



Shorenorth Co-Op Preschool
Board Meeting
June 10th, 2009

Meeting began at: 7:04pm

Present (11): Jan Burnham, Shae Reischling, Shellie Fredrich, Karen Kessinger, Cindy Bouchard, Amy Stackhouse, Lucy Czesak, Dana Acevedo, Kirsten Braun, Carly Walker, Janet Markwardt

Timekeeper: Dana Acevedo

UPCOMING IMPORTANT DATES / ACTION ITEMS:

- * Open House / Play-dates: June 18th, July 22nd, Aug 11th (9-11am)
- * Celebrate Shoreline Parade: August 15th (12:00)
- * Board Retreat: August 29th
- * All School Set up: Sept 3rd (10-2)
- * Orientation (Mandatory): Sept 8th (7-9pm)

7:04 Icebreaker/ Janet Markwardt

- Introductions
- Everyone read over board rules

7:12 Approval Board Minutes / Karen Kessinger

7:13 Reading of the agenda / Janet Markwardt

7:14 Director's Report / Jan Burnham

- Rapping up the change over between the two treasurers. Jocelyn is passing it on to Kirsten.
- Getting lots of paperwork ready for the college. Jan hadn't ever gotten it done this early before and it feels good.
- Worked on the rosters today. Important to keep them up to date.
- School magnets done and ready to pass out to people for advertising etc.
- You can type in shorenorth.org, .net or .com and all will get you to the website.
- Thea will do one more newsletter before passing the job on to Dana.
- Parent coordinators need to send out an e-mail to all new/old members to welcome them.
- Shoreline Parade theme is, "A caring community"
- We are now covered (insurance wise) for play dates etc at the school
- Janet asked if PC's should get the rosters out every time a change is made to them and the answer was, "Yes"

- Shellie reminded everyone that soon we can have the board & class rosters on line (members only).
- Jan noted a couple mistakes on the board roster that she will change.
- Karen mentioned that it would be good to let everyone know “what changes” are made to the rosters before they are sent out. Need to make sure to also e-mail them to Scott, the committee coordinator & board.

7:30 Treasurer’s Report / Kirsten Braun

- Met last night & Really worked hard to make the budget for next year
- Leslie has advised us to be very moderate & budget for .75
- Payroll: Shoreline pays for the other teacher
- Sunshine fund: To use to buy things for people who do things to help us out.
- Dictionary of all terms would be helpful for new board members
- Scholarships can come from retained earnings. Can’t use retained earnings for non discretionary items.
- Non discretionary items are for big ticket items (such as our new loft) Right now we have about \$11,490. Part of it includes 3 months fiscal responsibility.
- Cleaning: Board members now don’t have to clean! Thinking of different scenarios of cleaning. Can hire someone. More people were open to the idea of getting someone from the school that needs extra money to do it instead of hiring outside people. Last year we didn’t have a cleaning coordinator so Suzanne Norring took it up. If want to opt out of cleaning call the people who have signed up to do it for money yourself. \$37.50 is too low of an opt-out fee.
- A motion was made to change the opt-out fee to \$50. Motion passed.
- Discretionary funds/ Maintenance \$1500.
- Need ad hoc committee to come up with actual system & let us know over email.
- Ad hoc committee: Karen, Amy, Lucy
- Training for PC’s will be with Jan before school starts
- Dana volunteered to Poll her class to see who is going to opt out of cleaning, and also to let them know of the positions we still need filled on the board.
- Shellie mentioned that Ad hoc committee sign up sheets were helpful last year.

7:59 Fundraising / No fundraiser yet

- Dana mentioned that some people in the school were not happy about how the fundraiser has become such a big thing & so much work (Auction).
- This year made \$4,000 in wreath sales and \$13,000 from the auction. Without the auction we won’t make enough money to keep our school running the way it is. The auction went a lot more smoothly this year with jobs spread out. A lot of donated or at least at cost stuff.
- Motion to keep wreath sales / All in favor
- Motion to move the auction up to sometime in early March / All in favor
- Auction Ad hoc committee: Janet, Jan, Dana, Shellie, Cindy. They will meet in August before retreat
- Board members who still need the board binders: Cindy, Amy & Kristen
- Auction Ad hoc meeting will be in August after the Open house. Cindy has decided not to be on the Auction Ad hoc committee because she has signed up to help on the website.

8:14 Reading of the board rules by everyone

Action Items:

- Board Retreat: Saturday August 29th (Theme is “Pamper yourself”)
Retreat Ad Hoc committee: Jan, Amy, Cindy & Janet
Jan suggested someone’s vacation house or somewhere that we can pamper ourselves. It should only be within an hour from home.
- Celebrate Shoreline Parade

8:20 Membership Report/ Shellie Fredrich

- 3 open house play dates this year. Board members have to open and close them.
- Volunteers:
 - o June 18th: Janet to Open / Dana to Close
 - o July 22nd: Lucy to Open / Amy to Close
 - o Aug 11th: Carlie to Open / Shellie to Close
- Karen has a key to the classroom that she can give to Janet for June 18th. If you get a key, be sure to return it to either Jan or Lisa.
- There is a lock box by the front doors of the school (alarm system) if you look through the doors and see that the “green” light is on then the doors are open. If it is “red” then the doors are locked. Jan will find out if the doors will be open for the August date. She will send the board an e-mail.
- Unlock doors; get out the water table & outdoor toys. Make sure to have everyone help to clean up before they leave! Most of the people who show up are already members, but it might help if you wear a name tag. Greeter to greet everyone as they come in and find out if they are new or visitors etc. Shellie will be advertising on Craigslist, so we could get a few people from that. There will be packets of information for new people by the mail boxes. The class rosters will also be posted on the wall to know which ones have openings or waiting lists.
- Jan mentioned that this year she’d like each PC to personalize their class name tags (example: stripes for one class, certain color for others etc).
- If anyone has friends with babies let them know about our baby class!

8:30 Orientation Date: Sept 8th 7-9pm. / All board

- All schools. Mandatory. Counts as 1 of the 6 mandatory meetings.
- Amy will send out an e-mail for everyone in toddlers to bring snack.
- Part business meetings and co-op job sign ups.
- The meeting will be video taped (Lucy has volunteered her husband Chris). The people who don’t make it will have to watch the video.

8:38 Celebrate Shoreline Parade: Saturday August 15th at Noon

- Theme: Caring Community
- Not doing a booth this year
- Need to decide what we want to do as far as a float, or individually decorated wagons again like last year.

- Jan mentioned maybe we could do something with Hearts & Hugs. Everyone liked that idea.
- Shellie will be the go to person.
- Meet in the St Marks Parking lot the day of the parade
- The newsletter will have the lunchtime music series through Shoreline. Starts in July
- An idea was brought up by Shae to give information to maternity wards in the hospitals (for packets given to new moms) with info on our baby N me class. There were a couple board members who had connections through friends who worked in hospitals. Carlie is good at making brochures.

8:47 Newsletter/ Dana

- Needs to know when / how many news letters to do through the year. (Every other month or beg of each month?) Everyone thought that one every other month was good.
- Sept/Oct newsletter should include Welcome, Things for new members “did you know” like we have a library, etc. It should also include information about the wreath sales. Maybe a calendar with important dates on it.. like the speakers etc. It was also brought up that it might be neat to include a section, “Meet your board members” with likes and dislikes etc, History of Shorenorth etc.
- Need to get calendars to the members ASAP so that they will have all important dates. We'll be updating the website with the calendar also, so we won't have to print them out. Only a few for those without internet.
- Dan, Shellie & Cindy will have a meeting at the end of June about the Website.

8:53 PAC/ Karen Kessinger

- Won't be doing the Children's festival in October. Organization that usually does it no longer exists.
- Outreach – Marketing opportunities for Baby n Me and Explorer Classes. Woodinville and Shorenorth are the only two who offer Young classes.
- PAC speaker will be either John Medina or Addy Goldberg. John is the first choice. John is a professor at SPU and UDUB. He has also written a book called, “Brain Rules”. Addy is the author of, “Raising A boy, Raising a girl”
- If anyone has any speaker leads e-mail them to Carlie
- PAC meetings will be the first Monday of each month.
- It was decided that Shorenorth board meetings will continue to be the second Wednesday of each month, at the school from 7-9pm

Dates for Board Meetings will be as follows: (from 7-9pm)

- August 29th: Board Retreat
- Sept 16th
- Oct 14th
- Nov 12th
- Dec 9th (Holiday Party possibly at Kirsten's house)
- Jan 13th
- Feb 10th

- March 10th
- April 14th
- May 12th (Old board/New board)

Ad Hoc Committees:

Auction Ad hoc committee: Janet, Jan, Dana, Shellie, Cindy

Retreat Ad Hoc committee: Jan, Amy, Cindy & Janet

Cleaning Ad hoc committee: Karen, Amy, Lucy

Website Ad hoc committee: Shellie, Cindy, Dan & Scott

Meeting Adjourned at: 9:13pm

For corrections or additions please e-mail: shaeonna@comcast.net



**Shorenorth Co-Op Preschool Board Meeting
September 16th, 2009**

Present (13)—Jan Burnham, Janet Markwardt, Amy Stackhouse, Carly Walker, Miriam Wilson, Dana Acevedo, Kristen Johnson, Kirsten Braun, Karen Kessinger, Jenny Blockhus, Shellie Fredrich, Cindy Bouchard, Erica Graeff

Meeting began at 7:00pm

7:00 Birthdays

Dana wrote down everyone's birthdays and reminded the group that you get "free entry" into Olympus Spa (olympusspa.net) on your birthday. Since the theme this year is "Pamper Yourself", the board members agreed to watch your kid(s) if your partner is unavailable.

7:05 Introductions

Board members introduced themselves.

7:09 Photographs

Janet updated the group on the photographer coming in October.

Monday Oct 5th: Monday Toddlers and Groovers

Tuesday Oct 6th: Tuesday Toddlers, Movers, Baby-N-Me

Thursday Oct 8th: Explorers

Information regarding the charges will be sent via email. The group discussed the fact that some parents chose not to sign the Shorenorth form allowing their children's pictures to be posted. The consensus is that group photos will be put in the member's only section.

7:14 Pamper Yourself Segment / Jan

The Pamper Yourself Segment will be a monthly occurrence at each board meeting. Jan passed out candles and the group gazed at their lit candle for 3 minutes and meditated.

7:20 Approval of June and August Minutes

Karen moved to approve the minutes, and Dana seconded it- approved.

7:21 Director's Report

Jan mentioned Carly's forward on the swine flu. Jan reminded everyone to wash their hands and cough and sneeze appropriately. The group further discussed the swine flu- only high risk population will get the flu shot. Preservative free shot will be available for kids and pregnant women. It is hoped that the majority of the cases can be managed at home. It is ok to offer a tissue to a kid at preschool, or turn away if they sneeze. You can talk to Jan or Janet if you feel a hygiene issue needs to be brought to a parent's attention.

7:28 Registrar Duties

Jan reminded all PCs that she needs their assistance in collecting and updating the forms from all Shorenorth parents. Jenny described how she took all the forms from Movers and organized them. Extra forms are in Jan's office. Each PC has a Class Binder, it is located in Jan's office. The PCs need to purge old kids' forms and give all those forms to Jan. As a reminder, the Board Binder is yours to take with you.

7:34 Quarterly Safety Check

Janet will ask Rebecca McCreedy if she can do a safety check each quarter, for our insurance requirements.

7:35 Reminder to PCs

Jan reminded PCs to model to play and work together during class sessions. The best classes are made with high parent involvement. Another friendly reminder- leave the classroom the way you would like to find it.

7:36 Faculty Meeting

Jan reminded the group that her Faculty Meeting usually follows our board meeting. She will report via email if there are important items, or will just update everyone at the next board meeting.

7:39 Financial Outlook

Kirsten provided the Treasurer's Update. The group decided that everyone can make their own decision whether or not to print financial attachments prior to board meetings. Kirsten mentioned there will not be as many attachments to print moving forward.

Kirsten reported that Shannon Osthimer, our Financial reviewer, made recommendations from the 08-09 Financials.

There are a lot of different ways to debit the account. The group discussed the security of debit cards and the potential for embezzlement. Lisa Painter's salary- we accidentally paid her more than we agreed to pay her. The board agreed that it was actually a reasonable amount.

Bonuses are in the discretionary portion of the budget; salaries are in the non-discretionary portion. It was a discretionary account and didn't transfer to the accounting software.

Jennie suggested looking into a credit card for Shorenorth. Credit cards offer more fraud protection, especially for online purchases, than a debit card. The group discussed having all online purchases go through Kirsten- which is an additional burden on her. Kirsten will talk to Leslie about a business credit card.

Kirsten reported that Net Income increased, but the Capital Account decreased by \$4,000. Some expenses were nearly twice the budget from last year. Accounting categories have been expanded to include details like cleaning vs. supplies. Kirsten mentioned we had a large amount of scholarship funds utilized last year, which may echo the enrollment problems currently being faced by other co-ops mentioned in Shannon's report. Therefore, we need to be cognizant of this and may need to increase revenue or decrease expenses accordingly.

Kirsten noted changes in enrollment- more Toddlers and Explorers, but not Groovers, whose tuition is more than double. The auction brought in \$13,000 last year, and we hope to match that this year, a typical preschool auction brings in \$3.-4,000.

Kirsten asked what is the process to approve toys and equipment expense purchased by parents? One situation- someone got approval to spend, but then spent almost double...what is the treasurer's role here? You have to ask for approval from Jan if you intend to spend any amount. Jan will speak to the person in the above situation to remind them that the dollar approval is a cap, anything above that is a "donation".

8:04 Fundraiser Chair

Janet discussed the fact that we still do not have a Fundraiser Chair. Realistically this probably won't be filled, perhaps offer two tickets to the auction.

8:05 Wreath Sales

Janet described the three positions to have a successful Wreath Sales season: Financial- Jan will call Sheryl Haycock- to volunteer, Delivery Coordinator- MaryAnn Shaw, Orderer/Advertising- Lonnie Baldwin / Sarah Vincent.

Each parent has to sell at least \$100 worth of wreaths, or pay \$50 opt out. There is a separate opt out for the Auction. Janet advised the group that we will get information about the wreaths early next week.

8:17 Auction

Janet said Dan wants to be a mentor and assist with décor and designs, but not be the main Fundraising person. The two potential sites are Edmonds Sr Center or Shoreline CC. Janet hopes to have the date within the next week.

Dana expressed concerns that a big vision might not have the support all the way to the end, so we don't want to spend too much money upfront for a small event where we might not break even. Jan said a budget will be given to the Coordinator.

Miriam asked what the auction entails—Janet responded: three silent auctions, with various items, and one live auction. Travel was the most popular item last year. Shorenorth members are encouraged to actively solicit items for the auction--- time-share in Whistler, etc. Babysitting, hauling, Spanish lessons, etc. There is a Procurement Form which includes a script go to a retailer and ask for donations.

The group discussed how well last year's Auction to-do flow chart worked. Dana suggested rolling out the flow chart in stages—so not everyone signs up for clean up. The group agreed. Janet asked Dana to “clean off” the flow chart from last year so we can use it as a template this year.

Janet said she noticed that the same people came to the Auction work days last year. It was suggested that the work days be divided into “Class Work Days” to create more accountability. The group agreed.

8:30 Parent Coordinator Reports

Amy, Miriam, Kristen, Jenny and Cindy provided their PC updates.

8:40 Website

Currently the “Board” section of the web is only available to board members, should it be available to all members?

Jan discussed what it means to be a non-profit Board. Board ground rules- the deliberations should be confidential. The group discussed the Board's section of the website. Board Group—online- you can click on some things that other people not on the board cannot see.

Consensus on the website: No Board Privacy-- the decision is unanimous, don't need a motion, carry and second.

8:49 Rosters

Dana said the Rosters are name and email address only, Amy and Janet agreed that the whole roster could be uploaded.

No one was against putting the newsletters into the membership section.

Dana reminded the group she is intending to be more of an editor than a writer. Reminder to PCs that you can use the website for snack lists, etc. Each class has it's own forums.

8:52 Listserv Contact

Janet advised the group of the new list serve contact- Andrea Arnett, Explorers, alarnett@u.washington.edu.

8:54 Coop jobs

Janet reminded the group that Coop Jobs are due next Friday, September 25th. PCs, please remind parents. The PCs will pick a job for parents if they don't sign up.

8:55 Pot Luck

Janet reminded everyone that the pot luck at the school is Sat Sept 26th, 4-6pm. Sign up to attend and bring whatever you would like.

8:56- MRSA policy

Janet agreed with Kristen, no need to have a separate policy.

8:57 Calendar

Janet noted that we have 4 parent ed nights on Wednesdays when we are supposed to have our board meetings. The group discussed re-scheduling the board meetings as follows:

Oct 7th- 7-9pm board meeting

Nov 12th- 7-9pm board meeting

Dec 9th- Christmas party

Jan 13th- 7-9pm board meeting

Feb 3th- 7-9pm board meeting

9:03 PAC Report

Karen described the outreach coordinator job, which includes increasing awareness of Shorenorth, continuing to bring in quality speakers, \$2500 including travel for speakers. Also she is looking for resources or suggestions for 2011 for speakers. Shoreline Preschools will participate in the Parent Map Preschool Fair. The Event is held at the community college.

9:05 Adjourned



**Shorenorth Co-Op Preschool Board Meeting
October 7th, 2009**

Present (10)—Jan Burnham, Janet Markwardt, Amy Stackhouse, Dana Acevedo, Kirsten Braun, Jennie Blockhus, Shellie Fredrich, Cindy Bouchard, Erica Graeff, Shannon Spurgeon

7:04 Call to Order

Jan called the meeting to order.

7:05 September Minutes

September minutes were approved; Amy initiated, Jennie seconded.

7:06 Financial Report

Kirsten reported on the September finances. The major recent expenditures were the construction of the new entryway and the partitions in Room A for the dramatic play areas (prior to the beginning of school), a few toys and equipment expenses, and a few scholarship requests that need to be approved.

Scholarship requests for the year: \$1,815 used out of the \$2,000 we agreed to set aside for the school year.

Kirsten said she spoke with Leslie McDonald, our Treasurer's Assistant, and Leslie does not see a benefit to using a business credit, versus a debit, card. There is still the same possibility for embezzlement, which has been a problem in the past for other schools. Shellie mentioned the pros of a credit card, especially regarding fraud and the ability to deny the charge. Kirsten said we really don't have many online purchases. Shellie used it to pay for the full-year Wild Apricot web design and hosting subscription.

7:14 Groover care person

Groovers don't have a care person, discussed perhaps having a general care person?

7:15 SCC Tuition Bill

Jan mentioned another big bill coming soon, the tuition bill from SCC. Jan gave Kirsten the heads up.

7:17 Website Update

Dana asked the PCs to remind parents that there is a lot of information on the website now. Each class has a page and the PCs can decide what they want to put on it: Snack schedules, vacuuming schedules, etc. Jan and Amy are having some difficulties with Google Docs, and Dana offered her help. The PCs will have editing rights to update rosters. This will eliminate rosters being emailed back and forth. Cory, Kate and Kirsten need to know that there have been roster changes.

Dana added that she posted the newsletter on the web. Do people like the format every other month or every month? Also, instead of a PDF, the letter could be a website. Shellie said we are using the web more, perhaps almost replacing the newsletter? Dana thought maybe once a month would be better to keep everyone up to date. The group decided that we would keep the newsletter, continuing to include such items as: Bios, Pamper Yourself, the letter from Jan, highlights, play articles, and new items on the web. The newsletter can direct everyone to new or updated web pages.

7:24 Board Bios

Dana asked everyone to email her a head shot, if you would like, and she will include it with your bio.

7:26 Newsletter

Jennie mentioned that she would like to see a print version of the newsletter, in legal posted somewhere in the school. Dana will put together a binder with all the newsletters.

7:31 Parent Ed Discussion Topics on the Web

Dana suggested that the PCs assist her in providing the Parent Ed Discussion Topics on our website in case a parent misses the session. The group agreed, and then discussed the best way to scan the docs. Dana does have a scanner, but the group agreed she shouldn't have to spend too much time on this. If PCs have access to a scanner, email the docs to Dana with information on the date and class, etc.

7:32 Pamper Yourself Segment

Shellie led the Pamper Yourself segment. Everyone got in a circle and massaged the person's shoulder's to the right and left of them.

7:38 Director's Report

Jan would like us to form an ad hoc committee to finish the Entrance Wall.

Jan reported on news from SCC. The State of WA is cutting \$600,000 to \$1mm across the state in aid to Community Colleges. The co-ops need to keep enrollment numbers up to at least 75%. Shorenorth's is currently 85%. SCC hosted a parent education program 9 years ago. John Medina will speak at the program the day after he speaks to Shorenorth.

Jan advised the group that last year SCC sent out letters requesting student ssns. The college legally needs to have a certain amount of ssns on record. Let your classes know that SCC may ask you for it. Please reply to the letter if you are asked.

Parents can get their SCC Student ID # from Jan or Jessica, and you can take it to the SCC library and get your student ID card. It is good for a lot of discounts- ski passes, movies, concert tickets, etc. Dana will mention this in the next newsletter.

Jan asked the PCs to talk with your parents if you want to have a "Dress Up Day" at the end of October.

Jan also asked the PCs to check with their classes- who has a CPR / First Aid certification? The group discussed having a Saturday to train for this. When Jan is gone in November for the NAEYC days, you can have class, as long as one person is certified. Shellie will ask Sandy who she organized with last year.

Jan passed out information from the Center for Human Services. It offers free marriage counseling for those with children. It is a random study, you may not be chosen. Shannon recommended it.

Jan mentioned that the Movers class was cancelled this week. There were a high number of reports of stomach flu, colds, and some swine flu. Jan talked to the rest of the faculty and no one else has reported any cases of H1N1.

Jessica and Jan are being more vigilant about cleaning, especially those classes that tend to be more mouthy.

Shannon asked what is the level of sickness in order to close the school? Jan said we will have to keep up to date with everyone and take it on a case-by-case basis.

8:03 Parent Coordinator Report

Jennie (Movers) reported that she is proud of how her parents communicated last week during the high number of illnesses. They were proactive in making sure they were covered, how siblings were affected, what different pediatricians said, etc. Because of all the information sharing, the decision to cancel the class was easy to make.

They are having their photos on Nov 12th at 11:15am. Anyone who missed their photos are welcome to come that day.

8:07 PC Reports, cont.

Amy (Tuesday Toddlers) reported that at least one person is out every week. She noted that they only have two boys in the class. Two moms managed to do clean up and snack by themselves last week.

8:09 PC Reports, cont.

Miriam (Monday Toddlers) is out sick.

8:10 New Addition

Dana reported that Cory Peterson, our Cleaning Coordinator, gave birth to a girl yesterday: Geneva Mae. She weighed 8lb, 8oz. Congratulations Cory!

8:11 PC Reports, cont.

Cindy (Explorers) reported that everyone is getting to know each other. Most parents in her class haven't been in a coop before.

8:12 PC Reports, cont.

Kristen Johnson and Cristin Cunnington (Groovers) (Dana read off their report via email to the group.)

The Groovers are short a care person and field trip coordinator. As a group feel they are gelling well. They said they are getting a lot of feedback from parents and not sure how to pass that on to Jan. Dana mentioned that when you post on the forum, you should be able to have it sent to email. Shellie will call Scott tomorrow and see if we can get that set up. Dana said there is a lot of interest in the Forums. This would be a good first test. You don't have to sign it to check the forum.

In response to the PC's question, Jan said she is happy to receive forwarded emails. She thinks Jessica would be fine with this too. She needs to stay in touch every day, and this has worked well for her.

8:18 Fundraising Update

The Wreath Team is complete: Sarah Vincent is wreath coordinator, Marianne Shaw is delivery coordinator, and Cheryl Haycox is the finance person. Sarah will speak next week at the Laughter Yoga to unveil the wreath fundraising details. Dana will connect with Sarah to get the documents on the web asap.

Dana asked about how the scholarship families are expected to contribute to fundraisers. Jan replied that each family is different and they will come talk to her or Jessica if they have concerns.

8:21 Auction Update

The Auction, themed "From Sea to Shorenorth" is Saturday March 27th. It was timed to be before the local spring breaks start. The venue is the South County Senior Center (Edmonds) just south of the ferry terminal. Janet will visit there tomorrow. The facility has floor to ceiling windows and a view of the Sound. The coordinator is Mike Meyers and is accommodating and helpful. Tables and chairs are included, but linens, etc need to be coordinated. Janet asked PCs to ask parents to start thinking about procurements and about baby sitters for this day.

8:27 Auction Update, cont.

Dana contacted Dan and got a pdf flow chart, but she needs to get an editable version. She will create one at least for the top tier to post in the classroom. Dana will get it printed large and we will post it on the wall next to Jan's office.

Dana suggested using Google Docs to track procurement. This will eliminate procurement duplication and can be relied upon to be accurate. Dana will spend some time on this in the coming weeks.

8:38 SCC Logo

Jan mentioned to the group that SCC has asked us to remember to use their logo to promote them, since we are under their umbrella.

8:40 Auction Update, cont.

Erica mentioned her husband, Jon, is a Graphic Designer, and can come up with a simple logo for the auction. The group agreed it should not be long and horizontal to conflict with our Shorenorth logo.

The group discussed magnets, perhaps fish or seashell that could showcase the Auction's basic information for parent's to display on their fridge. Shannon mentioned that Staples can offer magnets, for low prices.

Janet said decorating has to start the day of at 11am. The time for the auction will be 5pm to 10pm.

Jan proposed that an ad hoc Auction committee meets to discuss budget.

8:46 Parent Education Week – Laughter Yoga October 14th

Janet reminded the group that Parent Ed next week is mandatory, if parents miss, then you have to choose one of the following, read an article on the topic the speaker spoke about and share at the next Parent Ed.

8:49 Board Meeting Dates

Janet proposed setting new dates for Board Meetings that conflict with Parent Ed nights. The default is the first Wednesday of the month; the group agreed.

8:51 NAP Day

Janet reminded everyone that Saturday the 17th is Non Attending Parents Day, from 10 to 12 noon. It is drop-in free play time. Dana will put NAP Day on the coop members site.

8:54 Parent Survey (Temperature Reading)

Janet asked when Jan thought when it would be appropriate to do a temperature reading.

Jennie mentioned a website called survey monkey that the parents can be sent the link and the website can compile the data for us. Jan said we need to review the survey and report on it and implement changes. Dana will look at the survey monkey service, Shellie offered to assist Dana. Jan thought it might be too soon after the wreath fundraiser to do the survey.

8:57 Web Update- Retreat Minutes and Field Trips

Dana said that the Board minutes from the retreat are now posted on the web. Regarding field trips—Dana asked that PCs or parents take pics and write a paragraph about the outing and pass it on to Dana. She will incorporate it into the newsletter.

9:03

New Date: Tuesday the 17th, Jan will leave for a continuing education program.

9:05 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
November 12, 2009**

Present- (14) Jan Burnham, Janet Markwardt, Amy Stackhouse, Kirsten Braun, Jennie Blockhus, Shellie Fredrich, Cindy Bouchard, Erica Graeff, Shannon Spurgeon, Carly Walker, Jessica Gesinger, Miriam Wilson, Kristin Johnson, Marianne Shaw

7:05

Janet called the meeting to order and announced an impromptu baby shower for Jennie Blockhus. Congratulations to Jennie and Erik, we wish you all the best!

7:07 Introductions

7:15 Pamper Yourself Segment

Miriam led a "body scan" visualization / relaxation exercise.

7:18 Approval of October Minutes

Karen moved to approve the October minutes, and Amy seconded. The October Board Meeting Minutes were Approved.

7:19 Wreath Update from Marianne Shaw

Marianne reported that all the orders are not yet in, so she is not able to provide any totals. She has not yet received a confirmation of a delivery date, hopefully it will be the Monday before Thanksgiving. Delivery will come to the trike cage. The trikes will be temporarily relocated somewhere in the school to allow room for the wreaths. At least four volunteers needed to sort the wreaths. Marianne will need the check from Kirsten that morning to give to Bacon's. Wreaths will be sorted and labeled into bags per family.

The group discussed potential delivery dates and some concerns were expressed if the school would be open to pick up the wreaths. Jan reminded everyone that Monday (the 23rd) and Tuesday (the 24th) classes are still being held. Marianne offered to be at the school on Wednesday if someone can get the school/trike cage opened that day.

An email will be sent to Announce with information on the delivery date as well as another email the day of delivery asking volunteers to come help sort and label the wreaths.

Marianne asked the PCs to remind their classes that we will need volunteers the morning that the wreaths are delivered.

7:40 Jan's Director Report

Jan feels that the school is reaching its groove for this school year, although attendance has been sporadic which can hinder the fusion in classes.

Parent Education Faculty Meeting- Jan reported that it is a trend now for many schools to go online with Parent Education. Blackboard is the online forum for Shoreline Community College. SCC is promoting this forum for its Preschools. Jennie made a comment that Blackboard is not a tool that would be useful to bring in new families, or would necessarily be widely embraced by existing families.

Shellie added that we already have Parent Ed materials on our website.

Jan reported that Barbara Yasui is the Shoreline Community College Parent Education Coordinator and comes once a year to evaluate the teachers. She wrote a grant to have a new toddler class in this school. Jan is considering teaching this class.

Jan attended an auction recently and picked up a simple menu for ideas for decorating our auction site.

Jan asked the group to keep thinking of any ideas the Board would like to see the Auction money go towards.

7:54 Kirsten's Treasurer Report

Kirsten placed a deposit (\$250) on the Auction facility. She emailed the financials for anyone that is interested in reviewing. A Treasurer at another Coop asked if we would be able to release our budget to them. Kirsten asked the group to comment. Jan recommended Fundraising. Karen recommended assistance on budget writing. Kirsten will ask Leslie if the budget worksheet is proprietary. Karen said at the PAC meetings they can share fundraising methods to other coops. Kirsten and Jan will work with Leslie to pass on information that would best benefit the Coop that is asking.

Jan advised the group that this year \$1,000 has been set aside to pay for class field trips. Each class will be attending the Creative Dance Center, as a paid field trip. Two-day class will have two field trips and the Three-day class will have three paid field trips.

Groovers are doing a field trip to see the Nutcraker in Edmonds.

8:12 Karen's PAC report

PAC would like to present PAC Speaker Don Medina with a gift of appreciation on a \$0 budget. The coops would like to pull together to get him a gift. Jennie suggested auction tickets.

Karen reported that all the board positions from the different schools come together the first Monday in June for an All Boards Meeting. It was suggested to change the format and have break-out workshops. Karen asked for ideas for relevant topics or speakers who would speak for free.

Preschool Preview Night is Thursday January 7th at Shoreline Community College. The coop preschools get a free table. Barbara Yasui and Shae will staff the table and have fliers available for each preschool.

8:20 Parent Coordinator Class Updates

Jessica Gesinger- Baby N Me Class Update

The Baby N Me Class enrollment was cut in half, from two babies to one. Jan showed the group a new flyer that she created for the Baby N Me class. Cindy will post it on her website. Shellie created a flyer with tear-offs that she asked everyone to post in their neighborhood within the next week. Shellie advised the group that we have 500 new business cards that we can hand out.

Cindy Bouchard – Explorers Class

Attendance is good, the class seems to be pretty healthy overall.

Shannon- Monday Toddler

Classes are going well.

Amy Stackhouse- Tuesday Toddlers

There have been quite a few illnesses in the class. Other than that everything else is going smoothly.

The group discussed the issue of “darters” out the exterior classroom doors. Jan reminded the group that it is a one-on-one class and it should be the responsibility of the parents to keep track of the kids. The group decided that each class could decide if they wanted to have the exterior door locked during the class time. PCs can bring this up during the next class.

8:34 Jennie Blockhus- Movers

There are consistent absences in the class. Today they had picture retakes, and some of the parents were being inattentive to the children. This made the picture taking process difficult. Jennie asked the group for suggestions to remedy difficulties with their Parent Pairs System. Amy suggested that there could be parents that volunteer to drop off kids if the original drop off parent/partner is not able to. Shellie’s class has a list of parents that can substitute work on certain days. Jan discussed creating a new policy and will work on reshuffling Parent Pairs with Jennie.

8:45 Kristen Johnson- Groovers

Attendance has been pretty stable in the class. Kristen asked for clarification on the Parent Ed Policy when a parent misses an education session- for example the Laughter Yoga last month.

Jan clarified that the letter to those that miss is mainly to raise awareness; it is not meant as a punishment. PCs should remind classes that there is a make up assignment for missing the Parent Ed. Jessica reported that a parent in her class did the make up assignment and reported during the last Explorers class. The Groovers Class is still missing a field trip coordinator and a care person.

Jan reminded everyone that when an email is sent to the classes, for example, Movers, that she is not actually included on the email. If PCs send an email to your class, please copy Jan.

8:55 Auction Logo Unveiled - Erica Graeff

Erica presented the "From Sea to Shorenorth" Auction Logo her husband Jon created. The group approved the logo and requested that the words "benefit auction" be included in the final logo, as well as some color to the characters. The Auction Logo will be used for posters, tickets, and other printed material to promote the Auction.

Janet asked the group if there would be an alternate venue for the next Board Meeting/Christmas Party on Wednesday December 9th. Kirsten volunteered her house. Thanks Kirsten! The group decided that we will do a sock gift exchange during the Party. Please bring one pair of fun socks wrapped in the spirit of the season.

Janet advised the group that she met with Dan and received budget information from him on last year's Auction. An auctioneer has been contacted, although not yet hired. The next urgent step is for the procurement forms to be printed. She provided Shannon with the forms on disk.

Janet reported that Jan will be gone next week (November 18-20) at the NAEYC Conference.

Janet briefly touched on The Works Hygiene drive. We will be receiving information via email.

9:07 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting & Christmas Party
December 9, 2009**

8:00pm

Janet called the meeting to order and thanked Kirsten and her family for hosting our meeting and party.

Carly and Cindy led the group in the Pamper Yourself Segment: Aromatherapy and Relaxation for your Feet.

Jan thanked the board for their dedication and hard work in 2009. Jan also thanked the group for supporting her, and Jessica's, professional development through the recent NYAC conference. She attended 22 classes during the conference and provided the group with a sampling of some of the titles: Music Together, The Case for Make Believe, and Authentic Art for Toddlers. She summarized her conference experience as very productive and refreshing.

Jan advised the board that the office now has a copy machine; a big thank you to Kirsten Bartelink (sp?). The school still needs to set up a service contract for the copier. Shannon mentioned that Best Buy offers a "debit" type service program where you pay in advance for hours of maintenance and use only what you need.

Shannon provided the group with an update on the Auction. The procurement forms and cover letter are done. A donation coordinator is still needed. The deadline for filling the Auction Jobs is December 18th.

Janet added that she has recently spoken to Dan and he thought we were ahead of schedule on the Auction planning.

Dana mentioned that we have the ability to buy Auction tickets on our website, she just needs to turn the function on.

Dana also announced that the Member Temperature Survey link will be sent out to "Announce" tomorrow and the deadline is next Friday, the 18th.

Dana asked all the PCs to look at their classes' Photo Disclaimer Forms and let her know if there are any parents that will not allow their kids' photos to be posted on our website.

Shellie announced that Saturday February 27th will be Shorenorth's Open House from 10am to 2pm. All current Shorenorth families are invited to come and play. She will be advertising the event through the Seattle Times, Craigslist, Parent Map, flyers, and PEPS groups. She will be out of town and recruited three volunteers for the event as follows:

Snacks: Amy Stackhouse, Balloons: Cindy Bouchard, and Signage: Karen Kessinger.

Shellie also spoke with the Community Outreach Coordinator for PEPS about cross promoting with them. They really want early childhood speakers for their groups and Shellie has put them in touch with Barbara Yesui from the college and PAC to coordinate these efforts. PEPS was open to putting a link to our co-ops on their website and it's something we could do on our website too.

Janet asked the group to determine who will bring snacks to this year's Parent Ed Meetings.

The group decided the schedule as follows:

January 19th: Tuesday Groovers

February 10th: Explorers

April 14th: Board Members

Meeting Adjourned.

Happy Holidays Everyone!



**Shorenorth Co-Op Preschool Board Meeting
January 13, 2010**

Present: (13) Jan Burnham, Jennie Blockhus, Jessica Gesinger, Kirsten Braun, Dana Acevedo, Janet Markwardt, Cristin Cunnington, Carly Walker, Cindy Bouchard, Shellie Fredrich, Shannon Spurgeon, Karen Kessinger, Erica Graeff

7:00 Call to Order

Janet called the meeting to order.

7:02 Pamper Yourself

Karen and Kirsten led the "Pamper Yourself" segment- they provided ring cleaning tools, lotion for hands, and spoke briefly about the importance of maintaining your relationship with your partner with small gestures- which was reflective of tonight's activity of cleaning rings.

7:16 December Minutes Approved

Karen initiated, and Jennie seconded, the motion to approve the December minutes. Erica noted that Shellie has one addition which will be included in the final draft. The December Minutes were approved.

7:17 Director's Report

Jan asked that our successful wreath sales information be posted on our bulletin board in school for everyone to see. She pointed out that we need to post the results as soon as possible after a fundraiser in order to continue to keep up the enthusiasm for fundraising. Jan will ask Cheryl to summarize the fundraiser results, then Jan will make a display and Dana will post the results on our website.

Jan advised the group that the Executive Board will discuss 2010-2011 Student Registration numbers later in January. At the moment it appears that the Groovers class may reach its maximum enrollment numbers even before the school's Open House in February. The current cap for the Groovers class is 18 students, Movers is 16 students and Toddlers is 14 students. The Executive Board will decide on the best way to accommodate the estimated enrollment

figures based on current resources for the next school year. Jan noted that in-house registration will need to be completed before the Open House.

Jan is looking for organizational, hardware, and software help in the office. She made a list of needs that will be posted in the classroom and asked the PCs to talk about it this week. Three board members volunteered to assist Jan with specific tasks. Thank you! One item included the question of purchasing a laptop and Auction Software. Janet asked the Board to vote on this purchase and everyone voted affirmatively. The Treasurer confirmed a budget is in place for this purchase.

7:35 Financial Outlook

Kirsten sent out a budget and comparison from this time last year via email this evening. She advised the group that we are tracking right on our budget. She pointed out that the Auction Procurement forms have the wrong tax id number. Karen suggested printing labels with the correct tax id and putting it on the Receipt page (3rd page) of the Procurement Forms. 91-1196545 is the correct tax id number. Shellie suggested sending an email to Announce to let everyone know the id # is wrong and include a form thank you letter that advises the donors of the correct tax id number. The group agreed. Shannon will create the thank you form letter and send the Announce.

7:45 Marketing Shorenorth

Carly discussed a new marketing idea with the Board. She noticed that a lot of coop preschools have Facebook pages. We could create one and update it with upcoming events. The group thought it would be a good idea. We can link the Facebook icon on our Shorenorth webpage. The usage would be as a supplement to our Shorenorth website. Karen suggested setting up a Fan page, which provides more privacy. Carly volunteered to start creating the site and not "publish" until we are ready. She printed a few coop preschool Facebook pages for examples. Carly will work as an adhoc committee with Karen, Cindy and Shellie on this project. They will have a brief meeting and report back to the Board.

7:56 Parent Coordinator Reports

Jessica, Baby N Me- The class added a student, now they have two students.

Shellie said they will be working with spreading the news about Baby N Me class with local PEPs groups. Dana suggested spreading Shorenorth information to midwives in the area as local hospitals tend to offer their own free Baby N Me-type class.

Cindy, Explorers- Cindy noted that everyone attended class for the first time in a long time last week, and we had a guest and her daughter present, who, later did decide to join. She feels that she gets a number of requests for more information and feels that the parents may need more direction on their coop jobs. Janet said that Kate McBriar, the coop job coordinator, has been asking what she can do to help, so this is a perfect opportunity. Dana suggested that Kate send out an Announce that would let everyone know that she is available if anyone has any questions about their jobs. Karen suggested the PCs send an email to Kirsten, Cory (cleaning coordinator), and Kate, to let them know when a newcomer joins mid-year to get them

introduced to the Treasurer and the Job and Cleaning Coordinators. This would bring in a personal contact to newcomers especially mid-year when it may be overwhelming to join a coop already in full swing. Janet will send an email to both Kate and Cory.

Miriam (not present), Monday Toddlers- Karen said the class has been getting well. . Suni (mom to Oscar), a recent addition to the class has, unfortunately, withdrawn from the class.

Carly, Tuesday Toddlers- Carly noted that the kids were distracted upon returning from the Christmas break, but this is most likely a temporary issue of returning to the routine. Two more students will be joining the class soon.

Jennie, Movers- The Movers went on a field trip to the Creative Dance Center recently and everyone had a great time. Kirsten added that everyone has been supportive in the class, especially with a few new babies present. The Care Person and Field Trip Coordinator are both doing a great job. The drop-off schedule issues discussed in the Fall seem to be resolved.

Cristin, Groovers- Cristin advised the group that, unfortunately, one student had to drop the class. She mentioned that circle time is getting better. The class has been encouraged to use the Shorenorth website to talk about the class, and Cristin has noticed that this is really not happening. Despite the lack of discussion board usage, there is good communication in the group.

Janet asked PCs and subs to look through all the Rosters that Jan printed, tonight, to make sure everything is updated. Dana reminded the group about the benefits of keeping the rosters updated on Google Docs instead of printing and emailing attachments.

Dana asked again that the PCs advise her if there are any parents that are not giving permission for photo release of their kids. Please get back to Dana ASAP!

8:21 Auction Update

Shannon has contacted Pyramid Catering and they provided her with a catering estimate for our event. The group discussed some questions regarding pricing per head regarding food and for renting the linens and silverware. The group discussed the bar caterer and decided to take that out of the proposal. Pyramid will have an open house on Jan 20th for 6 people to try their food at the Museum of History and Industry from 6pm to 7pm. Please let Shannon know if you would like to join. Shannon will be getting two more estimates for catering for comparisons. There is still no Donations Coordinator; Shannon is doing this job with the help of Janet and Kate.

Dana mentioned that she needs to connect with Scott to figure out how to receive Auction donations online. At this point the public side of our website which previously had Auction information has been taken offline. Jan and Shellie offered to discuss this with Scott and assist Dana is resolving this outstanding issue.

Karen ordered the Auction Tickets today and will be distributing them at Parent Ed Night next Tuesday.

Shannon's Top Issues: 1) hire a caterer, 2) recruit Auction clean up crew, 3) recruit volunteers for the Lake Forest Park Auction (March 20th), and 4) set dates and recruit volunteers for (a) work party(ies) at the school to get the decorations created and ready. Shannon showed the group a few ideas for decorating.

Janet advised that Auction business will be discussed at the Parent Ed Business Meeting next week.

8:44 Open House- February 27th 10am to 1pm

Shellie showed the group the flyer she created for the Open House. She will be bringing the flyers to distribute at Parent Ed night and will be sending an email to Announce. Shellie asked Dana to post the Open House information on the website. The date is set for Saturday February 27th from 10am to 1pm. Shellie needs three Open House Greeters for the event and passed around a sign up sheet. She will be providing handouts promoting the Movers and Groovers classes.

8:49 Business Meeting – Parent Ed Night – January 19th 6:30pm

Janet advised the group that the Business Portion will be 6:30pm to 7:30pm at the school, and then the Parent Ed presentation will be in the gym.

Carly will be verifying the time and the venue (gym or classroom?) for the February 10th Parent Ed Night.

Janet noted that both Jan and Jessica will be absent January 28th and 29th for continuing education at the SCC Retreat. The PCs need to coordinate the discussion to decide what their classes will do while both teachers are absent.

The Grandparents Week Committee will be having a meeting with Jan soon and will decide on a craft for each class to create. Each student will be creating two crafts (for two sets of grandparents). The PCs will coordinate the date for the Grandparent Day for those classes that meet more than once during Grandparents Week. The PCs can also discuss coordinating a special snack if they would like.

8:55 Temperature Reading

Jan complimented the format and thanked Dana for her work on this project! Jan noted that out of 61 registered families, only 21 completed the survey. She reminded the Board to help promote events/tasks like these to the rest of the families at Shorenorth. In this case, it is hard to take the results as fully representative. Jan noted that the Temperature Reading showed that there are small improvements we can make to create a more organized, clean, and welcoming school. The cups and napkins basket needing to be refilled was one example, and food and dirty utensils left in the sink after classes finish was another. She asked PCs to be the main

communicators, especially for newcomers joining midyear, on how a coop runs; focusing on the sometimes overlooked, but essential, tasks of cleanliness and organization. Jan will be proactive in sending PCs reminders about what tasks she sees needing attention around the school. The PCs were receptive. Cristin suggested including a walking tour at Orientation to take parents through the school's classrooms and showing everyone the different stations and where the supplies are kept. The Board agreed.

9:10 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
February 3, 2010**

Present: (10) Jan Burnham, Jennie Blockhus, Kirsten Braun, Dana Acevedo, Janet Markwardt, Julie Ballard, Shannon Spurgeon, Karen Kessinger, Erica Graeff, Amy Stackhouse

7:05 Welcome and Call to Order: Janet

7:06 Approval of January Minutes

Jennie moved to approve the January Minutes, Amy seconded; January Minutes approved.

7:10 Pamper Me Segment: "Organize!" Erica, Janet and Amy

Erica and Amy shared a few samples of their organization projects. Amy shared two photo albums made online, a boxed photo holder, a 3-ring binder with drop in pages for photos (made especially for rough handling by the kids) and a scrapbook. Erica shared a photo album made online and a 3-ring recipe binder with page protectors that holds loose recipes. Amy recommended photo organizing products from the Creative Memories Company. Some photo organizing websites to consider include Kodak Gallery, Snapfish, Shutterfly and Picassa. Publisher is a program for PCs that allows you to organize your digital photos and create projects. Everyone agreed that kids love to view photo books and binders, not just look at pictures on a computer. Shannon shared a tip for organizing toys: put pictures of the toys on plastic bins so kids know which toys go in which bin.

7:18 Director's Report – Jan

Jan advised the group that she has received help from volunteers on all aspects of her Office Update Task List. She sends out a big Thank You to everyone.

The group discussed the copier service quote that Karen recently emailed to everyone. It would take around \$800 to get the machine "up to speed" before signing a contract. The contract up-front fee is \$1,300. Kirsten, Jan and Karen formed an ad hoc committee to review the contract details as well as our realistic copier needs to determine the best solution for our school.

Jan announced that in-house registration is coming up next week. She mentioned that an informal poll on the Monday and Tuesday Toddlers classes was done to see who is intending to return next year. She found that the Monday toddlers were 100% "yes", while the Tuesday

class was 100% “maybe”. Judging from this informal poll, Jan concluded that we would most likely only offer one Movers class.

Jennie added that for the Movers class, she would estimate that at least 50% of the class will return in the fall as Groovers, so there will most likely only be one Groovers class.

Jan Presented a draft of the 2010-2011 School Year Schedule as follows:
(times not exact!)

Tuesdays- Explorers- 9-11

Thursday- Toddlers- 9-11

Tuesdays and Thursdays- Movers 11:15 to 1

M, W, F- Groovers- 10-12:30-ish

Tuesdays- Baby N Me- afternoon

If the decision is made to add any more classes, this schedule allows for that flexibility. The group discussed the Groovers start time and did not come to a formal conclusion; Jan will be making the final decision.

Jan mentioned her idea for a future ESL class.

7:39- Financial Outlook: Kirsten

Kirsten announced that another request for financial aid has come in for \$120 (\$30 per month, for four months). Our budget for the year is \$2,000 and our YTD figure is \$2,275 YTD. Thus we are over our budget, but the amount over budget can be taken from our reserved funds. The board voted and the motion to use reserved funds for the overage was approved.

7:47 Website Update: Dana

Dana announced that there will not be an Auction Donations Form online this year, due to limitations with Wild Apricot. The procurement form and cover letter is online under the public section. Dana reminded PCs to tell their classes that the Auction information is located on our website. The Members-only site holds the donation Google Docs.

Dana, as well as others on the board, have been asked why the class schedule is not currently posted online. The decision to keep the schedule private was made in the past, on the basis of security issues with regards to domestic dispute issues. The group discussed the issue and it was decided that the class schedule should be published on the public portion of the site. Next school year’s schedule will be published on the website once it is published by Jan.

Dana reminded PCs that they should encourage parents to take cameras on field trips and to email Dana the pictures, and a short blurb on the outing, afterwards. This is a fun way to remind parents that our field trip funds are being used and enjoyed.

Dana asked this week’s Pamper Me group to write up a few bullet points on the organization segment for the next newsletter. Erica volunteered to do this.

Jennie asked about the need to check the instructions box that you see on the Auction ticket purchase form online. Dana clarified that you do need to check it and she will add a note prompting the user to do so.

7:58 Facebook Update: Karen

Karen advised the group that the Facebook committee created a fan page and meant to create a business / non-profit cause page. This type of page allows you to include such features as fundraising, event notification, and education awareness. Karen will work with Carly and Cindy to update the Facebook page.

8:03 PAC Report: Karen

Karen announced that John Medina is the speaker for March 23rd, and tickets are \$5 for non-members.

Karen asked the group if they had received any feedback from the Preschool Preview night on Jan 7th. Jan said she has not received any. Amy said she attended and noticed it was very busy. Amy mentioned that she thought the Coop display could have been better presented. There was a lot of information about SCC, but not about the individual preschools. A table costs \$300, so we did not purchase our own table. The group agreed this was a missed opportunity, and may consider attending next year.

Karen reported that the cooperative effort with PEPs is continuing. Barbara and Shae have met with PEPS and their website will be linked to the coops websites and vice versa. They are looking to build a speaker pool for themselves and looking for teachers to volunteer to give short talks/presentation to PEPS groups.

808 Parent Coordinator Reports

Jessica- Baby N Me- absent

Erica- Explorers- their Auction project is an adult-size rocking chair that will be painted and decorated. It was mentioned that the PC needs to update the Google Docs with Susie's (new family) information.

Julie- Monday toddlers- their Auction project will be a Train/Activity table.

On a side note, Jan will check with the Grandparents Committee to see what the craft project will be.

Amy- Tuesday Toddler- Amy mentioned a potential new member, and one drop from the class because the family has moved. Overall the class is going well, and they have some plans for Valentines day. Their Auction project is PCV pipe kits.

Everyone was reminded about the update procedure for new families and drops: the PC makes the change to Google docs, and also emails Cory, Kate, Scott and the Board. The email is

necessary because, upon updating, Google docs sends an email that “an update has been made” but you cannot tell what the update actually is.

Karen reminded everyone to price their auction items at retail, or fair market value. The Committee cannot change or create a price for you.

Jennie- Movers- Jennie commented that they recently switched parent pairs and work days, although they have not seen results yet. It appears that people are making more effort. The auction project has not been decided yet.

Julie and Janet-Groovers- They are considering two choices for their Auction project: a play dough kit, complete with a recipe and cookie cutters, or a photo-type project. Janet noted that the Groovers are enjoying a fantastic curriculum: “Second Step” discusses emotions and “Writing Without Tears” encourages literacy skills.

The group was thanked for their diligence so far and reminded again to clean up after classes.

Janet reminded the group on some upcoming dates when there will be no classes: Mid Winter Break is the week of President’s Day Feb 15-19 and Spring Break is April 19-23rd. It follows the Shoreline School District Calendar.

8:33 Auction Update: Shannon

Shannon created an Auction Ticket Sales Tracker Form. The deadline for sales is Friday March 12th. There will still be tickets sold at the door. Shannon has two more caterers to meet with before making a decision. There will be a Ticket Sales Competition between the classes, the prize will be a pizza party, or rollerskating, or something similar, for the whole class.

Shannon mentioned that Great Wolf Lodge is not able to offer a donation, but can offer half-off room rate deals for non-profits. She will double check the details and do a short write up for Dana to include in the next newsletter.

Jennie offered to do the data entry job for the Auction that was recently vacated. Thank you Jennie!

Dana mentioned that online tickets are will-call tickets at the event but you can pick up physical tickets if they are wanted by coordinating with Jennie Blockhus.

8:44 Action Items

Regarding the School Evaluation, Karen, Jan and Janet worked together to create the written evaluation. They will be completed by parents in-class. The evaluation will be based on NAEYC standards covering: yourself, the school, the environment, and the instructors. The results will be used to make positive changes for our school! The survey will be distributed last week of Feb or the first week of March.

Janet reminded the group that Open Registration for current members is February 8th and the registration to the public opens February 27th.

Jan will send out an "Announce" regarding In-House Registration. She will outline the class schedule, the February 8th through 26th dates and will mention our "first come first serve" policy for those classes that are reaching max capacity. A Wait List will also be an option.

Janet reminded the group that there will be no Business Meeting before the February 10th Parent Ed session, and thus no snacks needed from Explorers.

The group discussed the inconsistent, and confusing, start times for Parent Ed Meetings. The Board decided that every future Parent Ed Meeting will begin at 6:30pm, and will include a Business Meeting.



**Shorenorth Co-Op Preschool Board Meeting
March 10, 2010**

Present: (11) Jennie Blockhus, Dana Acevedo, Janet Markwardt, Shannon Spurgeon, Erica Graeff, Amy Stackhouse, Jessica Gessinger, Carly Stackhouse, Karen Kessinger, Cindy Bouchard, Julie Ballard

7:05 Janet called the meeting to order

7:06 Pamper Segment: Jennie Blockhus

Jennie presented a unique way to compliment people in our lives called "The Language of Virtues". She provided a handout on this topic from www.virtuesproject.com and www.heartofeducation.net.

7:13 Approval of February Board Meeting Minutes

Janet initiated the motion to approve the minutes; Jennie seconded. February Board Meeting Minutes were approved.

7:14 Cindy Bouchard: Robert's Rules and Having the Floor

Cindy gave a brief update, at the request of Jan, on our meeting etiquette. When we have an agenda and someone has the floor, everyone was reminded to be respectful of the current speaker. Once that person is done, he or she should connect with Janet and Janet can guide the group for more questions or comments if we have time. Cindy reminded the group that some people tend to be more of a "step forward" or "step back" personality, and those that step forward a lot could tend to get burned out. This can apply to talking as well. Jan wanted to provide this small presentation as a reminder to everyone so everyone's time is well utilized during our full-agenda meetings and the group is benefitted by including everyone.

7:17 Director's Report from Jan

Jan provided her director's report via email as she was unable to attend the meeting. In summary, she reported that the Open House Shorenorth hosted in February was a great success; approximately 30 new families attended. As a result of the Open House, we received new members for the Baby N Me and Movers Class, and added registrants for next year's Explorer and Toddler Classes. The most significant outcome of the Open House was the realized need for two Movers Classes. The new Movers Class will be offered MW from 9:15 to 11:00am. It takes at least 12 students to run the Movers class, and we have a tentative 26 families that are interested for next year. On another note, Jan thanked Kirsten and Janet for attending a late night Treasurer Training with her at Shoreline Community College. They learned more about budgeting and running our non-profit business. Jan advised the group that we will soon be projecting our 2010-2011 Operating Budget. When they entered the new Movers class into the Income column of our budget, the numbers revealed that we may be looking forward to the need for less fundraising next year. This will be further discussed at the May Board Meeting. Jan thanked everyone again for all their hard/caring work that they

give to our school!

7:20 Board Nominations

Carly passed around nomination forms.

Janet advised the group that we will have a lot of members next year. The group considered the idea of having two people per coop job for those jobs that are more time consuming / intensive. Specifically, it was mentioned that perhaps we could have two and three PCs for Movers and Groovers classes, respectively, so there is a PC for each day. Janet proposed an idea for our Board Theme for next year: "Gratitude from the Top Down".

Janet mentioned that a Registrar is a Board position in other coops and this will be added to our Board next year. Will the Newsletter Editor and Website Manager be the same job? Dana thinks the Newsletter Editor does not need to be on the Board, but the Website Manager should be. Janet agreed. Dana mentioned that she was going to put the Orientation Video on U-Tube and Jan was unsure if we could keep it private. Perhaps this could be posted to the private part of our school's website.

7:25 Jessica Gessinger: Faculty Report, Shoreline Community College

Jessica and Jan recently attended a Parent Ed Program through Shoreline Community College. The retreat started with a visit to Hilltop Preschool, a drop off preschool in Queen Anne. Jessica reported that their environment was inspiring. They write a lot about their processes regarding projects that they do. Each child creates a book that they take home at the end of the year or project. Then they visited a Girl Scout Camp in Carnation. Barb Yasui presented a professional development segment on an anti-bias curriculum. In brief, anti-bias curriculum is encouraging children to think about and accept physical differences in people at an earlier age than past generations have. Children notice physical differences, such as skin color, facial features, etc at a very early age, and this curriculum encourages parents/teachers/educators to talk about this. It also encourages adults to think about their own specific upbringing regarding this topic and how they could or would present this in a different way to children in their lives now. The Faculty Meeting had a suggestion circle, and the group discussed ideas on how to avoid burn out, and share responsibilities. The Early Head Start Class Jan is doing at Wonderland is having a slow start, but is moving along.

7:33 Financial Outlook: Kirsten absent, Janet reported

Janet advised the group that Shorenorth has a healthy reserve fund because of our fundraising. Leslie suggested putting three months worth of Operating Budget aside in a 6-month CD, as a sort of "Emergency Fund".

7:35 PAC Report: Karen Kessinger

For our Parent Ed Night, John Medina is presenting at SCC on March 23rd, and there will be room if you want to invite a friend for only \$5. If you want the 12 Brain Rules for your reference while he is speaking, you can print them out from Karen's email.

Karen can give you information if you are interested in being the PAC Rep next year. The meetings are held at Lake Forest Park Coop. They are working on the all-board meeting with the local preschools. It is June 7th for all 2010-2011 Board Members.

7:40 Member Retention: Jennie Blockhus

Jennie suggested earmarking some smaller coop jobs for newer members. As an example, she thinks a particular coop member was recently overwhelmed. This member

started on a day that was Jennie's drop off day, so she, Jennie, did not get a chance to connect until a few weeks later when this member was already overwhelmed. Julie agreed and said she was very challenged by being a Movers PC; she agreed the multi-day classes needs a PC for each day. Karen suggested a grace period for new members, perhaps one month. Cindy suggested that it would be helpful for PCs to have an initial training session for everyone. Shannon recommended having PCs take new members around the school, like having an advocate for the day. Karen suggested a mid-year orientation for new members. The group discussed the inefficiencies of the paper registration process. For example, it can take weeks for new members to have the group email and website access. Also, sometimes the PC does not get formal notice for a few weeks that they have a new member. Dana thought we could have a tear off slip on the registration form that includes the necessary information (name, child's name, child's DOB, email) to get the person into the computer and email system before all the paperwork is processed. It was recommended that there needs to be a new coop job for the Listserve updating. Jennie and Erica thought we should have a new member packet for those that join mid-year. It was mentioned that this should be a pdf too. Julie suggested a class meeting prior to our next speaker. It was agreed that for our April Parent Ed Night we will have a School Business Meeting and then a 15 minute Class Meeting for parents in that class to connect. It was discussed that the Membership / Retaining / Welcoming position may be a two person coop job.

8:06 PC Reports

Jessica- Baby N Me Class – the class now has 6 members! And one new member is coming next week. There is a field trip to the Creative Dance Center field trip for this class, scheduled for April.

Cindy- Explorers- The Family Dinner Out at Spiros a few weeks ago was a great success. This class has had 4 new members in the past month. Cindy recommended that the PCs help encourage the Care Person to be active, especially in the beginning of the year. This class is painting a rocking chair for the Auction Class Project. Everyone loved the family outing idea.

Julie- Monday Toddlers- This class is creating a Train Activity Table for the Auction Project and it is coming along. During mid-winter break some of the class got together at Carkeek Park.

Amy- Tuesday Toddlers- This class has one new member. Their Auction project is three pipe construction sets.

Jennie- Movers- The auction project is a planter and/or handprint art. The Groovers class is going to be a full class next year.

Julie- Groovers- Julie reported that this is a fun class. Auction project is a play dough activity kit.

8:23 Auction Update: Shannon

Shannon asked the group for assistance in solving the Check In / Check Out issue which involves the need for skilled personnel. This process includes four tables of computers, where each guest will get a bid number and a file created when they check in, and then once they check out, payment is done at the same place. Janet said that we need volunteers to help at the Check In / Check Out and it was recommended that we pay one

skilled person, Sue, to be the one in charge.

Janet advised the group that people cannot check out until the live Auction is over; the software will not let this happen until the live Auction is closed. It was recommended that the Lake Forest Park volunteers would be needed mainly in the beginning for check in and in the end for check out.

Shannon said we have 12 volunteers from LFP for our Auction. The group talked about asking local high schools for volunteers to help clear dishes and take down the decorations. Cindy will ask Shorewood High School.

Shannon spoke to the caterer today and his deadline for providing him with our number of people is the Tuesday before the Auction. The last day to buy tickets online will be Sunday March 21st. Shannon reminded PCs to talk to their parents about donating to the Auction- what skills can they donate? So far we have about 100 items and last year we had 200.

Shannon will work with the Auction Committee and Dana to put a little preview summary on our website of some Auction items.

Shannon will be meeting with Dan and Heather Saturday morning.

Janet advised the group that all Classes need to have a one class decorating "party". Dan is coordinating the decorations. The Class Auction Coordinator will let their classes know what they will need to do. Some of it may need to be done before and most of the work will need to be done the day of. Organizing and tagging the Auction items can be done before.

8:59 May Board Meeting

The 2009-2010 and 2010-2011 Board Members will be present at the May Board Meeting; Dana will take the minutes if Erica is not present.

9:02 Facebook Update: Carly

Carly asked for volunteers to continue to work on it. The group agreed that this is a good summer project for an ad hoc committee with the goal of being launched by September's 2010-2011 orientation.

9:04 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
April 7, 2010**

Present: (13) Jan Burnham, Dana Acevedo, Janet Markwardt, Shannon Spurgeon, Erica Graeff, Amy Stackhouse, Jessica Gessinger, Carly Stackhouse, Karen Kessinger, Cindy Bouchard, Kristin Johnson, Shellie Fredrich, Kirsten Braun

7:07 Janet called the meeting to order

Janet advised the group that this is the last "Old Board" Meeting; the next New/Old Board Meeting is at Jan's house on May 12th.

7:09 Approval of March Minutes

Shanon moved to approve the minutes and Karen seconded; the March minutes were approved.

7:10 Pamper Me Segment: Dana

Dana made a short presentation on "The Skinny on Chocolate". She covered the harvesting process, health benefits, and uses of chocolate. She provided everyone with a Floating Bath Soak bar that includes cocoa butter. Thanks Dana!

7:20 Director's Report: Jan

Jan is working to become a certified "Music Together" teacher and receive the license. It is \$37 per family for three months for once a week sessions. This would cost Shorenorth about \$2,000 for an entire year. Someone mentioned that Shoreline Parks and Rec offers the class for a 10 week session for \$130, and private classes are \$105 per month. Thus we would be getting a good deal for the price we were quoted. Jan described her vision as viewing ourselves as "music producers", not just "listeners"; this program encourages musicality in everyone. The program provides CDs and the words to songs for everyone. Jessica may go to a three day class this summer for certification. Jan had written a short summary of Music Together in the Auction Program.

Jan proudly announced that the Groovers class now can sit in a circle and sing their name during the "hello" song. This is a great accomplishment and a big development for this class.

Jan made a recent purchase for our circle time- a forest green carpet with a distinct gold circle. This will help define the space and hopefully encourage more circle time participation; our

current carpet can be too visually stimulating to kids. The carpet is about \$700 and the funds will come from retained earnings. Our carpet will be offered to the Shorenorth Community first and then would be open suggestions of giving it within the Shoreline community, then we would consider listing it on Craigslist.

Jan provided the group with a Registrar Report: There are 14 Tues/Thur Movers and 13 Mon/Wed Movers already signed up for next school year. Hooray!

7:35 Website Ideas / Suggestions / Survey for next year: Dana

The Website Manager is not a board position next year. What vision do we see for our website next year? Is it active or passive? An active website could have syllabus, Parent Ed information, etc. A passive site would function more for public marketing and the private information would be accessed through the private part of the website. Dana asked everyone present to complete a website survey.

7:41 Financial Outlook: Kirsten

Kirsten clarified that discretionary items (which all comes from fundraisers, not tuition that we receive from members) includes: Bonuses, professional development, publications, class supplies, toys and equipment, field trips, office supplies, cleaning, and maintenance.

The Board needs to determine how our fundraising vision should look for next year. We need to make decisions before the end of May. Leslie suggested a Read-A-Thon as a fundraiser, traditionally this brings in about \$4,000. Recent discussions with Leslie also included having a “reserve” or “emergency fund” that would include about three months worth of operating expenses. Three months would be around \$21,000. Another option was to add up our fundraisers and the deficit would just be divided by all the members and they would write a check in the beginning of the year. Then our fundraising would be covered for the entire year. Discussion included the benefits of a co-op, which centers around a community, and especially since the Auction is our only community-centered event, versus cutting a check. Another suggestion was a carnival, which would include children. Another co-op preschool, Shoreline, hosts a carnival which brings in about \$10,000 annually. It was observed that this carnival is about as much work as our auction. It was also mentioned that it might be fair to say that the majority of Auction attendees are Shorenorth families, while the carnival is more public-oriented. But perhaps a carnival reaches out to more community members. Another thought was that if we hosted a carnival, it could be considered “competition” with the other coop preschool. The initial capital investment into a carnival would be quite large. The Shoreline Co-op carnival is a Harvest Carnival in the fall, which is a big draw to families with children because it is somewhere else kids can wear their Halloween costumes.

8:04 Auction Recap: Shannon

**The Board gave a big thank you to Shannon to a job well done!
THANK YOU, Shannon!!**

Shannon feels that things could be scaled down a little bit next year and make the evening just as fun. It was suggested that perhaps we could find a new auctioneer for next year. Shannon said she will be the Auction Coordinator next year. Hooray, thank you Shannon! She recommends starting planning earlier next year. One comment was to have a few small items (\$50, etc) in the live auction, to encourage more participation. Another comment was it would be worthwhile to continue the auction for next year but put more effort into bringing more of the community to attend. Clean up was done in record time this year!

8:24 PAC Report: Karen

The John Medina event was well attended and PAC made \$325 from this event. The All-Board Meeting is Monday June 7th from 7-9pm in the library. This is for new and returning board members.

8:26 Baby N Me: Jessica

Jessica announced that their field trip to the Creative Dance Center is next week. The lady with twins decided not to join now, but will wait to join the Explorers class in September.

8:28 Explorers: Cindy

We have had three new parents and four new kids over the past few months. The class has really grown this year.

8:29 Monday Toddlers: Shannon / Dana

The class is going well. There are some pictures of this class in the upcoming newsletter.

8:31 Tuesday Toddlers: Amy

Carly mentioned that the kids seem distracted at snack and circle time. The Creative Dance Center field trip is coming up on April 20th.

8:35 Movers: Kirsten

The class seems to be working well, but with some continuing issues. They did a recent field trip to the NW Puppet Center, and it was a fun experience. Kirsten also reported that they had one person join and then leave within a short period.

8:36 Groovers: Kristin

The parents and kids are working and playing together well. They have had a number of great field trips. Some people are not making sure they have subs when they need them. This is very important on how the class will run that day and needs to be addressed.

8:39 Joblist for 2010-2011

Janet said Kate will have the list of jobs available at the Parent Meeting next week. Parent Coordinators were discussed at length. The decision was made to have a PC "in charge" and then "PC helpers" who will be ambassadors for each day of class.

Janet advised the group that the Parent Ed speaker is next Wednesday, April 14th. The coordinator wanted to know if we could put \$25 toward a Starbucks gift card for this speaker. The Parent Meeting will start at 6:30pm by discussing the Jobs for next year and then will break out into class meetings. Agenda could include: upcoming cleaning, the August Shoreline Parade, Auction feedback and Summer Playdates. The Explorers parents will bring snacks.

Janet announced that May 15th is the all-school picnic at Shorenorth from 12pm to 2pm. Shorenorth will provide drinks and the rest of the food will be potluck.

It was announced that the Shoreline Summer Concert Series is scheduled to occur every Tuesday from 7/6 to 8/10, alternating between Hamlin Park and Richmond Beach Park.

9:00 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
New Board/Old Board
May 12, 2010**

Present: (15) Jan Burnham, Dana Acevedo, Janet Markwardt, Shannon Spurgeon, Amy Stackhouse, Jessica Gessinger, Carly Walker, Karen Kessinger, Cindy Bouchard, Kristen Johnson, Shellie Fredrich, Kirsten Braun, Jennie Blockhus, Kate MacBriar (+ Joaquin), Lisa Painter

The meeting was preceded by a taco-bar meal/socializing event.

8:25 Janet called the meeting to order

8:26 Janet gave tote bags to the old members as a thank you.

8:27 Approval of March Minutes

Amy moved to approve the minutes and Jennie seconded; the April minutes were approved.

8:28 Director's Report: Jan

Jan gave a heart-felt thank you to the 2009-2010 board members. She expressed her gratitude for the smoothness with which the board transitioned since the majority of the board this year was new to the board. She said a few words about each "outgoing" board member (though many are returning). Janet has been instrumental to setting a new tone for the board and as a natural caretaker really put an effort into helping us take care of ourselves and others. Carly excelled at organizing our speaker schedule and coordinating with other co-ops to share speakers. Kirsten, who for four years flew low on the radar, was a shining star with her punctuality and ability to stay on top of the school's finances and institute new fiscal policies. Jennie made people feel like they belong with her million dollar smile. Shannon did an amazing job with the auction – she threw an incredible party, fostered a sense of community and raised funds for our school. Dana volunteered for everything and produced a great newsletter. Karen, in a class of her one, has been on the board forever, is on Jan's speed-dial and is a great go-to person. Amy helped create a cohesive Toddlers class with her high energy and warm and loving nature. Shellie made the marketing position what is and created a position that will now be passed off to somebody else. Kristen stayed on top of communicating in the Groovers class and Jan relied on her solidness to create cohesion in the 3-day class where you only ever see

one-third of the class at one time. Jessica said kind words about Cindy – she stayed on top of things in the Explorer class and created a sense of community in that class, the majority of which is now moving on together. Amy, Shellie, Cindy, and Kristen will not be returning to the board next year – we'll miss you! Jan gave a gift to each "old" board member.

8:55 Pamper Me Segment: Kristen

Kristen handed out paper for each of us to write letters to ourselves including reflections on this year, goals for next year, messages to our children. Kristen then collected them and SASEs and she will mail them to us in September. Thanks Kristen!

9:05 PAC All Boards Meeting: Karen

The PAC All Boards Meeting, required for all incoming board members, will be June 7, from 7-9pm. PAC is still looking for somebody to speak on what it means to be a non-profit.

9:10 School Picnic

Board members signed up for shopping, set-up, and cleanup.

9:14 Fundraising choices for 2010-2011

There was a discussion about whether to do an auction next year. Jan informed the board that the 2009-2010 board sets the budget for the 2010-2011 board. Many commented on the importance of the togetherness and fellowship created by the auction event. Amy commented that while the auction was a lot of work she preferred it to more frequent smaller fundraisers which create year-long fundraising pressure. Dana suggested trying to keep gross profit the same and reduce expenses to increase net profit and to perhaps consider an additional fundraiser to fill the gap if the auction doesn't raise enough money. All those present voted unanimously to do an auction again next year.

9:29 Thank you's to Instructors

Cindy said a few words about Teacher Jessica who she called a rock star, someone who came in and filled Jan's tall shoes well. A real joy who was always prepared and facilitated great parent ed discussions that the parents fought over who got to go to discussion each week.

Amy spoke about Teacher Jan – how lucky we are to have an amazing teacher, a glowing light who is mobbed by the kids and is also the public face of our organization. Jan has set the bar really high. Kirsten tells her children how lucky they are to have had Jan as their first teacher. Karen said Jan has made us all the parents we are today.

Jan, who loves to cook, said that you can only be a good cook if you have good ingredients and thanked the board for being such good ingredients.

9:41 Meeting Adjourned