



## **Shorenorth Co-op Preschool Board of Directors Meeting**

**December 18, 2018**

**Present: (12) Jan Burnham, Jena Boone, Lorraine Harpole, Michelle Keetha, Courtney Moscariello, Lisa Halverson, Jen Belcourt, Jenny Bautista, Shama Moktan, Charity Johnson, Erin Middleton, Missy Cornwell**

**Absent: (7) Jerri McKellar, Carly Lee, Sharief Youssef, Stina Miller, Andi Tosch, Ellen Cleary-Penninger, Monica Hunter**

**7:30 PM Welcome, Call to Order**

**7:30 Approval of November Board meeting minutes (Erin approved, Jenny seconded)**

**7:30 Director's Report**

Thank you, Courtney, for opening your beautiful home and hosting. Thanks to Teacher Missy and Teacher Erin for subbing for Teacher Jan last week. The Director had been more private with family life in the past and is now sharing more. Family first is our motto here in our school. Thanks to board members for holding up and taking care of your classes.

The faculty holiday party was held at one of the faculty's house. The Director was proud the new Shorenorth teachers blended in with the group well, which does not always happen. There was no business at the meeting, per the Parent ed Coordinator, so there is not a lot to add to this report. The Director has a lot of appreciation for the board and is gifting goats milk soaps to each board member.

**7:39 Treasurer Report**

All checks are deposited. The Treasure met with the book keeper. The November budget was emailed due to printer difficulties. The book keeper put in wreath fundraising so the budget will be a draft. In the October's report, the new printer line item was in repairs and maintenance so that caused it to be over budget. There is a copier lease column now.

The Treasurer now has the automatic Jovial statements figured out and set up! Starting in January, the board will need to discuss the policy for withdrawing members. Some members withdrawing don't expect to be paying the remainder of their dues. This can be discussed and brought forward for the current members, so they understand the policy. Currently the membership agreement doesn't specify a need to pay the remainder. The Registrar has a note to include it for next year. Shorenorth has had a fair amount of transitions this year and so far, there are around \$300 un-paid fees with the transitions. The board discussed difficulties regarding members commonly withdrawing prior to the start of the school year as

related to when fees and tuition are due. The Director suggests asking other SCC co-ops about their policies to see about how they solve this as it is a common problem.

### **7:47 Fundraising Report**

The budget for the carnival merchandise table will be proposed soon. Merchandise items may include t-shirts, kid t-shirts with attached skirts, mugs, tot bags, and wine from Northwest Cellars. Let fundraising know if you know where to get items at a discount, other than wine.

The carnival steering committee met at the end of November and decided on a popcorn booth and photo booth. The location of the food tables has changed on the floor plan this year. We have the use of a borrowed popcorn machine. Let fundraising know if you have the use of a polaroid or similar type camera for the photo booth.

Fundraising will announce at the next parent ed meeting a competition for a new spring-themed carnival booth. The member with the winning design will be expected to lead the building of the booth and will receive \$25 credit toward the carnival as a reward.

Each class is asked to make a class basket for the carnival with a seasonal theme. Basket's value should be kept below \$100.

The board discussed that there is \$288 in fundraising from Amazon Smile this year. As a shopper you can view the amount fundraised.

### **7: 51 Marketing Update**

Marketing needs new photos. You are welcome to continue to send them in. There may be a second contest for the January meeting. This month's winner is Jenny! Any pictures of classes would be wonderful. The website has new pictures selected but they are not formatting correctly in the website so the older pictures are there until it can be fixed.

### **7: 52 Brief Class Reports**

- **Emergency Phone Tree test** – No Discussion

#### **Groovers –**

There is one opening in the Groovers class. There are some questions from parents about the adult to child ratio needed for the class until the vacant space is filled. There is a discrepancy in our documents or possible a typo. 1:5 is the ratio listed in the handbook, but the Director says 3 years old and up requires 1:3 for safely running class. Clarification on this would be helpful for the Emergency sub. Teacher Missy thinks 1:3 is a good ratio for running team time. It causes problems with the ratio if sick people are not finding a sub. The Emergency sub is voluntary, and they stay in class until the ratios are good. Groovers have members sign up for Emergency subbing two times during each quarter. The Director and Teacher Missy will meet about this ratio issue. Teacher Missy will write up a clear announcement regarding the ratios for class.

#### **Movers –**

Movers don't have an emergency sub list. Many parents that can't work on other days and there are others who are always willing to volunteer. Class is working really nicely. We are short one member on the Thursday class so the ratio may be off. A question was asked about how to resolve being short one parent. Until the space is filled, ask for volunteers to work on Thursdays.

## **Toddlers –**

Toddlers are doing well. Class had holiday field trip last week and then Teacher Erin subbed on Thursday. The new member is jumping right in. Because half of the parents in class are new members it is important to make sure that people feel comfortable pulling things out between snack and circle time and getting kids engaged with new activities. Written direction as what parents can do during discussion time may help some. One parent suggested to keep an eye on the time. The parent most enthusiastic about keeping time can be the designated time keeper. The class holiday party is on Thursday with holiday snacks and book exchange.

## **Explorers –**

Explorers have a pajama holiday party with a book exchange. The snack and clean up duties have been divided up. There are lots of allergy questions and it has been overwhelming for some members. A safe foods list is suggested. Remember that it is Ok to have the same snack every week.

## **Baby n Me –**

Aside from today, class has been going pretty well. Baby ‘n’ me has one spot available. If you know anyone interested send them our way. Class has a solid group of people. Sometimes it can be difficult to engage and break the ice.

## **8:21 Announcements**

- **School Cleanliness**

General reminder to keep the school the way you would like the school to look. Board members should pass on this information to others in class. Board members should model how to properly clean up and where to find the cleaning supplies. Cleaning up for the next class is especially important.

- **Upcoming Playdate (1/2/19, 9:30-11:30)**
  - **Open/Close: Jenny & Michelle (key)**

Opener and closer need to make sure to coordinate hand off of a key. Jen is going to open and get the key from Teacher Erin. Michelle will close the school.

- **Kindergarten Transition Meeting**
  - **1/10/19, 5-6 pm \*note time change**

The Kindergarten transition meeting mostly affects Movers and Groovers classes. The meeting will be in the Fellowship Hall. Note that the time is shifted an hour later to accommodate a special guest. Movers need to RSVP so there are enough members to watch the Groovers kids.

- **All-School Evaluations**

The all-school evaluations are coming up in mid-January. We want as much feedback as possible from our members so we can make changes for the remainder of the year. The all-school evaluations are found online, and the Teacher evaluations are on paper.

- **January Parent Ed**

The next Parent Ed is the at very end of the month. On January 29<sup>th</sup> Janet Pendergast will be speaking at Shoreline Community College and is hosted by North City Co-op. The meeting room is assigned a week before hand.

### **8:29 Adjournment to Bottle & Book Gift Exchange**

#### **Action Items:**

- In January the board to talk about the drop policy for withdrawing members with current members
- Treasurer to update the financial budget
- Board to discuss in January the drop policy for withdrawing members financial responsibilities
- Treasurer to update financial budget
- PCs connect with teachers as to what ratio is best for their class
- Director and Teacher Missy to meet about the class ratio discrepancy
- Teacher Missy to write up an announcement about the class ratios for the Groovers class
- Board members to pass on school cleanliness information/reminders to others in class. Be sure to model how to clean up and where supplies are located.
- Movers to RSVP for watching Groovers during the Kindergarten transition meeting
- Marketing Coordinator to connect with the Director about the all school evaluations for Mid-January
- Director to send Marketing Coordinator, and Communications Coordinator, a week prior to the January parent ed meeting about SCC the room number.