

## Executive Board Meeting Minutes

### Monday, August 27, 2007 7:07 pm – 8:40 pm at Sunnymont

**Attendees:** Lisa Derrington, Scott Eklund, Amy Sato, Michele Grancell, Nora Menke, Melisa Rossmeissl, Cheri Puls, Julie McKenzie, Kara Ligda, Monica Wercinski, Connie Collins, Debbie Campi, and Tinka Niedermier.

**Guests:** None

**Absences:** Liz Gerhart and Justine Saffir

**Proxies:** None

		Action Item
Review of Agenda - Lisa	Agenda items reviewed. Correction to agenda: Financial report and approval will include June and July.	
Approval of July 7 Meeting Minutes - Michele	<i>Nora motioned for approval of the July 7<sup>th</sup> meeting minutes. Kara seconded. 10 votes approved. Motion passed</i>	
Approval of June and July Financials - Nora	Nora noted net income for the fiscal year end (June) was \$9645, budget was \$1,094. Interest income for July was \$517. (See Attachment 1.)  <i>Nora motioned for approval of the June and July financial reports. Scott seconded. 10 votes approved. Motion passed.</i>	
Approval of 2007 – 2008 School Calendar – Scott	The calendar has been reviewed and double-checked. Revisions likely after November, as events for later in the year are confirmed and then redistributed to the community. Nominating Committee date not set, likely first or second week of April. (See Attachment 2.)  <i>Scott motioned for approval of the 2007-2008 School Calendar. Amy seconded. 10 votes approved. Motion passed.</i>	
Summer School Evaluation Report - Amy	Amy reviewed the evaluation report. (See Attachment 3.) Overall parents were very satisfied with the summer school program. Areas for review and improvement include orientation night and sign ups (for work day, snack, and job assignments.) Many useful suggestions were provided to improve these areas and make them more user-friendly. Findings and recommendations will be placed in the summer school coordinator binder and given to staff. Amy felt the evaluation form worked well as evidenced by the number of comments and constructive feedback.	
Registrar's Report – Melisa	<ul style="list-style-type: none"> <li>➤ Enrollment numbers:               <ul style="list-style-type: none"> <li>○ 1-Day 8/18</li> <li>○ 2-Day 20/20</li> <li>○ 3-Day 21/24</li> <li>○ 4-Day 11/24</li> </ul> </li> <li>➤ Four applications sent out last week: 2 for 1-Day, 1 for 3-Day, and 1 for 4-Day. Families were advised of upcoming class meeting dates.</li> <li>➤ Age exception forthcoming for 2-Day class. Tinka reviewed the age exception procedure and proposed conducting an email vote for a speedy response.</li> </ul>	
SCVC Report - Cheri	<ul style="list-style-type: none"> <li>➤ The first SCVC meeting was held last Thursday. 12 schools attended.</li> <li>➤ Networking Tea will be held Oct 20, 9:30-12:00, at Campbell Parent Participation Nursery School. Feedback is requested regarding who from Sunnymont board and staff will attend and suggestions for topics to be discussed at the tea. There was general consensus that discussion groups were preferred over a speaker. <b>Email board and staff to collect tentative RSVPs and topic and formatting suggestions. (Cheri)</b></li> </ul>	√

	<ul style="list-style-type: none"> <li>➤ A directory of rosters from the SCVC participating schools is being compiled for distribution and use only by the participating schools. Debbie suggested “Do Not Copy, For School Use Only” be put on the directory. <b>Email board/staff roster to Cheri. (Lisa)</b> <b>Email board and staff for approval to include and distribute their personal information. (Cheri)</b></li> <li>➤ SCVC members are preparing a summary of enrollment status of the SCVC participating schools, including whom to contact for enrollment information. This summary chart will be used by schools that are full to refer interested families to schools who are not full. There was a general consensus among SCVC members to share waitlists. The board discussed contacting local parent participation schools to advise of our openings. In addition, Tinka suggested contacting Village regarding their waitlist and inquire about those not yet ready for Kindergarten.</li> <li>➤ A general description was given of some of the other projects SCVC will undertake this year, with a note that the previously defunct Consultant’s Services Directory may be redirected to include a compilation of existing resources (where to find information about a particular topic) rather than a list of specific consultants. Tinka volunteered that she had some information that could be a starting point.</li> <li>➤ Next meeting is Sep 27<sup>th</sup>.</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>
Move Report - Scott	<ul style="list-style-type: none"> <li>➤ The moving committee met on July 16.</li> <li>➤ Discussed geographic priorities – to remain in Campbell, not too close to other parent participation preschools, and close to parent participation elementary schools. Working to create breakdown of needs.</li> <li>➤ Seeking contacts in commercial real estate and local churches.</li> <li>➤ Cost of last move was approximately \$75,000</li> </ul>	
Fundraising Report – Lisa (for Heidi and Miko)	<p>Fundraising updates for the first part of the school year:</p> <ul style="list-style-type: none"> <li>➤ GARAGE SALE: Scheduled for October 13, but awaiting confirmation from the city. Heidi suggests considering skipping the Pod for storage this year and coordinating drop-offs at her house, very near Sunnymont. She will set up labeled boxes so donors can sort as they drop off. This will make planning and organization a bit easier the night before the event. Heidi will try to arrange large item drop off at Sunnymont the morning of the sale.</li> <li>➤ SHOPPING NIGHT: Heidi and Miko would like to arrange this as a drop-in dessert/shopping night on Friday, November 16 or Saturday, November 17. Heidi has spoken with Whole Foods about donating desserts (still waiting to hear back). Miko has contacted a few vendors: Usborne Books, Discovery Toys, and Scrip. Usborne and Discovery will set up like a toy/book fair - no sales pitch - and we get 20% of the proceeds. Miko is also trying to arrange scrip order forms for that evening as well.</li> <li>➤ PARENTS' NIGHT OR DAY OUT: This event was very successful last year. Tentative date is Saturday, December 15.</li> </ul> <p>The board is very excited to have Heidi and Miko on board as fundraising coordinators.</p> <p><b>Prepare a fundraising plan for review and approval at next board meeting. (Heidi/Miko/Debbie)</b></p>	<p style="text-align: center;">√</p>
President’s Report - Lisa	<ul style="list-style-type: none"> <li>➤ Summer mailer project completed. Lisa requested feedback regarding packet content...was it clear and in sync? Suggestion was made to provide this packet to families who join later in the</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ year.</li> <li>➤ The handbook is being reviewed and edited.</li> <li>➤ The approved school calendar should be distributed at MYCN.</li> </ul>	
Director's Report - Debbie	<ul style="list-style-type: none"> <li>➤ Work party completed on Aug 18: Four families were available. We focused on weeding, shoveling sand, and adding woodchips to the climbing areas. Several projects will have to wait for a future workday. We may schedule an additional work party for the end of September or beginning of October to catch up.</li> <li>➤ Floors have waxed and furniture moved back.</li> <li>➤ Teacher work days are Aug 29, 30 &amp; 31, from 9a – 4p. We will be busy preparing for the new school year, and I appreciate no parents or children at school during these times. Thank you for your, help.</li> <li>➤ As the classroom gets set up please be very conscientious of leaving it clean and ready for school.</li> <li>➤ Tuesday, Aug 28 teachers will attend a Parent Education Department meeting at Metro Ed for most of the afternoon.</li> <li>➤ Sunnymont begins on Tuesday, Sept 4 with ease in days for 2 &amp; 3 Day. 1 Day begins on Wednesday, Sept 5 and 4 Day begins on Thursday, Sept 6. 1 &amp; 4 day classes have no ease in days.</li> <li>➤ Class orientations are on Tuesday, Sept 4 for 2, 3 &amp; 4 Day. 1 Day is Wed, Sept 5.</li> <li>➤ Erik and Joann Sylvan have volunteered to be our Alumni Coordinators. Tinka will be their staff contact. We would like to increase communication with, and involvement opportunities for, alumni for the future.</li> <li>➤ Justine's daughter was involved in a car accident in which she broke her leg very badly. Debbie and other staff members have been pitching in while Justine cares for her. She will need additional surgery which will probably fall during the first days of school. Tinka has agreed to sub for Justine as needed, and Justine will talk to her class about this at their meeting on the 4<sup>th</sup>. Justine appreciates your good wishes but also appreciates her privacy and would prefer that the situation be kept low key.</li> </ul>	
Meeting adjourned at 8:40 pm.		
<b>Next Board Meeting: Monday, October 1 @ 7 pm</b>		

Attachments: Attachment 1 – June and July Financials  
Attachment 2 – 2007-2008 School Calendar  
Attachment 3 – Summer School Evaluation Report