



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

**February 12, 2019**

**Present: (15) Jan Burnham, Jena Boone, Jerri McKellar, Lorraine Harpole, Carly Lee, Courtney Moscariello, Lisa Halverson, Jen Belcourt, Stina Miller, Andi Tosch, Sharief Youssef, Erin Middleton, Ellen Cleary-Penninger, Jenny Bautista, Charity Johnson**

**Absent: (3) Michelle Keetha, Shama Moktan, Monica Hunter**

Meeting conducted via online program Join.me.

### **7:08 PM Call to Order**

**7:09 Approval of January board meeting minutes (approved Erin, seconded Andi)**

### **7:09 Bucket Filling**

Due to meeting online this month's bucket filling will be done another time.

### **7:09 Director's Report**

Thank you to Andi for setting up the online meeting. The Director misses everyone in these snow days.

The Faculty retreat went well. We will have a 3-hour training with Nurtured Heart for the PAC parent ed night. More opportunity for everyone to learn about teaching children and looking at the positive things children are doing.

All the directors in the co-ops are working on the snow days. The snow days are affected by Shoreline Community College due to the closing of campus. Shorenorth follows Shoreline school district weather policy. The community college is in the works of updating the snow policy due to record levels of snow this year. The Director wants to make the missed snow day policy equitable and will let the board know how it is handled. Our school parking lot currently has two feet of snow that continues to make parking difficult. We will need to re-write the inclement weather policy.

Communications has been so amazing and responsive about the weather and sending out daily emails. Everyone should be aware that the board frequently communicates internally to make best the decisions for the school.

Two field trips were canceled today for the Movers and Toddlers. All PCs should ask the Field trip coordinators to look at the class field trip budgets. If there is a need the Treasurer can make shifts in the budget to teaching. Deadline for this is June 15<sup>th</sup>.

The Director's retirement from teaching is in June. The Director has been appreciative of all the supportive notes she received from people. The board discussed the impacts and details of the Director stepping down as teacher. The Director explains that she works for the board and can recommend that she be the director for next year. The board can accept or deny the recommendation. The teachers of the classes are under Shoreline Community College and are paid by the college for teaching time. If we want the teachers to come to community events, spend time for setting up the classroom and clean up; Shorenorth pays for the time.

The Assistant Director position will be absorbed by the Director next year. The Executive board has been working on the plan for the change. The Director feels supported by the executive board. The Board can delegate appointment of a director to the Executive board or they can choose to form an ad hoc committee.

The Director suggested the incoming and outgoing boards work together to coordinate the transition. The two boards can cooperate to create the next step for Shorenorth with transparency.

The teachers are supportive of Jan staying on as Director. Members of the board also support Jan staying on as director.

The Director would like the consensus model to be used to have full support for this decision. How the directorship works will have to be considered. This is an important transition. Exclusively as Director, Jan will not be on campus every day. However, she won't be far removed. The Director wants to put wings on our teachers and have a great time at our wonderful school.

The Board will brainstorm and readdress this decision with the consensus model soon.

#### **7:44 Treasurer Report**

- **Financial Reports**
- **Tuition for 2019-2020**

The Assistant Treasurer provided the treasurer's report. There has been some feedback from some members that check deposits like from wreaths and tuition are taking too long. The Treasurer is working on this issue.

There are continued requests about adding Square as a method for payments. The Treasures recommend keeping Jovial for credit card tuition payments. Registrar suggested using Square would simplify the registration payment process. Currently, families can only pay by check. Not every family has a checkbook therefore some must pay by cash at the open house. The school currently has a Square account connected with the auction software that is used heavily for the Carnival. It is important to keep access limited to only the Fundraising Coordinators and Registrar who will be accountable to each other. The director cautioned that other schools have had problems with members fraudulently using related credit card accounts. Jovial can be used for regular school tuition and square can be used for open house registration. The Director wants the school to enter in to a new age and is excited to see that happen.

The Vice Chair recognizes that the Treasurer is going through last year's finances and fixing errors. Thank you for working so hard!

#### **7:53 Registrar Report; In-House Registration**

For the in-house registration week, the Registrar has put together a plan if there are snow days this entire week. She is optimistic that someone will have school this week. The plan was shared with the Director

and the Registrar has begun to implement it. The registrar has been sending out updated emails: if there is a missed class for a multi-day class; then registration is to be turned in the next permitted class. For Baby N Me and Explorers classes an email has been sent out, each night after each class missed this week. The email includes instructions for filling out a survey for acknowledgment and request for registration for next year's class, as well as email, phone number, and kids date of birth. This survey tells the Registrar who is going to register two weeks from now. Members need to turn in paperwork before March 1st. The open house is on March 2nd. We don't want people to drive in snow to turn in registration if they don't feel comfortable. This is a little bit of an extra step and more work for Registrar, but the survey provides members intent and date/time stamp.

The week after school break, we want members to turn in paperwork. Registration paperwork can be brought by on Thursday and Friday as well as during the mid-winter playdate. Board members can let the Registrar know about current situations for families so no one is left out.

For the Baby n Me class there has been two responses. Teacher Erin and the Baby n Me PC can email the director if any help is needed to make the transition to the Explorers class.

For the open house on March 2<sup>nd</sup> there are plenty of people volunteering. The registrar will email if more volunteers are needed but the current number should be fine as too many can make it overwhelming. Let the Registrar know if there are any questions.

### **8:06 Marketing for Open House & Registration**

Help has been provided by Erin and Ellen to make the marketing flyers for open house. The flyers are in all the board members mail boxes at school. Go to locations once for marketing put up by Friday if possible. If board members can't get to school email the Marketing Coordinator.

Board members should share information about the open house on social media. Marketing would like to create a great waitlist. Social media will send a draft and children's pictures go really well. For the event add on that you are going to it, even if you are not, and the event will prompt others you know to the open house. The next push for carnival will be next in two and half weeks.

### **8:10 Fundraising Report**

- **Carnival**

Fundraising is currently on track. A steering meeting needed to be moved back due to the snow. Everyone needs to remind members of the Silhouettes fundraiser on Tuesday February 26th. This is a passive fundraiser, as requested by members.

### **8:12 Pajama Jam Report (Carly, Lorraine, Lisa, Courtney & Jenny)**

Thank you to the Pajama Jam team for putting on a fun event. Committee members report enjoying the team and working together was easy and fun. The challenge was that the committee only had five people where the other two community events had six. It is suggested at next board retreat to make sure pajama jam has six people. The committee is planning to writeup a budget report for next year's committee.

The committee was in contact with the Assistant Director for alumni emails, as well as the event spreadsheet in google docs. The chair also had provided direction early as she had been on the committee last year. Marketing assisted the committee with the event. The committee had lots of notes from previous events and wants to update notes so others can benefit. The Pajama Jam is a favorite event with members. The Director has notes from when the pajama jam was first started, and we need to pass on the notes

every year. Assistant director helps with community events. The Pajama Jam committee started planning early in November.

Thank you to the board for all the cookies!! The DJ and venue are booked for next year. Lisa got all the photos in the mailboxes already. The suggestion from last year to go to Costco worked well.

**8:21 February Playdate** – Tues, 2/19: Open (9:15) \_\_\_\_\_; Close: Jen; *Key?*

There are no classes next week for midwinter break. As long as we don't get snowed out, the play date is on Tuesday. Andi and Jena can open the play date.

The registrar will be out of town that week and registration packets and checks can be turned in. Board members at playdate can put the registration envelopes in the office and lock up at the end of playdate for security.

Can we have more playdates? Yes, why not! We can use the building on the regular times we would have class during break weeks. Insurance will not be covered by the community college and someone who gets hurt will not be covered by insurance. If any events occur, keep the children safe. The current playdate we have is covered by insurance. Any more playdates would need to go through the college and takes 2 weeks to be covered by insurance. The board discusses safety concerns and insurance coverage.

**8:31 February Parent Ed** (Wed, 2/27) Ideas & Input

Greeters: Erin & Charity; Snacks/Set-Up/Clean-Up: Explorers Class

The next parent ed meeting will be an in-house meeting. We will make our own rules. The meeting will provide extra time to talk to Shorenorth members. The Chair has a working agenda for the meeting. Explorers are to provide snacks at the meeting.

**8:33 All School Clean** – Tues, 2/28, 1:30-4pm or Fri, 3/1, 2-5pm

There are two options for members for the all school clean. Cleaning days will operate similar to how it has been in the past.

**8:35 Open Board Nominations 2019-2020** – Ad-hoc selection committee

Board members should think about their role on the board. Does your description match what you have been doing? Check in with the Secretary if it needs to be changed. There may be some changes in the roles next year. The Open board nominations are in about a month. The Open Board nominations can be talked about at the February parent ed meeting. The Registrar wants to divide up registrar job next year into two so recruiting can begin at the meeting.

An Ad-hoc committee needs to be formed to discuss nominations. The chair will send out an email for volunteers for the committee to respond. The committee only needs 4-5 members and Director is a member. The meeting is usually a dinner before the next board meeting. Arrangements can be made for meeting and interviewing with next chair.

**8:41 Parent Coordinator / Class Reports**

**Groovers-** Class is going great and don't have anything else to report.

Would love to have Movers visit class on Fridays for snow day make up. It is helpful to add an extra parent worker that is needed for the ratio on Fridays. Teacher Missy needs to be contacted about make-up

days. The child needs to know that the Groovers class is structured differently and there is not free play right at the beginning of class.

**Movers-** Movers has a new member and everything is going good with the class. The Mover's PC gives thanks to Erin, Jan, Jerri, and the Pajama Jam team for all the help.

**Toddlers-** no report.

**Explorers-** no report.

**Baby N Me-** A class member was asking: do we have any childcare for any class other than Baby N Me? Individual situations can be assisted. The PC is going to get more information about situation.

The board raises the question about Valentine's day parties due to snow days. PCs can talk with their members to find out what is best for each class.

### **PAC Report**

Due to time constraint, report is communicated via email

### **8:52 Announcements**

- **Spring Fest: Michelle, Sharief, Charity, Jena, Andi & Erin**
- **Calendar items**

### **8:53 All School Evaluations Summary & Action Steps**

The Chair asks for a discussion on anything that stood out or anything to be shared about the all school evaluation results.

- There is a theme of how we communicate expectation. Communicating expectations with members on: how co-op works, where things are, and why we do what we do.
- Mentoring other members is already on the radar but the evaluations now underscores it.
- It can be hard to please everyone.
- With any organization, passing information between people. What a board knows is one thing and what members know is one thing.

If board members want to talk about the evaluation further, let the Chair know. It is good to pass this on to next year's board to help the transition, so everyone has the same wealth of knowledge.

- There were passive fundraising recommendations.

The Director thanks the Chair for facilitating the all school evaluation as a lot of this work falls on the chair. What can we do to improve the experience? What will make members sign up for next year? We want to make this your experience for each member. Evaluations take a lot of time and thought process.

- Safety concerns were brought up four times in the evaluation responses: putting mats away better, back wall baby gate fence, a locking gate, toxic art supplies. The article about the schools Green Certification can be re-posted for members. Shorenorth meets 30 criteria to be a green school. There is a plan in the works for storage of the tumble mats. There is also a plan for green awareness for the month of April.
- Many questions can be answered by the Orientation packet received at the beginning of the year. These things are in the orientation packet. Suggestion for next year's orientation have a scavenger

hunt for information in packet and give out prizes. Members do join throughout the year and the information in the packets needs to be revisited during the year.

## **Environment Needs & To Do**

### **Review Decisions/Action Items**

Action items from meeting to emailed out.

### **9:11 Adjournment**

#### **Action Items:**

- Vice Chair to communicate with PCs about classes making up snow days. (executive board to work on the snow day policy.)
- PCs to communicate with class field trip coordinators and update field trip money.
- Assistant Treasure to pass on to the Treasurer thanks from the board for working on fixing errors; some from last year.
- Fundraising - carnival lead, to connect with Registrar about the use of Square, credit card processing, for possible use for registration payments.
- PCs to communicate to Registrar about families intentions for classes next year to make sure everyone who wants to join next year are able to before open house, March 2nd.
- Teacher Erin and Baby N Me PC to email director if help is needed with members transitioning from Baby N Me to Explorer's class with all the new co-op responsibilities.
- Board members to retrieve marketing flyers from school mailboxes and post at agreed locations by this Friday if possible. If not able to get to the school for the flyers, email the Marketing Coordinator.
- Communications to remind members of the Silhouettes fundraiser on Tuesday February 26th.
- Board member contact the Chair if wanting to help host additional all school play dates at the school the week of midwinter break.
- Board members to contact Chair with any ideas or input for our Belonging theme parent ed meeting.
- Vice Chair to pass on to Explorers PC that the class is providing snacks for the next Parent ed meeting.
- Chair to send out email asking for volunteers for the ad-hoc board selection committee.
- PCs to communicate with class members about how to handle Valentine's day parties because of snow days. Each class is to do what is best for their class.
- Board members to contact Chair about any additional thoughts/continue the discussion/ any improvements about the all school evaluations.