. The big questions would be the cost of insurance and salaries. Could we feasibly afford to pay our "instructors" salary? If we were part of an association, our instructors' benefits would have to be taken into consideration. Jessica said that President Lambert have formed a "Five Star Coalition"- and they have been talking about cutting, and having a more central administration and having the coops be a feeder off this. Right now we do not have a lot of information. Ann recommended that we need to start writing letter and almost forming a kind of PAC. Mary Helen Roberts and Ruth Kagy are two people to talk to now. A form letter was discussed that each family can personalize and send to our representatives. Ann offered to write the letter. Jessica recommended that we partner with all of our sister coops. Lisa will work with her pac reps. In summary, our three year plan is to sustain our school. Lori reminded the group that fundraising comes back to us and our families. Our parents want to see the fruits of fundraising labor in the current school year. Jan recommend doing a better job of telling our families exactly what, for example, the wreath fundraiser paid for.

8:53 Updates

Lori told the group that our website looks different to some of the board members. Dana has given some board members access to make changes to our website.

The website sub-committee will give us pros/cons of three website solutions and we will be able to choose the best one for us. Lori has asked the sub-committee to provide us with options before January.

The December Holiday Party has been set for Wednesday Dec 7<sup>th</sup> at Ann's house. The board agreed to do White Elephants, Italian Pot Luck and all are encouraged to wear a tacky Holiday Sweater.

9:00 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting  
December 7, 2011**

Present: (15) Jan Burnham, Jennie Blockhus, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jessica Gesinger, Jocelyn Berge, Lori Scobie, Cory Peterson, Karen Kessinger, Vonita Francisco, Lisa Painter, Kate MacBriar, Ann Hayes-Bell

8:02pm Call to order: Lori

Lori welcomed everyone to the December Board Meeting and thanked Ann for hosting all of us!

8:03 November Minutes Approved

Kate moved to approve the November minutes, Karen seconded and the Board approved.

8:04 Director's Report: Jan

Jessica updated the group on the status of the Emergency Kit Supplies. She said that the delivery will be ASAP. Also, a second CPR/First Aid training has been requested by the parents of Shorenorth and it will be scheduled after school begins in January.

8:10 Communication with Members: Lori

Lori reported to the group that some members have expressed a concern about the volume of "announce" emails being sent. To resolve this, Lori will work with the Board and instead will try to send out one "newsy update" at the beginning of the month to keep our members informed of all Shorenorth has to offer while limiting the amount of separate "announce" emails.

8:23 Your Political Voice: Lori

Lori provided the group with two informative handouts to aid parents of preschoolers in making their political voice heard. They are: 10 Tips for Effective Advocacy and Take 5 for Education.

8:25 Open House: Jan

Jan reminded everyone that our Shorenorth Open House is on Saturday March 3<sup>rd</sup>.

8:26 Upcoming Dates: Lori

Wed. Jan. 4<sup>th</sup>: Board Meeting, 7pm; Tues. Jan 10<sup>th</sup>: Parent Meeting and Speaker, 6:30pm;  
Sun. Jan 15<sup>th</sup>: Nature Explorers, 10:30am; Mon. Jan 16<sup>th</sup>: No Classes, Martin Luther King Jr. Day; Sat.  
Jan 21<sup>st</sup>: Music Together Family Sing-a-long, 10:00am

8:30 Meeting Adjourned



## **Shorenorth Co-Op Preschool Board Meeting January 4, 2012**

Present: (13) Jan Burnham, Jennie Blockhus, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jocelyn Berge, Lori Scobie, Cory Peterson, Karen Kessinger, Vonita Francisco, Lisa Painter, Ann Hayes-Bell

7:00 Call to order: Lori

7:02 S.M.A.R.T. Goals: Jan

Jan shared a fun way to think about organizing your life in the New Year. (See handout) SMART stands for Specific, Measurable, Attainable, Realistic, and Timely. The goal is to create and attain goals throughout the year relating to Family, Home, Finances, Career, etc. The group shared their goals and ideas for the New Year. Some ideas included daily yoga, using a “declutter” calendar and taking an online organizing class. Helpful websites are as follows: <http://www.simplify101.com/>  
<http://www.simplify101.com/workshop-catalog.php>  
<http://www.mysimplerlife.com/2012/Decluttercalendar2012.pdf>  
<http://thefitnessworkout.com/basics-of-yoga-sun-salutation-surya-namaskar/>

7:28 December Minutes Approved

Jocelyn moved to approve the December minutes, Heather seconded and the Board approved.

7:29 Director’s Report: Jan

Jan brought up a conflict with the Music Together Sing A Long; Kinderfest is at the exact same time and day. The group discussed this and agreed to move the Sing A Long to the next day, Sunday January 22<sup>nd</sup>, still at 10am. We don’t have an Event Person this year and Jan has noticed that this is a job that lots of people have been picking it up, but she would like to have one person be the sole Event Person. The group discussed the need for a Newsletter Editor too.

Jan reported on her faculty meeting at the college in November. The coop listings will be on the internet instead of in the college catalog. Soon there will be a Parent Education Certificate given by the SCC based on number of years in coop, years on the Board, and number of credits earned through SCC. The Coops are not going to be called Parent Education; it will be changed to Parenting Education.

The dean from SCC, Bob Francis, came to visit Shorenorth coop today along with Barb Yasui. At the holiday party it was announced that the off-campus programs could potentially be on the chopping block. Jan asked “what could we do now?” Jan suggested having Bob visit the coops the week of January 4<sup>th</sup>. Bob has reassured the off campus coops that they are not in danger of being cut back. Today Bob saw three different coop schools and three age groups and left with a great impression. In preparation for Bob and Barb’s visit, Jan worked hard yesterday clearing clutter in the school. She

will bring up more specifics later but this is a frustration for her and will work in a positive way to address this in the future.

Lisa asked if there are any announcements from the State regarding the budget and Jan replied that she has not heard anything yet. The group shared how they have recently passed around Lori's political handouts.

7:59 Policy & Procedures Binder- Erica

Erica announced that our long-awaited Policy and Procedures Binder has been created. The Executive Board met in November 2011 to clarify some policies. These have been included in the new binder along with oft-requested other policies such as the Sibling Policy that is already in the Parent Handbook. Erica requested the Board approve the new Policy & Procedures Binder. Karen moved to approve the new Binder and the Board approved.

8:00 Treasurer's Report- Cory

Shannon and Cory audited the paper checks from the 2010-2011 School year on 12-10-11. It was confirmed that all checks had double signatures as required.

Cory researched CDs and reported that interest rates are 1% at best. Even a 5 year CD is at 1.3% only. Cory will continue to research options.

Cory suggested we pay for Jan and Jessica's CPR/First Aid class. Jocelyn moved to approve this motion and Shannon seconded. The Board agreed.

Cory said that the budget looks good so far this school year. Leslie recommended that we keep an eye on income and expenses.

The group thanked Cory, Jan and Shannon for organizing, ordering and handling the accounting on the recent Emergency Supplies project.

8:09 PAC Report: Lisa

Lisa met with PAC recently and the group is trying to come up with a new name for the All School's Speaker Event. Lisa asked for suggestions and reported that one of the PAC members came up with "Parent Connect". The event is Wednesday March 21<sup>st</sup>, the speaker is Lenore Skenazy. Next week, Barb and another PAC member are doing a Preschool Preview Night at SCC. They will have a tri-fold that will be displayed and illustrates the coop's relationship with SCC. Lisa asked for any information that we would like to have present there, for example to see if any of our classes currently have openings. The June meeting is no longer being called All Boards, it will be called Leadership Training. It will occur in this building on Monday June 4<sup>th</sup>. Lisa asked if some of our classrooms could be opened for breakout sessions. Lisa asked for volunteers from the Board to help lead a question and answer session during Leadership Training. She also asked for any break out session ideas from anyone. There will be a memorial for Barb's husband on Jan 15<sup>th</sup> and the schools are working together on an appropriate action. The group discussed flowers or collecting funds for a charity of the family's choice.

8:19 Auction Update: Heather

Heather reminded everyone to keep up with procuring donations. The Auction committee will meet this week and are working to make sure the best people are aligned with the appropriate jobs. They are going to create a thermometer graph to help the members keep track of the amount of donations that are coming in. The group discussed printing the logo on a grocery size bag for people to take their purchases home the night of the auction, or purchase on their own. Jan will ask the Auction Team to present next Tuesday at the Parent Ed meeting to get excitement generated for the Auction. It was suggested to call the Auction Work Party "Parent Ed Night" so that it did not sound like a voluntary work party. Misty will work on creating a mail-out post card advertising the Auction.

#### 8:31 Monthly News Flash- Lori

Lori reminded the group that she and Shannon are trying to send out a once a month newsy email via Announce instead of sending many "Announces" throughout the month. She asked the group if we should include links to the school's website in the newsflash or include all the information inside the email. Shannon recommended including the link and Jennie recommended including both the information and the links in the email. Cory will keep her monthly tuition reminder as a separate email. Lori asked Parent Coordinators to see if their classes are ok with the newsy email with links. Please report back to Lori.

#### 8:38 Board Nominations Meeting Design- Jan

Jan discussed that Shorenorth used to have to beg for people to volunteer for the Board and in recent years the Board has been really consistent with returning Board members. Jan realized that this is not fair, and is recommending a committee of 5-6 people that is representative of all our classes. It was suggested to use the PCs as this committee. This committee can remind all members of the Board positions and can point to a Board Position and its accompanying description that will be posted on a wall. Nomination forms in a paper copy will be provided to everyone and self nomination is recommended. The Committee will touch base with everyone and the list will be kept up for 30 days even after our Open House. By our April 10<sup>th</sup> Parent Meeting, we will announce "support and acceptance" of 2012-2013 Board Members. If two people want the same position it will be discussed. By the February Board Meeting Jan will have the nomination form completed.

#### 8:55 In-House Registration

Jan passed out a handout regarding protocol for in-house registration. Jessica is going to work at the Shoreline Coop next fall, so we will be adjusting our Shorenorth schedule to keep her on as a teacher. The group discussed changing the 9:15 classes to 9:00. The group voiced a unified front about the benefit of the 9:15 start. Some members drop off older kids for a 9am class elsewhere and a 9:15 class at Shorenorth is perfect for younger siblings. The group decided to keep the 9:15 time. Jennie mentioned that she received the most requests for a Toddler class in spring last year and might have been able to pull off a second Toddler class. Jan reminded the group that we are in desperate need of babies for the Baby N Me class, and asked everyone to keep in mind that this is our feeder class for Explorers.

Jan has asked Alumni who have kindergarteners now to speak about the kindergarten transition. On January 18<sup>th</sup> at 4pm in Shorenorth Library this presentation will be open to Groovers parents. This will only be an hour and the Movers parents will be providing childcare.

#### 9:00 Meeting Adjourned





## **Shorenorth Co-Op Preschool Board Meeting February 1, 2012**

Present: (19) Jan Burnham, Jennie Blockhus, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jocelyn Berge, Lori Scobie, Cory Peterson, Karen Kessinger, Chris Francisco, Lisa Painter, Ann Hayes-Bell, Janet Markwardt, Scott Schramke, Dana Acevedo, Janet Markwardt, Jessica Gesinger, Rachael Garrett

7:00 Call to order: Lori

7:05 Approval of January Minutes

Karen moved to approve the January minutes and Shannon seconded. The January Board Meeting Minutes were approved.

7:07 Treasurer's Report

Cory said the numbers are looking good so far. Cory clarified that the in-out expense from the printed financials was from the first aid training and the emergency kits. Financial aid requests are due next Thursday. The budget of field trips was raised to \$1,000 for this school year. Last year's budget was \$800. Cory asked the Board what they thought of moving to Watermark bank, a community credit union. She said it would go with our philosophy. Cory said that Watermark is a better deal regarding fees and rates, and they have a drive through. The Board agreed.

7:13 Auction Update: Janet, Heather, Rachael

Janet reported that they are on track for the big to-do items. Janet hired a hula dance company to dance at the Auction for \$300. There will be 12-15 dancers. Janet will be meeting with the coordinator to do a walk through of the pub. She also hired a professional ukulele player that will play for \$200. Heather said April Brown recommended reducing the silent auction items and increasing the live auction items. We are also going to add a bean bag toss and a ring toss so a lot of the donated items will go there. Also, there will be a raffle for \$25 per ticket for only 100 tickets and the prize is your choice of a live auction item, except for the Maui trip. Scott mentioned that the live auction was really long and felt drawn-out and voiced concerned about adding more auction items. Heather spent a long time talking to Auction software company about a better checkout solution for attendees. They offer a "quick checkout" solution: when the people come in, they swipe their credit card and it is linked to their bidder number so they do not need to physically check out at the end of the night. The next day the auction software will need to be synced to the "quick checkout" software. This zeros everything out in the auction software. The cash and check payers processing time will be shortened too. The "quick checkout" software fees are: \$325 for the set up fee, then \$100 for each consecutive year after that. Depending on how much we sell, \$0 to \$15,000 is \$300 in fees, \$15,000 to \$25,000 is \$450, and

\$25,000 to \$100,000 is 1.8%. There are %s on top of this too, so it will be about 4%. Last year we used a company called TransFirst. Cory provided these credit card fee numbers from 2011's Auction:

Total amount charged to Transfirst and American Express: \$23,167

Total fees charged for the year: \$1588

Overall Percentage: 6.9%

The most important point is that it will make check out at the end of the night quick. Lisa spoke to LFP and they want to trade, but they prefer not to do the closing out portion. All the items charged to bidder numbers needs to be entered that night. The group discussed impressions of credit cards, but Cory clarified that the company advised her that this is more expensive because the card is not verified. In the option that Heather described, the cards aren't actually charged until the next day or two. LFP gives out invoices after the auction and asks people to send a check in. The group didn't think this method was preferred. Janet mentioned paying a lady named Sue to do this manual entry that night. The Auction team will look into this. Jan mentioned that North City is doing an auction and Jan spoke briefly with the director about swapping volunteers. Lisa said LFP is looking for 6 people for their auction and they would give us 6. Rachael clarified that the "quick checkout" would cost us more but it will keep the line shorter and there will be less mistakes. Heather said the invoices could actually be given to people at the table by runners and the people could write checks if they wanted. Jennie clarified that this service needs to be advertised so that people don't get up to check out early. Another idea was to leave the invoices on a table with bidder numbers written on them for everyone to pick up. Heather raised the motion to go forward to use the "quick checkout" method. Lori seconded and most of the Board agreed. The motion was approved.

Janet said the focus this month will be on selling tickets. The class coordinator will collect money and keep track of how many tickets are sold. Dana outlined the pros and cons of the PCs using Google docs for ticket purchases. The auction team will decide if the PCs need to do Google docs or just keep paper copies. Janet reminded the PCs to keep going on their class projects. February 16<sup>th</sup> is our Auction Work Party, please wear work clothes. The board agreed to have everyone bring something to eat.

The team said they are doing well with donations, but they need more desserts.

Janet said the menu will be: appetizers, fruit pieces & yogurt dip, meatballs and a chicken skewer. This is in addition to the open bar and our specialty cocktail. The dinner menu is: Coconut rice, a white fish, teriyaki pork, salad, a vegan/gluten free tofu option and a vegetable side. The vegan dish will need to be requested in advance. PCs need to record this number while purchasing tickets. Janet said the chef is very accommodating so please let her know in advance of any special dietary requests. Misty showed the canvas bag with the Shorenorth logo. The group gave Misty a big "thank you".

7:55 Website Host Sub-Committee: Dana and Scott

Dana and Scott presented on some solutions to our current, expensive Wild Apricot service. Some web options are: dream host, host gator and blue host. Dana said they need a host to do the list serve, flexibility with forms, email interaction with members, and content management. Scott suggested going with a mature platform like WordPress. There are lots of options and it is free, but you have to pay for a host for about \$9 a month. But, he announced that Dreamhost offers free hosting for 501(c)3 non profits, so it would actually be free. Scott wants to get control back over the Shorenorth.org name, even

if we don't use it. Dana pointed out that by switching to this free service we will be saving for over \$1,000 a year, so this would effectively cancel out the fees for the "quick checkout" at the Auction, if this was concern for the board. Scott said that there will need to be work put into the new website and he is willing to do it. He will register the new website and will show us the template/demo for Board approval.

#### 8:07 Director's Report

Jan presented "Misty's Cupcakes" to each Board member. Thank you Misty!

Jan said the Drip and Dip on Sunday went as planned, but only three families came. Jan presented Chris, Vonita's husband, with flowers in thank you for attending. Jan mentioned that some families have thanked her for organizing the cleaning. Jan reported that the Sing A Long went well and was well attended. Unfortunately Jan received the news that some scooters gauged the gym floor during the Sing A Long. Jan has worked hard to foster a warm relationship with the school district, especially Ron Jones. And this has put a damper on that.

Jan said that SCC encourages the coop preschools to change and transform over the years. Jan mentioned a preschool called Quiet Heart Wilderness School, [quietheart.org](http://quietheart.org). The coop preschools are a link to the community, but we do not bring SCC tuition. It's been brought up, "Why do the coops get a waiver for their tuition?" So it is possible that there might be a 10% increase in Shorenorth fees to cover this SCC tuition increase. The coops are thinking outside the box for alternatives that could attract other demographics. This could be essential for allowing the coops to stay alive. In the fall all students will have to register online and pay their tuition that way. So unfortunately there will be two fees that parents will have to pay; the tuition is not going to be one payment. Jan and Cory will let parents know as soon as possible if the SCC tuition is increased. Jan thought perhaps we could subsidize our tuition if the auction brings in a good amount of funds. Jan said some coops are exploring going private, but the biggest ticket items that SCC pays is our liability insurance and the instructor's salaries. Jan will lead a community café type project during our March parent meeting; this will be a brain storming session for future ideas for our preschool.

Jan said that she will post a blank Board Roster on her door and an envelope for nominations to fill the Board for next school year. On Tuesday Feb 28<sup>th</sup> a team of three or four will get together to review the nominations.

#### 8:35 Parent Coordinators

Jessica said the Baby N Me class is quite small and they lost one member recently. They only have 3 babies.

Erica mentioned that the Explorers will be working soon on their class project.

Jocelyn reported that the Toddlers went to the Cascade Elite Gymnastics and the Toddlers were beaming. Jocelyn said they have an idea for a class project. They also gained a new member: Steve and his son Fernando.

Ann said that the Movers went to the Creative Dance Center a few weeks ago and they will go to the Elite Gymnastics Academy soon. They lost one member recently and gained one. A Movers Dad visited today and read the kids a lot of books during snack time. It was very sweet.

Karen reported that they filled their open spot in Groovers. They had a class at Third Place Books and will be going to Ranch 99 for a scavenger hunt and dim sum for lunch. They are doing a virtual class meeting online and are working on planning a Valentine's Day party. Their auction project is a three piece kitchen set.

8:45 Open House and Registration: Jennie

In-House registration is Monday February 13<sup>th</sup> through Thursday February 16<sup>th</sup>. Everyone has equal priority status that first week. The tuition and dates are the same, but there are some slight time change differences. The tuition needs to be paid up to date in order for registration to be considered "priority one" status. Misty announced that Open House is Saturday March 3<sup>rd</sup>, 10am to Noon. She asked that it be put in the home page of our website. She has flyers for the Board to take to post in the community. Misty recommended a clean up day the Friday before. The Board agreed and will call it a Toss N Tidy- 10am to 2pm drop in on Friday March 2nd.

8:56 Newsflash: Lori

Lori and Shannon will be sending out the Newsflash next Monday. The group discussed Grandparents Week. Some multiday classes have just one designated day and some have it for all days. The PCs will decide.

Karen read our snow day make up policy from the handbook. The group discussed adding some Fridays. Jan asked Lisa to check with other coops to see what their make up policies are.

9:04 Meeting Adjourned.



## **Shorenorth Co-Op Preschool Board Meeting March 7, 2012**

Present: (14) Jan Burnham, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jocelyn Berge, Lori Scobie, Cory Peterson, Karen Kessinger, Vonita Francisco, Lisa Painter, Ann Hayes-Bell, Jessica Gesinger, Kate MacBriar,

7:00 Call to order: Lori

Lori thanked everyone for helping at the Toss N Tidy last week. She said the school looked great in preparation for the Open House.

7:05 Approval of February Minutes

Shannon moved to approve the February minutes and Jocelyn seconded. The February Board Meeting Minutes were approved.

7:05 Parent Coordinator Reports

Kate reported that the Groovers love the new Dr./Vet play area. The class is looking at new ways of making the transition to outside play in a smoother manner. The class will be going to a fire station for a fieldtrip soon. The kids voted on where to put the Lunch Box Basket. The group is working to solve a lunchbox / boots issue near the coats.

Ann said that the Movers class will be going to Kruckeberg Garden for a field trip soon. She reported that the class has a new member; Christiane and her daughter Izzy. Grandparents Day a few Mondays ago was kind of a crazy day. Jan noted that we will be sure not to schedule Grandparents week the week after the Winter Break next year.

Jocelyn, reporting for the Toddlers Class, said that Grandparents Day was fun and they had a lot of good food. They are working on their class auction project. And all but two members have purchased their auction tickets. Their new member is now integrated.

Vonita said we the Explorers Class will have one visitor next week. Vonita is helping Lanaya with the auction duties and she said that all but one person in the class is coming to the Auction. Vonita shared an antidote about Mila, an almost-crawler, and Chelsea, a crawler. Mila would say "me, up!" to Chelsea when Chelsea crawled by. Vonita thanked the group for being flexible and supportive to her and her family.

Jessica told the group that they have a new member in the Baby N Me class who is very friendly and excited about Shorenorth. They had two Grandparents visit recently. Jan wanted to know how the new member found out about us. Jessica replied that it was a referral from Wonderland. Jan asked Erica to

send Wonderland a thank you note for this.

7:16 Auction Update: Heather Marshall

Heather said we are up to about 170 items, which is a few more than last year. They are going to target about 35 items in the live auction, last year they had 38. The silent auction will have 20-30 each. 89 tickets have been sold, not including Movers or Explorers.

If members purchase tickets and decide not to come, the members need to tell the auction coordinators who they have identified that will take the tickets. If they do not designate the Auction Team will give out the tickets as needed or use the proceeds as straight donations.

There was a motion by Lisa, and a second by Lori, to authorize Shorenorth to purchase both Teacher Jessica and Teacher Jan's Auction tickets (1 each). The Board voted and unanimously approved the motion as recommended by Lisa.

Lori asked the group what decisions have been made regarding VIP tickets. Shorenorth would like to offer some SCC personnel a free ticket. Jan and Lori will coordinate this further.

Heather will provide Lori with some descriptions of Auction Items. To create some auction excitement, Lori will include this in her March Shorenorth news email update.

Lori asked if there is an electronic copy of the auction items. For example, her in-laws are not attending, but may want to tell Lori their bid for a certain item. She noted that some people may want to think ahead about their purchases. Jan said that she has been to auctions before where the attendees receive the Auction Catalog two weeks before the auction to be able to preview. Heather will look into this.

Heather asked the PCs for a description of each class project for the catalog.

Lisa said that 6 members went to Lake Forest Park's Auction last week and reported that it went well. The Board thanked Lisa and Ian Painter, Jan Burnham, Shannon Spurgeon, Dana Acevado, Chera Sheets, and Kirsten Braun for volunteering. Lake Forest Park will send us 6 people to reciprocate. They have a simple, low-tech auction so Lisa recommended their volunteers should help close the silent auction, sell raffle tickets, do the square games, and draw people into the One Bid Board. Heather said that they have hired someone to do the data entry for our auction.

Heather discussed the timing of entering items into the software. The Dessert Dash will take up to a half hour to enter items, and the Silent Auctions will each take a chunk of time. Lisa said she has some high school kids that could volunteer to help us. Heather suggested that they could be runners. Lisa will work with Janet to provide volunteers with their roles.

Heather said they need more desserts.

7:41 Director's Report: Jan

Jan said that she went to a local auction where the theme was Mexican and they offered twenty little piñatas for sale, which "sold like fast cakes". This could be a potential money maker for our future auctions. Jan noted that they offered beer and margaritas at the bar but they only had one bartender. Jan

said the line was very long and not everyone got a drink before dinner. Jan mentioned that she thought the live auction was a little subdued because of this. Jan suggested using a AAA Party Rental gift certificate that she purchased at the auction to have a Mai Tai fountain for attendees to help themselves at our auction.

Jan shared that she feels that our auction is “over the top” and fun and she did not feel it at the auction she recently attended. Jan found this frustrating and made her appreciate our school more.

Jan is working on the SCC rosters since Spring Quarter starts tomorrow. She wanted us to make sure that the members roll over from Winter Quarter. Jan noted that the rosters were not up to date and posted in the classroom. She reminded PCs to post them.

Jan reported that she and the Executive Board had a long meeting with our Accountant, Leslie recently. Leslie reminded everyone that once people are physically in class they are members and should be focused on the kids. Jan acknowledged that this is tricky, but she would remind everyone about this again. She also reminded the group to nip rumors in the bud and talk to her or Jessica about any issues.

Jan reported on the Faculty Meeting last week. It was reported that the Parent Coops have been \$80,000 in the red each year for the last five years. Jan and the other Coop Directors are trying to brainstorm how to save the college money. Shoreline Community College is only one of three colleges that pay both the clinical (Parent Ed) and the lab (in the school) part of the salary. In other schools the parent members pay the lab portion. The presidents of all the community colleges met and asked the State Board to look at our tuition waiver. They would decide by the end of this month if they will raise tuition in the fall. Bob reported that he was impressed by our Coop and especially when he visited a while ago. OSPI- Office of the Superintendent of Public Instruction does not consider/recognized us “Early Childhood Education”. Barb is trying to raise awareness and get us recognized.

The Shoreline Coop had a noro virus epidemic recently, but the CDC does not have a specific guideline for coops to help define “epidemic”. The Director at that Coop made the executive decision to close the school for the rest of the week. Jan has been using a Clorox solution to clean the eating tables which follows the WA state guidelines. Jan mentioned that we have a dishwasher on our wish list to help us sanitize our dishes.

Jan is on a special committee of three that will be planning a picnic for all the Coops at SCC next September. Jan reported that President Lambert has created some liaisons in China through Early Childhood education.

8:11 Treasurer’s Report: Cory

Cory passed out the most recent financials as well as her notes from the meeting with Leslie. She told the group that we needed to adjust the budget to reflect that the \$5,334 for CC Tuition was actually double-counted this school year. Cory made a motion to approve the proposed changes to the Income portion of the Income Statement to adjust for this double counting. Kate seconded and the Board voted unanimously to approve the motion as recommended by Cory.

Cory discussed her handout of notes from the 3-1-12 meeting with Leslie. Cory made a motion to move \$3,200 from Retained Earnings to Reserved Amount to make our Emergency Fund three months of our

current expenses. Shannon seconded, the Board voted and all approved unanimously to approve the motion as recommended by Cory.

Cory explained that we now have about \$10,500 leftover in Retained Earnings that can go towards our Three Year Plan; divided by three this equals about \$3,500 per year. Some suggested uses for the money include: a new dishwasher, vacuums, a solution for shoes and coats, and a new/better set up for the eating table.

8:24 PAC Report: Lisa

Lisa said that Lenore Skenazy is coming next month as our Parent Ed Speaker. She passed around Skenazy's book called Free-Range Kids. Lisa said that we are required to provide her transportation to and from the airport and to and from the event.

The All Boards Meeting is Monday June 4<sup>th</sup> in the North City Elementary Building. They are working on some break out topics- some examples are finance-related and fundraising/marketing. She will be approaching some of the Board for their assistance. They may have an outdoor educator come and give a talk about "playscapes". Lisa will be helping with entertainment for the all school's picnic in September.

At the PAC meeting they discussed the current legislature surrounding the coop preschools.

8:31 Open House / Registration Update: Misty

Misty said the school was very clean and she was proud of it. They received about 7 new applications and half are on waiting lists. Lori added that current members were here to talk one on one with potential members and this ratio worked out very well. Jan gave a big thank you to everyone. Jessica reminded everyone to mention our sister coops to potential members- the other coops have different schedules, and age cut offs that might better accommodate new members.

8:37 Chair Updates: Lori

Lori reported that there are a few open spots for the 2012-13 Board Nominations. We will vote next Board Meeting. Here is the current list of nominations: Chair: Jennie Blockhus, Vice Chair: Shannon Spurgeon, Secretary: Open, Marketing: Open, Registrar: Rachael Garrett, PAC Rep: Open, Fundraising: Janet Markwardt, Treasurer: Cory Peterson, Groovers PC: Erin Wilson, Movers PC: Heather Cunningham & Mirah Wood, Toddler PC: Erica Graeff, Explorer PC: Open, Baby N Me: Open.

Lori said that one of her jobs is to summarize the Teacher/School Evaluations. We will see the summary at the next Board Meeting and can discuss it then.

Lori offered to host a Baby Shower for Shannon, Jennie and Erica on Saturday April 21<sup>st</sup>. The group discussed a 2pm tea time shower.

Lori said that Misty is organizing the Board Auction Basket and you can chat with her to contribute money or items.

Lori asked the group to think of small and big goals for Shorenorth. Jessica and Jan wrote down brainstormed ideas on a large piece of paper. We will discuss these great ideas later.

There was a motion by Lori, and a second by Ann, to allow the Vacuum Committee to purchase a commercial vacuum as determined by them. The Board voted and unanimously approved the motion as recommended by Lori.

9:04 Meeting Adjourned



## **Shorenorth Co-Op Preschool Board Meeting April 4, 2012**

Present: (14) Jan Burnham, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jocelyn Berge, Lori Scobie, Karen Kessinger, Vonita Francisco, Lisa Painter, Ann Hayes-Bell, Jessica Gesinger, Kate MacBriar, Jennie Blockhus

7:00 Call to order: Lori

7:04 Approval of March Board Meeting Minutes

Jocelyn moved to approve the March minutes and Shannon seconded. The March Board Meeting Minutes were approved.

7:05 Director's Report: Jan

Jan reminded the PCs to help the parents remember to come to the Parent Ed Speaker nights. Jan announced that the Greenlake Children's Consignment Sale is on May 18-20 and she will post a flyer on our bulletin board. Jan passed around a sign up sheet for the Old/New Board Meeting dinner she has offered to host at her house. The date will be Wednesday May 16<sup>th</sup>, 6:30pm.

Jan reported that there is no news from the College or the State of Washington regarding school funding next school year.

Jan and Jessica attended the OPEP conference and saw Ellen Galinsky, the author of Mind in the Making. Jan found out during the conference that the Early Learning Action Alliance and Thrive by Five organizations were not aware of the preschool coops at all. This was frustrating for the coops. In response, Barb Yasui made a strong, eloquent comment to all the speakers that coops are in existence and are important.

Jan gave very thoughtful, personalized, verbal thank yous and kudos to each current Board Member for their work this school year. Then she presented each member with a bouquet of flowers. Thank you Jan!

7:26 Parent Coordinator Reports

Kate and Karen reported that the class feels like they are all embracing the Groovers class schedules. They had a fantastic field trip to the Fire Station recently. One fire fighter dressed up in his whole gear. He explained to the kids how fire fighters approach a house during a fire and how they do their job. Having the fire fighter in all his gear gave the kids the opportunity to see how protected the fire fighter

needs to be, and also took away some of the fear factor of seeing a person so bundled up from head to toe.

Karen said that the goodbye song during circle time was very sweet when the kids started spontaneously singing the goodbye song before Teacher Jan even started the song. Some of the kids had a great time decorating the loft with some of the auction decorations.

Ann reported that the Movers class had a fun time at the Kruckeberg Garden field trip last week. The class is doing better with the timing of snack, etc but some of the kids are still having a hard time participating in circle time.

Jocelyn said that she also feels that their Toddler class is hitting their stride and are starting to work/play together. She shared a cute story about a two year old who knew all kinds of unusual vegetables that were in a story. She also shared a cute strawberry snack time story about Duncan and Geneva.

Jessica announced that the Explorers class has two new members and both are little boys. The moms are excited about Shorenorth and are hoping to make it from the wait list into the Toddlers class next year.

The Baby N Me class has three crawlers, which is such a change from the fall. There is a lot more baby interaction now too. They are going to the Creative Dance Center next week.

Jan tossed out an idea about hiring someone to work in Room A with older siblings during the Baby N Me class next school year.

7:40 Treasurer's Report: Jocelyn

In Cory's absence, Jocelyn reported that the credit card income has not been reported yet in our financials. Next month's report will be more complete. The group discussed some categories where it looks like there is extra money. The field trip fund has \$716 left and the Toddlers are going to the CDC soon, the Explorers still need to go, and the Explorers are also looking into going to the Aquarium soon, the Groovers are looking into having Shorenorth subsidize a trip to The Hungry Caterpillar. The PCs/Field Trip Coordinators need to be in touch with Cory regarding these upcoming field trip expenses.

Heather reported that the auction income was about \$25,000, and the expenses were around \$13,000. We are about \$3,000 over what we budgeted for the fundraising income for the year. Hooray! The Auction Committee is going to have a debrief meeting soon and Shorenorth members will have the opportunity soon to give written feed back on the auction. The group mentioned that the dessert dash was too late. Heather noted that the auctioneer changed things up in the middle of the auction. Some people felt like the auction was not as lively as it could have been. April Brown charged us \$1,900 for her fee. We need to follow through to get \$400 back because she had agreed to a fee of \$1,500. This is documented on page 2 of the February 2011 minutes. The catering fee was almost \$6,000 and the ticket sales were about \$7,000. Erica commented that the fish and veggie dishes were empty by the time some of the tables reached the buffet and this was frustrating for the attendees. Jennie mentioned that she felt awkward that they had finished eating while there were still tables that had not yet even had a chance to eat. There was some discussion that the auctioneer had some drawbacks. The group discussed the timing of the live auction, dessert dash, eating dinner and the live entertainment. This is hard to hit

exactly right, but it would be great to brainstorm about better timing. The group discussed hiring Trick next year to be our auctioneer, since he is no longer working with April Brown.

Jan said that there are probably 90 Auction Logo bags left that need to be sold. Heather said that they were about \$5 a bag to produce. Jennie suggested using them for advertising or referrals. The price will be determined soon.

#### 8:02 Registrar Report: Jennie

Jennie said that all classes except Baby N Me are full for the current school year. For next year, there are only four enrolled in Explorers and two in Baby N Me; all the other classes are full with wait lists. Jennie asked everyone to market for the Explorer and Baby N Me class. The group discussed contacting the local PEPS groups, goody bags at local pediatrician offices, the Jack N Jill Sale, SnoMoms Sale, Mothers of Multiples, the Bumps and Baby Sale, and posting on Craig's List. Jan said that word of mouth is still the most popular way that members find out about Shorenorth. Vonita said that she saw our sandwich board and that's how she joined. Karen said that SCC has a board where we can leave flyers. Jan said that for Baby N Me members, we have kept the price low, and there are no jobs and no cleaning, so if we increased the price a little she thinks that parents will probably pay to have in-house baby sitting for older siblings. The group discussed how to figure out the best way to handle a paid baby sitter during the Baby N Me class. Jennie brought up the idea of an Outdoor Preschool too. The Community College has asked us to think outside the box, for example, an evening class.

Jessica told the group that, despite being much-discussed in recent months, there is, in fact, going to be no online registration through SCC.

#### 8:15 Vision Community Café Discussion

Lori brought out our large handwritten brainstorming "BIG and small wish list" paper from the last Board Meeting to jog everyone's memory. She mentioned that we could work with some other coops to offer other options to parents. Jennie added that we should probably focus our money and energy on items/things that are moveable. Perhaps at this time we should not focus on a garden/greenhouse. Ann asked, what on that list will bring in more babies and Explorers. The group thought about childcare for older siblings. Lori suggested could we take away the Baby N Me class and have two Explorer classes? Karen suggested could we change the age range a little to shift more Toddlers to Explorers. This could also create an overlap in age range for both Toddler and Explorer classes and the parents could choose if needed. Jessica said that we could perhaps offer two Baby N Me class, like one for 0-6 months and the other 7-12 months. This would help those visiting the class to be more likely to stay when they see other babies in a similar developmental phase. It was discussed to have more outside classes, like 2 Groovers days inside, 1 Groovers day outside. Karen said the outdoor play is very free and not really a structured learning time. A gazebo was suggested, or a teepee for \$1,100. Jan said that the teepees are very strong structures, but the group discussed vandalism. Ann mentioned that there are some drainage problems. Jennie and some of the group celebrate the puddles when "Lake Shorenorth" happens. North City Park is adjacent to the North City Elem site and perhaps we could use that Park? Vonita suggested doing our outdoor preschool at another site in Shoreline. Ann discussed renting out Paramount Park. The insurance question would need to be explored, we would have to have liaison with the city. The group recommended perhaps a place at the SCC and Shoreview Park. Is there a way we could do a trial like the first week of June this year? Lori passed around a sub committee sign up sheet to work on these exciting ideas further.

#### 8:40 Chair Follow-Up Report

Dana reported through Lori that Scott is working on the new website. Scott will migrate list serves over the summer.

Lori sent around the evaluation summaries.

Lori announced the Board Positions nominations for 2012-13 as follows:

Chair- Jennie Blockhus  
Vice Chair- Shannon Spurgeon  
Secretary- open  
Treasurer- Cory Peterson  
PAC- Open  
Fundraising- Janet Markwardt & ?  
Registrar- Rachael Garrett  
Marketing- Vonita Francisco  
Groover PC- Erin Wilson & ?  
Movers PC- Heather Cunningham & Mirah Wood  
Toddler PC- Erica Graeff  
Explorer PC – Open

Jocelyn moved to approve the 2012-2013 Shorenorth Board position nominations, Karen seconded and the group agreed.

#### Upcoming Dates

Jessica announced that she is going to cancel the May Nature Explorers date since it is Mother's Day. She may schedule another one in June.

Ann announced that Amelia, our community service coordinator, is working with Hopelink and is asking us to support this organization with donated food. Check your mailbox for a list of the most needed foods.

Jan discussed the School Clean Up Week, she would like to have another off-school time that we can focus on doing the school clean up instead of trying to do it during the class time. She said that we have a lot of items in the hall that we need to get rid of or there is the potential that we could get written up by the school district for a fire hazard. Lori suggested the PCs have their parents commit to a written time slot. Jennie discussed coordinating a Community Garage Sale. The group was supportive. Jessica suggested writing the cleaning tasks on a 3x5 card and laying them out for members to grab and work on during their cleaning time.

Ann suggested having a magician friend of hers come to our All School Picnic; she will look into it and report back. Lori said that we have some money to put toward food for the picnic.

9:04 Meeting Adjourned





## **Shorenorth Co-Op Preschool Old/New Board Meeting May 16, 2012**

Present: (21) Jan Burnham, Heather Marshall, Shannon Spurgeon, Misty Berg, Erica Graeff, Jocelyn Berge, Lori Scobie, Karen Kessinger, Lisa Painter, Ann Hayes-Bell, Jessica Gesinger, Kate MacBriar, Jennie Blockhus, Cory Peterson, Toni Noll, Alison Buss, Erin Wilson, Susie LaClergue, Heather Cunningham, Mirah Wood

7:30 Call to order: Lori

Lori welcomed the Old and New Board Members and thanked Jan for hosting the Meeting at her house.

Approval of April Board Meeting Minutes

Heather moved to approve the April minutes and Jennie seconded. The April Board Meeting Minutes were approved.

Treasurer's Report: Cory

Cory distributed the proposed budget for the 2012-2013 school year. Cory advised the group that we have Retained Earnings the Executive Board has recently discussed using as follows: countertop dishwasher, shovels, re-arranging the Shorenorth entryway with new hooks and shoe solutions, new snack table/chairs solution, better hand soap dispensers and a boom box for Jan.

Cory reported that we had to raise tuition in order to balance the budget for next school year. The Baby N Me monthly tuition will remain the same, Explorers and Toddlers will increase by \$5, and Movers and Groovers will increase by \$10. Jennie added that Shoreline Community College may still increase the per credit tuition further from the current \$16/credit.

Cory announced that our Accountant, Leslie McDonald is moving on to another position and we have hired Beth Neils to replace Leslie. Her fees are reasonable and Cory will be able to work with QuickBooks online.

Registrar's Report: Jennie

Jennie reported that the Executive Board reviewed the maximum class size caps allowed by SCC and determined that increasing our class sizes would contribute to successfully balancing the 2012-2013 budget. The new class maximums are as follows:

Baby N Me: 14

Explorer: 16

Toddler: 16

Movers: 18

Groovers: 21

Jennie noted that there is now one opening in the Groover and one opening in the Movers class. She is waiting to hear back from one Toddler parent who was offered a position. Jennie reminded the group that we still need Babies and Explorers! Vonita will be our new marketing coordinator and she will be working on recruiting new little people for our school.

**PAC Report: Lisa**

Lisa reported that the required Leadership Training is on June 4<sup>th</sup> in the North City Elementary building from 7pm-9pm. The training is for all Board Members. We will learn more about the State Budget and tuition waiver situation. There will be Break Out Sessions to attend. Barb Yasui will lead one. Parents of preschool coop kids are being encouraged to consider joining forces to mobilize on June 21<sup>st</sup> to make a statement supporting keeping coop preschools alive.

**Director's Report: Jan**

Jan reported that there is a state hearing on June 21<sup>st</sup> at the Clover Park Technical College in Tacoma. Barb Yasui spoke to the state legislature in Moses Lake recently. She described how important preschool coops are to the community. Jan said that she ran short on time but was able to successfully present her message. The State wants to reduce the coops' tuition waiver. The State used to pay the community colleges for parents to attend coop preschools and this was removed a few years ago, and since then it has made coop preschool operate in the red. Lisa added that the community colleges are looking at all waivers, not just coop waivers.

On Friday May 18<sup>th</sup> Jan and Jessica will hear more. Jan will keep us updated via Announce, she is well aware of the importance of timely communication to parents. Jan and Jessica will receive the results of the online survey on Friday as well.

Jan told the group that, thanks to Jennie's hard work, we have already turned in our Fall Student Registration Forms to SCC. This shows that we are a committed coop preschool with our older classes nearly 100% full. It is also an attempt to encourage SCC from further increasing our tuition.

Jan announced that she is on a committee to host a Fall Kick Off Picnic for all families of all the SCC preschool coops. It will be held at SCC and there will be a stroller race.

Jan announced that next school year is Shorenorth's 40<sup>th</sup> Anniversary. We need to brainstorm ways to keep this relevant to the community and to SCC.

**Announcements: Lori**

Lori announced that Shorenorths' 10am to Noon Summer Playdates are as follows:

Wednesday June 13<sup>th</sup>

Tuesday July 17<sup>th</sup>

Thursday August 23<sup>rd</sup>

Lori reminded the group that the End of Year Family Potluck is this Saturday May 19<sup>th</sup> from 11am to 1pm.

Shorenorth's Rummage Sale will be held in coordination with North City and Ridge Crest on Saturday June 2<sup>nd</sup> from 8am to 2pm. Karen will send out an email with details.

The Shoreline Parade is Saturday August 18<sup>th</sup>.

Scott Schramke is working on moving our website to a free host. He needs a few Shorenorth parents to help with some final decisions regarding the look and feel of the new website. Lori passed around a sign up sheet for volunteers.

Lori announced that the End of Year School Cleaning will be coordinated by the PCs. It will be encouraged to do the cleaning without kids, but we'll coordinate some parents to watch kids while others clean if needed.

The group then participated in a Carousel Brainstorming Session for 2012-2013. The group split into four and wrote ideas and thoughts on large pieces of butcher paper on the following topics:

- 1) How can Shorenorth creatively raise \$19,000 next school year?
- 2) How can Shorenorth increase enrollment in the Baby N Me and Explorer's classes?
- 3) How can Shorenorth celebrate its 40<sup>th</sup> Anniversary?
- 4) What needs/wishes do you have for Shorenorth?

9:00 Meeting Adjourned