

**Shorenorth Co-Op Preschool**  
**Old Board/New Board Minutes**  
**Wednesday, May 7<sup>th</sup>, 2008**

Meeting began at: 7:30pm

Present (15 ): Lisa Painter, Shae Reischling, Jocelyn Berge, Dan Christofferson, Karen Kessinger, Jan Burnham, Shellie Fredrich , Tami Kays, Sherry Weber, Sandy VonHeeder, Julie Ballard, Thea DeYoung, Ann Hayes-Bell, Stephanie Manalili, Suzanne Norring

Timekeeper: Shae Reischling

**Board Events**

June All Boards Meeting: June 2<sup>nd</sup> at 7-9pm at our school

Summer Board Retreat: Date to be determined at June's meeting

**Summer Events**

Shoreline Arts Festival: June 28 – 29<sup>th</sup>

Celebrate Shoreline Parade: August 16<sup>th</sup>.

Summer Play dates: Dates and time to be determined

**1.) Board Members for next year 2008/2009 will be:**  
**(Some spots are still open)**

Co-Chairs: Karen Kessinger & Dan Christofferson

Vice Chair: Suzanne Norring

Treasurer: Jocelyn Berge

Secretary: Shae Reischling

PAC Rep: Sandy VonHeeder

Membership: Shellie Fredrich

Fundraising:

Newsletter:

**Parent Coordinators:**

Groovers:

Mon / Wed Movers: Tami Kays

Tues / Thurs Movers:

Thursday Toddlers: Lori Scobie

Explorers: Corey Peterson

Baby n' Me:

## **2.) Treasurer's Report: Jocelyn Berge (8:00-8:22)**

\*We have \$30,000 sitting in an account right now that is not gathering interest. There are not a lot of interest bearing accounts out there right now. Looking into possibly putting some into a 6mo CD or something.

\*\*All in favor: Yes

\*Pearl Noreen (the woman who started Shorenorth) donated \$ to the scholarship fund. The money is in a reserve fund right now. Which takes a board approval to spend. Would like to keep about \$2000.00 in that fund. This year we only spent about \$680 in scholarships.

\*\*All in favor: Yes

\*Jocelyn talked to the coordinator at the bank about our credit card machine. We can either set it up for seasonal use (would only be active during certain dates that we choose) or yearly. Thinking that seasonal would be better.

\*June 13<sup>th</sup> is the end of the fiscal year. All checks that Shorenorth has written to people need to be cashed before then. We also need anyone who has not paid for auction items to please pay before then!

\*Do we want to continue with Leslie's services? She has agreed not to raise her rates for next year.

\*\*All in favor: Yes

\*We netted \$14,300 this year through the fundraising, which is a 50.11% profit. And have \$35,000.00 in assets!

\*The executive committee will sit down and figure out a budget soon.

\*Sunshine fund will be set up next year. It is for instances where a person is ill, or has a new baby where the school can purchase them a gift, or dinners etc. **The Care person will also have access to it.**

\*Tuition for next year:

Yearly Registration fee: \$45.00 per year, **Sibling rate: monthly tuition + \$5.00.** Baby n' Me: \$45.00 mo, Explorers: \$55.00 mo, Toddlers: \$55.00 mo, Movers: \$85.00 mo, Current Groovers is \$85.00 mo but will be \$135.00 next year. (it is a 3 day class, and also 2hrs and 45min which is longer than the other classes) Sandy did a survey and Shorenorth is still second cheapest co-op out there!

### **3.) PAC Rep report: Sandy VonHeeder (8:34-8:44)**

\*Just received a thank you letter for all of the items we donated to "The Works"

\*All board meeting is June 2<sup>nd</sup> at 7pm in our building. It is a great way to meet other board members with your same position from other schools. It might be nice to be able to contact them when you need help or information on certain things. Our board will meet at the end of the meeting in our classroom. Sandy will e-mail everyone with times for the meeting later.

\*PAC has scheduled the 2009 speaker "Diane Levin" author of "Too sexy too soon". She has agreed to only charge \$1100.00 plus travel expenses, which is much less than she usually does.

\*Need to vote for change in price per family for PAC speakers. Was \$3 per family and needs to be \$6.00. Plus a flat fee per school which was \$25 and now needs to be \$45 per year.

\*\*All in favor: Yes

#### **4.) Summer Events: All Board (8:44-9:34)**

\*All school picnic is Saturday the 17<sup>th</sup>.

Karen made a sign, sign-up sheet & flyers. Need to assign committees for shopping, set up and clean up. A sign up sheet will be out soon. Need parent coordinators to let their classes know that they need to sign up if they are going to the picnic or not so that we know how much food is needed. Shorenorth is buying the main dish. Families just need to bring a side dish or desert. Parent coordinators to remind families to bring a blanket if the weather is good. Buckaroo Bob will be there with ponies to ride. He does offer photo packages, but they are only optional. Jocelyn, Jan and Suzanne mentioned that they could all bring their grills for BBQ-ing the food.

\*Shoreline Arts festival is June 28<sup>th</sup> & 29<sup>th</sup>.

In the past we have either done the easel where kids could come and paint a picture which was very popular. Or we could do big paper bags that kids could decorate and would have our school info on it. They could take it around to all the other arts tables and use it to carry their crafts.

\*Celebrate Shoreline Parade is August 16<sup>th</sup>. The theme this year is "Clean & Green". The parade is so much fun for the parents and the kids to participate in. These are great ways for us to be involved in the community.

\*\*All in favor of participating in both events: Yes

\*A great idea to make up summer events packets for the Shorenorth families was brought up. They would include events, dates and a little blurb about each event.

\*Summer play dates should have two board members attending. That way one can leave if needed etc.

First day of school is Sept 10<sup>th</sup>. A week before that will be the “slow start”

\*An idea was brought up to do an all school potluck before Labor day. Someone will check into Shoreline school dist, shorewood high school and shoreline community college about catering.

\*New board to figure out what day and time each month that they would like to do board meetings.

\* Sibling policy: not prepared at this time to vote on it. Jan will send us the document by Gayle\_\_\_\_\_ as soon as she can. It has some important information on it about the rules for sibling policies in schools.

\* Babysitting Co-op: only 12 people so far have filled out the on line survey that was sent out by e-mail. A new one will be sent out soon. This is not only for families with more than one child. It would be good for any of us!

Meeting ended at: 9:34pm

If anything needs to be updated or added please let me know [shaeonna@comcast.net](mailto:shaeonna@comcast.net)

**Shorenorth Co-Op Preschool**  
**All Boards Meeting/ Mini Board Minutes**  
**Monday June 2nd, 2008**

Meeting began at: 8:45pm

Present (13): Jan Burnham, Lisa Painter, Shae Reischling, Jocelyn Berge, Sandy VonHeeder, Dan Christofferson, Karen Kessinger, Suzanne Norring , Lori Scobie, Jane, Shellie Fredrich, Tami Kays,

Timekeeper: Shae Reischling

**ACTION ITEMS:**

- \* Next meeting scheduled for Wed June 18<sup>th</sup> from 7-9 here at the school.  
Be sure to bring your favorite ice cream topping!

**1.) Introductions / Karen Kessenger (Co-Chair)**

- Introductions & favorite ice cream☺

**2.) PAC Rep Report: Sandy VonHeeder**

- The budget is not yet approved. PAC approved yearly dues to \$40. This is a one-time fee that is due in Jan. The \$40 covers operating expenses, thank you gifts, Rental space etc.
- Speaker dues were raised to \$5 per family. This covers the travel expenses, hotel, car rental etc for the speakers.
- Pac is asking for an additional one-time fee of \$43. Per school. This would be for a table at the Preschool Fair (Hosted by Parent Map). The total cost is \$300 so it equaled out to be \$43 per school. This also entitles us to a small add in the Parent Map magazine.
  - *Motion to charge schools \$43. / All members agreed*
- The next all parent speaker is scheduled for Feb 3<sup>rd</sup>. Diane Levin author of “Too sexy too soon”. It will be held at the Shoreline CC theatre. PAC is co-sponsoring it with PESIAC. Diane will also be speaking on the 4<sup>th</sup> for PESIAC so if you miss the one on the 3<sup>rd</sup> you could go to that one.
- PAC will no longer post local CPR classes.

- Many co-ops are concerned that they are not paying their directors enough. Can we share the information? Jocelyn thought that rather than pinpoint the exact amount they could do a range that the director's make.

### **3.) Director's Report/ Jan Burnham**

- Handed out a bare bones calendar for 08/09. The only difference between ours and Shoreline CC's is Spring break. Shoreline CC's is a week later than us.
- Parent Ed nights: if you miss more than 3 in a row you will now receive an incomplete from the college.

### **4.) Co-Chair's Report / Dan Christofferson**

- Would like to do an actual calendar for all members with all the dates included on it. Jocelyn concurred that there was money in the budget for this.
- *Motion to keep the meetings the first Wed of each month and at the same time / All members agreed.*
- *Motion to have Orientation on Sept 8<sup>th</sup> / All members agreed*
- Orientation will begin at 6:30pm for refreshments and the meeting will start at 7pm. This is a Mandatory meeting. Jocelyn thought that we could take video of the meetings for each class for those who can't go. It will be important that everyone comes or watches the DVD.
- The retreat will be an all day event. We need to figure out when it will be and a time that everyone can make it.
- We need to figure out when to do set up also.
- *Motion to make a mini calendar committee to take care of the dates for the year. / All members agreed. Members will be Jan, Dan and Suzanne.*

Meeting ended at 9:25pm

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)

**Shorenorth Co-Op Preschool**  
**Board Meeting Minutes**  
**Monday June 18th, 2008**

Meeting began at: 7:03pm

Present ( 11 ): Jan Burnham, Shae Reischling, Dan Christofferson, Jocelyn Berge, Tami Kays, Lisa Painter, Sandy VonHeeder, Shellie Fredrich, Cory Peterson, Sherry Weber, Karen Kessinger

Timekeeper: Shae Reischling

1.) Introductions & Ice Breaker / Karen Kessinger and Jan Burnham (7:03-7:15)

2.) Treasurer Report / Jocelyn Berge (7:15-7:24)

- Jocelyn doesn't have the numbers yet, but so far we have about \$25,000 In checking and \$11,000 in money market. Total is about \$36,000.
- Rent is paid through September
- Phone is paid through summer
- Tomorrow Jocelyn, Sandy & Karen will meet at the bank to become the signers for the new school year.
- Financial Review (Audit): Leslie found a lady who will do it for us for \$50 and will do it in late July/early August.
- Need to draw up a new contract for Jan. Sub committee will be set up to do it. Right now it looks like Jocelyn, Karen & possibly Suzanne do it. Karen talked to North City co-op and they have agreed to let us have a copy of theirs (minus the financial info) so that we can get an idea of how it should be done.
- **Contract Ad Hoc Committee will be: Jocelyn Berge, Karen Kessinger and Suzanne**
- Reminder that you must have either Jan or Jocelyn's approval to spend money for the school if you want to be refunded. Anything over \$100.

3.) Director's Report / Jan Burnham (7:25-7:46)

- SCC Business/ Hiring a new teacher for the Groovers class: Jan and Barbara Yasui will need 1 to 2 people to help screen the applicants. So far there are only two. One of which is our very own Lisa Painter. This will take place next week.
- Jan will put out a blanket note to everyone about hiring a new teacher for the Groovers class. There was some concern that not everyone knew that there was going to be a new teacher aside from Jan.



- Barbara Yasui wanted Jan to find out what other teachers were getting paid for going to meetings and out of school functions. Possibility of adding that into the new contract. Sandy recommended Jan call the other directors herself to get that information as it has been hard to get in contact with people due to them being off for the summer.
- Jan will also put out a newsletter for the end of the school year. She will introduce the new board etc.
- Enrollment is going well. Still need people for Babies & Groovers classes. We need at least 12 in each class. Right now Babies class has 3, and Groovers has 10.
- Need to mention in our advertising that the Baby n Me class is only ½ the tuition if you already have an older sibling in another class. Plus that, there are not any responsibilities such as cleaning, or fundraising in the Baby class. Need to advertise with flyers, and at festivals, the parade etc.

#### 4.) Membership Report / Shellie Fredrich (7:46-8:04)

- Shoreline Arts festival is at the end of the month. We still need a few Volunteers to help at the booth. Shellie talked to Erin Zackey who is on the festival committee; only expecting 1 person per shift anyway, so we're doing fine in recruiting. There are a dozen or so crafts going to be going on, and a lot of people around who can help out if we are short on volunteers. Shellie and Erin will be e-mailing the volunteers with the instructions. We just have to show up. No need to get any supplies. Need to coordinate with the first volunteer so that they can get the brochures, business cards etc for our table & setting it up. Need to prep volunteers on how to approach people about our school.
- Shelly leaves Sunday for vacation.
- Open house Play dates: Shellie printed out some sign up sheets for any new people who show up.
- Parent Map Advertising: We get a 1/16<sup>th</sup> of a page (about the size of a business card). Comes out in the September issue. Jan signed the advertising agreement. We will also get a free on line listing for a year. Jocelyn will need some kind of receipt/bill for it. Shellie needs 2-3 bullet points and a headline for the ad and the deadline is next Friday. If she doesn't have e-mail access where she is on vacation, she may need someone else to do the work on it with Parent Map. Jan said to e-mail it to her and she could do it. Board will help with ideas on ad info at end of meeting.

#### **A.) ACTION ITEMS:**

- 1.) Review of next year's calendar (list of basic dates) / Dan Christofferson (8:04-8:20)
  - Working on getting all dates together so that we can produce a regular calendar to give to each member at the start of the school year.
  - Board Retreat is set for Sat August 2<sup>nd</sup>

- 1<sup>st</sup> Board meeting is August 6<sup>th</sup>
  - Need an ad hoc committee for the float in August
  - Karen made sign up sheets for each ad hoc committee needed, so they were passed around.
  - Jan will be the first speaker of the year!
  - Back to school potluck set for Saturday September 20<sup>th</sup>
  - Mid winter Potluck set for Jan 24<sup>th</sup>, 2009
  - Should have all dates set by next board meeting. Including tuition due dates with mention that if you sign up after a certain date your tuition will be prorated.
  - Main events for summer: Float, Orientation, Summer events, Back to school potluck and 1<sup>st</sup> speaker
- 2.) Board Retreat date, location & review goals that were set at last years board retreat, goals for upcoming year / Karen Kessinger & Dan Christofferson
- Looking for a homey setting rather than a business one.
  - Time: 11-7pm / Come together for lunch and leave after dinner
  - Something local for parents who have small ones they need to get home to
  - Work on setting goals for next year
  - Make up a new mission statement. Something that reflects who we are now.
- 3.) Celebrate Shoreline parade; Brainstorm ideas for the float/parade-what is our budget? Establish ad-hoc committee / Dan Christofferson & Jocelyn Berge
- Jocelyn & Dan agreed it will be about \$200 in supplies and that we have it in the budget
  - Theme: Clean and Green
    - *Motion to go with a 6' table for \$25 / All members agreed*
  - Ideas for the float: Parent power
  - **Float Ad Hoc Committee will be: Jan Burnham, Shae Reischling,**
- 4.) Facilities; Goals & Budgets for upgrading Jan's office, garden, etc. Establish ad-hoc committee
- Jan's office: Someone mentioned that maybe we could get a bid from Monte (Jan's husband). Jan said that he would more than likely like to meet with other volunteer "parents" too about helping. The money to cover the costs will come from retained earnings.
  - **Office Ad Hoc Committee will be: Shae Reischling, Dan Christofferson,**
  - Bike Shed: It will have to be built onto the existing building so that it won't get burnt down by the local piros
  - Bike shed, Jan's office & garden's need to be high priority.
  - Gardens: Will be a working space for the children

- Cory Peterson works for a nursery and said that she could probably get some native plants.
- Shellie and her husband get wholesale plants from a nursery also
- **Garden Ad Hoc Committee will be: Lori Scobie, Cory Peterson, Lisa Painter, Dan Christofferson and Shellie Fredrich**
- Painting inside the classrooms will be done this summer by a guy named Don who had the best bid. Jan has his information, but didn't have it at the meeting.
- Parent educators need to let their class members know that the pony pictures are in if they want to buy them.

5.) Ad ideas for the Parent Map/ Shellie Fredrich

- Hands logo in the background
- Come join us where children and parents make friends through interactive play and learning
- Parents & Children learning together
- Creative Learning
- Birth – 4-1/2
- Developmentally appropriate activities
- Non judgmental, supportive & nurturing
- Needs to have the information to the ad company by Friday

6.) Group Emails

- Scott Schramke agreed to do keep doing the group emails for the school.
- Don't use the old board group e-mail. Scott is working on updating the list of e-mails for it.
- Tami will call Scott to find out when he'll have them done.

Meeting Adjourned at: 9:05pm

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)

**Shorenorth Co-Op Preschool**  
**Board Meeting**  
**August 6<sup>th</sup>, 2008**

Meeting began at: 7:06pm

Present (13): Jan Burnham, Lisa Painter, Shae Reischling, Jocelyn Berge, Sandy VonHeeder, Dan Christofferson, Karen Kessinger, Suzanne Norring, Lori Scobie, Jane Scobie, Shellie Fredrich, Tami Kays, Karen Morgan,

Timekeeper: Jocelyn Berge

**UPCOMING IMPORTANT DATES:**

- \* **Friday, August 15<sup>th</sup>**: Parade Float Construction
- \* **Saturday, August 16<sup>th</sup>**: Celebrate Shoreline Parade
- \* **Wednesday, August 20<sup>th</sup>**: Open House/Play date 10:30-12:30 (opener: Shae, **NEED CLOSER!**)
- \* **Thursday, August 21<sup>st</sup>**: School Set Up Day 10:00-1:00
- \* **Wednesday, Sept 3<sup>rd</sup>**: Board Meeting 7:00-9:00
- \* **Monday, Sept 8<sup>th</sup>**: Shoreline Fall Orientation 6:30-9:00pm, Attendance is mandatory
- \* **Saturday, Sept 20<sup>th</sup>**: Back to School Potluck 4:00-6:00pm

**1.) Introductions / Karen Kessenger (Co-Chair) (7:07-7:15)**

**2.) Approval of June Minutes / Shae Reischling (Secretary) (7:15-7:16)**

**3.) Director's Report / Jan Burnham (7:16-7:35)**

- **Jan is working on the Rosters. Some people are not coming back. Here are the tally's in each class so far: Movers: 12, Explorers: 14 (with a 2 on the waiting list), Toddlers: 15 (with 3 on the waiting list), Baby N' Me: 3 possibly 4, Groovers: 8 or 9 (need 12!!), MW Movers: 16. We really need more members in the Groovers and Baby N' Me classes.**
- **List Serve: Have a complaint as far as receiving too many personal e-mails on the list serve. Shellie suggested we come up with a code for the subject line if it's school business or personal emails. It was also brought up that perhaps the members could opt out of getting on the list serve all together. The only ones they would have to receive would be from the "announce" e-mails, which are for official school business.**

#### 4.) Vice-Chair Report/ Suzanne Norring (7:35-7:43)

- **Speakers:** Suzanne wanted to know what everyone thought about bringing in someone like Bev Bos and her son or Creation Station to do a workshop for a speaker. Family and kids all go, and possibly have a potluck also. Jan said that would probably be fine as far as the college goes. Everyone liked the idea. Jan also suggested possibly doing a “block fest” or a safety day. Suzanne said that she and Lisa would be working on it.

Here are the speakers that she has lined up for the year (so far):

- **October 9<sup>th</sup>:** Jan Burnham on “The Shorenorth Philosophy”
- **Jan 14<sup>th</sup>:** Kim Estes from “Parent Education and Child Empowerment”
- **Feb 3<sup>rd</sup>:** Diane Levin on “So Sexy So Soon” The Sexualization of Childhood”
- **March 11<sup>th</sup>:** Cynthia Lair on “Nutrition”

#### 5.) Co-Chair Report/ Karen Kessinger (7:43-7:54)

- **Karen will be e-mailing everyone soon about the co-op jobs that are still Available. Tami suggested letting the Class Coordinator’s know a couple days in advance so that they could tell everyone in their class to watch for it. There will be a mini-description of each job on the list at the Orientation. For each class there should be a Care Person, Snack Coordinator (classes that apply), and Field Trip Organizer (multi day classes only). Still also need an E-News letter person as well. It may look a little intimidating to everyone. It really doesn’t have to be as fancy as it has been the last couple years.**
- **Parent Coordinators need to start managing their binder of forms that are kept in the classroom. They need to be kept up to date, and make sure all forms are there. Lisa had a great checklist that she made up in hers.**

#### 6.) Treasurer Report/ Jocelyn Berge (7:55-8:08)

- **Didn’t do as good last year with budgeting as they thought.**
- **Made \$16,661.99 by end of last year!**
- **Reminder on Purchasing and Reimbursements: Must have pre approval from someone like Jocelyn, Jan or Karen or Dan to spend money. Must have a receipt or you will get no reimbursement! Handwritten receipt is ok (if you bought something at a yard sale or something).**
- **New this year; we have mailboxes! Each class will have a payment mailbox with envelopes that you will put your checks into. Jocelyn will also have a “treasurer” mailbox.**
- **Jocelyn will still be e-mailing us reminders when payments are due, and also doing a “Payments Due” sign for the classroom.**
- **Someone asked what E-Scripts was = Fundraiser where you would log onto the web page and register a vender and your visa. Every purchase**

with them would get a kick back that would go towards your school. Last year we didn't do much with it, and still made \$132.00.

- **Karen M. asked if there was any other way that you could pay for tuition aside from a check. Jocelyn said that Yes, you can use direct deposit from your bank. You can contact Jocelyn personally and she would give you the information you would need for your bank.**
- **Karen M. also asked if we considered using a lock box for our tuition checks instead of an envelope. Jocelyn said that she would look into it. Everyone thought it might be a good idea.**

**7.) Cheesecake Break! (8:08-8:20)**

**8.) Membership Report/ Shellie Fredrich (8:21-8:28)**

- **Groovers needs a big push for enrollment. She made up flyers to hand out. Will do an announce e-mail to remind people to recruit!**
- **Will make up flyers to hand out at the parade with information about the classes that we have openings in.**
- **Remember that you get either a Shorenorth T-Shirt, or \$10 off one month's tuition if you refer someone who joins the school!!**
- **Ideas of places to hang flyers were tossed around: Hot wire coffee shop, Third place books, Central market, Spartan Gym, Craigslist.com**
- **Our Parent Map Ad has been paid for and should be out in the Sept issue!**

**9.) Celebrate Shoreline Parade / Dan Christofferson (8:28-8:41)**

- **Friday the 15<sup>th</sup> is "Building Float Day". We'll be meeting at the school. We will be meeting at 10:30 at St Marks Church (18033 15<sup>th</sup> Ave NE) and walk together for the parade. The parade starts at 11am and is usually over around 12:15. It ends at Ridgecrest School where there is a community fair.**
- **Parade Ad-hoc committee: Dan, Jan & Shae**
- **Everyone agreed that Jan should take that day off from helping because it's her and Monte's anniversary!!!**
- **The parade is Saturday the 16<sup>th</sup> from 11am – about 12:30.**
- **Dan had an idea of green and blue waves of material that the parents would carry and wave around. The kids would be in wagons and strollers and walking maybe wearing some kind of "fish" costume. There would be bubbles, and such.**
- **Jocelyn said that we have \$225. to spend on the parade.**
- **Suzanne will send out an announce e-mail reminding everyone of the time and place to meet.**
- **Wear your Shorenorth T-Shirts!**

**10.) Ad Hoc Committee's/ Karen Kessinger (8:41-8:53)**

- **Outdoor Garden Ad-hoc committee: Lori, Cory, Lisa, Dan, Shellie and Fia. Need a master plan. It was suggested that they could set up a big vision and then split it up into smaller groups. One month until school starts. Could they let someone who is really motivated run with it if needed? It was brought up that Fia might be the motivated one? Shellie said that she would talk to her and see if she had any ideas.**
- **Office Construction Ad-hoc committee: Karen K, Shae & Dan. Still need more discussion.**
- **Outdoor Enclosure Ad-hoc committee: Karen K. Karen has received 4 bids for the enclosure. The best came in at \$1500 + tax. Enclosure is going to parallel the cubby, with a gate that swings in. 7' tall under overhang. No one should be able to climb over it to get things out. Jan thought they might still be able to, because it left a big gap at the top. It was brought up that the sand we've been using isn't safe for kids, so we are looking into companies that sell sand for kids. Tami and Lori both said that they have looked into a company called, "Safe Sand." The shed will be built later for the tricycles etc.**
- **Director, Instructor Contracts Ad-hoc committee: Jocelyn, Karen K. & Suzanne. Contracts are close, but not complete**

**11.) Orientation**

- **Dan thought the MW Movers could provide the snack & drink. Someone will ask Christen if she wants to delegate. Everyone agreed.**

Meeting ended at 9:05pm

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)

Shorenorth Co-op Preschool  
Board Meeting  
September 3, 2008

Meeting began at: 7:01

Present (14): Jan Burnham, Lisa Painter, Jocelyn Berge, Sandy VonHeeder, Dan Christofferson, Karen Kessinger, Suzanne Norring, Lori Scobie, Jane Wiebe, Sherry Weber, Cory Peterson, Shellie Fredrich, Tami Kays, & Karen Morgan.

Timekeeper: Jocelyn

**Upcoming Important Dates:**

Monday, September 8: Shorenorth Fall Orientation 6:30 - 9:00 pm, attendance is *mandatory*

September 9-12: First week of classes

Saturday, September 20: Back to School Potluck 4:00 - 6:00 pm

Wednesday, October 1: Board Meeting 7:00 - 9:00 pm

Thursday, October 9: Business Meeting & Parent Ed Speaker (Teacher Jan) 6:30- 9:00pm

Saturday, October 11: Non-Attending Parents Day 9:00 - 11:00 am

We did a brain dance to wake up! ☺

1.) *Welcomes/* Karen Kessinger & Jan Burnham (7:08-7:20):

2.) *Approval of August Minutes/* - Lori moved to accept the minutes and Karen K. seconded.

3.) *Director's Report/ Jan Burnham* (7:21 - 7:35)

- **Rosters:** Lots of changes happening, they are very fluid right now. Jan passed out the most recent roster to the parent coordinators. They'll be available to the board when the numbers settle a bit more. Numbers are looking better, though!
- **Greeting People:** Jan modeled making a good "first impression" and meet/greet a visitor with a non-example and a positive example. She reiterated how important this is to give them your full attention, eye contact, etc..- for parent orientation, open house or anytime someone stops in.
- **Orientation:** Have someone be a "greeter"- Lori & Sandy will be by the door. We will also think about reorganizing the way the chairs are set up.
- **E-newsletter:** Thea will do the e-newsletter every other month and may or may not attend the board meetings.

4.) *Treasurer's Report/ Jocelyn Berge* (7:35- 7:47)

- **Scholarship Approved:** A Groover parent requested a partial tuition scholarship and the board approved it.



- **Lock Box:** Jocelyn purchased a lock box for the tuition checks and will have a sample check so folks know how to put the correct information on them for tracking purposes.
- **Tuition:** Parent Coordinators need to let folks know that Sept tuition is due by the end of the month, but is due at the beginning of the month starting in October.
- **Scholarships** are still available.
- **Orientation:** The orientation will be videotaped on DVD so Parent Coordinators can check them out to folks who miss the meeting.
- We decided to put the board roster on the back of the handout given at orientation.
- Rent has increased from \$810 to \$875.

#### 5.) *Vice-Chair's Report/ Suzanne Norring*

- **Cleaning:** Suzanne created the cleaning schedule. All families participate, including the board to have enough families. It's meant to be "deep" cleaning and sanitizing, not just picking up. For the opt-out, we discussed what would be a fair price for the paid cleaner and decided on \$75.00. More labeling and less stuff would probably help people clean in less time. We'll firm up when the school is available for cleaning. If the alarm is set off accidentally, the cost is \$75 each time. It was also brought up that some schools pay an outside cleaner. Since we have more money in the budget, perhaps that's something we could spend it on. Suzanne will research house cleaners and see how that would price out over the course of the year. Others could scout around and see if we know anyone. We are in favor of using the earnings of the co-op to pay a cleaner. (Can't be a member that we pay - conflict of interest). Jan wants us to be mindful of taking ownership of the co-op and that it may come from this time cleaning. Perhaps we could have 3 people cleaning each time instead of 2 people, so it would be less time. Perhaps the cleaners could do the "hard core" cleaning and co-op members could come to do the tidy-up work. Days available to clean - could be more flexible. *Karen M, Tami, Suzanne and Jan will form an ad-hoc committee.*

#### 6.) *Parent Coordinator Reports*

- **Sherry/ Baby -n-Me:** Up to 5 people. Sherry has referred a lot. Problem with the registration form on the website - doesn't have Jan's address on it. Karen K. will follow up on that. Shellie has the hard copy for the change.
- **Cory/ Explorers:** Full at 14 people. Had a playdate this week at a park that was successful. When added new people to the listserv through Scott - they didn't get added to the "announce" list also. FYI for other PCs to know this.
- **Lori/Toddler:** 13 right now, trouble with people responding to contacts.
- **Tami/ MW Movers:** 15 at roster right now - met a lot during the summer, have a lot of unity.
- **Jane/ TTh Movers:** 12, but hard to say, lots of new folks
- **Karen M./ Groovers:** 11 people now, 5 Movers from last year's class

#### 7.) *Ad Hoc Committee Reports*

- **Shellie/ Outdoor Garden:** Fia has things well in hand and has the green light to move forward with the containers for the beginning of the school year. There will be more to come as the year goes on, including perhaps a labyrinth.
- **Jan/Home Improvements:** Painting is finished. The office is also complete. This is a place for Jan & Lisa to work - so if the door is closed, use the white board or note pad for a message. Office hours (that are outside class time) will be posted for parents who want to come by to talk. Drop off parents can hang out in the office as well. Fencing is complete and looks great - Dan's design and Karen K.'s family work. We will help families understand using the padlock the first week of class. Sand/water tables will be here in the future.
- **Dan/Celebrate Shoreline Parade Post Report:** It was hot and fun! We won the Best of Neighborhood Community Group with our 15 family cohort! Jan stayed at the information booth all afternoon and it was decided that we should pass on this next year as it doesn't provide many new faces. Handing out business cards during the parade was successful.

#### 8. *Other Items*

- **Jane/Green Team:** Jane shared her proposal to create an environmental oversight group to help advise purchases and items in the classroom. It was decided that we would have a "no-shoes" policy in the classroom. Jane and her group could also be a resource for families throughout the year, in addition to helping guide supply shopping and the like. Lori moved to add this committee with Jane at the lead and Jocelyn seconded.
- **Shellie/Website Design:** An ad hoc committee was formed to look at the website, research other websites and make proposals for change. When working with an outside designer, timely changes are important. Dan will follow up with our outside designer and see if she can meet our needs at this time. Ad hoc committee: Shellie & Jan.
- **Dan/Wreaths:** We are looking for a contact and need to research this. Ad hoc committee was formed: Dan & Jocelyn
- **Karen K/ Back to School Potluck:** Saturday, September 20th from 4:00 - 6:00. Karen passed a sign-up sheet around that spelled out board jobs for that day.

Meeting adjourned at 9:10

**Shorenorth Co-Op Preschool**  
**Board Meeting**  
**October 1st, 2008**

Meeting began at: 7:04pm

Present (11): Jan Burnham, Lisa Painter, Shae Reischling, Jocelyn Berge, Sandy VonHeeder, Dan Christofferson, Karen Kessinger, Suzanne Norring , Shellie Fredrich, Tami Kays, Sherry Weber

Timekeeper: Jocelyn Berge

**UPCOMING IMPORTANT DATES:**

- \* 10/9/08: School Speaker "Jan Burnham" 6:45-9:00
- \* 10/11/08: Children's Day Festival 10am – 2pm

**1.) Karen Kessenger (Co-Chair) (7:04-7:06)**

- Welcome and reading of Board ground rules

**2.) Approval of September Minutes / Shae Reischling (Secretary) (7:06-7:07)**

**3.) Parent Coordinator Reports (7:07-7:28)**

**B.) Tami Kays / MW Movers**

- One new member. Another member moved to the TT Movers class.
- First field trip next week. Asked if they always had to coordinate with the Groovers for field trips. Jan said no. Doesn't even have to be on the same day. Members have to find a sub if they are sick on their work days and that goes for days that we have field trips also.
- There is one spot open in the class to make it 16. There are two people on the waiting list, so Shellie will call them.

**C.) Suzanne / Toddlers**

- There are 10 in the class. Would like more. Shellie suggested some of The parents from the class come to the Children's fair to promote their class.

**D.) Lisa / Groovers**

- Holding at 12 members.

•

**E.) Sherry Weber / Baby N' Me**

- 9 members in the class! Three are second time parents and 6 are first timers. The youngest baby is 6 weeks old. Sherry had a question about referring new members. She was told that if she refers a new member to just e-mail Jocelyn to remember to take \$10 off the tuition. Or she could buy a shirt. Someone

suggested we buy onsies with our logo and school info on them. Everyone thought that was a cute idea. Dan mentioned that we need to order more of the smallest t-shirts we sell.

**F.) Karen K. / Explorers**

- We need to have the parent coordinators remind everyone that if you go into the class to do a job (not during your normal class time) and bring your children, you need to clean up after them before you leave. Clean hands, take off shoes & watch child.
- It was also brought up that if eating outside on the bench in the enclosure you need to clean up around & under the bench when finished. We also need to make sure that we do not bring peanuts or peanut products to school. Not even outside. Some of the children in the school are very allergic.

**4.) Vice Chair Report / Cleaning Proposal / Suzanne Norring (7:28-8:01)**

- Suzanne has been looking into what it would cost to hire a cleaner for our classrooms. Maid Bregade was way out of our price range. Cindy Bouchard's cleaning man is \$20 an hour and thought it would take about 3-3-1/2 hours. Tami Kays offered to do it for \$75 a week. (It's ok for the board to hire her, but she can't vote on it.)
- Suzanne was hoping that the money to pay someone would come out of retained earnings, but Jocelyn said no. Retained earnings can only be used with the board's approval, and only for big ticket items such as remodel, outside enclosure etc. We would need to pay for it out of an "in and out" fund.
- The "opt out" fee was discussed. Right now it is at \$60. It was suggested by Suzanne to cut it to \$37.50. Tami isn't sure she wants to do it every week if it came down to that. She might want a backup person.
- Parent coordinators to alert classes about cleaning and the "opt out" fee. Tami can then look at the list, and figure out if she wants to do the cleaning.
- Tami mentioned that she would like to re do the cleaning instruction sheet because it's outdated. Jan thanked her.
- Suzanne will talk to the cleaning coordinator as well.
- Suzanne will make up a sign up sheet for cleaning and talk to the cleaning coordinator also. They will bring it to the meeting on Thursday the 9<sup>th</sup>. Would be another good reason for everyone to come to the speaker!
- Suzanne would like to have 2 volunteers to come at 6:30pm on the 9<sup>th</sup> to set up chairs etc. Sandy, Lisa and Karen said that they would.
- Toddler class to bring snacks

**5.) Fundraising Report/ Karen & Dan (8:01-8:17)**

- Neither farms will return calls about wreaths. We are going to go with Bacons farm, who we've used in years past.
- Each class is going to have a Wreath Rep to collect orders, track payments, and opt out fees, sorting wreaths and finding help. Jan will be the rep for the Baby N' Me class.
- Dan will have sign up sheets for auction positions ready for the meeting on Thursday night. Another good reason to attend the meeting!!

- Dan has 10 people in mind for a procurement committee for the auction.
- Board members don't have to sign up for a job for the auctions. They will oversee, sell tickets, do procurements.
- The Auction this year (Cirque du Shorenorth) will be held at Shoreline Community college in the new Pogoda Union Building. It was mentioned that it might be a good idea to have a few pictures of the building on hand to make it more appealing.

#### **6.) Treasurer Report/ Jocelyn Berge (8:17-8:31)**

- We are under \$25k for charitable donations. We are asked by the state to fill out an optional form that registers from whom we receive donations. From this point forward, we will be in the state's charitable organizations database.
- The financial review is complete. There were three recommendations given:
  - 1.) Retained earnings: They are working on developing a new form that attests that they have board approval for spending.
  - 2.) Care must be used when using the Shorenorth Debit card. Jocelyn said that she only uses it to purchase items for the school on line.
  - 3.) Other Expense category should only be used on rare occasions. This should be budgeted at zero. This was a product of converting over to a new system last year

#### **7.) Pac Rep Report/ Sandy VonHeeder (8:31-8:50)**

- Pac budget now available for us to take a look at. We passed it around. We can now see what our money goes towards. \$40 one time fee, \$5 per family for speaker.
- Thank you to everyone who responded to her e-mail about all the co-op schools banding together for fundraising.
- The idea of participating in the Parent Map Preschool fair is put on hold until sometime in October. They aren't sure they want to participate this year. Some people thought it would be better to save money and advertise their baby classes.
- Instructors of the co-op classes have set a date for orientation. They all agreed to have it Feb 28<sup>th</sup> from 10am to 1pm. Jan thinks we should do ours separate.
- There is a research being done about salaries, the area etc. Last year it was started - but cut.

#### **8.) Director's Report/ Jan Burnham (8:50-8:59)**

- Enrollment: Groovers has 12 members (3 short of what they would like to have), Baby N' Me has 9 members, Explorers have 15 members, Toddlers have 10, MW Movers has 16 and TT Movers has 11.
- Health alert didn't go out like Jan had wanted. Jocelyn suggested that the server might have been down. Need to have a backup method of getting important information to our members. There were 2 more cases of Hand Foot and Mouth virus today. We need to come up with a policy for the handbook for things like this, or Lice.

- Need to decide if we have room in the explorer's class. There are 5 people on the waiting list.

**9.) Membership/ Shellie Fredrich (8:59-9:04)**

- Children's fair coming up a week and a half and we only have 3 people signed up to help man the booth! Shellie suggested Parent coordinators send out an e-mail. It's only an hour.
- We need to think of an art project to do at our table. Karen suggested leaf rubbings. If anyone has ideas, e-mail them to Shellie.
- Shellie suggested we purchase a tri fold board for our table. We can put pictures on it, information etc. Someone also suggested that we bring a laptop and have pictures of our class on it in a slideshow format.
- *Motion approved to spend the approx. \$15 on the tri fold board. (it wasn't in the budget).*
- Nothing to really report on web design. Will work with Jan & Sheri and anyone else. Need to look around and see what we want ours to be like. Once they have some idea they will report it to the board.

•

**10.) Green team / Karen Kessinger (9:04-9:05)**

- \* Due to the time she will e-mail out a blurb about the green team.

Meeting ended at: 9:05pm

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)

**Shorenorth Co-Op Preschool**  
**Board Meeting**  
**November 5th, 2008**

**Meeting began at: 7:00pm**

Present (11): Jocelyn Berge, Sandy VonHeeder, Dan Christofferson, Karen Kessinger, Suzanne Norring , Tami Kays, Cory Peterson, Karen Morgan, Thea De Young, Shannon, Sherry Weber

Timekeeper: Jocelyn Berge

**UPCOMING IMPORTANT DATES:**

**Next Meeting: December 3rd – (6:30) 7:00-9:00 -Location TBD -At the next board meeting we will have a “White Elephant”/re-gifting gift exchange. Please bring a wrapped gift if you would like to participate.**

**November 7th – Wreath order deadline**

**November 11th – Veteran’s Day – School is closed**

**November 26-28th – Thanksgiving Break – school is closed**

**December 1st – First Day of Winter Quarter**

**December 1st – Tuition is due**

**December 3rd – Board meeting (6:30) 7:00-9:00 -Location TBD**

**7:00 Welcome –**

The board welcomed new board member Shannon from the T/Th Movers class. We reviewed the board ground rules.

**7:05 The minutes from the October board meeting were approved.**

**7:05 Jocelyn – Treasurer**

Jocelyn reported that the scholarship fund has all been used up and we have increased the scholarship fund.

She would like PCs to be sure to send new class rosters to the entire board and Scott Schramke & Sarah Vincent. She also noted that Jan’s speaker fee was taken out of the salary category of the budget, not the speaker portion. However, Suzanne is supposed to assume that money is spent.

The tuition deadline for November only has been extended until November 13th because of school closures this week and Veteran’s Day next week.

For wreath orders, please make sure your checks are notated with the name of the adult in the co-op. This is especially important for those people who are turning in checks from other people.

Lastly, Jocelyn explained how to read a budget line item.

**Sandy – PAC Rep:**

Please see Sandy's e-mail about PAC business. Saturday, Feb. 28th, from 10:00-1:00 is the open house. PC's, please get this date out to your classes. This date is different than what the calendar says.

**Vice Chair – Suzanne:**

Suzanne brought up several issues of concern for Jan. If Jan was there she would have said that "PCs knit together their classes into a community." Jan is concerned that PCs communicate well with their classes. PCs should look at the Shorenorth calendar weekly and make those announcements during class. They should also make sure their class is informed via e-mail and/or phone. Karen has suggested that classes consider forming a phone tree to keep class members informed.

Jan also wants to make sure everyone is clear on these policies:

1) Snow days: Shorenorth follows the Shoreline School District snow procedures. If the Shoreline school district is closed, Shorenorth will be closed. If the school district is running 1 ½ hours late, morning classes are cancelled, but afternoon classes are still on. One easy way to find out is to go to the Shoreline School District web site at:

[WWW.Shorelineschools.org](http://WWW.Shorelineschools.org)

2) No nuts – Shorenorth has a no nut policy at all times. No nuts or nut products are allowed at school under any circumstances.

3) Sick/Make-up Days – If any member needs to make up any classes, you are welcome to attend any class. Especially recommended is the class for the next age group.

Karen Morgan brought up that her class has a concern about Jan & Lisa communicating better. Apparently they are not giving the same answers when asked the same question. Suzanne will ask Jan & Lisa to speak with Karen about this.

Jocelyn brought up a concern that some people are wondering when Jan has office hours. People are trying to be respectful of her time after class, but are wondering when it would be okay for them to talk with her. Also, is Jan giving out a syllabus for each class? Was this in the Parent Handbook? Some classes did not get a syllabus.

**Parent Coordinators:**

**Baby & Me –Sherry:**

The baby class has nine members. The Baby class had a fun Halloween party and the babies wore their cute little costumes. Sherry has a concern about the toys for the baby class. Sherry would be willing to help look for



some new toys. She wants to know if the bells are non-toxic. The board suggested that she work with Jan and Jane on this to find some eco-friendly toys.

**Explorers –Cory:**

Cory has a concern about how to get people to fill out forms that are missing. Some suggestions are bringing the forms & asking people to fill them out during class. People also suggested that she give a deadline. Cory reported that her class met at Mountlake Terrace Pool to go swimming yesterday. They also had a little Halloween Party.

**Toddlers – Suzanne for Lori:**

The Toddlers have three new members and had a fun Halloween celebration. They are going swimming tomorrow for a class field trip.

**M/W Movers – Tami:**

Someone new was going to join, but then decided not to join. Tami often answers questions and communicates with class members. In her class there is a lot of confusion about needing subs for drop off. What do you do if you can't find a sub? Suzanne & Karen said that if people can't get a sub and there aren't enough adults, Jan may ask someone not to drop off. They had a great Parent's Night Out. They had a field trip to the arboretum today.

**T/Th Movers – Shannon:**

They have two new members, which makes 13 people in their class. They went on a field trip to the fire station. Shannon had a question about setting up a CPR class. She will set up a date and time for the class and open it up to the whole school. Shannon's class has questions about turning in wreath orders. People can come in and drop off their wreath order in the file cabinet in Jan's office any time this week. Shorenorth students can get student ID cards from Shoreline Community College. We can also get student e-mail addresses and access to all student services at SCC.

**Groovers – Karen:**

They added one member and dropped one member. They have a 3 to 1 parent to child ratio so they only have 4 parents there each day and during parent education only two parents are watching the kids. That has been difficult. They are trying out new things to see what will work. They have also been changing their schedule to see what works better. Lisa is transitioning to take over the class more. Karen was working with all the class members because there was a difficulty with a certain class member. That class member has left our co-op and things are going much smoother in their class. Karen has a concern about when to hand over

certain issues to the teacher. The board suggested that each PC do whatever they feel comfortable with.

The PCs should involve Jan/Lisa in any concerns/questions. They had a fun Halloween party.

**Wreath Fundraiser-Karen:**

The order should come in between November 17-19th .

There is some confusion with how to order on line. There are two steps that must be followed. Posters are up and post cards have been sent out to alumni to ask them to buy wreaths. The wreath coordinator for each class should be communicating with Bonnie Olsen directly.

**Auction – Dan:**

Each class needs to have an auction coordinator. PCs need to ask all members to sign up for an auction job by November 18th . The people who do not sign up for an auction job by then will be assigned a job.

If anyone knows a good printer and/or auctioneer, please send their contact information to Dan.

Dan brought up ticket prices. He would like to increase ticket prices in order to cover all expenses for the auction. Board members had concerns & questions about this and this issue was tabled until the next board meeting.

**Green Team –**

We got two new vacuums and a matching grant from King County. A King County Hazardous Waste person came to inspect the school and gave some suggestions for things we should get rid of.

**Newsletter – Thea:**

Thea has asked all PCs to tell their classes to please send photos of their classes to her for the newsletter. She would also like the PCs to send some information about the Parent Education topics they have been learning about. She would like the newsletter to include info about each class. If you have any information or notes or stories about your class, please share them with Thea for the newsletter.

**Hopelike Summer Hunger Drive – Tabled for the next meeting.**

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)

**Shorenorth Co-Op Preschool**  
**Board Meeting**  
**December 3rd, 2008**

**Meeting began at: 7:20pm**

Present (16): Jan Burnham, Lisa Painter, Shae Reischling, Jocelyn Berge, Sandy VonHeeder, Dan Christofferson, Karen Kessinger, Suzanne Norring , Tami Kays, Cory Peterson, Karen Morgan, Shannon, Shellie Fredrich, Sherry Weber, Lori Scobie, Jane Wiebe

Timekeeper: Jocelyn Berge

**UPCOMING IMPORTANT DATES:**

**Next Meeting: Wednesday, Jan 7<sup>th</sup> from 7:00pm – 9:00pm**

**March 14<sup>th</sup>, from 10-2pm**

**7:20 Call to Order and Welcome– Karen Kessinger**

**7:21 The minutes from the November board meeting were approved: Shae Reischling**

**7:22 Auction / Dan Christofferson**

- Just about everyone is signed up for an auction job. Once that is done he can give everyone a handout explaining what/how to do his or her auction job.
- Dan is meeting Friday with the caterer
- Dan proposed raising the auction tickets to \$35 and possibly having everyone being required to buy 4 tickets because last year ticket sales fell short of covering the costs of the event. There was much debating on the topic. Last year there were only approx 170 tickets sold and only about 140 people came to the auction. There was talk about other ways to save money: doing drink tickets instead of an open bar etc.
- We have more people using the scholarships this year, but we've been able to pay for them because of fundraising. Fundraising pays for a lot of the daily needs to run the school. It was mentioned that we should make up a letter explaining what all the fundraising money goes to for the members, so that they see why they are so important.

- Shellie suggested being responsible for buying 2 tickets and then really press the importance of selling at least 4. Maybe having some kind of a class competition or incentives.
- *Motion was approved to raise ticket price to \$35 with each member having to buy two tickets.*

#### **8:01 Membership / Shellie Fredrich**

- *Motion was approved to order our school t-shirts in white and gray with our new logo of the two hands.*
- Shellie will be ordering them soon, and hopes to have them by the first of the year.
- An idea was brought up by Lori about making t-shirts later with photo's of the children on them. She said she would bring in one that was made by her previous preschool.
- Dan suggested we have a sign up sheet to see how many people plan to order the new t-shirts. Shellie said she wouldn't mind doing it, she just hasn't had much response with it in the past. It was suggested that the Parent Coordinators try to get a rough estimate of how many members will want to buy them.

#### **8:41 Lisa Painter**

- March will be the 20<sup>th</sup> year anniversary of Co-op's
- Big PR Moment for us
- Sat March 14<sup>th</sup> from 10-2 in our building. All 7 Co-Ops will be there.
- Our school will be hosting it. There will be various activities there to do. It will be open to members as well as the public.
- Barb will be doing a presentation from 10-10:30am on the history of co-op's.
- Shellie suggested we get a flier about it for the open house. Jan said that they would have more information later to share.

#### **8:45 Break for Gift Exchange**

#### **9:15 Dan Christofferson / Building new Loft**

- If we purchased a pre made one it would be about \$4000 and we would have to put it together. We also wouldn't have a choice for the design.
- The loft would be in the art area in the corner where the blocks are. Dan thinks it will be approx 9' wide and 16' long and only about 5' high. It would have two stair cases going up with lots of fun things such as hammocks, a pulley system, etc. A rough estimate of the cost to build and for the other materials would be around \$3,000.
- Jan's husband Monte is in the drawing to build it.
- Want to have the construction done during Christmas break.
- *Motion was approved to spend the money needed to build the loft*

**9:23 Sandy Vonheeder/ Pac Rep**

- Sandy had e-mailed everyone her information from PAC.
- Let Field trip coordinator's know that they can't do field trips to any place where we have to sign a waiver.

**9:25 Karen & Jan / Hopelink**

- Hopelink supports school lunch programs and summer food for kids who rely on it for food.
- We'll be campaigning for it in spring.

**9:25 Jan / Shoe free facility**

- Started off as a shoe free facility and it's going well.
- Jan doesn't want to have to remind people all the time to remove their shoes.
- Shellie mentioned how it's very crowded at the front door when it's time to put on shoes and go outside. She suggested that we have some people come in the back door also.

Other suggestions:

- It was also suggested that we get a separate bench for outside the front door. It would have to be bolted down so it wouldn't get stolen.
- Remove the shelving from by the door and build some cubby holes for bags etc at the back door.
- Place a shoe rack outside the front door

**9:34 Parent Coordinator Reports:**

**Shannon / TTH Mover's :**

- Nothing to report today

**Lori / Thursday AM Toddlers:**

- Up 3 members to 12!

**Sheri / Baby n Me:**

- One member going back to work so will be down to about 6 or 7

The meeting officially ended at 9:35pm

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)

**Shorenorth Co-Op Preschool**  
**Board Meeting**  
**January 7, 2009**

**Meeting began at: 7:00pm**

Present (13): Jan Burnham, Lisa Painter, Dan Christofferson, Sherry Weber, Suzanne Norring, Karen Kessinger, Lori Scobie, Thea DeYoung, Tami Kays, Shellie Fredrich, Jocelyn Berge, Jane Wiebe, Julie Ballard

Timekeeper: Jocelyn Berge

**UPCOMING IMPORTANT DATES / ACTION ITEMS:**

**Next Meeting: Feb 4<sup>th</sup> from 7-9pm**

**Action Items:**

- 1.) Suzanne is setting up for school meeting and needs volunteers to help (6:15pm)**
- 2.) Hopelink (Flyer in your box)**
- 3.) Spaghetti Feed & Folk Dancing Jan 24<sup>th</sup> / need volunteers to help set up, clean up after and get supplies**

7:00 Icebreaker/ Karen Kessinger

- Best things about holiday break/ Worst things about holiday break

7:25 Minutes were approved / Cory Peterson

7:25 Director's Report/ Jan Burnham

- Eco-healthy certificate presented to Jane
- Have posters & handouts we can order more
- Recognize Green team
- March 21<sup>st</sup> All co-ops affiliated with SCC (6) birthday party (70yrs)
- Our focus sensory & Art
- Meeting Monday 1/5 decided to stay shoe free / Shellie will let us borrow sign
- More info to come
- Terry Getz- folk dances 1/24/09 4-6 pm
- Lets dance before we eat
- Temperature readings- surveys / more information later maybe in next newsletter
- Lost T/TH Pc Sharon? Bummer
- Will distribute new rosters

7:45 Treasurer's Report / Jocelyn Berge

- Was suppose to have report today from Leslie but didn't have it (will e-mail it later)
- Deposited \$17,000 before Christmas
- Thanks Sandy for help with reimbursement checks
- PC's need to let Jocelyn know with add's & drops (members)
- Leslie did have taxes done
- People better at labeling checks
- Jane problem getting student ID / Jan will get Barbara to look into it
- Jocelyn doesn't get tuition bill until late in semester
- Scholarships expired, need to reapply? Funds maxed out

7:55 Fundraising Report/ Dan Christofferson

- Was able to talk to the caterer with vegetarian (veg lasagna, option) can stick with budget
- Meat option roast chicken marsala \$24 pp (think people wanted to go with the meat option)
- Launch next week at meeting
- Registration will be done on line next year (part of program below)
- Program for auto forms (\$40 per year) upgrade to website
- Procurement forms will be online also
- Businesses who help w/ funding procurement will be recognized
- April 4 Seattle peace chorus auction / trade working each other's auctions

8:15 Parent Coordinator Reports

- Lori/ Toddlers: New baby in the "family"
- Tami/ MW Movers: N/A
- Cory/ Explorers: N/A
- Sherry/ Baby & Me: Purchased toys!
- Julie/ Groovers: N/A
- Jane/ TT Movers: N/A

8:35 Action Items

- Suzanne set up for school meeting / needs volunteers to set up got 3 (6:15 setup time)
- Hopelink families rely on breakfast/lunch at school
- Difficult during summer, spring community service activity (flyer in box) and food drive in May
- Can we give portion of one proceeds to hopelink/healthy start?
- Financial books might be tricky
- What about emphasize scholarships?
- Keep it separate?
- Spaghetti Feed & folk dancing 1/24
- We buy pizza etc for potluck / we provide

- Need rsvp's Friday before
- Need set up , clean up, supplies

9:10 adjourned

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)



# **Shorenorth Co-Op Preschool**

## **Board Meeting**

**February 4<sup>th</sup>, 2009**

**Meeting began at: 7:08pm**

Present (15): Jan Burnham, Shae Reischling, Tami Kays, Jane Wiebe, Suzanne Norring, Shellie Fredrich, Karen Kessinger, Jocelyn Berge, Sandy VonHeeder, Sherry Weber, Jennifer Rioja, Cory Peterson, Dan Christofferson, Lisa Painter, Lori Scobie,

Timekeeper: Jocelyn Berge

### **UPCOMING IMPORTANT DATES / ACTION ITEMS:**

**Next Meeting: March 4<sup>th</sup>, from 7-9pm**

#### **Action Items:**

**1.) Open House: February 28<sup>th</sup> from 10am-1pm**

#### **7:08 Icebreaker/ Jan Burnham**

- One positive and one negative in your life right now.
- Door prize was drawn for and Sandy VonHeeder won. It was a CD of favorite songs from class.

#### **7:23 Minutes were approved / Shae Reischling**

#### **7:23 Treasurer's Report / Jocelyn Berge**

- Jocelyn wanted to remind everyone about coding checks as to what you are paying for. There are a lot coming in right now due to auction tickets etc.
- Jan deposits haven't been made yet. She is a little behind. We are on target this year due to better budgeting.
- The executive board met about next year's tuition. Baby & Me class will be the same, but all other classes have gone up \$5. to cover increase in rent and projected increase in tuition at Shoreline CC. Convey to class members. Groovers were set lower last year to show insinuate to join the class.
- May have to cut expenses or do something else because we can't show a loss.
- Jocelyn said that she could share the budget worksheet which shows where our money goes.

### **7:34 Director's Report/ Jan Burnham**

- Jan and the other directors were Brainstorming at the retreat about stopping the chit-chat during classes. Parents need to model good behavior during circle time, clean-up etc.
- Clean up is slacking in classes. PC's to let their classes know. Board members should model good behavior for the other parents.
- Marbles need to be up into a safe container maybe with a note on top stating how many there are in the container's lid. Different things can be put away from the smaller kids and brought back out during the older kid's classes.
- Shellie reminded us to let our spouses and nannies & grandparents know that they need to take over the parent's job. Clean up etc. Especially if they are subbing for another parent.
- Tammie also mentioned that parent Ed people need to clean up too.
- Suzanne mentioned that some classes need a timer to get things going and keep on schedule.
- PC's to let everyone know everyone needs to do their jobs etc.
- Sign up sheets for the last two speakers went around to the PC's to figure out who didn't make it to the speaker. They will get a note stating how they can make up for not attending.
- There have been a lot of questions on what the differences are between the Mover's & Groover's classes for next year. Jan handed everyone a comparison sheet to look over.
- Re registration for the Groovers class next year. Jane asked why we couldn't just do a lottery instead of everyone standing in line early in the morning to get the spot in the class time that they want. Jan mentioned that she was feeling a lot of stress about people lining up for it.
- Open house is the 28<sup>th</sup>, so we need to do it before then.
- If you have no preference between the am and pm class then make a note of that on your registration papers.
- We will have to hire a new teacher next year to teach the Baby N Me class. Jan is over what she is allowed to teach.

### **8:06 Parent Coordinator Reports**

- Baby N Me / Sherry Weber: Still have 6 members. Told class that speakers are informative, so 4 people showed up! Fun to see the baby's start to interact now.
- Toddlers / Lori Scobie: Dropped 1 member and have 2 who are interested in joining. One might be for next year. 7 out of 12 members attended the last two speakers. Another parent had a baby in the class. An idea was brought up to guide new members towards easier jobs. Some jobs should be for "seasoned" members. Maybe we could save easy jobs for new members. We could also do a sort of job fair thing in the spring to let everyone know what all the jobs are about.

- Explorers / Cori Peterson: 14 members including one new person. Afraid that she overwhelms new people with all her e-mails about school stuff. We are creating a new official Welcome package for new people.
- MW Movers / Tammie Kays: 15 members. Kids are starting to bond with other parents relying on them for comfort etc.
- TT Movers/ Jennifer Rioja: 2 people dropped the class and two new people joined.

### **8:22 Membership / Shellie Fredrich**

- New t-shirts are available at \$10 each. Encourage people to buy them and wear them to the open house! Old t-shirts will remain at \$10. Put money for them into Jocelyn's money box by the door, make sure to write on the check what it is for
- Our new logo is ready to be used! Shellie will e-mail it to the board members.
- Our open house information will be on the website soon as well as on Windermere's reader-board, and Craigslist.com.
- Maybe ask Fia to organize her garden people to spruce up the garden areas outside.
- Will need to get the registration packets put together. Inside they will have a FAQ sheet, responsibilities of a co-op member etc, magnets made out of our business cards. (Later we can get new business cards with the new logo on them).
- Jan will make up a list of how many spots are available for each class for the open house.
- North City and Shoreline Co-ops are advertising that they will have the open house from 10am-12pm. We have always done it from 10am-1pm. We usually get the most turn out from 10am-11am.
- Encourage everyone to come to the open house and wear school t-shirts and our name tags (so we don't try to recruit current members!) ☺
- Will have a sign up sheet for visitors. Someone to welcome people, sign them in and give them a packet.

### **8:32 PAC Report / Sandy VonHeeder**

- Thank you to everyone who came to the speaker last night.
- There has been talk of budget reductions. We'll hear by the beginning of March. Shoreline is always the first to announce their budget. We have budgeted for uncertain times. Tell classes if tuition increases beyond 10% tuition will go to us w/in reason. Don't know what will happen.

### **8:39 Fundraising Report / Dan Christofferson**

- Karen got us an auctioneer for the auction!!
- Dan talked to most of the people who haven't signed up for a job at the auction. Most people have signed up already.
- Each class has an auction rep.

- As a board we should buy our tickets to the auction ASAP.
- You can purchase your tickets on line through PayPal. Jocelyn will do it herself to test it first. ☺
- Postcards & Posters will be printed next week at Prestige printing at Northgate. They are quick and gave us a good rate.
- Tickets are \$30 each Auction reps need to promote tickets.
- Need a place to put the auction items to display the ones coming in.
- Ask anyone to donate that you can think of. Hair cuts, grocery store, destinations, etc.
- Each class also has to come up with something “kid created” to auction off. Examples of this would be bird baths, toy chests, benches with handprints on them, etc.
- Suzanne at the SCC is sending Dan her auction lists from when she did them in the past!
- Board to fill in gaps of auction jobs not filled.
- There is a possibility of the new Seattle circus arts doing entertainment at the auction!
- Reminder to everyone that April 4<sup>th</sup> is Seattle peace course auction. They need 10 people to volunteer then they will send us volunteers too. It would be in the evening during the auction; greeters etc from approx 5-9:30pm. Let Dan know if you are interested.

**8:54 Sandy VonHeeder**

- Re: Business cards with magnets on the back. 200 just plain magnets to stick the business cards on ourselves would run approx \$42. Plus shipping.
- If we had them custom made with the new logo and magnets attached by the printer would be approx \$150 for min order of 500.
- ***Motion approved by all members to order magnets with the business cards on them. Sandy to verify pricing.***
- We'll have to figure out what to do with the logo when only 3 colors are available with the design.
- The hall entrance to our room needs some sprucing up for the open house. Small banner logo, kid art and photo's etc.
- Also need a clean up day before the open house. Need to figure out if we should do a sign up for the cleaning day, or hire someone to do it. Low success rate with e-mails to sign up.

**Meeting Adjourned at: 9:09pm**

**For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)**

**Shorenorth Co-Op Preschool**  
**Board Meeting**  
**April 8<sup>th</sup>, 2009**

Meeting began at: 7:05pm

Present (14): Jan Burnham, Tami Kays, Jane Wiebe, Suzanne Norring, Shellie Fredrich, Karen Kessinger, Jocelyn Berge, Sandy VonHeeder, Sherry Weber, Dan Christofferson, Lisa Painter, Lori Scobie, Dana, Karen Morgan

Timekeeper: Jocelyn Berge

**UPCOMING IMPORTANT DATES / ACTION ITEMS:**

- \*April 10<sup>th</sup> Tuition due
- \*April 10<sup>th</sup> Auction Work Party 2:00-5:00pm
- \*April 15<sup>th</sup> Family Concert (Parent Ed) Tickle Toon Typhoon 6-7pm
- \*April 17<sup>th</sup> Auction Work Party 2:00 -5:00pm
- \*April 18<sup>th</sup> Non-attending Parents Day 9-11am
- \*April 24<sup>th</sup> Auction Work Party 2:00-5:00pm
- \*April 25<sup>th</sup> Cirque du Shorenorth 5-10:30pm SCC PUB
- \*May 6<sup>th</sup> Next Board Meeting 7-9pm

7:05            Called to order/ Karen Kessinger

7:06            Approval of March Minutes / Karen Morgan for Shae Reischling  
Board approved March meeting minutes by a motion and a second.

7:08            Announcements/Action Items

Jan: There was a conflict between Dan and Tami before the previous board meeting. A conflict resolution protocol model was sought from the college. The conflict was presented at a faculty meeting. Jan passed out a diagram of a conflict resolution formula. This will become part of new student orientation. Dan apologized to Tami and to the group.

Dana present and sitting in for Cory

Suzanne: Made a request for volunteers for the upcoming family concert on April 15, 2009, to set up chairs at 5:30pm. There was group discussion on whether there should be chairs since most kids will be standing up. Blankets on floor may cause a safety hazard as the floor in the gym is slick. Suzanne was not sure if the performer would be on the stage or in the middle of the floor. The group came to a consensus on setting up a

circle or semi-circle of chairs to create a perimeter and define the space, but to leave the rest of the floor open. Karen K, Jane and Jan volunteered to help with set up. Snacks will be provided by TTH Movers.

Karen K.: Reminder that there are still positions available for the 2009 Board. Dana will be doing the e-newsletter, Cindy Bouchard will be doing Explorers, Tami will be Vice Chair, Karen K will be PAC rep. New/Old Board gathering will be held at Jan's house on May 6<sup>th</sup>. Shellie and Karen M. will not be attending.

Shellie: Trying to get website updated. Dan's partner Shane did some research about it and came up with Wild Apricot Membership Software, which is an integrated system for clubs, schools and other organizations. Features include security, newsletter, blog, email blasts and a calendar. Payment would be made monthly through Paypal. It allows for different levels of access by the membership and would allow for electronic registration. Monthly cost of site would be partially offset by not having to print calendars. There are several sample sites available for review. Setting up the site is very user friendly, little to no technical background is necessary and the template allows the user to choose every little detail. Per Jocelyn: the cost is \$50 a month compared to the current expense of \$500 per year for designer (probably will go up next school year) plus \$30 a year for MSN and \$10 a month for hosting service. If the membership database was to go up over 500 people the cost of the site would increase. There was group discussion about whether the webmaster position would be a board position and whether the newsletter and webmaster position should be held by one person (namely Dana). The site also offers a 30-day free trial if the board was interested. MOTIONED and seconded to move forward on the Wild Apricot website upgrade. Shellie has also ordered 3 huge banners for the school similar to the Wonderland sign that hangs on the outside wall of our classroom. Magnets have still not been received. Sandy will follow-up on those.

7:34 pm

Jan: Shorenorth will be hiring a new teacher for 2009 school year due to Teacher Lisa is expecting in August and will not be returning. Jan is working on updating the job description. Several inquires within the college regarding the position have already been received. Jan is not sure when the interviews will be held, but she would like one or two board members to be on the interview board. Sandy volunteered and Suzanne will be her back up. Jan requested that the board spend the money to come from this year's auction be spent well and to think about upgrading and maintaining items/areas the school already has as opposed to making new purchases. Jan would like to see the Fund-in-Need be maintained, Children's Garden project get more attention focusing on lower maintenance plantings since no one is around during the summer to maintain, also rain water bins and worm bins. Art studio area and creative

dramatic play area both need an overhaul. There was group discussion about class sizes and minimum and maximums allowed per class. Jan stated that the minimum for each class is mandated by the college, however, the maximum for each class is decided by the school. There was also group discussion on what the policy should be with regard to the over-capacity 2009 toddler class. Jan asked if there should be strict policy stating that the child's age as of September 1<sup>st</sup> of that school must fall into the posted age range posted for each class. Class came to a consensus that those currently enrolled in the toddler class should be allowed to remain in that class, however, the wait list will not take effect until the number enrolled in the class drops below 14 students. It was suggested that in the future the age range policy should be more strict, unless space in a particular class permits otherwise. The issue with the Toddler class stems from the fact that the Explorers class was given a deadline to sign up by the 27<sup>th</sup> of February for the Toddler class for next year, however, the registration roster was opened up to the rest of the school prior to that date. Several siblings, who are not currently students, were signed up and some students from the Babies & Me class skipped Explorers and signed up for the Toddlers class. Then when the current Explorers signed up on the 27<sup>th</sup> of February it put the class at 19 students. It was suggested that those who do not fall within the specified age range be moved to another class. Sherry Weber voiced contention with the idea of moving students who do not fall in the specified age range who are already signed up for the class because she had spoken and emailed Jan several times about skipping from Babies & Me to Toddlers and was told it would be fine. It was also suggested that the situation be mentioned to the current enrollment for next year's class and see if anyone would volunteer to move to another class. It was MOTIONED and seconded that the Toddler class have a maximum of 14 students, however, the 19 students currently on the registration list will be allowed to remain in the class and the current wait list will not be utilized until the current enrollment in that class falls below 14 students.

8:04 pm

#### Financial Outlook

Jocelyn: The bookkeeper, Leslie, will be increasing her rate next year to \$1,100. There will be an executive board budgeting meeting coming up. Jocelyn is expecting in September and will not be serving as Treasurer for next year. She has offered to mentor the incoming Treasurer. The credit card processing for Auction is in place, Dan just needs to verify that there is an available analog line at the event site. Lisa suggested that there might be an available line at the coffee cart inside. The co-op account is held by WAMU which is changing to Chase Bank. Parent Coordinators were asked to make sure everyone pays May tuition on time and cash all co-op checks promptly so that the books can be closed out by June 1<sup>st</sup>. Also remind everyone to properly notate their checks because there is

money coming in right now for many different things, ie tuition, auction tickets. Jocelyn did not make a deposit in March, so April will be a very large deposit. Jocelyn passed out a copy of the current budget listings and reviewed particular items such as retained earnings, ie baskets, banners, loft, and scholarship fund. Karen K asked if a particular line item is over budget, can the annual budget still balance? Jocelyn and Dan answered that the annual budget is based on a 67% of enrollment so the bottom line should be fine if one or two items is over budget. There is no shifting of funds, a note would be made for the following year's budget. If the bottom line at the end of the year is in the red then the difference would be made up from retained earnings.

8:17 pm Parent Coordinator Reports

Explorers, Dana (for Cory): holding at 14 students, started doing communal snack

Toddlers, Lori: Up 1 student, non-English speaking signed up over spring break, most recent student before that is a hitter and has changed the dynamic of the group. Lori helped by emailing this family after a particularly bad day at school and talked the family into staying with Shorenorth.

MW Movers, Tami: Same as last month, going how it is going.

Baby & Me, Sherry: Up 1 student and another family swapped attending parent. Sherry helped facilitate discussion when Jan was in training.

TTH Movers, Jane (for Jen): No changes in enrollment. Class did first field trip to the Storybook Theater for Goldilocks. The parents were disappointed with the show. The class' auction project is complete. The class just instituted a time keeper (Jane) and it worked really well.

Groovers, Karen M : Up 1 student, Down 1 student. Helped get new student up to speed. Kids really enjoyed the creative dance center field trip and walking the trail behind the soccer field during the nice weather.

Jan made a request for an \$85 check for the creative dance center.

Skipped break.

8:28 pm Green Team

Jane: County came out again and assessed humidity levels and CO2 levels while students were in the classroom. The assessment stated that our environment was "pristine". The humidity level should not be above 50% to prevent increased dust mite population. Green Team is hoping to put something together for Earth Day and is looking for ideas from the board. None were provided. Earth Day celebrations are the same day as Non-



attending parent day. Green Team is also looking into getting the kids into recycling and composting at school.

8:33 pm 2009 Cirque du Shorenorth

Dan: Thanked all that helped with Peace Chorus auction. Thanked Dana for doing a great job with auction tickets. Dana announced that ticket numbers 0715-0730 have not been accounted for and are considered missing. Please get photos to Leah ASAP for the auction slide show. They can be emailed. Desserts procurement committee is doing well, they have 24 of 30 desserts spoken for and are still working. Any shortages will be made up by Shorenorth families. Currently we have approximately \$5,000 worth of donations, better than where we were last year, but not where we need to be. Keep procuring. Deadline is 10<sup>th</sup>, but keep procuring even beyond that date. Suzanne has a list of businesses that have not been contacted yet, she asked for volunteers to help with it. Parent Coordinators should check to make sure all in their classes have an auction job and get class auction coordinator to help with this task. Work party every Friday from 2pm to 5pm at school and Friday the day before the event need a transport team. There is a dessert pick-up committee and Shellie offered to pick up anything from up near Lynnwood. Jocelyn was asked for generic quotes from those who received scholarships this year. Entertainment has been secured. Receiving rigging permits for aerialists. Cindy Bouchard and her husband have donated \$250 a piece to sponsor. Wine is lined up. Beer is not lined up, Suzanne stated that she knows the owner of All American Bar. Shellie stated that Windermere on 185<sup>th</sup> was supposed to post a sign about the event (but hasn't). Jocelyn suggested that Aurora Rents on 175<sup>th</sup> and Karen M. suggested a dentist's office on 185<sup>th</sup> a block past Windermere be contacted about their reader boards. Auction budget has gone up a bit due to hidden security cost of \$500 and additional printing/mailing of forms. Procuring private donations and will attempt to get them matched at the event. This will be used for the scholarship fund. Big ticket items still need to be procured. There are approximately 50 tickets left to sell.

9:07 pm Adjourned

For corrections or additions please e-mail: [shaeonna@comcast.net](mailto:shaeonna@comcast.net)



**Shorenorth Co-Op Preschool**  
**Board Meeting**  
**May 5<sup>th</sup>, 2009**

Meeting began at: 7:33pm

Present (14): Jan Burnham, Tami Kays, Jane Wiebe, Suzanne Norring, Shellie Fredrich, Karen Kessinger, Jocelyn Berge, Sandy VonHeeder, Sherry Weber, Dan Christofferson, Lisa Painter, Lori Scobie, Dana, Karen Morgan

Timekeeper: Jocelyn Berge

UPCOMING IMPORTANT DATES / ACTION ITEMS:

May 16<sup>th</sup> : End of School Potluck 4-6pm  
June 1<sup>st</sup> : All School Meeting  
June 10<sup>th</sup> : June Board Meeting 7-9  
June 27<sup>th</sup> : Shoreline Arts Festival at Shoreline Community Center

- 7:33            Approval of March Minutes / Karen Morgan for Shae Reischling  
Board approved March meeting minutes by a motion and a second.
- 7:35            Director's Report / Jan Burnham
- June 1<sup>st</sup> is the PAC All School Board Meeting – all 09-10 board members are encouraged/expected to attend.
  - Jan explained what meeting will be like this year.
  - Complimented outgoing board and their work, especially those members who have served for several years- and some positive impact on all children and parents at SN.
  - Exciting time for new vision with the new board
  - Farewell to Suzanne Norring – 6yrs at SN and 5 of them on the board. Kudos for all she has done for this school. She “is the change she wants to see in the world.” She will be missed!
  - Flowers & eco-hand sanitizer were given out to all outgoing board members from Jan.
- 7:40            Treasurer's Report – Jocelyn
- School made about \$13,350 net on the auction, with \$11,400 in expenses (some yet to be paid out, so it will be a bit more than this).

- PC's remind members that everything needs to be paid, reimbursement checks, deposited, tuition paid by 6-15-09 when the books close for the year.
- In June/July the budget for next year will be set
- Jocelyn will remain a resource for Kirsten Braun, next year's treasurer
- Spring fundraiser (auction) – carry over a lot to next year as “retained earnings” – can only spend on tangible items (capital expenses), not cleaning or fundraising.
- Suggested by our assistant treasurer (outside of SN) to make a 3yr budget plan – so that we are looking long term as well.

7:48

#### Auction Report – Dan

- Kudos to all the people in the room who helped! Now need to start on next year!
- Thank you cards left to do
- Still need to do a final reconciliation of expenses/money earned
- 3<sup>rd</sup> year of auction – foundational things are in place to build on in future years
- Strong donors list for next year (contacted more this year than ever for procurement)
- Wants to get started earlier for next year if new board decides to have an auction.

7:50

#### Parent Coordinator Report

- Corey/ Explorers: added one new member, getting systems really in place this month, seeing big transformations in the kids
- Lori/ Toddlers: Happy class, ready for summer play dates and continuing to get together, holding at 12 members, new person is settling in
- Tami / MW Movers: Kids are really ready to be Groovers, some attendance issues
- Jennifer/ TTH Movers: No adds/drops, issues about time schedule resolved with use of “time keeper”, field trip to Creative dance center was fun
- Janet (for Karen)/ Groovers: Lots of sicknesses and therefore absences, great friendships developing in class.

8:22

#### Action Items: Karen

- Saturday, May 16<sup>th</sup> – End of school potluck 4:00-6:00 (not BBQ anymore) – school will provide drinks and desserts, will have tables for food – and families can bring blankets etc... Will have water table, bubbles, and folks can bring musical instruments to play! Need members to sign up for shopping, set up and clean up- Amy Stackhouse will spearhead coordination of the volunteers.

- June Board Meeting (2009-2010 board) Wed June 10<sup>th</sup> 7-9pm at the school. Bring your Calendars!
- Summer Plans-
- June 27<sup>th</sup> – Shoreline Arts Festival at Shoreline Community Center. Great kids event all day. Hasn't recruited many members in the past and it has been difficult to get volunteers to "man" our booth. It is valuable to have our presence there in the community. Jan will e-mail director of Arts Council to see what our involvement will be.
- All school open house/play dates – we will have ONE school play date per month (Thurs June 18<sup>th</sup>, 9-11am) Jan won't necessarily be there! We will be on the playground unless it's raining. Other play dates will be arranged at a pre-determined location for weekly fun. Stay tuned!
- Sat. Aug 15<sup>th</sup> – Shoreline Parade at 12:00 noon – on 15<sup>th</sup> Ave NE in Shoreline. We won't attend the festival afterwards. The consensus was to keep participation low key, easy and fun.

8:40 Green Team Report / Jane

- Thanked board for all support this year!
- In future- will be a member job, but not a board position in 2009-2010 as the initial foundation work has been done.
- Coming up! Recycling system set up by end of school year, exploring the outdoors with kids in the last newsletter, and a booklet of all the information (on products used at school etc) that has been collected this year.

8:50 PAC Report/ Sandy

- Sandy is ending her 2yr term as PAC rep!
- She emphasized the importance of all 2009-2010 board members attending the All School Meeting on June 1<sup>st</sup>. You will have the opportunity to meet in job a like teams, and learn a lot!

We presented a gift card to Lisa Painter (Groover Teacher) in excitement for and anticipation of baby Painter #2 arriving this summer!

9:00 Meeting Adjourned

For corrections or additions please e-mail: [shaonna@comcast.net](mailto:shaonna@comcast.net)