



Shorenorth Co-op Preschool Board of Directors Meeting

November 20, 2018

Present: (13) Jan Burnham, Jena Boone, Jerri McKellar, Lorraine Harpole, Sharief Youssef, Courtney Moscariello, Lisa Halverson, Jen Belcourt, Ellen Cleary-Penninger, Shama Moktan, Monica Hunter, Charity Johnson, Erin Middleton

Absent: (5) Michelle Keetha, Carly Lee, Stina Miller, Andi Tosch, Jenny Bautista

7:08 PM Call to Order

7:08 Approval of October Board meeting minutes (Courtney approved, Charity seconded)

7:08 Bucket filling

The board is filling buckets for Jen, Michelle and Charity. Remember to include words of encouragement, or whatever inspires you.

7:09 Director's Report

November 2nd was the SCC faculty meeting hosted at Shorenorth. There was an unexpected conflict with the Church having an event at the same time, so the faculty squeezed into the art room after the Groovers class.

The Faculty retreat is one night and Shorenorth teachers are going to carpool. Director is proud to introduce our new teachers to the faculty.

Teacher Missy is proposing a 2-hour evening out for parents. Teacher Missy would lead the evening program and the children would be watched at the school by teens. The event would be around 10 kids at \$10 cost per kid with no age range. This would provide parents to have time to do holiday shopping and their kids will be in a familiar environment. The Board likes the idea and thinks it will fill up quickly. The event does not yet have a date set. It will be some time in December.

Erin is returning to the board as Facilities Coordinator. The Director will be meeting with the Facilities Coordinator and the Jobs Coordinator to discuss what the facilities person does and adjust the description.

Some routine cleaning needs to be maintained by all members including removing compost from all locations in the school, refilling spray bottles, and replenishing paper towels and cloth towels. There is concern that some may not know the cleaning supplies, spray bottle refills etc., are in the adult bathroom in the far back closet. Director would like improvements made to the cleaning instruction list and will be working with the Cleaning Coordinator as well as the Facilities Coordinator. Cleaning the tiled floors in

the bathroom needs to be included as it has not been getting done. A note about the instructional video about how to use the floor steam cleaner needs to also be included in the email that goes out prior to cleaning week.

The Director says there is lots of confusion about the time of the business meetings. They are always an hour prior to the parent ed meeting.

7:28 Treasurer Report

Both Treasurer and Assistant Treasurer are absent today. Budget report was emailed out to the Board. Remember to turn in reimbursement forms and receipts into the tuition box. If there are any questions, ask the Treasurer.

7:29 Fundraising Report

- Wreath Sales
- Carnival

Vice Chair is reporting for Fundraising. It was an amazing wreath sale. Two members sold over \$1,000. Six members sold over \$600. All members sold a total of 471 items not including bows with a total of \$15,600 sold. Shorenorth made \$8,200 in profits from the wreath sales.

The wreath delivery coordinator did a great job at the delivery. Help with wreaths was provided by Jen, Ellen, Teacher Jan, Teacher Erin, Grandma Deb, Andi, Stina, and Locelle.

7:34 Registrar Report

Changes! Baby class has one opening. There are many babies in Shorenorth families that could potentially join the class. An announcement can be put in the newsflash if the space remains open. There is child care during the Baby 'n' Me class available for older siblings.

Toddlers, Explorers, and Groovers classes are full. Movers is losing a family but there is already a new family starting Dec 3rd. A long wait list remains for the Movers class. Some other waitlists are getting short. Registrar says we need to keep up usual marketing to keep up the wait lists.

Registrar already has people excited and asking about the open house already. There was a line at the door for the last open house. Registrar has been advising families to have forms filled out and checks made when coming to the open house to get a space. There is a lot of back end work for registration that may be stream lined using Jovial. These adjustments and changes will need to start at the beginning of next school year to be implemented for the following year. The class wait lists start fresh each year. The registration could open online after the open house to allow people to tour prior to registration. People can also tour during class time baring too much interference in classes.

7:44 Board Business

- **November Parent Ed (11/28) – Greeters: Sarief & Shama**

The next meeting theme is mindfulness and is hosted by Shoreline Co-op.

- **Community Drive – Gift Tree for Mary's Place**

There was a blurb in the last newsflash about the gift tree for Mary's Place to let members know about the community donation drive. The deadline for donations is the first full week in December. The tree can be

brought to the parent Ed meeting. Currently donated items are being put under the tree. There will be a bigger bin for donations soon. Some members may need more information about what Mary's Place is.

Let marketing know of different ideas for other community service.

- **December Board Meeting(12/18)**
 - **Location, Gift Exchange, Potluck**

The next board meeting will be a little bit different with a brief meeting and mostly holiday get together. There is an Italian theme potluck as well as book and bottle gift exchange. It will be at a different location to be decided soon. Bring a book and a bottle of a tasty drink wrapped for the exchange. Ribbons will be provided to label bottles alcoholic and non-alcoholic. Chair to send out information and the sign up for the potluck. The meeting will be 6:30 to 9 to allow time for the festivities.

- **Winter All-School Playdate (1/2/19)**
 - **Open /Close: Jenny & Michelle (key)**

The next open school play date is January 2nd. Jenny and Michelle will need to coordinate getting a key to the building. The way the calendar fell the play date was close to both the Christmas and to New Year's holidays.

- **Board Buddies – Winter Quarter at January Meeting**

Board members: don't forget gifts for your board buddy. Your board buddy is a secret and plan to reveal yourself by the next board meeting. The board will draw new board buddies again at the next meeting.

- **Pajama Jam (2/2/19): Carly, Courtney, Lisa, Lorraine & Jenny**

The Pajama Jam committee is busy working already. The committee will be meeting on Monday. The Director is asking about Coordinating the SCC audio tech with the DJ. Team has already gotten a great donation of milk cartons from Smith Brothers.

- **February Parent Ed: Belonging (2/27)**

The parent meeting in February is an in-house meeting and the planning is organized by our own school. Board members should think about ideas for the meeting. We are our own speakers. We want it to be fun and interactive. How can we make people feel they belong when they come to class? Sometimes people can get overwhelmed during the year. Think of games or activities to create community. Possible questionnaires for each member to share facts about themselves.

5-minute break

8:17 Parent Coordinator / Class Reports

- **What's going well? Challenges?**
- **Field trips**
- **Class Connection/Parent Night Out**

Groovers

The class has a big challenge and are seeking suggestions and support. Board helped brainstorm some goals and suggestions to help increase parent class participation and attendance. Teacher Jan will help lend support and visit class.

Movers

Vice Chair is reporting for the Mover's PC. Two families have left, and two new families have joined the class. Kids are becoming opinionated in class. There are many kids who need lots of large motor activities. Perhaps because the time of class is different from the previous year and activity before class is needed. Parents can help the kids be nice to all friends.

Toddlers

The drop off groove is going, and kids are getting comfortable. Class started the year with a buddy list and some children have bonded to different parents which was expected. The kids are starting to get to know each other. The class field trip to Hamlin park was fun. The parent night out was attended by 5 parents and conversation was intimate. Meal trains are out for moms with new babies.

Explorers

There has no recent feedback from parents so hopefully everything is going well. The Explorer's Care person is working on getting a parent night scheduled.

Baby'n'Me

The Baby'n'Me class has had 2 families (3 babies) drop the class recently. Teacher Erin is continuing to do well.

8:56 Communication Update

Communications Coordinator will be emailing out requests and questions instead of report.

8:54 Marketing Update

Retention is important for marketing. If someone is not going to come back to class, they are not coming back in January after the holiday break. PCs need to make a list of everyone in class and check in with them about how things are going. PCs can reach out to others on the board for help.

8:57 PAC Report

PAC Rep asked the other co-ops what they do about their mail box. All use the church's mail address where they are located. There is an internal separation of church and school mail. All other PAC reps like the P.O. box idea and they don't recommend using the Director's home address.

PAC determined that a Senior center is not appropriate for younger kids. Homeless care kits will be this year's PAC outreach. Instructions and suggested items to be provided by PAC and the kits are to be assembled at home or in class activity with the kid's involvement. Items for the kits can be purchased or donated. Members can choose to hand out their kits or return to PAC for distribution. PAC's goal is to have this project done by March.

The board is excited about the project. Marketing recommends doing this community project in the last two weeks of January. Board suggests collecting donated items together and assemble in the class.

Parent Connect event is 6:30PM-9:30 March 26th with no school meeting.

Announcements

- **Calendar items**

Upcoming important school dates are on the agenda. The next board meeting details to be determined and notification of details will be provided to the board.

- **Emergency phone tree test**

The Vice Chair will contact all the PCs for use of the emergency phone tree.

Review Decision/ Action Items

9:14 Adjournment

Action Items

- Director, Cleaning Coordinator, and Facilities Coordinator to improve cleaning instruction list and include a link to the floor steam cleaner video provided at the beginning of the year.
- PCs are to ask members to refill rags and paper towel baskets during class if needed. Show where extra paper towels and clean rags are stored in the children's bathroom in the large stall.
- Registrar to start talk about using Jovial for Open House registration at the end of this school year in preparation for the following year's registration.
- Fundraising to give thank you to the wreath team during the next Wednesday night parent ed meeting
- PCs need to check in with all class members before the end of the year to help retain members over the holidays
- The gift tree for Mary's Place to be brought to the November Parent ed Meeting
- Marketing and Communications to provide more education to members about Mary's Place and the Gift drive.
- Board members to Let Marketing know of different ideas for other community service
- Board members give any ideas for the February Belonging Parent Ed meeting to Jan, Jerri and Jena
- Communications to email individual board members regarding requests and questions
- Shareif, Courtney, and Jan to decide location for December board meeting