



**Shorenorth Co-Op Preschool Board Meeting
2010-2011 Board Retreat
August 28, 2010**

Present: (16) Jan Burnham, Dana Acevedo, Janet Markwardt, Shannon Spurgeon, Jessica Gesinger, Karen Kessinger, Erica Graeff, Kirsten Braun, Jennie Blockhus, Kate MacBriar, Lisa Painter, Misty Berg, Lisa Pang, Ann Hayes-Bell, Jen Rioja, Cory Peterson

Janet welcomed everyone to the 2010-2011 School Year.

Janet and Jan led the group in a discussion about Meeting Protocol / Robert's Rules. Everyone was reminded to stay on topic and let a speaker have their time to speak. One goal for this year is less interrupting. When a speaker is finished, he or she will ask "Are there any comments or questions?" If the comments or questions are unusually lengthy, the Chair may recommend an ad hoc committee be formed to address the topic. The Board will continue the tradition of the time keeper during meetings. Janet reminded everyone how we utilized every minute of our 2-hour block for Board Meetings last school year. She noted that we always have a detailed agenda that requires the entire two hours.

Jan discussed what it means to be a non-profit business. As Director, Jan's goal is to keep the mission statement healthy and active.

Current Shorenorth Mission Statement:

To support the amazing families of Shorenorth by guiding the operation of the school through leadership, modeling and participation. Jan's vision for the board: "We are navigators of the Shorenorth plane- there may be turbulence but we know where we are going." This Mission Statement will be reviewed and updated and will be adopted during the first Board Meeting in September.

Jan has a goal to create a three-year plan and requested help from the Board in the form of ideas and goal setting. This will be on the September Board Agenda. We will also be reviewing our projected income from last year and will be setting goals. Some of the duties of the Board include: financial outlook, budget and planning, organizational planning, recruiting and orienting new board members and assessing their performance, enhancing public standing for our organization (parade, t-shirts), supporting the director and assessing her performance, and assessing programs. The legal responsibilities of Board members include: the duties of care, loyalty and obedience. Our actions support and enhance the school's mission statement. Jan

advised the Board that as members, we are indemnified: State of WA RCW says we are not held liable because we are participating with good intention.

Jan would like to update our bylaws this year. They need to be included in our WA state taxes.

Jan asked for the Board's help in defining goals for our school.

Janet asked the Board to think about their top three goals and dreams for Shorenorth, and bring them to the first meeting. One example is the Green Team, which was Jane Wiebe's vision. This is a great example of one person creating big change.

What are our goals? Jan and Jessica will present this to the Board in September.

The Executive Board needs to discuss the Scholarship Policy- % offered, and whether or not to carry over to the next school year. The Scholarship Form needs to be updated and provided to PCs, and added to the website.

Janet overviewed last year's theme, "Pamper Yourself". Jennie talked about the meaning of virtues. This year's theme will be "Gratitude". Janet passed around a handout about virtues. Names will be drawn and Board members will write about the person they choose. There will be a few names drawn each meeting.

Shannon gave a brief overview on Fundraising this School Year. The "First Ever Shorenorth Movie Night" will be in the gym on September 24th. This event will be open to the community. The movie chosen is Wall-E. Doors open at 5:30pm, the movie will start at 6:00pm. Donations will be accepted. This will be marketed as a fundraiser. Poster and paper flyer will be created in time for the Monday Parent Orientation.

2010-2011 School Calendar

The first Board Meeting is Sept 8th. Janet reviewed the calendar with the Board. Kate will work with Dana to make a Google calendar to post on the web. It was suggested that whenever a date is written, that the day is also included. Dana reminded PCs that the class pages are there to aid class members.

At Orientation Janet is going to ask Jennie and Ann to speak and create a skit about non-discussion parent's role during Parent Education. It is crucial that working parents minimize chatting and focus on the children while the other adults are engaging in Parent Ed.

The Orientation will start in the library and then will be broken into class meetings. PCs will address a list of topics with their classes, and then everyone will have a Tour. Jan will be in Room C: hand washing, bandaids, etc, Janet will be in Room A: drama, loft, clay, paint, cleaning supplies, Jessica will be in Room B: job charts, bulletin board, snack, garbage, cleaning, utensil storage, etc. Each class will spend seven minutes in each room. The Orientation will be filmed for those parents that cannot make Orientation or join later in the year.



Shorenorth Co-Op Preschool Board Meeting September 8, 2010

Present: (16) Jan Burnham, Dana Acevedo, Janet Markwardt, Shannon Spurgeon, Jessica Gesinger, Karen Kessinger, Erica Graeff, Kirsten Braun, Jennie Blockhus, Kate MacBriar, Lisa Painter, Misty Berg, Lisa Pang, Ann Hayes-Bell, Jen Rioja, Cory Peterson

7:00 Janet Welcomed Everyone

Janet passed around a snack sign-up sheet for the future board meetings and a snack sign-up sheet for PCs to sign classes up for bringing snacks to Parent Ed.

The Monthly Gratitude project during the board meetings was discussed. One person's name will be drawn at the beginning of the meeting and the Board members will write virtues on a card for that person during the meeting. Near the end of the meeting it will be presented to the honored person.

Janet presented flowers from the group to Jan for her birthday next Sunday.

Janet reminded the group about Robert's Rules during the Board Meetings.

7:08 Approval of the August Board

Dana moved to approve the August Minutes, Karen seconded, and the Board agreed. The August Board minutes have been approved.

7:09 Jan's Director Report

Jan discussed working closely with Kirsten this year to review and understand the finances more thoroughly. Jan asked everyone to approach this year with a more positive attitude, and a problem-solving approach. In her words, "think fresh and happy". Jan advised the group that she bought some snacks for Ron Jones, principal and the district liaison for the building and Trudy Gerns, the secretary. This act of gratitude was to thank them for all that they do for our school, and it comes from the Sunshine Fund.

Jan reminded the group that there are a few back-to-back classes this year. Please remember to allow the previous class to exit before entering the classroom.

Dana asked if the nut policy should include foods that were "made in facilities that process nuts". In general, the group consensus was that many packaged foods come with this warning on the

labels. Avoiding all foods with this association would be challenging. Janet asked PCs to make sure they understand food allergies within their class.

Janet reminded the PCs to make sure that all the parents have returned their forms.

Ann asked about the field trip policy. She voiced concern that 7-8 field trips per school year are a lot of field trips. Jan explained that the field trip days are alternated. She also mentioned that if classes are resistant to field trips, the number of them can be reduced. She added that she has seen classes bond well during and after field trips. She has a binder of suggested fun field trips. Karen reminded the class that field trips cannot go to a place where individual waivers have to be signed, such as Pump It Up.

7:23 Kirsten's Financial Review

Kirsten told the group that she will forward everyone some information from the SEC to provide some guidance in reading financial statements:

<http://www.sec.gov/investor/pubs/begfinstmtguide.htm>

The balance sheet explains what the company owns and owes and the income sheet explains the money we made and where we spent it. The balance sheet covers assets, liabilities and capital. Kirsten told the group that the Current Liabilities section on our balance sheet shows that we have increased our emergency reserves to \$19,000 which is roughly three months worth of operating expenses. The Capital section (under Liabilities and Capital) includes retained earnings. As a non-profit, we spend what we earn.

The Income Statement explains or tracks the money that we have earned and the money we have spent. The bottom line, Net Income, reveals if we have a net profit or a net loss. Kirsten explained the Sunshine Fund is for gifts to people that have provided us with a "free" service. The Board or one of the instructors decides to provide the person with a gift certificate or flowers, etc.

Kirsten has already received requests for over \$5,000 in financial aid, and our scholarship amount is only \$3,000, up from \$2,000 last year. Jan suggested that the Executive Board discuss this issue.

Kirsten asked the group to discuss a copier replacement. We cannot afford the service agreement on the current copier that we have. Karen said that the copier is so old, that, unfortunately, the trade-in value is very low. Dana asked if we could keep the copier until it breaks, and then make the necessary decisions. Jan said they would form an ad hoc committee to continue this conversation.

Kirsten asked the group to consider opening a PO Box for the school in order to receive bills and mailed monthly tuition. Right now the mailing address is Jan's house. Jan has reservations about opening a PO Box because it is not inconvenient for her to bring the school's mail to school with her. She also mentioned that the Board members change and this would cause security issues with the PO Box. Kirsten mentioned that it would be more convenient for the

financial business of the school. Janet recommended an ad hoc committee for the mailbox and copier issues; Karen, Kirsten, and Jan will make up the committee.

The group discussed the Board's Mission Statement. Suggestions included perhaps adding another sentence, or changing the word "modeling". Ann suggested that more time needs to be spent on the Board Mission Statement but it is not timely right now. It was mentioned that this has been our stand-in for over a year. Shannon, Ann, Kate and Jessica will form an ad hoc committee for this issue.

7:54pm Shorenorth Goals and Dreams:

Janet discussed dreams and goals for the school. Jessica has an idea to show gratitude throughout the school. She suggested giving someone a handprint with a "thank you" inside to post on the bulletin board to the right of the office. The supplies for doing this will be available there, and can be done anonymously. This could be called the Gratitude Tree. The group discussed a three dimensional tree made with brown paper. A color scheme following the seasons was recommended. Karen, Lisa Painter and Kirsten will assist Jessica on an ad hoc committee.

8:00pm Updating Shorenorth's By Laws- This will be put on the October Agenda.

8:01pm Parent Coordinator Reports

Jessica: Baby N Me Class

There were five babies at the class yesterday. The class was very open; they sang and did baby yoga.

Cory: Explorers

Their first class was yesterday. True to their name, the whole class was really into exploring. The kids loved the mats, the sensory table, and the music time. The class has 13 members.

Jen: Toddlers

Most Explorers have transitioned to the Toddlers class. Their first class is tomorrow and all are looking forward to seeing Teacher Jan.

Lisa: T, Th Movers

The class met yesterday. The class has 16 members and is quite enthusiastic. Lisa reported that most of the kids participated in circle time.

Ann: M, Wed Movers

The first class was today, and it was very pleasant and fun. There were a few new people to Shorenorth, everyone seemed confident and happy. Every kid gave Teacher Jan a hug after the Goodbye Song. The class has two spots open.

Kate: Groovers

The Groovers class has 19 children. Today was their first class of the year. Kate thinks the new circle time rug is serving its purpose. The class is working out some kinks in the schedule

regarding parent work days. Kirsten mentioned that lunch time worked out really well. Dana commented that she thinks the Music Together curriculum is making circle time work well.

8:13pm Lisa: PAC Report

Karen needs to forward the speaker list to Lisa.

Karen asked Dana to put the Board Roster into a Google doc since it prints out misaligned as a web page.

Lisa talked about community outreach. The Open House would be where we would show our connection to the Shoreline Community College. All coops connected to Shoreline CC would participate. Kirsten asked if that was advantageous to do. Janet thought having a second Open House would be confusing. It was suggested that the name should be different. Karen mentioned that the Lake Forest Park Farmers Market has an open spot where non profits can set up a small area to promote their program.

Regarding Emergency Preparedness Supplies, Lisa will discuss this with the PAC committee at the next meeting. She will find out what the other coops are doing.

8:20pm Shannon: Fundraising Update

Wreaths are coming up soon and Shannon will update us at the next Board Meeting.

Regarding the Auction, SCC said they would give us the same “deal” as they did two years ago. This includes free rent and all linens/flatware/glasses, etc. They will only charge us for food and beverages. The Auction will be held April 2nd at the Shoreline Community College. The theme this year is Spring / Secret Garden. The theme will be further clarified in the coming weeks. Erica offered her husband Jon’s expertise is designing the Auction logo this year.

Regarding Movie Night, Lisa mentioned that the Academy of Pediatrics recommends no popcorn for children under the age of 5. Other snacks, such as Pirates Booty, were discussed for Movie Night. The group decided to not offer popcorn at the Movie Night. The flyer says that you may bring dinner. The school has to be accepting if a family brings their own popcorn. Because this is a community event, and the flyers are already printed, we cannot ban popcorn brought from home. It was clarified that the No Popcorn Policy in the handbook is for shared snacks. The group decided to do homemade snacks for the Movie Night. It was recommended that all the members should be invited to bring snack to sell as a bake sale item. It was suggested that PCs ask parents to sign up for bringing an item. It was clarified that there is no opt-out fee for the Movie Night.

Shannon found a reasonably priced, good quality printer for the Movie Night flyers.

8:42pm Janet reviewed Action Items

She reminded PCs to remind their classes that Co-Op Job sign-ups are due by Friday September 24th. Janet also reminded the group that NAP Day is going to be October 16th. Because of low attendance in the winter and spring NAP days, these were cancelled. In lieu of these two nap days there will be a community dance event and a community sing along event. It was suggested

that a scavenger hunt during the NAP Day could be fun. Dana suggested increased advertising for the NAP Day. It was suggested to pass out paper invitations for NAP Day.

8:50pm Upcoming Important Dates

Janet reminded everyone of upcoming class photo dates and times. It was reminded that if you miss your day of photos, you can bring your child to another class time.

The Groovers parents will be bringing snacks to the October Parent Ed.

On the theme of gratitude, Janet suggested providing the new member, who designed the Wall-E Movie poster, with two movie tickets for him and his wife.

Dana told the group that she will be meeting with Scott next week. She asked the group if they had any suggestions or questions for him. As a green school, we would like to utilize the web site as much as possible. We are not going to eliminate paper. Karen asked Dana to ask Scott to check into the Shorenorth.org domain. Jennie mentioned that no one uses the forums. Dana agreed and will have Scott eliminate them. She reminded everyone why the school has decided to utilize Google docs. As soon as a hard copy file is sent via email as an attachment, it has the chance of being updated and emailed around, thus confusing everyone. Dana noted that her goal this year is to have every member sign in to the website at least once. She mentioned that there were a few members that did not even sign into the website last year.

Karen asked Dana if the photos of children on the website that are of Shorenorth Alumni be removed and updated to currently enrolled children. The group agreed.

9:02pm Meeting Adjourned



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

Present: (14) Cory Peterson, Jennie Blockhus, Jessica Gesinger, Janet Markwardt, Ann Hayes-Bell, Karen Kessinger, Kate MacBriar, Shannon Spurgeon, Lisa Painter, Jen Rioja, Misty Berg, Lisa Pang, Kirsten Braun, Erica Graeff

7:00 Janet called the meeting to order and started the gratitude exercise.

7:10 September Minutes Approved

Kate moved to approve the September minutes, Karen seconded, and the Board agreed. The September minutes were approved.

7:12 Director's Report: Jan

In Jan's absence, Jessica advised the group that classes are going well. There was good attendance at the Parent Ed speaker last week.

7:15 Registration: Jennie

Jennie provided an update on Registration. She said that changes are leveling off. She is going to continue to ask the PCs for assistance when she receives requests for new members. She requested that PCs provide her with a written confirmation of any registration changes. In projecting forward, Jennie thinks there may be a need next year for two Toddler classes.

7:19 Financial Outlook: Kirsten

Kirsten advised the Board that Shorenorth collected over \$160 from the "Helping Hands" basket that was passed around at the last Parent Ed Meeting. This will be put towards our financial aid program, as the demand for aid this year has far exceeded our budgeted amount.

Shannon Osthimer reviewed our financials recently and provided us with a written Annual Financial Review. She stated she is concerned that we are using several forms of electric transactions (for example, debit transactions and automatic payments). She recommended using checks only, as they are less susceptible to theft and fraud than electronic transactions. Other coops have had issues with bank account fraud. In order to pay our bill on time, Kirsten recently set up our Comcast bill (for internet access) to be paid electronically. We have had trouble with a few late payments, particularly over the summer and other school breaks, and our Treasurer's Assistant saw no problem with having this bill automatically deducted. Shannon thought we spent in excess on the

Board Retreat last year. She thought "spa" was a retreat-related expense, but Kirsten clarified that this was for member recognition. With an eye toward reigning in expenses, we spent around \$250 for this year's retreat, which was less than last year. Karen recommended that we provide a written clarification of some of the points made in the Review. Kirsten replied that she had compiled a document that spoke to many of the concerns voiced in the review, and would keep an electronic copy on file. This document will be handed down to the next Treasurer along with all the rest of the co-op's electronic files. Shannon mentioned that we took out cash for making change at the auction, but did not see that it was returned. Kirsten clarified that she did in fact deposit the cash that they had withdrawn for the auction and it had been marked as such on the deposit documents submitted to the Treasurer's Assistant.

In the Budget vs. Actual section of the review, Shannon noted that Community College tuition was 124% of the budgeted amount. Kirsten explained that there were several individuals on the college's rosters that had previously withdrawn from the co-op. Kirsten had pointed out last year that the college had billed us for several individuals that should have been removed from the rosters, but this situation was not resolved and we ended up paying their CC tuition despite their lack of attendance at the co-op. Kirsten expressed the hope that the Registrar, a new board position at Shorenorth, would prevent a recurrence of this situation.

Shannon recommended we exercise care in our spending for Toys and Equipment, since the we exceeded our \$1,500 budget in this area by 218%. This was in addition to over \$4,100 in Toys and Equipment being allocated to Retained Earnings. The build-out of the entry and dramatic areas comprised \$3,260 of these Retained Earnings expenditures; the remainder was for baskets and other toys/equipment purchased by Dan Christofferson for the co-op last year.

Maintenance was a large overage last year. Shannon noted that we exceeded our \$250 budget by 836%. We paid \$339 for carpet cleaning and over \$240 for copier maintenance. The remainder was mainly for fees paid to members for cleaning the school. We originally planned to have members' cleaning opt-out fees offset cleaning fees paid to members in our In/Out account. However, there proved to be far more paid out than collected, so the Treasurer's Assistant moved the expense to the Maintenance account at the end of the fiscal year, resulting in the large overage. One reason for the imbalance between opt-out fees and cleaning fees paid to members is that board members are not required to clean the school, so there are more cleaning slots available than members to fill them. This resulted in the school's paying members a substantial amount for cleaning. The board discussed options for reducing this cost moving forward. With the exception of the Toys/Equipment and the Maintenance categories, Shannon noted that the co-op did a good job of staying on budget.

Shannon expressed concern that our Retained Earnings was decreased last year by over \$6,600 (not including the amount moved to increase the Reserved Amounts to a full three months' operating expenses) to around \$3,900, and that continued spending at that rate could result in our becoming insolvent. Shannon also excerpted a section from the

previous year's review, which advised that the teacher bonus amount is "extremely high" (noting that typically a preschool teacher's bonus is a couple of hundred dollars) and noted that financial assistance was also quite high and is a strong indicator of financial problems in Shorenorth's parent body.

In conclusion, Kirsten noted that the Executive Board would be meeting with our Treasurer's Assistant later in the month in order to address some of these concerns and begin work on formulating a three-year plan.

Karen noted that we are approving expenses that are enhancing our school every year and as we become more established, we are ticking off "one-off" expenses such as toy baskets or the Circle Time rug.

Janet asked Karen to work with the Cleaning Coordinator to verify that cleaning will be covered this year.

Kirsten advised the group that the Executive Board is going to meet with Leslie later in the month about our 3-Year plan as well as other issues that have come up. Kirsten also noted that she received an email from Leslie today who recommended that we now need to increase our Three Month Emergency Fund from \$19,000 to \$23,000.

7:44 Setting Goals for Shorenorth: Janet

Janet asked the Board to share their dreams for Shorenorth in order to make the school the best it can be! Below are the ideas discussed:

More Paid Field Trips

Providing families enough options to be able to attend Shorenorth (class day / times, etc)
Potential evening classes, or "sibling" classes

40th Birthday Party for Shorenorth: 2012, Round up Shorenorth Alumni!

Outdoor play area enhancements

Community built wooden "castle" play area, including an area for young toddlers, like the St Edwards Park play area

Edible Pea Patch

Financial Aid- Clothing drive, or toy drive, what else can we do to attract and retain members as well as to be a meaningful contributor to our community?

Buy our own place? Security, permanence, etc.

Playhouse project where the community can come and add things to it, either outside or inside.

Janet created two ad-hoc committees as follows: 1) Outdoor play-space/Pea Patch: Cory, Lisa Pang, Shannon, Lisa Painter, Kate, Karen and 2) Holiday Child-care Fundraiser: Shannon, Janet, Ann.

Parent Coordinator Updates

8:06 Jessica: Baby N Me

The Baby class is going well. Barb observed Jessica yesterday and Barb mentioned that the class has a real rhythm. The class has nine babies.

Cory: Explorers

The class has one drop, but everything else is going fine.

Jen: Toddlers

Jen advised the group that the Toddlers are going to visit the Creative Dance Center tomorrow. Erica added that Susie had her baby this morning, a girl named Daphne.

Lisa: T-Th Movers

The class has one drop. They have their Creative Dance field trip tomorrow. They are having some issues with snack; some kids don't eat, and there is not an enforced snack time. They are having a few issues with coordinating partners.

Ann: MW Movers

Ann said that snack is going ok in their class. Partnering is going well too. She mentioned that the whole class is very nice. Their class snack is gluten free, organic, and vegan.

Kate: Groovers

They have their scheduling issues worked out. They have a fun group of active kids and everyone is respectful despite different parenting styles. They already had their Creative Dance fieldtrip and enjoyed it. Friday they go to the pumpkin patch.

8:21 PAC Report: Lisa

Regarding scholarships, Lisa reported that all coops offer scholarships on a quarterly basis. She does not have financial figures regarding other schools' scholarship situations, but can try to get this information if requested.

Regarding Emergency Supplies, most schools follow the guidelines in the Risk Management Guidebook.

Lisa advised the Board that if you would like a Shoreline Community College id card, you need your student ID number. You will probably receive a letter from the school asking for your SSN, you don't have to give it. The school is going to pilot teacher evaluations online. Jessica's evaluations will be done online, through Shoreline Community College's BlackBoard system. In January there are two Parent Preschool Preview nights, divided by the east part and west part of Shoreline. Our date is January 12th. One question has come up if a student is going to be gone for a few weeks or months- do they have to pay? They do need to pay if they want to stay enrolled at Shorenorth. The lists of Board Reps from the other preschools are being compiled. Regarding Conflict Resolution, there is a flow chart step by step process that is being updated. If anyone has any topics for break out sessions for the All Boards Meeting next year, let Lisa know.

8:31 Fundraising Update: Shannon

Shannon suggested a shorter movie next year. For the Movie Night, almost \$500 was raised, after expenses. The official wreath launch will be soon. We will be getting an

electronic flyer we can forward to friends and family. Someone asked Shannon if they could open the school during the weekend before the holidays so kids could be dropped off for a fee so their caretaker can shop. This could be a "presale sign-up". An ad-hoc committee was created to work on this.

The group voted and all agreed on the Auction theme as "Sprouting Up Shorenorth". We would like to have flyers available to hand out to parents at the November Parent Ed Meeting. Erica will work with Misty to have the flyers completed.

8:42 Shorenorth Banner Replacement: Misty

Misty researched replacing the Shorenorth Banner on the fence. She found it would be around \$189 + Tax. It was mentioned that the sign now says "to age 4", which needs to be corrected. Janet will follow up with Misty regarding business cards and magnets, and updating the .org website address.

8:46 Action Items: Janet

Karen will report on the copier at the next Board Meeting. Janet asked everyone to write on the Gratitude Tree by next Board Meeting. The NAEYC Conference is November 2-5th, and Jan and Jessica will be gone. The classes will need to have a CPR Certified person if class will be held at Shorenorth. Kate will coordinate with Shoreline Fire to set aside a date for any Shorenorth parents to go to their CPR Class.

8:53 Newsletter Notes: Dana

In Dana's absence, Shannon provided the following update:

Dana suggested having a Community Forum on our website to advertise for moving sale, nanny needed, etc. She also suggested sending an "Announce" once a week with this community-specific information. Members could also wait for the Newsletter, or check for postings on the school's physical bulletin board in the entry way. The group voted and agreed to Dana's once a week community-specific email.

9:00 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
November 17, 2010**

Present: (15) Cory Peterson, Jennie Blockhus, Jessica Gesinger, Janet Markwardt, Ann Hayes-Bell, Karen Kessinger, Kate MacBriar, Shannon Spurgeon, Lisa Painter, Jen Rioja, Misty Berg, Lisa Pang, Kirsten Braun, Erica Graeff, Jan Burnham

7:00 Janet called the meeting to order and started the gratitude exercise.

7:04 October Minutes Approved

Jennie moved to approve the October minutes, Shannon seconded, and the Board agreed. The October minutes were approved.

7:05 Karen: Best attendance from the last Parent Ed

Karen announced that the Toddler class had the highest attendance at last week's parent Education. As a reward the class gets their own Shorenorth playdate at the school.

7:05 Director's Report: Jan Burnham

Our Executive Board met recently with our Accountant, Leslie. The group discussed policies and procedures and created a new Policies and Procedures Binder. The Accountant mentioned that we do not have property (renter's) insurance for our school's possessions. The insurance is \$1.10 for \$100 worth of items. Jessica and Jan will do a walk-through to document our possessions. The deductible is \$1,000. Jan will look into the possibility of halving that to \$500.

Jan told the group that she had a productive time at the NAEYC conference. There were hundreds of classes offered. Some class titles included: Self-Regulation, the Pyramid Approach to Learning, Cooking With Children, What do you do with the stress/mad that you feel? (fredrogers.com), Rough and Tumble Play, Anti-Bias: All Families Matter, Teaching Empathy, Bullying, Developmental Discipline, Mind in the Making, Helping Autistic Children Make Friends, and Helping Boys Learn Emotional IQ.

Jan received a copy of the new book Mind in the Making, about focus and self-control, critical thinking, etc. by Ellen Galinsky. There are a lot of YouTube videos about this author's work. Jan discussed the marshmallow test, concerning self-control, and played a YouTube video of it. To help your child learn self-control, you can play some games, like a complex version of "I spy with my little eye" or "Opposite Simon Says".

At the conference Jan met Debbie Clement and purchased her new book Red, White and Blue. It includes art and music. Jan played the Red, White and Blue song for the group to learn. Jan mentioned that there is a lot of Anti-Bias curriculum out now. Jan attended a few classes on this topic. Jan purchased five nearly indestructible drums for the school.

Jan also spoke about a business called “Play Matters” who awards grants to groups for developing programs. This is piggybacking on Jessica’s idea to start an outdoor play / garden area.

Also at the conference, Jan found the newest eco-healthy school checklist. We will be able to renew our certification soon. The cost is \$25 for two years.

Jessica attended a session called “Infants and Toddlers in Outdoor Environments”. The presenter mentioned a “Nature Explore Club” for families to do, generally on a weekend. This program builds community and encourages everyone to explore their local area. Jessica will be working to start this Club after the holidays.

Janet asked Jan and Jessica to type out the names of the classes that they attended and to provide any relevant links. This will be sent out to Announce. They both agreed.

Kate asked about the new requirements for Eco-Healthy schools. We have to comply with 24 out of 30 items. One new requirement is to wash fruits and vegetables and to teach children why and how we are doing it. Another new one is to test for the gas radon in the school. Shannon reminded the group that paper towels are compostable. It was discussed to put another recycling bin at the main entrance.

7:44 Lisa Painter: PAC Report

Lisa said she is working on booking the speakers for 2012. They are trying to do it in conjunction with Parent Map. They are trying to book Lenore Skenazy, called “America’s Worst Mother”. Two years ago she let her 9 year old ride the subway by herself, and created a media frenzy. She is a professor and has written a book called Free-Range Kids.

Jan asked Lisa how much PAC dues are. She will look into this.

The SCC Coop Preschools will be having an open house in January. There will be two nights, one for the east side of Shoreline and one for the west. Karen advised that it would be good if we could have a director/teacher present.

7:50 Kirsten Braun: Financial Review

Kirsten advised the group that the Executive Board had a productive meeting with our Accountant, Leslie. We spoke a lot about financial aid and cleaning issues. We may consider having members clean more than once. Toys and Equipment are already at \$1270 and for the whole year we budgeted \$3,000. We compared our projected income to our projected expenses. Last spring, we projected enrollment at 70%, and now

enrollment is closer to 100%. This is good news for us, and we now have a cushion due to additional “non-budgeted” income since we are near full enrollment capacity.

Kirsten has received three scholarship applications for the Winter Quarter. The deadline is this Friday. Right now the application has a section asking about the applicant’s current financial situation and one asking if their situation may change. Our Accountant suggested we use the Government’s Free and Reduced Lunch Form to help us qualify families for scholarships. The group discussed an unusual situation where a family could not sell wreaths, but is unable to pay the opt-out fee. The group thought it would be possible for the member to talk to their class and ask if anyone could help them sell. PCs should keep this in mind for future fundraisers.

Jan asked Kirsten for a detail GL list of the Toys and Equipment purchases. Kirsten said she could put together a general list for her.

8:04 Jennie: Registrar Update

Jennie said the Baby N Me changes recently are mainly about adding spouses. There are not many family changes now that school is well underway. The North City registrar contacted Jennie and asked if we would ever offer a “Fives” class- kids who have October or November birthdays and do not make the Kindergarten cut off.

8:05 Jessica: Baby N Me

The Baby N Me class went to the Creative Dance Center last week. Everyone had a good time. There are a few dads that visit. The class has 8 kids now. Jessica reminded the group that there are new baby pictures that Dana took on the baby portion of the website.

8:08 Cory: Explorers

Cory said this is her favorite age. The kids had fun recently “bathing” baby dolls with shaving cream.

8:10 Jenn: Toddlers

Jenn told the group that about a quarter of the class is doing a “Girls night out” this Saturday.

8:11 Lisa: Movers

She advised the group that Circle Time can be rambunctious. Last time the group let the kids “get their jumps out” on the mats before Circle Time and it worked better. Their class has 15 kids.

8:13 Ann: Movers

The Monday fieldtrip was cancelled and they had an impromptu class back at the school, which worked out well. Some of the parents don’t feel comfortable leaving during their drop off day. There are instances where the kids cry or the parents end up staying when it is not their day to stay. The class is trying to fit in snack into the schedule. Some parents end up preparing the snack while they are at school. Jan’s idea is that there should be fewer transitions for children, so snack time is not at a set time. There is a 10

minute bell before snack is put away. The transitions are limited to: Large motor play, Circle Time and Outdoor Time. The class is great.

8:23 Kate: Groovers

The class made some gifts for a child whose birthday is today and she has to stay home for a month. Kate treasures the community in the class. Their class field trip was to the fire station. Kate agreed that Circle Time is organic like the rest of the classes; some kids are playing on the mats, while others participate in Circle Time.

8:28 Shannon: Fundraising Update

Last year's Wreath Sales total profit was \$4,068, two years ago was \$4, 249 and this year's profit was \$6,009! Jan said that this is probably due to the second Movers class that we have. Ann mentioned that two people thought that it would cost \$17.50 to ship and she thinks this may be a reason why they did not purchase. This should be made clearer next year in the marketing/sales material.

Shannon said that there will be a 3% surcharge for any ticket sales online. Jennie mentioned that only three people outside of Shorenorth used the online sales tool. The group voted to eliminate online ticket sales. Each ticket will sell for \$40. The opt-out fee will be \$80 for two tickets. Janet, Shannon, Kirsten and Jan will have an Auction Budget meeting. The meeting will be within the next few weeks and they will report to the Board at the next meeting.

Janet mentioned that we have an Auction Steering Committee this year. Auction Jobs were discussed. PCs need to make sure all their parents sign up for an Auction Job. All of last year's donors are on a Google Docs spreadsheet. Jennie asked if anyone analyzed the sales last year, specifically concerning items and their market price and popularity. This would help us ask for donations this year. Janet asked Jennie if she could do that for this year and then present to the Donations Team. The PCs' job is Auction Class Rep. Their job is to oversee their classes' ticket sales and to coordinate the Class Art Project ideas. Ann offered to send everyone a list of potential class art project ideas. Thanks Ann!

Dana (through Janet) asked everyone to review their class webpage and send Dana any changes.

Jan mentioned the fact that no Alumni were contacted for wreath sales since the Alumni Contact did not quite know what her job entailed. The sandbox job was discussed. Right now there is now no Job Coordinator.

8:55 Karen: Cleaning list update

Karen spoke to Tonia and she has advised that there are some gaps in the cleaning schedule and we need to sort out those who has not signed up. We could see if some of the Board members could volunteer to clean. Ann suggested that those on scholarships could be required to clean two times. Karen and Tonia will review the numbers.

8:57 Misty: Banner Update

Misty advised the group that she will work with Kirsten to look at the advertising budget to verify how much she can spend. Kirsten advised that \$1,000 was budgeted, and she is not sure how much we have spent so far this year.

8:59 Janet: Holiday Child Care Fundraiser

Janet will speak with Shannon, Kirsten and Jan about planning this fundraiser for one afternoon in December.

9:00 Janet: Holiday Party

Janet thanked Kirsten for hosting last year and for hosting this year. Janet asked everyone to bring a gift for a White Elephant gift exchange.

9:00 Community Forum

The Wednesday weekly community forum was discussed and the Board agreed that the community email will be restricted to Shorenorth Community Needs/Info.



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

Present: (15) Cory Peterson, Jennie Blockhus, Jessica Gesinger, Janet Markwardt, Ann Hayes-Bell, Lori Scobie, Shannon Spurgeon, Lisa Painter, Jen Rioja, Misty Berg, Lisa Pang, Kirsten Braun, Erica Graeff, Jan Burnham, Dana Acevedo

7:00 Janet called the meeting to order and started the gratitude exercise for Kirsten and Jennie.

7:04 November Minutes Approved

Jessica moved to approve the November minutes, Jennie seconded, and the Board agreed. The November minutes were approved.

7:06 Director's Report: Jan Burnham

Jan advised the group that Marilyn Grevstad, the director at North City Coop, has retired. Jan reported that our first newsletter will be coming out soon. It still needs to be decided if the newsletter should be monthly, or more frequent.

Our tricycle cage was broken into on December 23rd. Some of the toys and equipment were destroyed. The estimate of total damage is around \$300. The Board thanked Shannon for being so instrumental in coordinating cleaning up the damage. Jan reminded the PCs to remind their classes to listen to the newest Music Together CD. We need to think about whether we want to sign up for additional Music Together sessions.

Jan mentioned that the property insurance that we are considering purchasing as a rider to our current insurance would have a deductible of \$1,000 and there are very few items within the school that are worth more than that, so it would only be helpful in a large scale disaster. Dana asked whether the policy would cover purchase or replacement value.

7:23 Nature Explorers Club: Jessica Gesinger

At the NAEYC conference in November, Jessica learned about the Nature Explorers Club at Shorenorth. She was inspired to start a Nature Explorers Family Club and is volunteering to be the facilitator. She has downloaded activities and information to begin. She asked the group for suggestions on times and days and is looking for volunteers to assist. It was mentioned that the City of Edmonds Parks & Rec has a class like this once a quarter. Jessica will set up one Saturday a month for the club. We will do

this once a month until the end of the school year and we can evaluate and plan for continuing next school year. A big thank you to Jessica for starting this new Nature Club!

7:31 Website/listserv: Dana Acevedo

Dana asked the group for assistance in contacting Scott to pass on the baton regarding updating the listserv. She needs information on how to update the list serve.

Our Art Curriculum Specialist this year is Mirah Woods, and she asked for the best way to get this information to Shorenorth Members. The group decided that it would be best to include it on the Community Weekly email from Dana. Jen suggested posting it on Facebook. Dana will post the art info to our website as well. Dana will still be website manager but will no longer be attending board meetings. Please direct all website requests to web.shorenorth@gmail.com. It would be helpful if the board generated a list of web items at each board meeting and minutes were still circulated to Dana.

7:43 Children's Garden Update: Cory Peterson, Lisa Pang, Shannon Spurgeon

Cory and the group met in early December and presented a written plan to the board. Lisa presented a book How to Grow a School Garden and mentioned that it has a lot of good ideas. Cory asked if they could post a board on the wall in school and ask for comments from the groups. Lisa noted that we should check with Wonderland Development Center. Cory asked the group what other ideas we would like to include. The Shoreline Community College (RON) school district has asked for us to submit a written plan before they approve the project. Cory asked about fundraising for initial groundbreaking and maintenance. The group has been researching grants and other free options. All of these "freebies" are contingent upon a presented plan. A lot of grants are given in the Fall, so we would need to start these soon. Ann's sister is a landscape architect and Ann would be willing to ask her if she could meet with the planning group. Lisa said that a fence would be necessary. Regarding security, Shannon mentioned that 5 cameras with a 24-48 hour loop could be a solution. The images can be streamed online. Some of the group members discussed local pea patches that they know of. A lot of the examples cited do not have fences. Jessica mentioned that it would be great if at least one of the surfaces would be comfortable for crawlers/babies. An Astro-turf type of material could be a solution. It was mentioned that a worm bin and compost bin should be added.

Jennie mentioned that we should look into perhaps providing green, blue and black colored bins for compost, recycle and trash cans inside Shorenorth. Ann recommended blue or green painters tape around the bins.

Cory will coordinate with Jan on when to meet with Ron and then meet with Ann's sister. The group will provide us with an update at the next Board Meeting.

8:02 PAC Update: Lisa Painter

Barb Yasui is experiencing a family crisis and PAC is scrambling to work without her as there are a lot of events coming up. Lisa asked for suggestions for the break out sessions

during the All Boards Meeting in June. Janet suggested school gardens. Lisa mentioned that perhaps we would need to provide the speaker for this topic. It was mentioned that Barbara is our speaker in February and Karen will most likely need to start thinking about a backup speaker.

8:06 Financial Outlook: Kirsten Braun

Kirsten told the group that there has been a lot of discussion about scholarships and financial aid. If we stick with our 40% aid cap and project out aid at the same rate through the end of the year, we are at around \$4,736. Janet asked if we can afford that, and Kirsten responded that we probably could. We have brought in almost \$500 specifically for Helping Hands and about \$400 for general donations. The Executive Board is going to meet to discuss scholarship issues. Leslie was really pleased with our recent financials.

8:09 Baby N Me: Jessica Gesinger

They have a new baby in the class and one is leaving. They have 9 babies in the class.

Explorers: Cory Peterson

Their class has 13 kids in it. The class is going to have a playdate on Friday as a way to have additional social time outside of school. Jessica added that it would be great if the Explorers class could start to have outside time once the School Garden is in place since the Explorers aren't ready for 'real' outdoor play time at Shorenorth.

Toddlers: Jen Rioja

Jen reported that their class had their freebie playdate last Thursday (the one they won because of highest attendance at the last Parent Ed). One member hosted a Christmas party in early December for the class. In November some ladies of the class enjoyed a Girls Night Out dinner.

T-Th Movers: Lisa Pang

Shannon mentioned that Teacher Jessica was a substitute last month and the circle time was fantastic. A big thank you to Teacher Jessica!

MW Movers: Lisa Hayes-Bell

Janet recounted that a few little girls were a little shy after the holiday break and they were comforted by Teacher Jan and were relaxed and happy.

Groovers: Lori Scobie

Lori reported that one family has left. The class met before the break and a document was developed regarding handling behaviors for each specific child. The parents met while the kids were having outside time. It was mentioned that it has changed the climate for the positive. The class had a field trip to the Nutcracker and everyone enjoyed it. Lori mentioned that a lot of parents have stepped up regarding substitutions. There has been one new family and Janet asked if that family feels welcome. Lori responded that she feels they have. Jan reminded the PCs to keep tabs on all their parents and make sure that no one starts to drift off.

8:28 Fundraising Update: Shannon Spurgeon

She is working on getting an auctioneer and this week we will be signing the papers to rent the SCC space. There are a few donations that are coming in. Shannon also mentioned that we will be planting plants, probably beans, to use for decorations. Janet noted that all the donations letters were sent before Christmas. She said we should have everyone sign up – Final Call!- for an Auction Job at the Parent Ed next week. Shannon will bring a paper copy of the Jobs List. Shannon asked if anyone has any clean dirt to donate to plant these plants. Lisa and Shannon will coordinate transporting soil. Next Wednesday Shannon will ask parents to plant a bean in a pot for the aforementioned decorations. Janet noted that we need to encourage parents to garner additional donations. She has a sample letter that she will bring next week. Shannon will connect with Cindy to start meeting with the decorations committee.

8:35 Banner Replacement: Misty Berg

Misty reported that for the big banner, the price is \$189 and is \$84 for the smaller one. Misty needs the formal ok from the Board and once ordered it will take about a week to print. The group asked Misty to explore a removable Music Together logo for the big sign. The group decided to add the Eco-Friendly Logo. Jennie asked if there was a way to add a removable “Now Enrolling” sign. Misty will research this and present her findings to the Board.

8:43 Upcoming Dates: Janet Markwardt

Next Wednesday is Parent Ed starting at 6:30pm. There will be a 20 minute period of all school business and then everyone will break into class meetings. School-wide evaluation will be done in January. Saturday the 22nd will be our first ever Music Together Sing Along. Jennie asked if it should be BYOI (Bring Your Own Instruments)? Jessica and Jan will be meeting next week to discuss the details. They may provide a list of the songs to be sung in advance. Shorenorth will be providing bagels. It will be decided later if everyone should bring a schmear (cream cheese, etc) or if Shorenorth will provide it. Thursday and Friday January 27 and 28 Jan and Jessica will be at the SCC retreat. In-house registration begins on February 14th for Fall 2011 classes. Jen asked Jan if she knows what the class schedule will look like next year. Jan said she is working on a dilemma where the Groovers class is pretty young and most will not be going onto Kindergarten and we have two Movers classes that may intend to funnel into Groovers. Janet asked the Movers PCs to try to touch base with their parents now to see how likely the parents would be to return in the Fall. One option could be to have a ‘younger’ and an ‘older’ Groovers class. One Coop did a “Fives” class, like an ‘older’ Groovers class and it never got off the ground. Another suggestion was a four-day and a three-day Groovers class. Jan reminded the group that she has to work the schedule around the approved Shorenorth class load. Jennie asked the group and PCs especially, to email their teacher with any comments or recommendations regarding fall classes, scheduling, etc.

9:00 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
February 9, 2011**

Present: (13) Jan Burnham, Jennie Blockhus, Ann Hayes-Bell, Janet Markwardt, Shannon Spurgeon, Lisa Pang, Kate MacBriar, Misty Berg, Jen Rioja, Karen Kessinger, Erica Graeff, Lisa Painter, Jessica Gesinger

7:00 Janet called the meeting to order and started the gratitude exercise for Ann and Jen.

7:04 January Minutes Approved

Jen moved to approve the January minutes, Shannon seconded, and the Board agreed. The January minutes were approved.

7:06 Director's Report: Jan Burnham

Jan reported on the recent Teacher's Retreat. Crystal Springs Preschool is looking for a director. A woman spoke about her program called HEED (Help, Equip, Evangelize and Disciple). Her school raised money over two years to buy some land in Africa for a school. The directors discussed the religion aspect and could not agree on one religion to support. They all agreed that the focus of the presentation was a good reminder on how we can continue to focus on helping the community in general or specific programs within the community.

Jessica visited the Shoreline Children's Center, on Meridian, and toured their outdoor spaces. She noted that she gathered a few classroom ideas on the tour.

7:14 Treasurer's Report: Jan

Kirsten is sick today and unable to attend the Meeting. Jan reported that this time of year is the time we usually move larger amounts of money as needed, for example to toys and equipment. Jan mentioned some recent classroom purchases that she initiated.

7:16 Nature Explorer's Club: Jessica

Jessica reported that they had a great adventure focusing on textures in the woods recently. Eight families attended. They also did some texture rubbings. The next Explorer's Club will be in March, date TBA.

7:20 Fundraising Update: Shannon and April Brown, Auctioneer

Shannon recently met with a potential Auctioneer named April Brown and invited April to attend our Board Meeting tonight. April presented herself and her company and offered advice and insight on creating a successful auction for non-profits.

She has been in the business for 19 years and her company, Charity Auction World, has helped non-profits raise \$420 million. In her other business, she started the non profit called Whisker City. As background, she assisted her church to simplify their auction and realized she could create a business of her own on the concepts she implemented. Her company started the “dessert dash” and offers a free video on their website on how to run a dessert dash. She has created an Auction Powerhouse Library that is accessible on her website. The principals she adheres to when assisting a non-profit plan an auction are: wise, simple, and “cutting to the chase”. She wants to create ‘your signature event’. She believes in making your audience comfortable and your donors appreciated. The company’s services for an auction include a master of ceremonies, a catalog reader and the auctioneer. They work hard to stay to an auction timeline; this makes it more entertaining and engaging. Her fee is \$1,500. (Our auctioneer fee last year was \$750.) She discussed the concept of a “buyer’s premium”. For example, a 10% buyer’s premium at Sotheby’s is an additional fee on top of an auction purchase. Some nonprofits are adding this “buyer’s premium” to items in their events. She talked about the game of heads or tails. The whole audience participates and this game can be used to help offset the auctioneer fee. Her website offers some consignment items we can sell, and keep the difference. Some items are private properties and have a 2 year expiration date. She suggested purchasing items from Groupon with some donation or fundraiser money. She mentioned a video on Utube about garden art which we could potentially use to create an item to sell. She recommended a structured procurement program—getting those companies who you’ve procured items from to actually attend the auction. She said the main point of an auction is to “Sell the deal!” to the attendees. She thought our \$40 ticket price was rather low. She noted that some families may want to attend but may not be able to afford it. She suggested we could do drawings to get a ticket to the event during preschool meetings, but have some way of creating results from the ticket winner. Have to keep in mind the fairness issue. For example, “Everybody who’d like to qualify for a free ticket to the event, throw your name in the bowl, and do ABC...” In schools, she would recommend adjusting the price of tickets individually, as needed.

She recommended looking at our records and seeing how many people did not buy anything. Then for the next year’s auction consider how we can change this.

Jennie asked April what her fee included. April replied that her fee includes three trainings and the two people to cover the Auctioneer and Catalog Reader and MC roles. Jennie asked her if we hired her this year and if we rehired her for next year’s auction could we hire her at the same fee? She agreed.

One auction she coordinated actually offered no silent auctions but did games instead and they made the same amount of money for less work. April noted that if we go with her company, there will be a lot more data entry, so a head’s up to the data entry people. Jan

asked about Fund A Need and April said she has a lot of different videos and ways to get that message across.

The next step would be for April to have a meeting with the key people and understand statistics from the past and how far we have gotten in our planning to-date.

April's presentation filled the Board with inspiration and excitement for our upcoming Auction. The Board voted and it was decided to hire April's company for our Auction. Shannon will ask April if she can attend the Parent Ed night next Tuesday.

Janet advised the group that we have the opportunity to volunteer at two coop Auctions and they will volunteer at ours. The jobs will be registration and check in or other jobs like that. Both auctions start at 5pm, one is March 5th and one is March 12th.

Janet asked Parent Coordinators to remind everyone to attend the Parent Ed on Tuesday Feb 15th.

8:23 PAC Update: Lisa Painter

For next year's March 2012 Parent Ed Speaker, Lisa has hired Lenore Skenazy, dubbed "America's Worst Mom". She has written the book, Free Range Kids. Next month's Speaker is Carolyn Webster-Stratton. Her topic is Emotional Regulation.

8:26 Explorers: Misty

Misty reported that all the kids in class are walking now, and they are starting to explore the loft and get into the art projects. They are creating an art table for their auction project.

8:28 Toddlers: Jen

Jen said they have about 5 "yeses" for kids returning next year as Movers and they are going to do a table for the class Auction project.

8:29 T-TH Movers: Lisa

They are creating a felt house over a PVC framework for their Auction project. She said they have had two people drop and she thinks about half of their class will be returning next year. They recently had one family visit.

8:31 M-W Movers: Ann

Ann told the group that her class loves the imaginative play, especially the fire station theme and the post office theme. Their class project will be a dress up kit.

8:33 Groovers: Kate

Kate reported that the class is going well. The class liked the Nutcracker field trip. She noted that now a lot of the kids dance during class. The class went to the Go Dogs Go event at the Children's Theater. They all enjoyed it. Their Auction project will be a bookcase that the kids will paint to match the garden theme. Everyone will donate some books to create a kids starter library.

8:37 Open House: Misty

Misty will print flyers for the event and will put them in our boxes. There will be a greeter at the door and a snack is provided. All areas are open. The event will be from 10am to Noon on March 5th. Misty will talk to Cindy to put this as an event on Facebook. Misty will advertise in Shorelineareanews.com and patch.com. Jessica mentioned perhaps we could advertise at the Bumps and Babies Fair at the Bitterlake Community Center Annex on February 26 and 27th.

Jan asked the PCs to tally how our parents have found out about Shorenorth and to report those numbers to Misty.

8:45 Registration: Jennie

Jennie advised the group that there will be just one of each class next school year, 2011-2012. There is a slight possibility that a second Groovers class would be added later. It is also possible that the Groover's class could have a 4th day called an Enrichment Day. Jennie will be sending an email to Announce that will have all the information for next years classes soon. Jan stated a dilemma about trying to project a budget when important numbers come in after the fact. The class fees are not projected to go up, unless our rent or SCC fees drastically increase. Jan discussed the difficulties of having a Groovers class where some students are not 3.5 years old at the start of the school year. She noted that some Coops do a "Fours" class. She tries to stay true to what age group is developmentally appropriate for each class. The Movers class is all about social skills and problem solving, including a lot of emotional learning. For Groovers, the children have to be 3.5 by August 31, 2011.

8:59 Open House: Jan

Jan asked for a volunteer gathering to help clean up the school on March 4th, the day before the Open House. The time would be 1:30pm.

9:00 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
March 9, 2011**

Present: (13) Jan Burnham, Jennie Blockhus, Janet Markwardt, Shannon Spurgeon, Misty Berg, Jen Rioja, Karen Kessinger, Erica Graeff, Lisa Painter, Jessica Gesinger, Cory Peterson, Kirsten Braun

7:00 Janet called the meeting to order and started the gratitude exercise for Lisa Painter and Lisa Pang.

7:04 February Minutes Approved

Jen moved to approve the February minutes, Jennie seconded, and the Board agreed. The February minutes were approved.

7:06 Director's Report: Jan Burnham

Jan reported that only one coop member came to the Shorenorth clean up prior to the Open House. Jan expressed her concern to the Board. She was not sure if parents are overwhelmed or if parents were not aware of the need to help clean up. Shannon, Kate and Lori Scobie put in a lot of time cleaning up before the Open House. Jan noted that it seems that parents have recently been migrating away from focusing on the children during class time. She asked the group to remember the "Shorenorth way" and to help everyone else re-focus. Jan lauded Misty for all of her efforts in coordinating the Open House advertising and prep work and Jennie received many thanks from Jan for her Registrar work. Jan reported that there were more current parents and students than prospective ones at the open house. There were only about 4-5 prospective families that came. Jennie and Karen visited some of the other preschools during their open houses and attendance was very low there too. All the families, but one, that visited signed up for a class. Jan noted that the Environment Committee is lacking this year, and is frustrated that this job may not be done this school year. She concluded that the work will have to be picked up by her and others willing to do it.

Jan, Karen, Lisa, Julie, Kristine, Dana and Linda went to the Lake Forest Park Auction and worked hard and had a good time.

Jan discussed the evaluation results. Janet noted that the Groovers class evaluations were missing. Jan asked the group how everyone would like to review the evaluations to help everyone with their jobs, since there is something in the evaluations for all of us. The evaluations were quite representative of the school. The following are the number of returned evaluations versus the number of kids in each class: 5/8 Babies N Me, 10/12

Explorers, 14/14 Toddlers, 10/13 TTH Movers, 9/13 MW Movers, and Groovers, we don't know yet. Parents rated our lab/environment high, as well as the Parent Ed Speakers, and the Parent Ed Discussion. The most common word that parents wrote on their evaluations was "support". Parents like the instructors, communications, and PCs. One parent noted that they needed assistance with their Auction Job. Some parents noted that they did not like Google Docs. The Thursdays Toddler class noted that a lot of their classes were cancelled this fall, due to NAYEC, Veteran's Day, Thanksgiving, etc and this was a source of frustration.

7:34 Kirsten, Treasurer Update

The Exec Board, including our Registrar Jennie, attended the Treasurer Training recently and started the budget process for next school year. The SCC tuition is being raised another dollar per credit. We are on track for correctly anticipating spring quarter financial aid. We have more coop fees coming in than projected. We have received about \$770 specifically for Helping Hands and \$550 for general donations. Shannon mentioned that if you start in the escrip website and then navigate to Amazon, your Amazon purchase will go toward our escrip assistance to Shorenorth. We have made it through the "scholarship financial crisis" for this school year. Kirsten noted that we need to continue to keep letting members know about our scholarship policy. A Scholarship Committee will most likely be created before next school year. This Committee will be separate from the Director and Treasurer and its purpose will be to confidentially process the scholarship applications.

7:46 Auction Update: Shannon

The group presented Shannon with a small flower basket and seed packets as gratitude for all she does for our wonderful school. Shannon and Jan are working on the wine issue. North City Coop apparently got the wrong alcohol permit and are not able to have liquor at SCC. Janet will take care of the liquor permit. There are a few tables of 7 and one table of 8. Heather said that they have about 100 donations right now. Shannon asked the PCs to ask the parents for additional auction items! Shannon and April had a good meeting recently. April had suggestions for us- for example, offering 5 dinners, she suggested avoiding art, since it is so subjective, and she also suggested 5 adult-made items. She is going to have a free class this summer to make a bird house bench. April said these can really bring in good money. She also suggested "use of my truck / delivery truck" services. April also suggested 10 experiences. For example, a marathon runner offering to assist runners. The experiences could be teaching someone anything, pizza making, etc. At the next meeting, Shannon and April will separate items between silent and live auctions. April suggested asking any hotels if we can buy two nights and gets one free. April said that electronics are a big money-maker, if we can get them at cost or wholesale. Shannon suggested sending a survey monkey to parents to ask which electronics are most popular. April suggested a birthday party or bbq at the school and also suggested romance packages from hotels. Another suggestion is a hand made quilt, a queen size is recommended, as throw quilts do not bring in the money. Hand made Halloween costumes was suggested as another experience. Shannon asked everyone to post some Auction signs around the community. The Board thanked Misty for coordinating the printing of the Auction signs. Shannon asked the group for

entertainment suggestions. Lisa Painter will ask the Shorewood Jazz Band if they could play. It was suggested to have a gazebo where couples could have their photo taken and would be charged \$5. Jennie and her husband will work on the gazebo. Janet's husband could donate a handyman service.

Shannon noted that after 5pm on the Friday before the Auction we can work on the Auction site. PCs need to go to the Google doc and make sure they update the auction ticket checks they have received.

8:34 Jessica: Baby N Me

The babies are enjoying their growing mobility. They had a good turnout for Grandparents Day. A lot of the babies are going to be Explorers.

8:35 Cory: Explorers

Cory said they had a fun Grandparents Day and unfortunately, they lost one member recently. They started doing a mellow song at circle time and the kids loved it.

8:36 Jen: Toddlers

Jen said they had a good Grandparents Day.

8:36 Shannon: T-Th Movers

Thursday's circle time was the "best ever". Karen noted that they have a field trip coming up. The kids are talking more; it is so cute to see three-year olds talking together.

8:39 Janet: M-W Movers

They had Grandparents Day both M and W. Janet reported that some of the Movers have started potty training. They have a field trip on Monday to the library.

8:40 Jennie: Groovers

Jennie thanked Jen for gathering all the registration information from the Toddlers class. The Groovers all had a fun time outside in a huge puddle today.

8:41 Jennie: Registration Update

Despite Open House being sparsely attended, we have a full Movers and Groovers class, and really not many on a wait-list. The Toddlers class has 2 open spots and Explorers has 5 open spots. The Baby N Me class has zero enrolled now. Jennie noted that we will most likely need to raise tuition in some of the classes. Jennie presented her recommendation that we adjust our Registration Fee, as of July 1st, to \$55 for first child and \$15 additional for two or more kids. The Board voted and all agreed.

8:55 Lisa: PAC Update

Lisa reminded everyone about the Parent Ed Speaker coming up in a few weeks, on March 23rd.

8:56 Janet: Action Items

Jennifer Gleason will make a flyer for the St. Joe's Baby/Kid toy drive.

Janet offered the option of Board Nominations to all Board members. Jan noted that the Board stays strong when Board members remain. We need to get the jobs list migrating around current members for next school year.

Jan asked PCs to assist members in completing the Music Together Tally Sheet.

Jessica reminded the Board that the next Nature Explorer's Club is March 19th at Hamlin Park.



**Shorenorth Co-Op Preschool Board Meeting
April 6, 2011**

Present: (13) Jan Burnham, Jennie Blockhus, Janet Markwardt, Shannon Spurgeon, Misty Berg, Jen Rioja, Karen Kessinger, Erica Graeff, Lisa Painter, Jessica Gesinger, Cory Peterson, Kirsten Braun, Lisa Pang

7:00 Janet called the meeting to order and started the gratitude exercise for Cory and Misty.

7:04 March Minutes Approved

Jennie moved to approve the March minutes, Shannon seconded, and the Board agreed. The March minutes were approved.

7:09 Nature Explorers Club: Jessica Gesinger

Jessica will be planning the next Explorers Club soon.

7:11 Director's Report: Jan Burnham

Jan advised the Board that Shorenorth was re-certified as an Eco-Healthy Childcare preschool. This is a two-year certification. We can put out a press release announcing this certification. Jan and Jessica recently attended an Occupational Parent Educator Program (OPEP) in Tacoma. OPEP is a State community college program. Jessica built an educational module for this Program. The OPEP modules that were rolled out last month are available to Parent Educators to offer classes through colleges, local businesses, or agencies. It is still in the early stages as to who might be teaching which modules and where. Jan said that some parent education programs were set to be cancelled by the local government for budget reasons, but now they are no longer being considered.

Jan presented the tally from the Music Together poll, and found that 32 people "really enjoyed" Music Together and 12 people were "willing to fundraise again for it." We have received two programs so far. The group thought that perhaps by now we should have three programs so far. Jan said that if we continue Music Together next year, she will be able to "do it more justice"; since she will not be teaching on Tuesdays or Fridays. Jan would like to ideally have a 20 minute circle time in all the classes. She believes that circle time creates an important understanding between students and leaders or teachers.

Jan noted that a lot of parents have not completed their make up assignments for missing Parent Ed and asked PCs to be available to help parents.

7:28 Financial and Auction Update: Kirsten Braun and Shannon Spurgeon

Kirsten said that projections for financial aid are still on track. She noted that we have not paid out a couple thousand dollars for Music Together funds that we have projected. She and Jan will look into this.

This year's auction brought in about \$32-34,000 in gross income and expenses were around \$13,000. This means we made about \$19,000 in profit this year! The gross profit last year was \$9,488. This year Shorenorth paid for an auctioneer and an MC. Shannon noted that there were additional April Brown employees there and she clarified that they were there for training. Due to the poor bar service and food of the caterer, Shannon asked the group to start a letter to the caterer to ask for a refund.

Janet and Shannon asked Erica to write a few "Big Picture" Thank yous to the following women: Suzanne Gugger at the college, Facilities Rental, April Brown, and Judy at the Lake Forest Park Preschool.

Shannon named off the income from a few of the auction categories: Fund a Need = \$2,300, Ring Toss = \$700, Photos = \$120, and Shorenorth Spades = \$705.

Janet will schedule an auction de-brief meeting soon and will invite anyone at the school who wants to attend.

7:47 Garden Update: Cory Peterson and Garden Team

Karen spoke to Ron and he said 'no' to our request to begin a Children's Garden in the grounds in front of Shorenorth. This is mainly due to drainage, security, ground maintenance and noise. Cory met with Dave LaClergue (Dad in the Toddlers class) who is a landscape architect for the City of Seattle. Dave suggested making a rain garden in the biggest problem area. We want it to be easy for the ground maintenance crew at North City. Regarding vandalism, it will probably be better to have the Garden there than out past the tricycle cage. Also, it is preferable to have it close, especially for the smaller children in the Babies N Me and Explorer classes. The North City Neighborhood Association is interested in working with us. The City of Shoreline offers \$5,000 grants and they have received applications for a few community gardens. Cory and Jan attended the City of Shoreline Meeting to represent, learn and connect with other community members about city grants and others who were doing the same as us. The City of Shoreline has not yet responded to Cory. Dave recommended a small, pilot garden for next school year consisting of four raised beds, a sandbox, a rain garden, and possibly another small garden bed. Cory and the garden team will work with Jan and Jessica to respond to Ron's concerns and try to convince him about the feasibility of our project. The plan will include our own maintenance plan, so that will be less work and worry for Ron. Dave gave Cory a brochure called Managing Rainwater. Janet recommended a work party / work weekend sometime soon to work on the Children's Garden.

8:04 Baby Class: Jessica Gesinger

Jessica said they had a baby-proofing expert come in and answer questions.

8:05 Explorers Class: Cory Peterson

Cory reported that their class recently lost two members, mainly due to complicated schedules. Cory thanked Misty for taking the lead on the class project.

8:06 Toddlers Class: Jen Rioja

Jen said that some of the kids in class are starting to sing in tune at circle time and it is very cute. Jen noted that our class has organized once-a-month evening 'coffee talks' at the Third Place Books Commons.

8:09 MW Movers: Janet

Janet said that their two dress-up trunks sold for \$300 total at the auction. Janet noted that one visitor attended last week.

8:12 T-Th Movers Lisa Pang

Lisa said that the class was especially rambunctious last week and Circle Time was unorganized. Karen gave kudos to Lisa for spear-heading the felt house class project.

8:17 Groovers: Jennie Blockhus

Jennie told the Board that they had a field trip to the Kruckeberg Botanic Garden this morning. The kids collected signs of spring. Kirsten said that she thought a lot of the kids have grown so much this year.

8:20 Parent Ed next week, Wednesday April 13th 6:30pm: Janet

Janet said that we will have an hour for a Business Meeting with our members next week.

Jan passed out an Auction Survey and asked the group to review it. PCs will be actively asking parents to complete it. The sooner we can get it completed, the better, while the auction is still fresh in everyone's mind. Jan will send out an email to give everyone the opportunity to complete the auction survey electronically and if they don't, they will be able to fill it out in paper.

8:30 Shorenorth Website Host

Scott Schramke was going to look into different options for a website host for Shorenorth. Unfortunately he is not in attendance tonight. Janet will ask for parent volunteers at next Wednesdays Parent Ed to take on this job for the next school year.

8:42 Co-op Job Reports: Karen Kessinger

Karen brought up the idea of a better way to present and document all the co-op jobs. This would create a one-page detailed description of each co-op job, and this would be kept in one central location.

8:44 Shorenorth Summer Activities: Misty Berg

Misty asked the group if we were participating in the Shoreline Arts Festival in June. Jan noted that in all the years of participating, we only gained one new member. This is not something that we will do this year. The Shoreline Parade is August 20th. Misty will

sign us up for this. The group discussed summer playdates and there will be one each month for June, July and August. The creative dance center dance party will be from 4-6pm on Saturday April 30th.

9:00 Meeting Adjourned



**Shorenorth Co-Op Preschool Board Meeting
May 11, 2011**

Present: (17) Jan Burnham, Jennie Blockhus, Janet Markwardt, Shannon Spurgeon, Misty Berg, Jen Rioja, Karen Kessinger, Erica Graeff, Lisa Painter, Jessica Gesinger, Cory Peterson, Kirsten Braun, Lisa Pang, Heather Marshall, Jocelyn Berge, Lori Scobie, Dana Acevedo

8:00 Janet called the meeting to order and started the gratitude exercise for Jan and Janet. Janet introduced our new Board Members for the 2011-2012 School Year: Lori Scobie, Chair, Heather Marshall, Fundraising Coordinator, and Jocelyn Berge, Toddler Parent Coordinator.

8:15 Each person in the group introduced themselves and described their current and new positions and the class their kids will be in.

8:17 April Minutes Approved

Jennie moved to approve the April minutes, Shannon seconded, and the Board agreed. The April minutes were approved.

8:19 Jan's Director Report

Earlier this year Jan and Jessica realized that they did not receive the second series of Music Together CDs for this school year. The second unit was just received by Shorenorth and everyone can take their CDs home and listen to them over the summer. Jan announced that they will receive two more units (already budgeted for next year) and then we will be done for a while. This will enable us to have a nice library of Music Together music.

Last week Jan met with Ron Jones and discussed emergency preparedness.

Jan thanked Cory and her team for updating the planters outside Shorenorth. Ron Jones was quite concerned that we had installed the new planters without his specific permission. At that point he advised that he did not want us to move forward with our Garden plan. But eventually Ron did say he would take Cory's rebuttal letter to the district and Jan should hear some news by this Friday, May 13.

8:32 Kirsten Financial Report

Kirsten noted that she is very happy with our fundraising from this school year. Kirsten and Shannon wrote letters to the college and the caterer (for the auction) about getting a

reduction in the bill due to poor service. So far we have paid about \$3,000 which is about half. They will be having a meeting in a few weeks to finalize the issue. The financial outlook looks great. The Executive Board will be meeting in two weeks to finalize next year's budget.

8:41 Jennie Registrar Update

Jennie advised the group that expenses for everything are going up. SCC raised the tuition cost from \$13 to \$14 per credit, and the district may raise our rent. We increased registration fees to \$55, with a sibling rate of \$70 a few meetings ago. Karen added a reminder that our fundraising earnings cannot go to non-discretionary items. These items are paid for by tuition. Lori suggested leaving the budget finalizing to the Executive Board as Janet had noted earlier. Jocelyn recommended sending a summer-time email to gently advise our parents that we may experience a tuition-increase before school starts.

8:56 Lisa Painter PAC Report

The All Boards Meeting is Monday June 6th, in our building at 7pm. Lisa sent an email today that she would like everyone to review and respond if needed. There will be official break out sessions for each position in the board. There will be three different break out sessions you can attend: financial, scholarships, and the third topic is having a green school. Please come and share your time and please let Lisa know if you plan on attending.

9:01 Karen cleaning update

The cleaning system we have is not working because of a tax liability issue regarding paid cleaners. Karen said we will not have as many members next school year. Kate suggested those who accept scholarships could be requested to clean twice instead of once. Dana noted that it is odd to encourage members to exchange money for cleaning fees. Other ideas were to lift the board restriction or have the baby-n-me class parents clean. An ad-hoc committee was created to address this important issue.

9:10 Parent Coordinator Reports

Cory said the Explorers class has a new member. Jessica said the babies are getting big and moving all around. Jen said the Toddlers Class is going fine, the kids liked the terrarium. Lisa said their Movers class loves the camping area and the snails. Ann said their Movers class had Cleanscapes came to visit today and they will go to the ferry terminal beach front soon. Kate said the Groovers class is good and they had an awesome beach fieldtrip last Friday. Unfortunately they've had one family leave.

9:15 Action Items

Janet noted that the end of the year picnic at Shorenorth is on Saturday May 21st from 11am to 1pm. Janet sent a sign up sheet around for cleanup and setup and games.

9:18 Meeting Adjourned