

## **Parent Advisory Council (PAC) Meeting Notes**

October 10, 2005

Revised 10/20/05

### **PRESENT**

Betty Williams (Faculty Advisor),  
Julia Young (Broadview Toddler),  
Danielle Steele (Broadview pre-3),  
Latife Neu (Cedar Park Toddler),  
Anne Alenzi (Crown Hill Toddler),  
Cara Brannan (Crown Hill Pre-3),  
Lauren Molloy-Johnson (Crown Hill AM),  
Kristen Purdy (Crown Hill PM),  
Sheila Benson (Ingraham Pre-3),  
Charlene Nissen (Ingraham 3-5s),  
Julie Lydersen-Jackson (Latona Pre-3),  
Catie Hobson (Latona 3-5s),  
Katy Rindal (Meadowbrook pre-3, N. Seattle Infants, Northgate pre-3, 5s),  
Shannon Adams (Meadowbrook 3-5s),  
Dorota Umeno (N. Seattle Infants Wed),  
Jenny Ruegamer and Jennifer Archer (Northeast Toddler),  
Eric and Kristen Genoway (Northgate Toddler),  
Alice Lessard (Northwest Toddler),  
Karl Hillstrom (Northwest Pre-3),  
Rona Sass (Olympic Toddler),  
Beth Munro (Sandhurst Toddler),  
Sally Davey (Sandhurst Pre-3),  
Cindy Hazard (Sandhurst Pre-3),  
Amy Smith Bell (U.Ravenna Pre-3)  
Heather Zecha (Victory Heights Toddler)  
Chinda Roach (V. Heights pre-3)  
Martha O'Fallon (V. Heights 3-5 AM)  
Chris Casazza (V. Heights 3-5 PM),  
Robin Hansen (Wallingford Pre-3),  
Sonja Knudson (Wallingford 3-5 AM),  
Stephanie Morris (Wedgwood Toddler),  
Heidi/Dean Nicholls (Wedgwood Pre-3),  
Laura Baumwall (Woodland Park Pre-3),  
Jennifer Paris (Woodland Park 3-5s),

### **ABSENT**

Bill Grantham (N. Seattle Toddler Thurs)  
Feliks Banel (Wallingford 3-5 PM),  
Debbie Jung (Wedgwood 3-5s),  
Kellie LaRue (U. Ravenna 3-5s)

## MEETING NOTES

Call to Order: 9:37 A.M. by Laura Baumwell  
September Minutes Submitted and Approved

### Earthquake Policy Discussion

Shannon Adams introduced her co-op's need for assistance in setting up an earthquake policy at their site. Discussion ensued whether PAC should work on preparing a plan that can be shared at all sites. Jennifer Paris moved to sponsor/support Emergency Preparedness through PAC, a motion which was seconded and approved. Further discussion took place in Small Groups (below).

### Attendance Discussion

Reminder by Betty Williams to please arrive on time (now that we know where the room is!)  
Laura Baumwell read the "PAC Meeting Attendance Procedure".

- An attendance policy is provided in the bylaws. This procedure is the method by which the policy is carried out.
- Reps are encouraged to find substitutes from their classes if they are unable to attend a meeting.
- Reps who miss more than one meeting need to make up time. For example helping at Open Registration.
- This is a supportive policy, not a punitive measure, to assure adequate attendance for PAC to perform effectively, and to be fair to all reps who go to meetings.

A concern was raised that some reps were representing more than one class at their co-op. Discussion was moved to Small Group (see below)

### Budget Report

\$66 dues – Pay to Cara Brannan: 7739 20<sup>th</sup> Ave NW, Seattle, 98117. Dues cover speakers, newsletters, K Readiness packets, etc. Dues \$ is different from scholarship money.

### Committee Reports

**Communications.** Submitted by Danielle Steele (dsteeles@icehouse.net)

Members: Danielle, Felicks, Shannon, Dorota, Ann, Stephanie M., Eric, Katie R, plus newsletter folks.

- As a committee we plan work to increase the awareness of NSCC co-ops as preschool options and inform the public about upcoming free speakers.
- As chair, my goal is to work on a complete folder to pass on that has all the contacts, calendar year and any other information that will be useful
- Shannon continues to work on the website. Will let us know what she needs.
- Newsletter is being worked on with an October/November issue coming out soon. Will let us know what help/information they need.
- Looking into designing/finding NSCC Co-op logo that would identify all our co-ops with NSCC. Not sure if there is one already.

**Education:** Submitted by Jennifer Paris ([parismoe@comcast.net](mailto:parismoe@comcast.net))

The Education Committee is planning a fall lecture with Anne Green Gilbert and then a mini series in the spring. We want to have all the lectures planned by December, so we can run an advertisement in Seattle's Child and Parent Map with the dates and locations of all the lectures. We are planning to have three lectures in the spring. The speakers/topics we are hoping to get are as follows:

1. Repeat performance of Marja Brandon - "What do you say after you gasp"
2. Leslie Fields - social skill and making friends.
3. Someone from the UW Mind Brain and learning Institute

Alternative topics: Non-Violent Communication, Sleep issues

Please suggest topics to the Education Committee.

**Kindergarten Readiness.** Submitted by Lauren ([AJANDLMJ@aol.com](mailto:AJANDLMJ@aol.com)):

- The kindergarten readiness packets are out. If you did not get one you can pickup one at the next meeting. Please share with your co-op. These packets are for ALL levels, even Toddler (some parents may have older kids, other just like to plan ahead!)
- There are some important dates in November for families enrolling in school for 2006-2007. Look for information about kindergarten on the web site and in the newsletter. We will handout updates and relevant articles for the packets in the coming months.

**Fundraising.** Submitted by Sheila Benson ([benson\\_sheila@hotmail.com](mailto:benson_sheila@hotmail.com)):

1. There are a variety of fundraising options for each co-op class to choose from. The NSCC co-op website has an extensive list of fundraising opportunities. Selling ET books is just 1 option and is not required.
2. If co-op is selling ET books, have PAC rep pass along the ET Book FAQ sheet that Julie sent out. It should answer all questions. If fundraiser still has questions, they should contact ET directly through the general 800# or through our rep, Doug. We'd also like to know the number of ET books sold to make sure we're getting the correct return profit.
3. We'd like PAC members to report what fundraiser(s) their co-op is doing and to keep track of dollar amounts raised so we can record which fundraisers bring in the most money.
4. Clarification that the PAC member is not necessarily responsible for running a PAC fundraiser in their co-op. This can be done by the fundraising committee of the co-op. Also, the \$25/student is the minimum donation to the scholarship fund - additional funds are greatly appreciated and needed!

**Scholarship:** Remind classes that applications need to be filled out *thoroughly* by registrants as well as co-op treasurers or it's hard to give awards.

- 100% scholarships were awarded for on-time enrollees

- next application deadlines: Winter: 1<sup>st</sup> Friday in Dec; Spring: 1<sup>st</sup> Friday in March
- applications are online, or available from Treasurers or Parent Educators
- Some discussion ensued about scholarships for those who miss the deadline... The suggestion was that individual co-ops/classes may have in-house emergency scholarships.

#### **Registration:**

- Northgate Toddlers is enrolling: Wednesday Evenings 6:30-8:30. Can join in addition to another co-op membership. Good for other spouse.

#### **By-Laws and Handbook:**

- The suggestion was made to post bylaws online but Shannon prefers not to have *all* of them up; can there be a representative number? (issue unsettled)
- What other forms do we want to have available online?

Committee Goals: submitted by Chris Cassaza casa48@msn.com

- Collect by-laws from all classes, both electronic and hardcopy.
- Put all hard copies in a folder to discuss at committee meetings and send e-bylaws to webmaster to link by-laws to their respective classes.
- Update PAC by-laws Update PAC handbook

#### Small Group Discussions (four)

(leaders, in the interest of time, were asked to submit discussion summaries via email)

1. **PAC 2005/2006 Goals** – Laura Baumwell
2. **Coop Enrollment Issues** – Jennifer Paris
3. **PAC Attendance Issues** – Submitted by Latife Neu
  - Five PAC reps discussed the proposed attendance procedure. The discussion group was generally in favor of having a formalized procedure. Most participants agreed that occasional absences are virtually inevitable, and the group discussed whether one "free" absence was enough. There was consensus that some kind of make up project would be a fair way to handle additional absences. Most participants mentioned that the "board support" position in their co-op, which is intended to provide child care during PAC meetings, seldom or never actually provides such support. Thus, child care is a major hurdle to full PAC attendance.
4. **Earthquake Policies** – Shannon Adams (summary submitted by Sonja Knudson)
  - We discussed the need for consistency among sites with regards to emergency preparedness. We would like to see PAC provide a basic plan upon which coops can create their individual plans. We'd like to see the college provide for some training. Perhaps an expert can be brought in for a PAC lecture.
  - Facets of the plan may include: Comfort Kits; Supplies on site; Hazard mitigation; Training; The Plan (chain of command, evacuation procedures, etc).

Meeting reminders

Next meeting is **Monday November 14<sup>th</sup>, 9:30 to 11:30.**

Same meeting room: Education **2843**

Don't forget your parking pass (Betty can provide you with one).

Respectfully submitted,  
Sonja Knudson