



**Shorenorth Co-Op Preschool Board Meeting
Board Retreat
August 10, 2013**

Present: (17) Vonita Francisco, Jan Burnham, Jennie Blockhus, Jessica Gesinger, Cory Peterson, Rachael Garrett, Erin Wilson, Erica Graeff, Alison Buss, Christine Hammers, Colleen LaMotte, Lena Garcia, Toni Noll, Gillian Murphy, Mirah Wood, Susie LaClergue. Amy Leonardson
Absent: (3) Katie Dire, Heather Cunningham, Shannon Spurgeon,

11:17am Call to order

Jennie called the meeting to order

11:18am Approval of Minutes

Erica moved to approve the June Leadership Training Board Meeting minutes and Rachael seconded. The June Board Meeting Minutes were approved.

11:18am Board Ground Rules

Jennie went over the board ground rules. Gillian asked about having a formal consensus model. Jennie indicated that we didn't. There was some discussion about voting silently, and when exactly we do take votes (normally only when opinions are split pretty evenly). We will talk about it at a future meeting and may even amend a bylaw in the handbook.

11:23am Job Descriptions

Jan talked about the Board Job Descriptions, so that everyone is clear about what is expected of each person in each of their roles. We read through a description for each position.

11:44am Treasurers Report

Rachael spoke about how a non-profit budget works. One governing rule of our non-profit is that some things have to come from tuition fees (payroll, PAC fees, licenses, rent, utilities) while everything else (supplies, field trips, scholarships, etc.) comes from fund raising.

At the end of the 2012-2013 school year, we are \$8067.45 in the black! Rachael proposed that we spend this money. Mirah wondered how we decide how much to keep in reserves: 3 months, which we currently have.

Jennie suggested setting up ad hoc committee for how to spend this money. Erin, Gillian, and Lena will look into revamping the front entrance, Rachael will look into replacing the mats, Jennie is interested in improving our curb appeal/outside entrance, Vonita suggested some of the money be spent on updating the website, and Gillian indicated new containers for art supplies would be nice.

11:53am **Registrar Report**

Erin reported on our current numbers: Groovers is full, Movers has one spot available, Toddlers is full - five on waitlist, Explorers has two spots open, Scooters has 6 parents enrolled with 9 kids (7 kids spots available), and no one is registered for BabyNMe but 5 families are working on paperwork or strongly interested.

We need to have 8 enrolled to run a class.

It was suggested that Erin, Rachael, Jan, and Jessica should have a short meeting to figure out how to float people to make the class work.

12:00pm **Marketing Report**

Vonita and Jessica performed a skit to demonstrate how to approach parents about enrolling in BabyNMe.

Vonita handed out BabyNMe crinkle toys to be finished.

We brainstormed how to connect with potential BabyNMe parents.

Vonita presented a marketing challenge – pass out flyers/brochures/crinkle toys for homemade food! Marketing kits will be passed out at the August all school playdate.

Amy asked about childcare for older kids, which will again be offered for \$5 per older sibling.

12:11pm No **PAC Report**

12:11pm **Cleaning Revisions**

Lena reported on the revamped cleaning list. Some weekly jobs were removed (mats & chairs). Tasks are now organized into two columns, so it will be easy to switch off.

12:14pm – Cory presented a lovely and delicious lunch

1:06pm **Communications Report**

Ali shared a draft September Newsletter. There will be five newsletters per year.

There is a Gmail account being created for the communications team – they will update us later.

Lena brought up a question about Facebook, whether it falls under the communications or marketing umbrella, and Erica mentioned that everyone can update the page (Marketing, Fundraising, Communications, etc.).

Jan raised the point that there are many different places to get information: Facebook, school, class emails, class Facebook pages, etc. We discussed that class Facebook pages should be pictures and fun but nothing official.

Jan suggested that the communications team should check in with the membership at the end of Fall to see how parents feel communication at the school is going.

There are five points that the communications team is working on this year: 1. A newsflash, which will contain dates, money due, etc., 2. A newsletter to build community, 3. The Bulletin board at school, which will be redone before the start of school, 4. Facebook, and 5. The calendar on the website, which will be kept current.

Jessica volunteered to create a new Scooters board (behind the horses) before orientation.

Colleen asked about updating the website to include Scooters – Cory will get back to her on this.

1:26pm **Calendar**

There will be three community building events this year: October 5, January 11, and something at the end of year. Board members signed up to work on one of them.

The school will be open school during breaks for playdates, if board members are able to open and close the school (a sign up sheet was passed around).

1:29pm **Incentives/door prizes for parent ed**

Orientation is September 5th. Erin is going to work on a packet to be handed out to everyone that night, with content from fundraising, registrar, communications, etc.

Erin and Jessica talked about printing things at the Shoreline CC print shop. Discussion about best way to physically get the printing done. Jessica indicated that she is happy to train other people on how to print through SCC, and will start with Erin.

1:34pm **Website**

Vonita informed us that there is a website committee, working on both a public and private version of the website. Their goal is to have the public site updated by December 31 and the internal site completed by orientation.

Shorenorth has an online presence, and is on parent map, greatschool.org, yelp, savvy source, twitter, and facebook.

There was a discussion about who is going to be our technical website person going forward.

This person will add and remove members from the website, add documents, create new pages, etc. Amy will check with Monica Hunter to see if her husband is interested, and if so point him to Vonita.

Vonita would like someone to be responsible for social media at Shorenorth (specifically twitter) and requested that PCs ask around.

1:48pm Meeting adjourned

Action Items:

Please be prepared to discuss/report at the September board meeting.

1. Jan, Jennie, Gillian: Think about our current voting consensus model, and be prepared to discuss at the September board meeting and decide if we need a committee to amend the bylaws.
2. Erin, Rachel, Jan, Jessica: Have a short meeting to figure out how to float people to make the BabyNMe numbers work.
3. Committee to determine how to spend \$8K surplus. Please research each of the assigned tasks below:
 - a. Erin, Gillian, and Lena: look into revamping the front entrance
 - b. Rachael: look into replacing the mats
 - c. Jennie: look into improving our curb appeal/outside entrance.
 - d. Vonita: how much money is needed for updating the website.
 - e. Gillian: how many/which art supply containers.

4. Vonita: Hand out the marketing challenge supplies so that those who signed up can recruit new members.
5. Erica and Ali: Check in with parents in late Fall to see how they feel communication at the school is going.
6. Jessica: Create new Scooters board (behind the horses) before orientation.
7. Cory: Get back to Colleen on when/how the website will be updated to include the Scooters class.
8. Jennie: Report on sign up sheets for opening/closing school for playdates during school breaks –ie. will we be having playdates during the school breaks?
9. Erin: Work on packet of info that will be handed out at orientation night. Everyone who would like to include something in the packet should submit content to Erin.
10. Amy: Contact Monica Hunter to see if her husband is interested and a good fit for being the Shorenorth website technical support person.
11. PCs: Reach out to classes to find someone interested in being Shorenorth's social media person (twitter, etc.)



Shorenorth Co-Op Preschool Board Meeting September 9, 2013

Present: (17) Vonita Francisco, Jan Burnham, Jennie Blockhus, Jessica Gesinger, Cory Peterson, Rachael Garrett, Erin Wilson, Erica Graeff, Alison Buss, Colleen LaMotte, Gillian Murphy, Mirah Wood, Susie LaClergue. Amy Leonardson, Katie Dire, Heather Cunningham, Shannon Spurgeon

Absent: (3) Lena Garcia, Christine Hammers, Toni Noll.

7:03pm Call to order

Jennie called the meeting to order

7:05pm Approval of Minutes

Rachael moved to approve the August meeting minutes. Ali seconded. The August meeting minutes were approved.

Jennie passed out recipes for friendship.

7:05pm Directors Report

Jan talked a little more about our colorful personalities and noted that the three community building events are being organized by different color groupings: Fall mostly Gold, Winter half gold and half green, and Spring half blue, half gold, plus an orange.

Jan talked about consensus models vs. Roberts Rules. Our board is using a consensus model. She passed out a diagram of the process of consensus, which requires 100% agreement or neutral opinions (no dissenting opinions) and suggested we might discuss a topic and practice it at the next board meeting.

North City Elementary is now known as the North City Learning Center.

Jan passed around two exit surveys filled out by recent members that had left and reminded us that we can learn from these.

We talked a little about people who miss parent education nights and Jan is working on a list of make up tasks. Anyone is welcome to add to this list.

7:20pm Website Revision

Vonita and the team are working on revising the website. Chris Francisco and Bryce Barrick will be the technical people in charge of the website for this school year. Vonita should have a sample mockup of the website at the next board meeting. Vonita reported that it might cost \$30-60 for add-ins for the new website and Jennie gave approval to spend this money.

7:24pm Treasurers Report

Rachael needs people on the Financial Aid committee, along with Cory and herself. A sign up sheet was passed around the committee for this year will include Rachael, Cory, Erin, Erica, and Jan.

Rachael walked us through the budget for the 2013-2014 and we as a board unanimously approved the budget using the consensus model. Cory moved to approve and Vonita seconded. New in the budget this year is the SCC tuition, which is listed in a different place because we budget for 90% occupancy for income and 100% occupancy for expense. We had a short discussion about tshirts and Erica and Ali will put a section about how to buy tshirts in the next newsletter.

7:33pm Fundraising Report

Gillian mentioned the wreath fundraiser and how we will discuss it more at the next school meeting. Mirah suggested that the forms should be sent out ahead of time – Kate will do this. Erica and Ali will also include this information in the next newsflash.

Vonita mentioned a price discrepancy on the two wreath sheets.

Sign up for Carnival jobs will happen at the October meeting. It was suggested that we have computers at the October meeting so that people can physically enroll in eScrip at the meeting. Gillian will work with Anastasia on this.

7:47pm PAC Report

Susie reported that it is the 75th anniversary of coop in Washington State.

PAC is using Box (which is similar to Dropbox) to store and share documents.

Lake Forest Park Coop is now known as the Bothell Family Coop.

PAC is already working on the Parents Connect event and speaker in March, and Susie suggested getting a copy of the speaker's book (Karen Deerwester), which she and Jan will coordinate. Barb Yasui is working on parking for the speaker for March, and Jan or Jessica will check in with her on progress being made here.

The seven coop wide event at Shoreline Community College will be in June.

7:52 Parent Coordinator/Class Reports

Amy talked about Groovers – great first day.

Katie reported on Movers, which went great.

Colleen reported on Scooters and the fact that it appeared to some Scooters that there won't be many adults in the class and the other classes already seem so close and connected. We discussed how the Scooters class is a blank slate and the members will be able to make it exactly what they want.

Erin reported on Toddlers, which will meet later this week.

Shannon reported on Explorers, which has a lot of new to the school members. They had a good discussion at Orientation and there were lots of questions about snacks and wreaths.

BabyNMe is up to 3 people and will meet tomorrow, with one older sibling. Susie suggested marketing this class to Doulas.

We had a short discussion about new people and their experiences so far, for the most part great. Jan reiterated that coop is a two way street – new members need to reach out for help if they need it. Jennie suggested one of the school set up jobs should be to direct new people on school set up day.

8:16pm Marketing Report

Vonita reported that two people signed up for BabyNMe at the last farmers market and wondered if we want to do another one. She will look into available dates. She mentioned that Shorenorth has partnered with Smith Brothers Farms and the school will receive \$20 for anyone who signs up for Smith Brothers and says they're from Shorenorth. Smith Brothers is happy to come to Shorenorth for a demo/taste test, but it was decided we might do this in the winter (maybe at the winter community building event) rather than the Fall Fest because there are a lot of things people are being asked to do money wise for Shorenorth in the next month or so. Still, Erica and Ali will put a blurb about Smith Brothers in the next newsletter.

8:26pm Registrar Report

Erin reported on class enrollment: Explorers, Toddlers, Movers, and Groovers are full with waiting lists. Scooters is currently at 7 parents with 11 kids. There was some confusion about the maximum enrollment for Scooters and Jessica clarified that this year we will cap Scooters at 18 kids and will see how that goes. BabyNMe is currently at 3 members. A short discussion about referrals followed and Vonita Francisco, Gillian Murphy, Jocelyn Berge, and Dana Short (a new to the school Explorer this year) should be given t-shirts for their referrals. Erin, as registrar, will handle this.

8:32 Previous Action Items

Storage Containers: Jen Hannah purchased containers and organized the art storage area so purchasing storage containers is no longer necessary.

Entry Way: Erin, Gillian, and Lena are exploring options for organizing the entry way (painting exterior door, cubbys, coathooks, mailboxes) and there are lots of possibilities. Jennie gave this team the authority to make some decisions in order to move this forward. We have money in the budget to hire this out so it was decided that the team should get bids and set a timeline. Mirah brought up the issue of potential lead paint in the exterior door and Jan will look into this.

Document Storage: Cory mentioned that it would be nice to have a central location to store Shorenorth documents. We may be able to store them on the website, and Vonita will check into how much storage we have. Susie is going to look at Box software (also used by PAC) to see if this would work.

Wonderland Item Request: There is a built-in in the hallway that was removed from Shorenorth to make room for the loft. Wonderland preschool is now requesting that this built-in be removed from the hallway. It belongs to the building so needs to be retained. Jan will discuss it with Wonderland soon.

Personal Mike System: Some people were unable to hear at Orientation. Personal microphone systems are available for check out from Shoreline Community College, and Jan or Jessica will get one for the next meeting in the library.

Cleaning for Board Members: Due to the number of Board members and the number of new families this year, it was decided that Board members will clean this year. Executive Board members will be exempt from cleaning.

Mat Replacement: Rachael got a quote for new mats – two large and two small – for \$3699.78. She didn't explore further because was waiting to see how much money was left after the entryway redesign. We discussed the fact that new mats may off gas and that our school is green and we want to really align this way. It was decided we would hold off on pursuing new mats for now.

Website Technical Person: Discussed earlier – Chris Francisco and Bryce Barrick will assume this role.

9:04 Announcements

Dave and Susie LaClergue will be performing at our Fall Fest!

9:05 Meeting Adjourned

Action Items:

1. Everyone – Email Jan with any ideas for Parent Ed makeup tasks.
2. Erica and Ali are going to include some information on buying tshirts in the next newsletter.
3. Erica and Ali are going to include information about wreath sales, including forms, in the next newsflash.
4. Kate will send out an email about wreath sales, including forms, the morning after the October business meeting.
5. Gillian will work with Anastasia to bring laptops to the October business meeting so that people can sign up for eScrip at the meeting.
6. Susie and Jan will work together to obtain a copy of the Parents Connect speaker's (Karen Deerwester) book for Shorenorth.
7. Jan or Jessica will check with Barb Yasui about progress made regarding parking at the Spring Parents Connect event.
8. Vonita will check with the Shoreline Farmers Market to see if there are any available dates for Shorenorth.
9. Erica and Ali will include a section about our partnership with Smith Brothers Farms in the next newsletter.
10. Jan will check into whether the paint on the exterior front door contains lead.
11. Erin will give Vonita, Gillian, Jocelyn Berge, and Dana Short tshirts for their referrals.
12. Gillian, Erin, and Lena – Work on the design of the entryway and solicit and obtain bids to hire out the job.
13. Vonita will look at our website to see if this is a reasonable place to store documents.
14. Susie will explore Box (software) to see if this is a reasonable way to store documents.
15. Jan will discuss the built-in in the hallway with Wonderland.
16. Jan or Jessica will check out a personal microphone system from SCC for the next meeting in the library.
17. Katie will let Noel know that the Board members (excluding Exec Board) are going to clean this year.



Shorenorth Co-Op Preschool Board Meeting October 3, 2013

Present: (18) Vonita Francisco, Jan Burnham, Jennie Blockhus, Jessica Gesinger, Rachael Garrett, Erin Wilson, Erica Graeff, Alison Buss, Gillian Murphy, Susie LaClergue, Amy Leonardson, Heather Cunningham, Shannon Spurgeon Christine Hammers, Cory Peterson, Lena Garcia, Toni Noll, Mirah Wood,
Absent: (2) Colleen LaMotte, Katie Dire,

7:06pm Call to order

Jennie called the meeting to order

7:06pm Approval of Minutes

Erica moved to approve the September meeting minutes. Gillian seconded. The September meeting minutes were approved. Jan clarified that meeting minutes can continue to be approved in this way (rather than by consensus) as they were distributed and commented on ahead of time.

7:09pm Directors Report

Jan talked a little more about consensus boards. They are more thoughtful and happy boards. She handed out a write up on consensus, and emphasized that with this process everyone has a chance to be heard. We went through a visual representation of the consensus process – there are lots of opportunities for everyone to bring up their concerns. We did a quick test process with the topic of Gillian holding Baby Elizabeth.

Since Jan and Jessica rarely talk about all the work they put into the school, Jan brought up some of the things she and Jessica have been doing for our school: Jan is serving on the task force for the college president, Jessica developed the new dragonfly program, Jan put together the training for the Y, Jan is doing the online course (not Fall quarter), and Jan is going to volunteer for Shoreline Coop Preschool carnival (Patty, the director, volunteered at our Carnival last Spring). Jan reported that there is a lot of change at the college right now – including an interim president and vice president. Jan will filter information going from Shorenorth to Shoreline CC through her.

We talked briefly about the Announce list serv filter that is in place and an email that was accidentally let through.

For five years, we have been in the red because of state funding. But we are less in the red this year.

7:26pm Website Update

The website was not displaying correctly so Vonita will present the updated website next month.

7:30pm Treasurers Report

Financial Aid for this quarter is done – we are within budget as we received fewer requests than expected.

We are going to have some Healthy Start families join our school. Pearl Noreen started both Healthy Start and Shorenorth and suggested we invite some Healthy Start families to join Shorenorth. Two families have been invited to Shorenorth and one has already visited. It was suggested that we invite Pearl to Shorenorth sometime and Susie mentioned that there might be an opportunity to invite her to the Shoreline CC coop event in the spring where there will be a celebration of 75 years of coops in Washington.

7:39pm Fundraising Report

Gillian passed around a sign up sheet for Auction jobs. The entire school will sign up for Auction jobs (or pay their opt out fee) at the next business meeting, Tuesday October 8. She also passed around the Spring Carnival handbook, which Jessica had printed.

Mirah and Kate are coordinating wreath sales.

Gillian will contact Tahiroh, our Alumni List Manager, will make the alumni list available to Board members, and will let us know how many alumni each of us should contact for wreath purchases.

There was a long discussion about how to incentivize the school for wreath sales. We discussed rewarding the top Alumni sale. We discussed having a class competition, with some of the suggested rewards being an extra fieldtrip, an ice cream or frozen yogurt party, scholastic book money, a visit from the tumble bus, and a movie party. We also brainstormed individual rewards for the top three sellers and suggestions were made including tickets to the auction, a basket of “little things”, and a pedicure gift certificate.

Gillian proposed four different items, that were all agreed upon by consensus:

- 1) The class with the highest wreath sales (percentage wise after adjusting for number of students) will receive \$100 to spend as they wish
- 2) Any individual seller, student or alumni, who sells more than \$1000 in wreaths will receive a \$150 gift certificate to a place of their choice.
- 3) Any individual seller, student or alumni, who sells more than \$750 in wreaths will receive a \$75 gift certificate to a place of their choice.
- 4) Any individual seller, student or alumni, who sells more than \$500 in wreaths will receive a \$25 gift certificate to a place of their choice.

We talked about how to communicate this information to our Alumni while minimizing the number of emails they receive from Shorenorth. Tahiroh will be sending an email about wreath sales that could include the incentive information, but we also have current students that will be reaching out to their alumni friends as personal contacts. Amy suggested that fundraising or communications just send one email with all the wreath info to our alumni, but Jan emphasized that the follow through is not as good with a mass email and that alumni are more likely to participate when a personal contact is made. The fundraising team will meet to finalize how wreath sales information is communicated to our Alumni.

Jan asked Gillian to get Kari Betzold (previous Alumni List Manager) in touch with Tahiroh to get her up to speed on the Alumni List Manager role.

8:18pm PAC Report

The PAC is already planning the next speaker, and any ideas should be passed along to Susie. Some suggestions by the Board included Landsberry, Becky Bailey, Alfie Kohn, and Pearl Noreen.

Susie will be absent for the December 2nd PAC meeting, and either Amy, Jan, or Jessica will fill in for her.

Susie is finalizing the contract with this year's speaker, Karen Dearwester.

The college is moving towards getting families involved in lobbying/fundraising.

8:22 Parent Coordinator/Class Reports

Lena and Christine reported on Groovers, which is going great. Groovers will have pictures taken on Wednesday, October 9th.

Ali and Amy reported on Movers, which is also going well with fieldtrips being planned. Jessica reported on Scooters, which is toying around with their schedule. They are now eating lunch at the start of class. There have been some disruptive times in class but there are lots of fabulous families in the class and they are working through it.

Toni reported on Toddlers, who are also planning their fieldtrips and taking surveys to decide what to do.

Shannon reported that the Explorers class is a force. It's a great group and many of the Explorer families are taking on big jobs for the school.

Jessica reported on BabyNMe, which currently has a 3 week old, 7 month old, and two 4 month olds. We are still looking for new babies.

8:31pm Communications Report

Ali asked about want ads and whether we could include these in the newsflash. The Board agreed that this would be fine, and it was suggested that we could put want ads on the website in the future.

Jennie mentioned what a fabulous job Erica and Ali are doing and how great the recent newsletters were, and solicited comments from Board members on the newsletter. People mentioned that the newsletters definitely made them feel more connected to the school community and all the members in it.

Lena suggested that Teacher Jan and Teacher Jessica's newsletter write ups could be put on the Teachers Notes section of the website.

8:37pm Marketing Report

Vonita checked in about the Marketing Challenge; Board members are still working on it.

Vonita reported that the website can store files and that we have a very large amount of space available for free, we just need a plug-in interface to access it. She solicited comments from the board on which features we'd like for our website storage. Board members suggested 1) searchable (body, not just title), 2) hierarchical, 3) ability to sort by date modified, and 4) potentially the ability to send documents to people directly through the website. Vonita will present a prototype at the next meeting.

Our sandwich boards need to be refurbished and Vonita will check to see if Aurora Prints will print on vinyl.

Jan mentioned that the Shorenorth Banner on the fence is falling off and Erin will check with her neighbor for a grommet tool to fix the sign.

8:48pm Registrar Report

Erin reported on class enrollment: Explorers is at 16 (which is higher than normal and will be a future discussion we'll need to have), Groovers, Movers, and Toddlers are full, and both Scooters and BabyNMe have space. It was suggested that we revisit new babies in the school, to see if parents might want to join BabyNMe now that we are well into the school year.

There was a discrepancy on the job list for the website manager position; Erin will update Jocelyn on this.

Vonita will be creating a Shorenorth website email address for website related questions.

The all school roster is almost finished. Erin is going to add a column that indicates the year each family started at Shorenorth. Erin asked who needs access to the all school roster and it was decided that Board members, the Job List Manager (Jocelyn), and the Cleaning Coordinator (Noel) all will be given access.

8:56pm Fall Fest

Susie and Dave will be performing and Jan, along with the setup crew, will be there Saturday October 5th at 3:30.

8:58pm Previous Action Items

Jennie reminded us that action items are on-going and will be kept on the action item list until the item is completed.

The entry way committee (Erin, Gillian, and Lena) has sent out an email for a bid and has chosen a color for the entry way door. Shannon has been added to the team. It was mentioned that Dawn Ryan is an interior designer by profession and that the team get in touch with her. Mirah reported that there is no lead in the front door.

Susie reported that she had looked at Box software for document storage, but that the free website has superseded this effort.

Jan reported that she had bought the book by Karen Dearwester for our library.

9:03pm Meeting Adjourned

Action Items:

18. Vonita will present the new website at the November Board Meeting.
19. Gillian will contact Tahiroh, our Alumni List Manager, and make the alumni list available to board members and let us know how many alumni each of us should contact to purchase wreaths.
20. The fundraising team will meet to finalize how wreath sales information is communicated to our Alumni.
21. Speaker ideas for the PAC event should be passed along to Susie.
22. Amy, Jan, or Jessica will fill in for Susie at the December 2nd PAC meeting.
23. Vonita will put Teacher Jan and Teacher Jessica's newsletter write ups on the website.
24. Vonita will present a prototype storage interface to the website at the next Board meeting.
25. Vonita will check with Aurora Prints about printing on vinyl for our sandwich boards.
26. Erin will check with her neighbor about borrowing a grommet tool to fix the banner on the fence.
27. Erin will communicate with Jocelyn about updating the Job List.

28. Vonita will create a Shorenorth website email address, received by our website team, where technical/website questions can be addressed.
29. Erin will finalize the all school roster, including adding a column indicating year started at Shorenorth, and will make it available to Board Members, Jobs Manager (Jocelyn), and Cleaning Coordinator (Noel).
30. The entryway committee will get in touch with Dawn Ryan about design.
31. Kate will send out an email about wreath sales, including forms, the morning after the October business meeting.
32. Jan or Jessica will check with Barb Yasui about progress made regarding parking at the Spring Parents Connect event.
33. Erin will give Vonita, Gillian, Jocelyn Berge, and Dana Short tshirts for their referrals.
34. Jan will discuss the built-in in the hallway with Wonderland.
35. Katie will let Noel know that the Board members (excluding Exec Board) are going to clean this year.
36. Erica and Ali: Check in with parents in late Fall to see how they feel communication at the school is going.
37. PCs: Reach out to classes to find someone interested in being Shorenorth's social media person (twitter, etc.)



Shorenorth Co-Op Preschool Board Meeting November 7, 2013

Present: (15) Vonita Francisco, Jan Burnham, Jennie Blockhus, Jessica Gesinger, Rachael Garrett, Erica Graeff, Alison Buss, Gillian Murphy, Amy Leonardson, Heather Cunningham, Christine Hammers, Cory Peterson, Lena Garcia, Katie Dire, Erin Wilson
Absent: (5) Colleen LaMotte, Susie LaClergue, Toni Noll, Shannon Spurgeon, Mirah Wood.

7:01pm Call to order

Jennie called the meeting to order

7:02pm Approval of Minutes

Lena moved to approve the October meeting minutes. Cory seconded. The October meeting minutes were approved.

7:04pm Directors Report

Jan referred to her email from earlier this week about cleaning up the school and talked about how much the board does for the school. If there are things to be done we should go ahead and delegate to the classes. She has seen a noticeable change in responsiveness in the three days since she sent the email.

Jan handed out Thanksgiving thank you potholders to all Board members.

Jan brought up the issue of clearing out the bike cage in advance of the wreath delivery. Gillian will check on the exact day of delivery. Six volunteers will bring tables for the wreaths: Lena, Katie, Erica, Cory, Vonita, and Jan.

Social media help is available through the college. There are two Public Information Officers that will help with flyers, etc. Jan has that info if anyone needs it.

Governor Inslee will sign a press release about the 75th anniversary of coop in Washington State. Our communications team will then copy it and publicize it (Facebook, etc).

7:14pm Treasurers Report

Rachael reported that things are looking good. We've raised \$414 through opt out fees. Insurance and Office supplies are both over budget for the year. Jenny was concerned about this given that it is so early in the year and Rachael mentioned that Insurance had gone up for the year and a big set of checks had been purchased. Some things might need to be reclassified and Rachael will talk with Beth about this. In general, everyone is paying the SCC tuition fee on time.

7:20pm Fundraising Report

Gillian reported that wreath sales were at \$14,192, or \$7096 in profit. Our goal for wreath sales was \$5000 in profit. Lori Scobe (an alumni) was a big fundraiser for another year. Also, the

BabyNMe class had some great sales. Colleen mentioned that a few people in her class chose to opt out and Gillian reminded us that the opt out fee was \$50 and all the opt out info was in the fundraising handbook.

The first Carnival meeting is scheduled for next week and team will start tackling some of the big questions. Most people in the school have already signed up for Carnival jobs.

There is an Amazon button at the bottom of the Shorenorth webpage that will link directly to Amazon and a portion of a sale will go to Shorenorth. We are encouraged to use this link for all Amazon purchases.

7:29pm PAC Report

Erica reported for Susie. Karen Deerwester, our Parents Connect speaker for March 19th, has signed the contract. A poster is being created for advertisement.

Susie has submitted Shorenorth's list of potential speakers for future Parents Connect talks.

A subcommittee is developing a new display board for the Parent Preview night in January. It will be much more professional than the old one.

Jessica will attend the December 2nd PAC meeting in Susie's place.

8:32 Parent Coordinator/Class Reports

BabyNMe: Jessica reported on BabyNMe. There are two new people, so six total, with a potential seventh interested in the class. Unfortunately none of the Healthy Start people returned. Susie will sub for Jessica while she is at NAEYC.

Explorers: Shannon reported through email that the Explorers are using their class Facebook page, that they had a hilarious Halloween group picture, and that they had a Moms night out which was fun.

Toddlers: Toni reported through text that Toddlers were doing great. One family is feeling overwhelmed by coop and Toni will work with Jan to figure out how we can support this family. The issue of a nanny bringing two kids, hers and another family's, was revisited. A discussion ensued and we brainstormed how this might happen while still maintaining community at our school. Jessica mentioned that Shoreline has a non-participating parent policy. She will send this policy to the Exec Board, which will further discuss this with the Registrar through email and maybe a future meeting. Jan reminded us that these are the exact kinds of issues that should be discussed by the board.

Scoters: Colleen reported that class is going better. They have made some changes and the families are really working together to make it a great class. They had a fun time on their last field trip and someone put together a really cute poster of photos. They will be on another fieldtrip (playdate at the park or library) when Jessica is at NAEYC, and Colleen will arrange this soon.

Movers: Katie reported on Movers. She had a question about wreath sales and whether it was the PCs job or wreath financial person's job to follow up on those members who didn't turn in paperwork. Gillian will write out the wreath process for next year and will clarify this point. Movers will go on a field trip when Jan is at NAEYC. An earlier email discussion about snack clean up was revisited and it was agreed that if people stick to the posted schedule, there is plenty of time to get the cleaning done. The person assigned to Room B for the day should also help with snack. It is always helpful if Movers parent offer to help the snack parent out with their child when heading to circle time or outside. There was a question about crying, and how long to

let a child cry before calling their parent, and whose job this is. Jan indicated that if a child cries for 10 minutes it's time to call, and that the parent partner should call the child's parent.

Groovers: Lena and Christine reported on Groovers, which is going great. Everybody is getting along. They had a great time at the fieldtrip to The Farm. There is plenty of CPR certified parents in class so class will meet as usual when Jan is at NAEYC. Lena volunteered to run class on Wednesday of that week. There will be a Firetruck visit on Thursday.

8:29pm Communications Report

The communications team was tasked with checking in with members in late Fall to see how things are going, and Erica asked for suggestions on the best way to do this. Board members suggested a ½ page handout at the business meeting, in the newflash, a separate email, and a short survey using Survey monkey. Erica and Ali will discuss these suggestions and decide. Jan asked whether the communications team was getting enough information/content from people and Erica and Ali agreed they were.

Ali reported that the Newsflash is turning into about a twice per month occurrence, and that this seems to be working well. Colleen mentioned, and everyone agreed, how useful the Newsflash is.

8:35pm Marketing Report

The website team has been busy and was unable to present the website tonight. But completing the new version of the website by the end of the year is still the goal and Vonita hopes to have a public version available to present in December.

For the issue of document storage, Vonita reported that we have the ability to store documents on our website, but there is no plug in piece that has the functionality we'd like (search, hierarchical storage, etc.) and that we would have to write this code. This is too much to take on right now given our resources, so we will go back to the options that Susie was researching (Box) and maybe DropBox.

Vonita had checked into prices for vinyl sandwich boards at Aurora Prints and for 2-5 of our existing boards it will cost \$96 (for a small board) or \$150 (for a large board) per board. There will be a 10% discount for 5 boards or more. Jennie mentioned stick boards, and wondered whether it might be a better deal to just get 300 of these for the same price. Cory suggested just laminating a poster and taping it to the sandwich boards. It was agreed that we would go with laminating and heavy duty Velcro, giving us the option to change out the signs on our sandwich boards.

Vonita brought up the idea doing a winter open house. Erin suggested coordinating this with the winter playdate, scheduled for December 30th. Vonita will start publicizing the open house playdate.

Vonita asked if anyone has finished marketing challenge; no one has completed it yet.

8:48pm Registrar Report

Erin reported that another person (a nanny and her child) has been added to the Movers waitlist. Also, there is a potential Scooters family that was going to come to class, but hasn't yet. Per Jan's suggestion, Erin will reach out to other SCC coop registrars in publicizing the Scooters class, which is still not full. Jan mentioned that if numbers are not met, classes can be cut. Erin

will check with people currently on our waiting lists to see if they might be interested in joining Scooters.

Erin brought up the idea about enrollment for next year and reminded us that we will have an issue because there are currently 16 Explorers but are only 14 Toddler spots. It was suggested that a small committee might work on this and Erin thought this would be helpful.

Erin checked in to make sure everyone was able to access the all school roster; no one is having trouble.

8:59pm December meeting

Our December meeting will take place on December 5th, at Amy's home. In keeping with Shorenorth tradition, it will be a potluck with an Italian theme. We agreed to have a gift exchange, and decided on a theme of Books and Bottles, with everyone bringing both a book and a bottle.

9:02pm Entryway update

Lena spoke for the team who suggests we buy lockers (18) to be shared across the classes. They also suggest replacing our current mailboxes with plastic tubes, which are 6 inches diameter, and asked if these were big enough. People seemed to agree this would be fine. The locker quote was \$1373 including shipping, and they are already premade. Monte will extend the wall and install the lockers for \$300, and it was suggested we also get him a really nice gift. The quote for the pipe was \$160, and it will need to be cut. Lena proposed we buy lockers, hire Monte, buy pipe, and have a work party to cut the pipe and install. Rachael asked about the timeline: the lockers take 3 weeks to ship and Monte said he could complete his part in 1-2 days, over winter break. We took a consensus vote and consensus was achieved. Lena and the team will follow through with the plan.

9:15 Meeting adjourned

Action Items:

1. Gillian will check on the exact day for wreath delivery and report back so that we know when to clear out the bike cage. (done)
2. Lena, Katie, Erica, Cory, Vonita, and Jan will bring tables to be used for the wreath handout day. (done)
3. Ali and Erica will publicize Governor Inslee's press release about the 75th year of coop in Washington State (once it is released). (done)
4. Rachael will talk with Beth about reclassifying some items in the budget, including Office Supplies.
5. Jessica will attend the December 2nd PAC meeting.
6. Toni will work with Jan to help support one of the Toddler families.
7. Jessica will send Shoreline coop's Non-Participating Parent policy to the Exec Board. (done)
8. The Exec Board and Registrar will continue discussing potentially allowing non-participating parents at our school. An Exec Board meeting may be necessary.
9. Colleen will set up a playdate for Scooters for the day Jessica is at NAEYC.

10. Gillian will write out wreath process, including clarifying who keeps track of sales and financials, for next year.
11. Ali and Erica will figure out the best way to poll our school about communication effectiveness and will carry this out later in November
12. Vonita will present the new website at the December Board Meeting.
13. Susie will research Box software for document storage.
14. Colleen will set up an out of school playdate for the Friday in which Jessica will be at NAEYC.
15. Vonita will start publicizing the all school open house/playdate scheduled for December 30th.
16. Erin will reach out to other SCC coop registrars to publicize the Scooters class.
17. Erin will check with people on our current waiting lists to see if these people might be interested in joining Scooters.
18. Erin will assemble a committee to discuss the class numbers/sizes for the 2014-2015 school year, in preparation for open enrollment.
19. Lena and the entryway team will order the lockers and tubing, hire Monte to install the lockers and build out the wall, and schedule a work party for cutting and installing the tubing, with the goal of having everything completed before the playdate on December 30th.
20. Lena and the entryway team will get Monte a nice thank you gift after he installs the lockers.
21. Vonita will put Teacher Jan and Teacher Jessica's newsletter write ups on the website.
22. Erin will check with her neighbor about borrowing a grommet tool to fix the banner on the fence.
23. The entryway committee will get in touch with Dawn Ryan about design.
24. PCs: Reach out to classes to find someone interested in being Shorenorth's social media person (twitter, etc.).



**Shorenorth Co-Op Preschool Board Meeting
December 5, 2013**

Present: (17) Vonita Francisco, Jan Burnham, Jennie Blockhus, Jessica Gesinger, Rachael Garrett, Gillian Murphy, Amy Leonardson, Heather Cunningham, Christine Hammers, Cory Peterson, Lena Garcia, Katie Dire, Colleen LaMotte, Susie LaClergue, Toni Noll, Shannon Spurgeon, Mirah Wood.

Absent: (3) Erica Graeff, Alison Buss, Erin Wilson,

7:50 pm Call to order

Jennie called the meeting to order

7:52 pm Approval of Minutes

Vonita moved to approve the November meeting minutes. Rachael seconded. The November meeting minutes were approved.

7:55 pm Directors Report

* Jan reminded us to enjoy today and what you have right now. She thanked the Board for supporting her and Jessica's busy and inspiring trip to NAEYC. She will write up a synopsis for a future newsletter.

* North City Co-op Preschool has a conflict for the open house that is scheduled for all three coop preschools on Saturday March 1, 2014. We as a Board agreed that rescheduling our Open House for Saturday March 8th, 2014 would be fine.

* We briefly talked about the signage proposal from Wonderland, which we are still waiting to hear back from Wonderland about. We are still interested in more real estate on the sign and will need more detail in order to move forward on this. Lena recommended that this sign be double sided.

* The current Director Evaluation is not proving to be very useful for Jan. She would rather be evaluated throughout the year rather than once at the end and would also rather people include suggestions on how to improve along with their complaints. She asked the Board for a different evaluation. This year, Jan would like to do a self evaluation. We brainstormed the best way to do evaluations (suggestion box, temperature readings). Colleen volunteered to head up a committee that will work on the evaluation process, including how to communicate goals, how to effectively evaluate instructors/directors, and how to make transparent the work being done towards goals. Mirah, Jan, and Katie also volunteered for this committee (and Susie will contribute a book). Jan will present some of her goals at the January Board meeting and will continue to work on these goals throughout the remainder of the year, giving the Board progress updates and asking for feedback at Board meetings.

8:35 pm Classes for 2014-2015

Jessica announced that she will become the Co-Director of Shoreline Co-op Preschool next year, and therefore will not be teaching at Shorenorth next year. We discussed hiring a new instructor to fill Jessica's spot and Jan explained that Shorenorth and Shoreline Community College will hire a new instructor together. All applicants have to get their paperwork into the college, and Jan, Barb Yasui, and two additional people that Jan chooses will form an interview team. Toni, Shannon, Cory, and Jennie volunteered to serve on this team. The sooner we hire someone, the better. Jessica will announce her plan to the school at the business meeting in January. We discussed what classes a new instructor might teach and Jan shared that next year she would like to teach BabyNMe, Explorers, Toddlers, Movers, and her online course, so the new instructor would be teaching Groovers. Also, Scooters is causing some over-enrollment issues for Shorenorth and it may work best not to offer it next year. Vonita, Rachael, Gillian, Amy, and Jennie volunteered to work on a committee to figure out a reasonable class schedule for next year, so that we can clearly define our instructor need. Susie announced that she is being hired part-time to teach a class offered through the YMCA and Shoreline Community College, so will not be volunteering for these subcommittees in order to alleviate any potential conflict of interest.

9:00 Business Meeting adjourned

Action Items:

1. Jan will submit a synopsis of NAEYC to the Communications Team for a future newsletter.
2. Jan will report back to the Board on the Wonderland sign (how much real estate will Shorenorth have, etc.) once she hears from them. (Jan has reported that Wonderland will collate each preschool's thoughts and will send them around for another round of review/changes.)
3. Jan will present some of her goals at the January Board meeting, and will continue to update the Board on her progress toward these goals throughout the remainder of the year.
4. Colleen, Mirah, Jan, and Katie will meet to work on Director/Instructor evaluations.
5. Susie will contribute her book to the evaluation subcommittee.
6. Jan will select two people to be the committee to interview potential new instructors (Jan, Barb Yasui, Cory, and Jennie will meet on January 6th)
7. Jessica will announce her new position at the all school business meeting in January.
8. Vonita, Rachael, Gillian, Amy, and Jennie will meet to figure out our class schedule for next year given our current over-enrollment issues.
9. The Exec Board and Registrar will continue discussing potentially allowing non-participating parents at our school. An Exec Board meeting may be necessary.
10. Gillian will write out the wreath process, including clarifying who keeps track of sales and financials, for next year.
11. Vonita will present the new website at a future Board Meeting.
12. Susie will research Box software for document storage (more guidance needed – discuss at January Board meeting or Exec Board meeting)
13. Vonita will start publicizing the all school open house/playdate scheduled for December 30th.

14. Lena and the entryway team will order the lockers and tubing, hire Monte to install the lockers and build out the wall, and schedule a work party for cutting and installing the tubing, with the goal of having everything completed before the playdate on December 30th. (Lockers and wall being done on December 20-21, mailboxes will be installed in the new year).
15. Lena and the entryway team will get Monte a nice thank you gift after he installs the lockers.
16. Vonita will put Teacher Jan and Teacher Jessica's newsletter write ups on the website.
17. Erin will check with her neighbor about borrowing a grommet tool to fix the banner on the fence.



**Shorenorth Co-Op Preschool Board Meeting
January 6, 2014**

Present: (18) Vonita Francisco, Jan Burnham, Jennie Blockhus, Jessica Gesinger, Rachael Garrett, Gillian Murphy, Amy Leonardson, Heather Cunningham, Christine Hammers, Cory Peterson, Lena Garcia, Katie Dire, Susie LaClergue, Toni Noll, Mirah Wood, Erica Graeff, Alison Buss, Erin Wilson.

Absent: (2) Shannon Spurgeon, Colleen LaMotte

7:04 pm Call to order

Cory called the meeting to order

7:04 pm Approval of Minutes

Vonita moved to approve the December meeting minutes. Ali seconded. The December meeting minutes were approved.

7:04 pm Directors Report

- The Shoreline Community College Dean is visiting January 16th.
- The Shorenorth Open House will be March 1st.
- Jan's CPR/First Aid certification expired December 31st and she would like a training to be set up so she and other who are interested can get recertified. The vice chair traditionally looks into this and Cory will see what she can find.
- Jan wrote an article on her NAEYC trip for the newsletter.
- The cubbies look great and Jan wanted to thank Jessica, Susie, Rachael, Lena and everyone else who worked on them over break. We discussed putting names on the cubbies and decided to hold off for now.
- Jan sent a "Temperature Reading" form out to Announce and people will fill this in in discussion over the next two weeks. This will take the place of the 6-8 page evaluations that have been done in the past.
- Jan set out three areas of self-focus for her Directorship position: Communication Skills, Organization, and People And Leadership. She will outline goals within each of these categories each Fall and will reflect on them in the Spring. She will do a short report on them at each Board meeting.

7:24 pm Treasurer Report

Our current wreath fundraising total after buying gift certificates is \$7660. We are doing well fiscally.

7:30 pm **Fundraising Report**

- There was a question about reimbursing Tahiroh's customers who didn't get wreaths, and Gillian will take care of this.
- Our Amazon income is \$150 to date. We earn between 4 and 6% of purchases made through our website.
- We have earned \$140 through EScript to date.
- Gillian has been working with people on their auction jobs and getting teams organized: Auction Procurement is doing a great job – 30 donations so far, Toni is working on getting volunteers for the Carnival through Seattle Works, food for the Carnival is still up in the air.
- Raffle ticket sales will start January 15th at the business meeting.
- Gillian mentioned that we are quickly running out of space and wondered about getting a shipping container or renting a storage unit. After some discussion, it was decided that Jan will check to see if our Landlord has a room in the school that we can rent.
- Gillian asked about putting a lock on our Auction cabinet and the Board decided this was a good plan. Gillian will go ahead and put a padlock on it.

7:46 pm **PAC Report**

- Susie would like to send another email about lobbying out to Announce and to our alumni. She will draft something for Announce and will also work with Tahiroh to send another email to our Alumni.
- Amy Lang wants some of the Parent Connect speaker Karen Deerwester's time while she is in Seattle and we agreed that would be fine. Barb Yasui is working on parking and signage for the event.

7:52 pm **Parent Coordinator/Class Reports**

- Lena reported that Groovers is going great. Grandparent's Day will be celebrated Wednesday (1/22)
- Katie reported that Movers is going well. The fieldtrip scheduled for 1/22 is being cancelled so that Grandparent's Day can be enjoyed that day, which was fine with the class.
- Toni reported that the Toddlers class is starting to connect a bit more. The situation with the Nanny being in class has not been resolved yet, so Rachael, Erin, and Jan will meet to discuss it and come up with a solution.
- Jessica reported that Scooters is still challenging and that she has solicited some early childhood volunteers from Shoreline Community College.
- Erica reported that the Explorers need to spend their wreath fundraising prize. There was a discussion about sickness and policy within our school. Jan asked PCs to check in with Jan, Cory, and/or the Board with issues like this and Ali suggested this might be in next years PC training. We talked about doing a Toy Dip and decided PCs would discuss the sickness policy and how to keep our school clean and healthy at the all school business meeting next week.
- Jessica reported that BabyNMe is going well. Of two Healthy Start families registered, one is attending regularly.

8:19 pm **Communication Report**

Erica reported on the Communications Survey results: 15 people responded and comments were very positive. Everyone appreciates the ease with which communication is happening within our school. Some people reported that they would appreciate more frequent Facebook updates. Lia Chiarelli volunteered to update Facebook and Erica will follow up with her.

8:26 pm **Marketing Report**

- The Open House will be March 1st and Vonita will work on publicizing this.
- Bryce, Chris, and Drew are working on the website and hope to have it looking good before the Open House.
- Gillian suggested we have a domain email address set up for website help (eg. webmaster@shorenorth.net) and Vonita will set this up.

8:32 pm **Registrar Report**

Erin reported that we are over full for next year, even while only considering current families. Erin, Rachael, Gillian, Vonita, Amy, and Jan have been working on this issue to try to come up with class offerings and a registration process that works. The team has looked at changing the class meeting times, the age ranges, and not offering Scooters, while still working within the constraints of SCC. They will meet Friday to continue their work and Erin will present the issue and an update at the all school business meeting next week.

8:41 pm **Pajama Jam**

Shorenorth's Winter event, Pajama Jam, is this Saturday, 1/11. PCs should reach out to their classes about what time to arrive (flexible) and suggest that families bring picnic dinners if they want. Board members are welcome to bring cookies if they would like.

8:43 pm **Entry Way Update**

The lockers have been installed and the mailboxes will be delivered soon and installed by the end of January. Lena will schedule a work party.

8:50 pm **Action Items Update**

- Amy asked about Amazon Student, and how to prove one is a student at Shoreline Community College. Gillian just went through this process and offered to write up the instructions and send it out to the Board.
- Jan changed the date of the Kindergarten Transition meeting to Thursday January 23. A large number of returning parents are attending. We may need additional parents to help out in the classroom and Jan will let the Board know if that's the case.

8:58 pm **Priorities for school/class schedules for 2014-2015**

In regard to our over capacity and registration problem, we had a discussion about our school's priorities for next year – keeping as many current families as possible, keeping our current age ranges, maintaining our current schedule, maintaining our current caps, etc. After 15 minutes, we agreed to table the discussion until the Class Schedule team meets on Friday.

9:14 pm **Meeting adjourned**

Action Items:

38. Cory will look into CPR/First Aid certification classes for Shorenorth.
39. Jan will update the Board on her Directorship goals at future Board meetings.
40. Gillian will make sure Tahiroh's customers who didn't receive wreaths are reimbursed.
41. Jan will see if the Landlord has a room we can rent out for Auction gear.
42. Gillian will put a padlock on our auction cabinet.
43. Susie will send an email to both Announce and our Alumni about lobbying for our schools. (done)
44. Rachael, Erin, and Jan will meet to decide on our policy about nannies and non-attending parents.
45. Cory will make sure the process about how to handle sickness within our school is in next year's PC training. If necessary, the Parent Handbook will also be updated.
46. PCs will discuss the sickness policy and keeping our school clean and healthy at the business meeting next week (1/15).
47. Erica will follow up with Lia Chiarelli about posting Shorenorth updates to Facebook. (done)
48. Vonita will publicize the March 1st Open House.
49. Vonita and the website team will try to get the website looking good before the Open House.
50. Vonita and the website team will set up a webmaster (Shorenorth domain) email address.
51. Erin and the Class Schedule team will continue to try to come up with a plan for next year and a process for registration. Erin will present the current thoughts at the all school business meeting next week (1/15).
52. PCs: Reach out to your classes to publicize the Pajama Jam and invite families to bring picnic dinners.
53. Lena will schedule a work party for mailbox installation.
54. Gillian will write up the process for obtaining proof of student status (for signing up for Amazon Student) and will send it out to the Board
55. Jan will let the Board know if additional parents are needed to watch kids in the classroom during the Kindergarten Transition meeting.
56. Jan will report back to the Board on the Wonderland sign (how much real estate will Shorenorth have, etc.) once she hears from them. (Jan has reported that Wonderland will collate each preschool's thoughts and will send them around for another round of review/changes.)
57. Colleen, Mirah, Jan, and Katie will meet to work on Director/Instructor evaluations.
58. Jessica will announce her new position at the all school business meeting in January.
59. Gillian will write out the wreath process, including clarifying who keeps track of sales and financials, for next year.
60. Vonita will present the new website at a future Board Meeting.
61. The Executive Board will discuss Shorenorth's goals and requirements for document storage.
62. Lena and the entryway team will give Monte a nice thank you gift after he installs the lockers.
63. Vonita will put Teacher Jan and Teacher Jessica's newsletter write ups on the website.

64. Erin will check with her neighbor about borrowing a grommet tool to fix the banner on the fence.



Shorenorth Co-Op Preschool Board Meeting February 6, 2014

Present: (16) Vonita Francisco, Jan Burnham, Jennie Blockhus, Jessica Gesinger, Gillian Murphy, Amy Leonardson, Lena Garcia, Katie Dire, Susie LaClergue, Erica Graeff, Alison Buss, Shannon Spurgeon, Heather Cunningham, Erin Wilson, Colleen LaMotte, and Lanaya Waldron (guest).

Absent: (5) Mirah Wood, Christine Hammers, Cory Peterson, Rachael Garrett, Toni Noll.

7:06 pm Call to order

Jennie called the meeting to order

7:08 pm Approval of Minutes

Shannon moved to approve the January meeting minutes. Lena seconded. The January meeting minutes were approved.

7:09 pm Directors Report

- Jan passed out sweet gifts to Board members for all of our helping hands.
- Jan mentioned that Erin and Rachael and the team did so much work on the registration packets – and everyone is glad they're done! There will be lots of change for next year.
- Hiring Update: The hiring committee (Jennie, Cory, Jan, and Barb) has developed a job description and created a vacancy announcement, and these are in the process of being approved by the dean. The position will be announced to our school, Alumni, and PAC. The committee will be spending some time going through applications and may decide to invite two people to interview. The posting will close Feb 28, we will offer someone a position around April 2-3, and we will announce our new teacher to our school on April 14. Lena asked about Board members having a chance to interact with candidates and Jan said that these would be working interviews and this would be possible, especially on the playground.
- Jan shared some of the feedback from the Temperature Readings/Evaluations and suggested PCs look at these, as they are really an evaluation of the Board. As far as students intending to return, the numbers are:
 - 9 Groovers returning, 3 maybes
 - 10 Movers returning, 4 maybes
 - 8 toddlers returning, 3 maybes
 - 2 scooters returning, 4 maybes
 - 10 explorers returning, 3 maybes
 - 4 babies returning, 1 maybe

We had a short discussion about the temperature readings. Jennie pointed out that we got a higher response rate by doing these evaluations during class. Erica commented that Explorers verbally were very positive.

- Jan asked about the All School Playdate (February 20th, 9:30-11:30). Shannon will be in charge. A sign up sheet was passed around to sign up to help open or close – Amy and Erica will open, Jennie and Shannon will close.
- For the All School cleanup on February 28th, Jennie will have clipboards available at the Business Meeting next Tuesday (2/11) so that people can sign up for a shift.
- Jan reported that she has seven pages of notes from the Faculty Retreat, and may come back to this later.

7:30 pm **Treasurer's Report**

Rachael will provide by email next week.

7:31 pm **Fundraising Report**

Gillian reported on the Carnival, which is ramping up.

- The first team leader meeting happened recently and procurement is going well.
- Raffle ticket sales have begun. Gillian is working with Chad to come up with a flyer for selling the tickets. Gillian will distribute these and send by email. \$50 worth of raffle sales is due March 13th.
- Food for the Carnival is on track and on budget. We will not be doing the same thing as last year. Ali had an idea to do snack boxes, and Gillian thought a party to decorate and fill these might be fun and fit with our mission of building community. Lena asked about bringing baked goods and Anastasia will set up a sign-up for this, as we don't need everyone to bring baked goods.
- We will be doing class projects this year. Jan emphasized that this should be very straightforward and low expense. Gillian reminded us that the goal is getting outside money to bring in – and this can be for class projects too.
- We agreed that this year again the top prize for raffle tickets will be a birthday party at Shorenorth.

Lanaya reported on Carnival publicity.

- Sign printing costs are slightly out of her publicity budget, in the range of \$300. We agreed as a Board that our current budget surplus (due to the Carnival last year) could be partly reinvested in the Carnival, and that \$300 for signs from the school budget would be fine.
- Lanaya asked about selling reusable bags. The Board agreed that we would rather sell 'Shorenorth' bags than 'Carnival' bags. Shannon suggested slightly nicer bags, although cloth bags are greener and probably best align with our school values. Heather's Mom does this kind of thing and she will check in with her Mom on this. Lanaya will figure out how many bags to have made.
- Gillian asked about when to notify our Alumni about the Carnival. This year we will send an email to the new Alumni listserv, and also publicize through facebook and twitter. There is a job listing email being sent to our Alumni Monday (2/10) so it makes sense to mention the carnival in that same email. Gillian will work with Jennie on this.

- As a side note, Jan suggested that Dana, being the new Shorenorth Twitter person, should say something quick about it at the Business meeting Tuesday. Ali or Erica will ask Dana to do this.
- Jan reported that we have gotten the OK from the Landlord to get a storage container. (He also said we can use the kitchen for the Carnival, and that he is fixing the asphalt outside our classroom.) Lena mentioned Craigslist might be a good place to check for a container and she and Gillian will research this. Because we want to move fast, they will get back to the Board by email so that we can hopefully have a container in place by the next Board meeting. As an aside, Jan mentioned that we should send Ron a thank you – Amy will work with Jan on this.
- Heather mentioned that they would like to acquire some of the games so that they can be reused each year. She requested PCs send an email to classes about mini basketballs, a hockey net and sticks, and plastic golf clubs and balls.
- Jennie mentioned that many of the Explorers didn't receive raffle tickets because they didn't have a mailbox. PCs should make sure all of their members have a mailbox.

8:03 pm **PAC Report**

- Susie reported that they've come up with a good solution for Parent Connect speaker parking issue – a designated parking lot.
- A flyer for the event is being finalized. A map is also going to be created. PAC will be asking the schools and PCs to have the flyers and maps distributed together.
- Susie is going to check on the speaker fee and see if it is split between schools or is per school.

8:06 pm **Parent Coordinator/Class Reports**

- **Baby N Me:** There was a new member this week: Amy Leonardson. There are two walkers now. Jessica is going to schedule a field trip.
- **Explorers:** Shannon has been away from class a bit and thanked Jennie for filling in. The class is great - people are happy and feeling welcomed. 10-11 members are coming back next year. One person complained about the new schedule, but the rest of the comments were positive. Explorers have two upcoming field trips scheduled: Pump It Up and the Spartan Gym.
- **Scooters:** Colleen reported that there are two new people in class. One family is expecting a baby, but may be going into early labor. Lena will send the mealtrain invitation for this family to the Scooters class. Elizabeth, a student at Shoreline, has been attending Scooters, which has been really great. Regarding the schedule for next year, one person mentioned that not having Scooters would be a bit of a loss because the multi age class is great.
- **Toddlers:** Erin and Gillian reported that class going well. They had a fun fieldtrip to Cascade Elite Gymnastics today. A nanny has officially joined Toddlers.
- **Movers:** Katie reported that there was some confusion about class not meeting yesterday, but it was sorted out. No one has commented on the new schedule. One member left, which is too bad. We need to clarify the sibling policy and visitor policy for the next parent handbook. For example, what does babes in arms mean? Also, if you'd like to bring a visitor, can you and what is the process (asking Jan, advance notice). Amy will work with Jan on this for the next Parent Handbok.
- **Groovers:** Lena reported that there had been a safety concern at the most recent fieldtrip - two Groovers ran away from the group and were hiding. It raises the issues that Groovers are

feeling very bold – both on fieldtrips and one the playground (going into woods, loop on field, etc), and might require changes in how kids are monitored outside. This will be discussed at the Business meeting on Tuesday during the Groovers class meeting.

8:31 pm Communication Report

Erica and Ali asked mentioned the newsletter and newsflash. The Board agreed an incentive plan for reading the newsletter/newsflash would be implemented for the next issue.

8:33 pm Marketing Report

- The open house will be Saturday March 1st, 10:00-12:00. Erica will correct the time on the website calendar.
- Vonita has listed our open house on Parent Map.
- Vonita reminded us that Board members should advertise our Open House on any moms boards/lists that we belong to.
- The website is in progress.
- A sign up sheet for open house opening/closing volunteers was passed around.

8:38 pm Registrar Report

- Erin reported that registration packets for in-house registration are on the counter and ready for registration next week. Erin will come in each day to pick up completed registration forms, and reminded us that checks should be attached.
- Some questions have come up about our new class schedule, mostly about the drop off days of expanded classes (Toddlers, Movers), which Erin has been fielding. Other questions have been referred to Jan. Jan will hold class meetings closer to the start of school to answer questions about the new classes. Erica will post the registration forms to the website.
- Some people (Jennie, Jan) are having trouble accessing the members only section of the website, and Vonita will investigate.
- Ali suggested that before in house registration on Monday, it would be nice to let the classes that look most different (Toddlers, Movers) know how the class will look, ie. a class description. Jan will write these and send them out to Announce tomorrow.
- Erin requested that someone change the age brackets of our classes on the website and Erica volunteered to do this.
- Jan posed a question to the Board about letting someone only come one day of a two day class, assuming they pay the full class tuition, do their coop job, etc. Board members expressed both support for and arguments against this idea.

8:57 pm Entry Way Update

- Lena reported that the team has had two work parties for the mailboxes, which now need to be attached another way because the glue is not working. Lena will schedule one more work party.
- Lena mentioned that it might be nice to have adult hooks near the entry. Some Board members agreed, and Erin also suggested a cabinet holding Lost-and-Found items might be nice in that same space.
- The old boards with coat hooks are available to be reused, and we will think about how to use them and discuss at the next meeting.

9:03 pm **Action Items Update**

- Board members signed up to open and close the school at the upcoming All School Playdate.
- Lena has given Monte a thank you for constructing our new entryway.
- Katie is getting emails addressed to the cleaning coordinator. Vonita will look into this.
- Ali would like to borrow a key but Jan does not have any spares right now. All Board members who have a key should let Jan know so that we can account for our keys.

9:00 pm **Meeting adjourned**

Action Items:

65. Shannon will be in charge at the All School Playdate 2/20 – Amy and Erica will help open, Jennie will help close.
66. Jennie will have clipboards available at the business meeting 2/11 for the All School Cleanup signup. (done)
67. Rachael will send the Treasurer's report this coming week.
68. Gillian and Chad will create a flyer for Raffle Ticket sales (to help sell the grand prize photography session with Alyssa Rose).
69. Lanaya will go ahead and order signs for Carnival publicity.
70. Heather will check with her Mom about printing Shorenorth reusable bags and will get back to Lanaya.
71. Lanaya will figure out how many bags we should have made.
72. Jennie and Gillian will work together to send an email to our Alumni that mentions both the new instructor job listening and the upcoming Carnival date/time etc. (Carnival part has been sent)
73. Ali or Erica will ask Dana to say a few words about our new Twitter activity/account at the Business meeting on Tuesday (2/11). (done)
74. Lena and Gillian will research storage containers and, in the hopes of moving quickly on this, will present options to the Board through email.
75. Amy will work with Jan to send Ron a thank you.
76. PCs will send an email to classes requesting donations of mini basketballs, hockey net and sticks, and plastic golf clubs and balls.
77. PCs will make sure all of their class members have a mailbox.
78. Susie will check to see if the Parent Connect speaker fee is split between schools, or is per school. (done)
79. Lena will send the mealtrain invitation (for the Scooters family) to the Scooters class.
80. Groovers will discuss kids' safety at the Business meeting Tuesday (2/11) and the fact that kids are feeling so comfortable that they are wandering farther away on the playground. (done)
81. Erica and Ali will implement another incentive for reading the next newsletter and newflash.
82. Erica will correct the open house time on the website calendar (should be 10:00-12:00). (done)
83. All Board members should advertise our Open House (Saturday March 1st, 10:00-12:00) on any moms boards/lists.
84. Erica will post registration materials to the website. (done)

85. Vonita will check on the fact that some members (Jennie, Jan) are having trouble accessing members only content on the website.
86. Jan will send out class descriptions for our 2014-2015 classes to Announce. (done)
87. Erica will change the age ranges of our classes on the website. (done)
88. Lena will schedule another work party for our new mailboxes.
89. At the next Board meeting, we will brainstorm on how to best use the old boards with coat hooks.
90. Vonita will look into why Katie is still getting emails addressed to the Cleaning Coordinator.
91. All: Please let Jan know if you have a key to our school, so we can account for all of our keys (Jennie, Gillian, Rachael, Cory, other?).
92. Gillian will install a padlock on our auction cabinet. (done)
93. Rachael, Erin, and Jan will meet to decide on our policy about nannies and non-attending parents.
94. Vonita and the website team will try to get the website looking good before the Open House.
95. Vonita and the website team will set up a webmaster (Shorenorth domain) email address.
96. Colleen, Mirah, Jan, and Katie will meet to work on Director/Instructor evaluations.
97. Vonita will present the new website at a future Board Meeting.
98. The Executive Board will discuss Shorenorth's goals and requirements for document storage.
99. Vonita will put Teacher Jan and Teacher Jessica's newsletter write ups on the website.



**Shorenorth Co-Op Preschool Board Meeting
March 6, 2014**

Present: (16) Jan Burnham, Jennie Blockhus, Jessica Gesinger, Gillian Murphy, Amy Leonardson, Katie Dire, Susie LaClergue, Erica Graeff, Alison Buss, Shannon Spurgeon, Erin Wilson, Christine Hammers, Cory Peterson, Rachael Garrett, Vonita Francisco, and Mirah Wood.

Absent: (4) Toni Noll, Lena Garcia, Heather Cunningham, and Colleen LaMotte.

7:06 pm Call to order

Jennie called the meeting to order

7:06 pm Approval of Minutes

Christine moved to approve the February meeting minutes. Shannon seconded. The February meeting minutes were approved.

7:21 pm Directors Report

- There was a huge turnout for all school cleanup. Jan encouraged PCs to thank their classes for their help.
- We as a school need to do a better job of opening/closing the school for special events to ensure the school is secure. Jan feels we need a standard procedure and will write up an opening the school/closing the school description and will email this to anyone who is scheduled to open or close the school.
- Jan mentioned that we had a successful Open House and that Vonita and Erin both did a great job.
- Jan has signed us up for a passive fundraiser called Swop Board, which is a school based online swap meet. 10% of all sales go back to the school. Jan will share the information with Erica and Ali who will then communicate this to our members.
- The hiring process for our new instructor is going very slowly, and the deadline for applications may be extended. Interviews will likely start later in March.
- Lena was concerned about a smell from the surface water near the school and Jan did some investigating and reported that Ron had tested the water and it is safe.

7:31 pm Treasurer's Report

- Rachael presented both the January and February treasurer's report. We're 66% through the school year. The report is current, except for Scooters fieldtrip receipts, which Lanaya will submit to Rachael.
- Jan encouraged us to use all of our current supplies (art, etc), before buying new ones.

- The final total for the Entryway/Locker renovation is \$1872.99.

7:38 pm **Fundraising Report**

Gillian reported that the Auction preparation is going very smoothly and team leaders are working closely with their teams. There are lots of really good people that are and will follow through to make our event successful and everything seems very organized.

Last year, the total value of our donated items was \$16,500. We are currently at \$6700 and there is a slight concern we have quite a bit more to bring in within the next month. We brainstormed about how to help and facilitate the procurement team:

- Jennie volunteered to watch the procurement team kids at a school playdate, possibly next Friday. Cory will let the Board know if this is necessary.
- Gillian suggested we focus on important gaps/likely donors.
- Smaller items are easier to bid on and PCs should send a message about members contributing smaller items. Gillian will also accommodate this, in not bundling as many things together and possibly having more table space to accommodate lots of smaller items.
- Erica and Ali will send a separate announcement containing examples of things current members can donate, and encourage family friendly items.

Gillian updated the Board on shipping container options, and reminded us that the container will retain its value for resale. There was some thought that if we get a container we will likely just fill it up, and Jan mentioned that Linda Parks may be interested in renting some space from us and will follow up with her. We made a decision by consensus to order a particular container (plywood floor, freshly painted inside and out with marine grade paint, etc.) for about \$3000. Delivery will be \$150, and Gillian will place the order and work with Jan on the logistics of delivery, which will be next week.

We agreed that buying shelves that can be used in the container and also for our toy trade up booth at the carnival is something we should do, and the Executive Board and Gillian will address this later this Spring. In the meantime, Mirah and Gillian will check Craigslist for shelving. We will ask our members for surplus shelving at the end of the year.

8:16 pm **PAC Report**

- Susie has printed up some signs regarding the Parents Connect speaker (scheduled for March 19th) and will post them around our school.
- PCs please remind classes about speaker and map/directions. Encouraged everyone to come early on the 19th.
- Gillian mentioned that she will have our Carnival flyers and will hand a stack to each school for display at their respective check in tables.
- Erica received an email from Senator Maralyn Chase about a town hall meeting March 15th in Mountlake Terrace to which the community is invited. Erica will forward this email to the Board and encouraged one of us to attend.

8:24 pm **Class Reports**

Baby N Me: Jessica reported that there is another baby, and a few more babies already signed up for next year.

Explorers: Shannon reported there is a field trip planned for 3/18, their class prize for winning the wreath sales competition. Also, they are having a Pajama Party next week.

Toddlers: Erin and Gillian reported that there is a newly expecting Mom. Kids are starting to play with each other and interact with each other more.

Scooters: Jessica reported that there have been some absences due to sickness. The volunteer from SCC will be done with her volunteer work next week. Jessica will re-contact Betty Peace-Gladstone to request another volunteer.

Movers: Katie reported that parents are being more vigilant about watching out for kids escaping. Jan will attach bells to the top of the door to help with this. Movers are going on a fieldtrip next Friday.

Groovers: Christine reported on the hand washing demonstration from this week. People commented that it was really great and Jan agreed to do this in some of the other classes, including Movers. Groovers has a fieldtrip next week to the Puppet Theater.

8:31 pm **Communication Report**

- Erica got 15 responses to her newsflash challenge.
- Cory thanked Ali and Erica for the CPR plug, which resulted in four new signups.
- Erica reported that Dana is doing a great job tweeting, which led to a discussion about supporting businesses that support Shorenorth. It was agreed that we should communicate (Tweeting, Facebook, etc.) to our members about these businesses (Aurora Prints, Golden Bow, Macys).

8:39 pm **Marketing Report**

- Vonita reported that the Open House was a success.
- The Website team is making progress and will complete the project. Vonita will contact Lisa to get her connected with the team and helping with the website effort.

8:41 pm **Registrar Report**

- Erin reported that classes for next year are full and all have waitlists. The Open House was busy and there are lots of new families on the waiting lists.
- We discussed document storage systems. Gillian suggested using the online class system through SCC and Jan will look into this. Despite it's drawbacks, we decided to continue using Google Drive for now. The Executive Board will make a decision about storage by the end of the year.

8:55 pm **Action Items Update**

- Mirah brought up the sick policy and how it might need to be clarified. Jan suggested having a pediatrician speak in the Fall. Shannon has an ND contact and we could potentially ask Sarah Schell. Mirah found a table showing how the Australian government handles sickness in schools and will send it to Jan to review. We agreed to create a table with clearer guidelines and put it into the handbook this summer. Try to match up with Shoreline and Edmonds school district policies.
- We need to put an all school cleaning into the calendar for next year.
- Jan asked whether the dishwasher working, given that the water temperature was turned down and was reassured that cold water likely does just as good a job as hot.
- We need a thermometer in our first aid kit; Jan will get one
- Board nominations are open until Wednesday March 24.

9:09 pm **Meeting adjourned**

Action Items:

100. PCs: Please thank your classes for their help at the all school cleanup.
101. Jan will write up a standard operating procedure for opening and closing the school.
102. Jan will distribute the Swap Board information to Ali and Erica.
103. Ali and Erica will communicate the Swap Board information to the school.
104. Lanaya will submit any Scooters fieldtrip receipts to Rachael.
105. Cory will let the Board know if she needs Board members to help watch kids at a playdate this coming Friday.
106. PCs: Please remind your classes that contributing smaller things/items (not just large) to the auction will be very helpful too.
107. Erica and Ali will send a message to our members giving example of auction items that can be contributed.
108. Jan will follow up with Linda Parks about possibly renting space in our shipping container.
109. Gillian will order the shipping container and work with Jan on delivery logistics.
110. Mirah and Gillian will check Craigslist for container shelving that can also be used for the toy trade up booth.
111. Sometime after the Carnival but before the end of the school year, the Carnival committee will ask our members for any surplus shelving for our container.
112. Susie will post Parents Connect flyers at Shorenorth. (done)
113. Gillian will hand out Carnival flyers to each SCC coop at the Parents Connect event.
114. Erica will forward Senator Maralyn Chase's email to the Board; Board members are encouraged to attend.
115. PCs: Please remind classes of the Parents Connect event March 19th.
116. Jessica will contact Betty Peace-Gladstone at the college to request another volunteer for Scooters.
117. Jan will attach bells to the top of the doors.
118. Jan will do her handwashing demonstration in the Movers class.
119. Erica and Ali will encourage our members to support the businesses that are helping to support our Auction (Macys, Aurora Prints, Golden Bow).
120. Vonita will put Lisa in touch with the website team so that she can help getting the new website created.
121. Jan will check into using the SCC online class system for document storage.
122. The Executive Board will discuss Shorenorth's goals and requirements for document storage and will choose a system by the end of the school year.
123. Mirah will send the Australian sickness policy table to Jan for review.
124. Jan will get a thermometer for our first aid kit.
125. Lanaya will order signs for Carnival publicity.
126. Heather will check with her Mom about printing Shorenorth reusable bags and will get back to Lanaya.
127. Lanaya will figure out how many bags we should have made.

128. Vonita will check on the fact that some members (Jennie, Jan) are having trouble accessing members only content on the website.
129. Lena will schedule another work party for our new mailboxes.
130. At a future Board meeting, we will brainstorm how to best use the old boards with coat hooks.
131. All: Please let Jan know if you have a key to our school, so we can account for all of our keys (Jennie, Gillian, Rachael, Cory, other?).
132. Rachael, Erin, and Jan will meet to decide on our policy about nannies and non-attending parents.
133. Colleen, Mirah, Jan, and Katie will meet to work on Director/Instructor evaluations.
134. Vonita will present the new website at a future Board Meeting.



**Shorenorth Co-Op Preschool Board Meeting
April 3, 2014**

Present: (15) Jan Burnham, Jennie Blockhus, Jessica Gesinger, Gillian Murphy, Amy Leonardson, Erica Graeff, Alison Buss, Shannon Spurgeon, Cory Peterson, Rachael Garrett, Lena Garcia, Heather Cunningham, Erin Wilson, Vonita Francisco, and Ashlie Beach.
Absent: (6) Toni Noll, Colleen LaMotte, Katie Dire, Susie LaClergue, Christine Hammers, and Mirah Wood.

7:05 pm Call to order

Jennie called the meeting to order

7:07 pm Approval of Minutes

Shannon moved to approve the March meeting minutes. Erica seconded. The March meeting minutes were approved.

7:07 pm Directors Report

- Jan gave the Board a sincere thank you for all our work this year and all the “thyme” given. The next meeting will be the May meeting at Jan’s house.
- Wonderland Sign: The City of Shoreline is rezoning the North City area in October 2014. We will wait until then to look into a joint sign with Wonderland as the rezoning may allow for a larger sign.
- The Container has arrived and has been approved by the Shoreline School District.
- The purple door and mailboxes installed complete the entryway renovation project. Thanks to Lena and John, Susie and Dave, Shannon, Erin and Drew, Jocelyn, Rachael, Cory, and Christiana.
- The CPR class was great and we will invite Tara Rock back again. Members are welcome to add our school address to their phone contacts, for emergencies.
- The College said we can now have childcare at meetings. We will explore how this might work for next year. Although childcare for all school meetings might not work, an event like the CPR class might.
- Members still need to work on the closing procedures, to make sure we are locking up securely. Jan will post the procedure and Erica and Ali will send the procedure out to our members.
- At a recent Faculty meeting, Jan learned that most schools are rewording their teachers and directors contracts. These will be changing for our school as well.
- Jan thanked the Exec Board for working on the hiring process, Board selection for 2014-2015, and made note that the budget for next year will be set in May.

- Barb Yasui is retiring at the end of this year.
- Jan attended the Occupational Parent Education program (OPEP) conference and also went to a free conference Saturday at City University focusing on leadership in education. Both were great and Jan will publicize the free conference next year and encourage members to attend.

7:38 pm **Treasurer's Report**

- Rachael presented the current budget. PAC fees are over budget because we have more members than we expected. We need to budget for more copying for next year.
- We had a brief discussion about copying costs. The college charges 10 cents for color copies and 5 cents for black and white, which is significantly cheaper than Aurora Prints. We can now submit copying/printing online, and this works best when we can provide some lead-time. Jessica noted that each instructor has a \$75 per month allowance for printing. Jennie suggested that we set up a standard printing order form to make it easier for Jan and Jessica to submit print jobs. Gillian will create the form. We made a short list of those people who live close to the college and might be able to pick up orders more easily: Heather, Gillian, Cory.
- Rachael suggested we consider increasing the Sunshine fund next year.
- We have a surplus with Toys and Equipment.
- Jessica requested additional reimbursement for the NAEYC conference/trip and she will work with Rachael and Shoreline Co-op on this.

7:53 pm **Fundraising Report**

- Gillian provided a Carnival/Auction update. Many things are going well: carnival prep, games, food, procurement, publicity are all doing great. Alumni haven't received their invite yet. In general, lots of people are really dependable and it's going to be a great event.
- There is not enough money in the carnival budget for bags and Gillian wondered if they could come out of the marketing/advertising budget, at \$2.50 each, which was discussed later in the meeting.
- Gillian is focused on data collection this year so that we know what sells and what doesn't and can adjust for next year.
- The volunteer slots are almost full. There are some in house people. We are still looking for balloon artists, and anyone is welcome to volunteer.
- Although lots of people are doing great work to come together, there are some people who aren't doing their job. We had a short discussion about consequences for not fulfilling Carnival responsibilities. We agreed that members who don't complete their tasks might be charged part of an opt out fee, and will handle these situations on a case-by-case basis.
- For publicity, Erica will send a jpg of the carnival flyer to Lena and Gillian and will also correct the link on the website. Lia needs to create a Facebook event for the Carnival. Rachael is going to take our flyer to the Edmonds school district and see if it's approved and if so give to Kindergarten classes. A blurb about the Carnival will go out to Shoreline School District parents this week.
- All co-op members will be preregistered on Friday during the work party, where they will swipe credit cards and can also buy game tickets. PCs, please remind your classes about this work party - attendance will be taken.

8:21 pm **PAC Report**

- Jennie reported for Susie that the Parents Connect event had approximately 230 attendees. Parking was not great, but much better than last year.
- PAC will hold Leadership training the evening of Monday June 2, and Board members will receive an email.
- Thursday June 5th will be the 75th anniversary event, and more information will be forthcoming.

8:23 pm **Class Reports**

Baby N Me: Jessica reported that the babies are older and class is busier.

Scooters: Jessica reported that class is full. There is a new member and another one interested. The college student volunteer is not staying for Spring Quarter, but there are extra parents now and class is going well. Laura and Amy need t-shirts for referring new members.

Explorers: Shannon reported that class is great – everyone is walking. They have a fieldtrip planned and have put together an amazing basket (including a professionally printed cookbook) for the Auction.

Toddlers: Erin and Gillian reported that class is great. Kids are playing together – hugging each other and knowing each other's names.

Movers: Vonita reported that there are warning bells on the door, which is working great for the class (Jessica will put remaining bells up tonight).

Groovers: Lena reported class is going well. They played BINGO as a class this week. The Groover Goodbye is coming up.

8:31 pm **Communications Report**

- Ali requested that the prizes next year (for the careful readers of the newsflash) be busy bags and she would like to use the school art supplies. We agreed that this would be wonderful.
- Erica reported that the website has been updated to display Carnival information.
- The newsletter is coming – Jessica and Jan will send their instructor updates to Ali by Sunday. After this one, there will be one last newsletter that will be slightly less formal.

8:36 pm **Marketing Report**

- Vonita would like to get Shorenorth signs and we discussed folding wooden sandwich boards vs. lawn signs. Vonita will put together a draft lawn signs order and will send around to the Board for approval.
- Lanaya is working on printing Shorenorth canvas bags and this cost will come out of the Carnival budget.
- Erica requested a high resolution Shorenorth logo for Lia Chiarelli; Erin, Shannon, and Vonita will check on this and get back to Erica.
- Vonita will present the new website at the Board In/Out dinner in May.

8:41 pm **Registrar Report**

Nothing new to report at this time.

8:45 pm **Action Items Update**

2014-2015 Board: The 2014-2015 Board was announced: Director: Jan Burnham, Instructor: Jan Burnham, Instructor #2: not yet decided, Chair: Lena Garcia, Vice-Chair: Cory Peterson, Secretary: Amy Leonardson, Executive Treasurer: Rachael Garrett, Assistant Treasurer: Erica Graeff, PAC Rep: Ashlie Beach, Fundraising: Gillian Murphy, Assistant Fundraising: Jennie Blockhus, Registrar: Erin Wilson, Marketing: Dana Short, Communications #1: Ali Buss, Communications #2: not yet decided, Groovers PC #1: Vonita Francisco, Groovers PC #2: not yet decided, Movers PCs: Susie LaClergue and Toni Noll, Toddlers PCs: Kaite Dire and Tauryn Beeman, Explorers PC: not yet decided, Baby PC: not yet decided. There is a new Board position this year: Member-At-Large. This member will attend meetings and vote and keep aware of what is happening at the school. Shannon Spurgeon will serve in this position for 2014-2015.

Groover Instructor Update: Cory updated the Board on this process. Four interviews were held last week. Three of these people will be coming back next week to present a lesson during Groovers – one on each day. Lena will share this news with the Groovers class.

Spring Break Playdate Signups: The Spring Break playdate will be held Thursday April 24th, from 9:30-11:30 am. Vonita will open the school and will pass around a sign up sheet.

Dishwasher: Jan will send Gillian the dishwasher manual and Gillian will write up instructions and place them on the dishwasher.

8:58 pm **Meeting adjourned**

Action Items:

135. Jan will post the closing procedure for the school near the door. (done)
136. Erica and Ali will send the closing procedure for the school out to our members.
137. Gillian will create a print job form to streamline printing at the college.
138. Jessica will work with Rachael and Shoreline Co-op on getting reimbursed for NAEYC.
139. Erica will send a jpg of the Carnival flyer to Lena and Gillian. (done)
140. Erica will correct the Carnival link on the website. (done)
141. Erica and Ali will have Lia create a Facebook event for the Carnival. (done)
142. Rachael will take flyers to the Edmonds School District this week to see she can hand them out to Kindergarten classes. (done)
143. PCs: Please remind your classes about the work party on Friday evening. (done)
144. Erin will get both Laura and Amy (Scooters members) Shorenorth t-shirts for referring new members.
145. Jessica and Jan will send their instructor updates for the newsletter to Ali by Sunday 4/6. (done)
146. Jessica will put warning bells on the remaining doors that don't have them.
147. Vonita will put together a draft Shorenorth lawn sign order and send to the Board for approval.
148. Erin, Shannon, and Vonita will check to see if they have a high resolution copy of the Shorenorth logo and will send it to Erica. (done)

149. Lena will warn Groovers parents about instructor working interviews taking place next week. (done)
150. Vonita will be in charge of the All-School Playdate April 24th.
151. Jan will send the dishwasher instructions to Gillian. (done)
152. Gillian will write up the dishwasher starting instructions and post them on the dishwasher.
153. Jan and Susie will attend “College Printer/Copy Training” to learn how to submit print jobs to the college using their \$75 instructor credit per month.
154. Rachael will set a date for the 2014-2015 Budget Meeting.
155. The Exec Board will reword Director/Instructor contracts.
156. Lanaya will submit any Scooters fieldtrip receipts to Rachael.
157. Mirah and Gillian will check Craigslist for container shelving that can also be used for the toy trade up booth.
158. Sometime after the Carnival but before the end of the school year, the Carnival committee will ask our members for any surplus shelving for our container.
159. The Executive Board will discuss Shorenorth’s goals and requirements for document storage and will choose a system by the end of the school year.
160. Mirah will send the Australian sickness policy table to Jan for review.
161. Heather will check with her Mom about printing Shorenorth reusable bags and will get back to Lanaya.
162. At a future Board meeting, we will brainstorm how to best use the old boards with coat hooks.
163. Rachael, Erin, and Jan will meet to decide on our policy about nannies and non-attending parents.
164. Colleen, Mirah, Jan, and Katie will meet to work on Director/Instructor evaluations.
165. Vonita will present the new website at a future Board Meeting.



**Shorenorth Co-Op Preschool Board Meeting
In/Out Board Dinner
May 29, 2014**

Present: (22) Jan Burnham, Jennie Blockhus, Jessica Gesinger, Gillian Murphy, Amy Leonardson, Alison Buss, Shannon Spurgeon, Cory Peterson, Rachael Garrett, Lena Garcia, Heather Cunningham, Erin Wilson, Vonita Francisco, Toni Noll, Susie LaClergue, Mirah Wood, Stina Miller, Tauryn Beeman, Jenya Barrick, Dana Short, Anastasia Hollenbach, and Ashlie Beach.

Absent: (5) Colleen LaMotte, Katie Dire, Christine Hammers, Erica Graeff, and Sean Baugn.

8:19 pm Call to order

Jennie called the meeting to order

8:20 pm Approval of Minutes

Heather moved to approve the April meeting minutes. Mirah seconded. The April meeting minutes were approved.

8:20 pm 2013-2014 Accomplishments

Lena talked about what we've accomplished this past year – 3 community events, new communications teams, fundraising goals met, two new classes for the Fall, retained most of our families, new entry way, etc. A very successful year overall.

8:22 Director's Report

- The last faculty meeting of the year will be held next week.
- Jan reported that Instructors actually do not get a \$75 credit each month towards printing costs. Instead, Shorenorth will likely receive about \$245 for the year from the college. We can still use the college's low priced printing services. Susie has gone through this training, Jan will attend training. Rachael will update the printing costs in the budget to reflect this.
- Jan reminded us that if there are any questions related to the college, we should go through her first.
- Cory presented Jennie with a thank you for her two years of service as Chair.
- Jan thanked Jessica for her years of service to Shorenorth and Cory presented her with a gift.

8:49 pm Treasurer Report

- Rachael presented April and May's reports.
- The sunshine fund and community events will be separate line items next year.
- We will go over budgets in detail at a future meeting.

8:47 pm **PAC Report**

- Susie reported that leadership training will be held Monday evening (6/2, 7:00pm) at NCLC library. We'll meet with the other coop Boards and then have a short meeting of our own.
- There will be a party at the college on June 5th at 11:30 to celebrate 75 years of parent education in Washington State. Families are encouraged to attend. Parent Coordinators - please invite your classes.
- The 2014-2015 PAC speaker night will be Wednesday March 18th, 2015 and will feature Jan Faull.

9:04 pm **Fundraising Report**

Gillian reported that we exceeded our Fundraising Goals and met our three additional objectives: build community, bring in outside money, and distribute the work more evenly. It was a successful year.

9:24 pm **Future Dates**

- The Board Retreat will be held Saturday August 9th, approximately 9-3. Vonita, Gillian, Shannon, and Toni will help plan the retreat.
- Board Meetings will be held the second Tuesday of the month, starting in September.
- Sheets were passed around for signups for summer playdates:
 - June 19 Playdate: Openers Ali and Amy, Closers Susie and Jenya.
 - July 8 Playdate: Openers Dana and Shannon, Closers Stina and Lena.
 - August 13 Playdate: Openers Ashlie and Jennie, Closers Tauryn and Erin.

BREAK

9:39 pm **Baby N Me Enrollment**

We had a short brainstorming session on how to increase our Baby N Me class size. Erin, Dana, and Jan will meet to follow up on some of these ideas.

Jessica mentioned that we could pursue another Healthy Start family for Baby N Me.

Erin will follow up with those families that were in Baby N Me last year and will be eligible again last year.

Shannon volunteered to babysit for Baby N Me. She needs a solid substitute for the year.

9:50 pm **Meeting Adjourned**

Action Items:

1. Jan will attend printing training at the college.
2. Rachael will update the 2014-2015 budget to reflect the fact that we will not receive a \$75 per month printing credit per instructor.
3. PCs: Encourage your classes to attend the June 5th celebration of parent education at the college.
4. Vonita, Gillian, Shannon, and Toni will help plan the August Board Retreat.
5. Ali and Amy will open for the June 19th playdate, Susie and Jenya will close.
6. Dana and Shannon will open for the July 8th playdate, Stina and Lena will close.
7. Ashlie and Jennie will open for the August 13th playdate, Tauryn and Erin will close.

8. Erin, Dana, and Jan will meet to further discuss Baby N Me enrollment.