

Temple Beth Sholom
Board of Directors Meeting
November 14th, 2018, Board Room
11 in attendance

Attendees:

Jack Holmes, Pres.	Melanie Pollak	Matthew Griffin
Michele Shugarman	Rabbi Heidi Cohen	Mitch Cohen
Harvey Grossberg	Jodi Kaufman	Lew Siegler.
Andrea Wasserman	Pam Ranta	

Absent:

Gary Holloway	Ruth Irving	Brenda Beck
Cantor David Reinwald	Bonnie Wenneberg	

Meeting called to order: 7:00pm - Opening Blessing

1. Approval of Board meeting minutes - Jack Holmes
 - a. October 14th, 2018 Board meeting minutes were approved unanimously
2. Staff & Board Reports - Ruth Irving
3. Main purpose of this meeting: Discuss 2 concerns that affect budget & policy
 - a. Pittsburgh shooting
 - b. IHDS (Irvine Hebrew Day School)
 - i. Create task force, lead by Matthew, to get a clear understanding of the costs of our rotunda facilities. Include Jodi, Pam, Ruth, & Harvey
 1. Mission: What is the best use of our facilities. What is the cost of doing something vs doing nothing.
4. IHDS discussion lead by Jack
 - a. Contract requires us to talk with them in December.
 - i. Are we a landlord or a synagogue?
 - ii. Can we salvage one more year or only 7 months?
 - iii. What are our options?
 1. Convert MPR to a Toddler Room
 - a. Concerned this would impact Camp Sholom
 2. Convert storage area into office space
 3. Can a modular unit be placed in the parking lot as office space, under the guise that it's for a construction project?
 - iv. Much easier to shuffle around our own students & faculty vs a tenant.
 - b. IHDS revenue: \$176k includes \$24k CAM (Common Area Maintenance)

- i. \$2,262,000 Operating budget with IHDS, \$2,084,000 without IHDS. 3 years of reserves or roughly 8% of our operating income.
 - ii. Options:
 - 1. Cut 8% across the board via Job & salary restucture
 - 2. Continue to be a landlord. Find another tenant in 1.5 years.
 - a. Preference to eliminate the pressure of being a landlord by Treasurer
 - 3. Investigate new sources of Temple-based income
 - a. Bingo
 - b. Expand Preschool
 - c. Expand Religious School
 - d. Senior Day Care
 - e. After School Day Care & Enrichment program, bus with pick-up & drop-off locations
 - f. More programming that won't negatively impact our budget
 - g. Language Immersion program: Spanish, Mandarin, Italian
 - c. After School discussion
 - i. Students would already be here for Tuesday Hebrew school
 - ii. Increase secularity
 - iii. , Create community center in Central Orange County
 - iv. With 40-50 kids in after school program, 3-4 might be Jewish
 - v. 10 elementary schools in a 2 mile radius.
 - vi. Grant potential. Kids have a deficit for outdoor play
5. Security - Risk Management discussion lead by Jack
- a. Prepare for the worst & hope it never happens
 - b. Majority want an armed person when kids are on campus
 - i. Matthew provide context around security at his high school, a soft target. Their Safety Team is lower in cost & seemingly as effective
 - c. "Run, Hide, Fight" procedure as taught by OC Sheriff in Active Shooter training
 - d. Need to separate TBS from security liability if or when someone goes "hands on."
 - e. Need training
 - f. Can't draft a security manual or policy when we don't know what our security policy is
 - g. Need to minimize campus entry points so armed guard has a clear line of vision
 - i. Armed guard is 30% more expensive
 - ii. Will not be able to add security assessment fee to ECC parents
 - iii. M-F, 7am-7pm. Sat-Sun, Variable
 - h. ID Cards
 - i. Authorization of \$3,500 for keypad at handicapped entry gate
6. Miscellaneous
- a. URJ dues will be \$50k in 2019

7. Good & Welfare

Meeting Adjourned 9:15pm

Respectfully submitted, Mitch Cohen, EVP

President's Report November 2018

1. Last month's activities:

Regularly attend Shabbat services, Pittsburg vigil service, 75th Anniversary Shabbat – gala – Torah return ceremony (also played in Tefilah band). Attended OCIAAC religious institution security seminar. Participated in Czech Torah scroll repair/celebration committee meetings. Multiple phone conferences with ED about security planning, with particular attention to heightened concerns after Pittsburgh shooting through elections, and creating a board policy on security. Multiple phone discussions with ED and Treasurer regarding IHDS. Meeting with senior staff to discuss IHDS issues and plan for board presentation. Attend weekly executive staff meetings with Rabbi and ED. Phone, and in person, conferences with treasurer, EVP and VP Education. Worked with ED on preparing and editing semi finalized draft of HR/Employee Policy Manual for board review for suggestions. Discuss board agendas with ED.

2. Plans for next month:

After final review by HR professional, implement new HR/Employee Manual. Begin process of finalizing security policy manual after receiving BOD input. Attend active shooter training. Start preliminary budget discussions with treasurer after BOD input on IHDS – use of space, and security, discussion/input.

3. Issues or concerns:

Primary concern is health and safety of TBS and its students, congregants, staff and visitors. Secondary concern is insuring TBS has all of the policies, procedures, processes, and budget in place to comply with all legal requirements and to facilitate steady and solid growth of membership, services offered and opportunities that only a synagogue can offer. Finding the right key people to fill committee and BOD positions. Long term concern is the school building and all issues that go along with rebuilding it.

4. Lessons I've learned:

No matter how hard you try, or how well you plan, there is never enough time. Take one thing at a time and see it through to conclusion lest you get sidetracked with the emergency of the day and nothing gets accomplished. If you keep knocking them out, eventually they will all get done.

5. I need help with ...

Finding qualified, talented, committed and energetic team players to complete our BOD roster.

Department of Religion Report for October and Beginning of November
From Michele Shugarman

1. Last month's activities:

In October we finished the High Holy Days with the conclusion of Simchat Torah and Shemini Atzeret.

Our Shabbat Services for October included a visit by Anat Hoffman, Executive Director of the Israel Religious Action Committee and a Immigration Shabbat.

We also concluded the return of the Czech Torah with a moving Shabbat Service and the actual return service the following Sunday (November 2 and 4)

This last weekend in observance of Veterans Day our theme was "The Spoils of War," exploring different aspects of war and its repercussions as seen through the lens of Jewish tradition. Leading the weekend was Rabbi Shelton Donnell and Wendy Bocarsky.

Our Shabbat services are officially changed to 6:30 (unless there special events taking place) with the Oneg following the service.

2. Plans for Next Month:

We are deep in the plans for Hanukkah. Co-chaired by Scott Singer and Michele Shugarman. All are welcome, family-friendly! Services will be followed by a Chanukah dinner and party. Dance the night away with a DJ, munch on latkes and sufganiyot, and much more!

Family-friendly movie, "Eight Crazy Nights", will be shown, courtesy of TBS Chai Times Seniors. Thank you to Chai Times for purchasing the DVD equipment.

TBS Jewlennials invites all young adults to join them for a magic show at 8pm.

Tickets fees:

Adults – \$12

Children 7-12 – \$10

Children under 6 – \$5

Non-members – \$15

COME CELEBRATE CHANUKAH AT THE CIRCLE! Come for one night or all eight. Join us at 6 pm by the Chanukiah in the Orange Circle. Enjoy songs and community

3. Issues or Concerns:

I am hoping that the Board and auxiliaries will continue to support the religious events. This includes religious observations, Shabbat services, Torah Study and all the celebrations.

4. Lessons I've learned:

5. I need Help with...I Can Help with...

Feedback for all things in department of religion.

**Harvey Grossberg
Treasurer Report**

1 Last Months Activities

A Initiated the process of developing a Flex Budget that will provide improved cost management.

B Had several discussions with ED regarding URJ dues.

C Completed financial impact analysis on the IHDS.

D Met with Pam Uber to complete monthly financial reports.

2 Plans For Next Month

A Finalize Budget Process for 2019-2020

B Finalize URJ dues for 2019-2020

C Complete monthly financial reports

D Initiate discussions regarding the placement of the remaining insurance monies in the Torah Repair Fund.

E Initiate board discussion to invest temple funds in a liquid interest bearing bank money market account.

3 Issues or Concerns

A Pin down the status of the IHDS.

4 Lessons I Have Learned

1 Beware of shifting priorities-Security

5 I need help with....

A Recruitment of Finance Committee member.

Brenda Beck – Sisterhood President
11.14.18

1. Last month's activities:

Attended – Gift Shop Meeting, Sisters by Heart Dinner, Sisterhood Task Force Meeting on building membership, meeting with Sisterhood Treasurer, planning meeting for Maxine Horwitz Cultural Event, Temple Board Meeting, WRJ Pacific District Convention 10/18-10/21, Sisterhood Membership Event Meeting, Sisterhood General Board Meeting, Sisterhood Membership Event. Participated in filming production for Sisterhood Membership Event.

2. Plans for next month:

Sisterhood Candle Lighting at the Orange Circle, College Outreach mailing, Sisterhood Task Force Meeting, Gift Shop Hanukkah Sale Day & Special Holiday Hours.

3. Issues or Concerns:

Monitoring deadlines & work flow.

4. Lessons I've learned:

When your keynote speaker cancels 5 days before the Sisterhood Membership Event, it is wonderful to have an amazing planning committee and a supportive and enthusiastic Rabbi and Executive Director who can step in and participate with other Sisterhood members to put on a great presentation for the event. The Sisterhood Membership Event planning committee took this "speed bump" in stride, made adjustments and everyone had a great time.

5. I need Help with...I Can Help with...

Encouraging everyone to visit the Gift Shop and buy your Hanukkah gifts and "supplies" from our Gift Shop, thereby helping Sisterhood support the temple programs temple youth.

11/14/2018

- **Last month's activities:**
 - ECC Open House on 11/5 was fantastic!
- **Plans for Next Month:**
 - Meeting with Jodi on 11/14 to discuss budgeting for next year.
 - Meeting with Pam on 11/19 to discuss budgeting for next year.
- **Issues or Concerns:**
 - Security (being discussed on 11/14)
 - Logistics of school design and facilities
 - Proper staffing of ECC and Religious School
- **Lessons I've learned:**
 - Communicate, Communicate and also Communicate
- **I need Help with... I Can Help with...**
 - None

Ruth Irving

Executive Director's Report

November 14, 2018

This Month

- Attended: Regular Shabbat Services, Emergency Security Webinars (by ADL/SCN and URJ), 75th Anniversary Shabbat, Gala Event, Torah return/BBQ, and Community Vigil for Pittsburgh Victims
- Met with our Volunteer Committee to create a volunteer program and tracking system. All committees will be asked to provide lists of volunteers following each event or program to track members who volunteer. And committees who need volunteers for events or programs can go to the Volunteer Committee and receive assistance in who to outreach to as possible volunteers.
- Met with our Gala Committee, Czech Torah Leadership Members, Mitch regarding security items, Jewlennials co-chairs, and other groups to discuss logistics and setups for events
- After the incident at Pittsburgh, there has been anxiety and worry about TBS security. I met with Security System Providers and Security Guard Companies to look at ways to improve our security and additional items we might need. I arranged for temporary coverage with a new Security Guard Provider during our large events and for key times. A security committee will be convened and I am working on updating all emergency procedures and protocols, for all types of incidents.
- Met with Rabbi Shmuel from IHDS to discuss potential contract negotiations
- Reached out to new and prospective members, and meeting with current members
- Worked with Cantor David and Harvey to switch the Cantor's Discretionary account to a new Bank.
- Weekly meetings with: Senior Staff, Staff Admin, Heidi and Jack, Pam Ranta, and Jodi.
- Completed the Non-profit Homeland Security Grant for security enhancements and

Upgrades (an intense and lengthy process). The request is for \$50,000 for fencing and \$25,000 for access control systems, such as access panels and door closers.

- Completed Paperwork to switch medical insurance providers
- Working with Landscaper on maintenance and upgrades.
- Working with Staff and Mitch on ShulCloud (Temple database). We have set up a demo site that we will be testing out before we commit our full resources.
- Attending to all facility and maintenance requests and issues as they come up.
- Attending the Annual Director's Conference. Gathering ideas from other synagogues and learning best practices and how they can be adapted for TBS.

Next Month

- Complete Security & Emergency Protocols and Procedures
- Move forward in moving databases
- Calendar Meeting for 2019-20 calendar year on December 3rd from 10am-2pm.
- Armed Shooter Emergency Training Workshop on December 12th from 9-11am. All Board Members are invited, and I encourage you to attend if you are available.
- Hanukkah Extravaganza and candle lighting in Orange
- Giving Tuesday is coming up and TBS will be participating in Giving Tuesday. Look out in email and on FB.

Issue or Concerns:

- How do we address security and security items in a thoughtful manner and that will make sense for the long-term. We must prepare and act without overreacting and be mindful of what is sustainable. It is incumbent upon all of us at the Temple to be aware and pay attention. The best defense is our members as we are as strong as our community. Please be aware of doors that are left open and reminding members to use

their codes. As we determine our procedures and policies, we will be doing drills to ensure in an emergency we are prepared.

- To continue to look at how we communicate as a board/leadership and with our members.

Lessons I've learned:

- The weekend of our 75th and Torah return was wonderful! It is not that a large number of people attended, although it was beautiful to see, it is that those attending were engaged and strengthened their connection to each other and TBS.

- Some things I have gathered from the NATA conference, which I will share further at our next meeting:

- There is a difference between content and community. Members need to feel that they are the temple and not "visitors." How do we create integrated experiences in their daily lives that provides rewarding experiences.

- What is critical, important but not critical and nice to have. Are we focusing on the critical items and prioritizing them?

- A fundraising idea for 100 Days of Giving, where members buy a day. This includes a highlight posted about the member who purchased that day, an individual call, etc. For \$100 a day, and almost no overhead cost, the fundraiser is fun and cost effective.

I need help with...I can help with...

Rabbi Heidi Cohen Monthly Report, November 2018

Last Month's Activities:

- Responded to emails, phone calls, and personal meetings.
 - Counseling meetings with individuals and families.
 - Pastoral calls and visits
 - Officiated at the wedding of Shana Seeseman and Michael Gordon
 - Met with a new family regarding starting to study with their 11 year old daughter who has Autism and very much wants to become Bat Mitzvah.
 - Met with Jon and Helen Peters regarding a baby naming for daughter Sofia. Julia is in our preschool.
- Shabbatot:
 - HIAS Refugee Shabbat, October 19. Meaningful Shabbat and speaker. Wedding blessing for Shana Seeseman and Michael Gordon.
 - Golems, Goblins and Ghouls, October 26 with movie hosted by Jewlennials.
- Vigil Gathering following Pittsburgh Shootings at Tree of Life Synagogue
 - Upon learning of the shooting, we created a special service on Sunday, October 28. We filled the sanctuary and I invited speakers from around the community.
 - Over the week after the shooting, we received quite a bit of support from the community and local neighborhood, including letters and flowers.
- 75th Anniversary Weekend
 - Thank you to Michelle Singleton, Soni Sanberg, Scott Singer, Michele Shugarman, Debbie Malo for all their help on the weekend. Thank you to Alan Shebroe on the coordination of the final letter writing and working with Rabbi Salazar. Thank you to the whole committee for the culmination of a great 75th Anniversary celebration weekend.
 - Friday night services, November 2, were beautiful and meaningful. From the readings selected and the musical contributions of Cantor Reinwald and choir.
 - Saturday, November 3, Diamonds are Forever Gala was beautiful and fun! Thank you to the entire committee for creating an incredible gala attended by 161 people.
 - Sunday, November 4, we returned our Czech Torah scroll and rededicated it together. Over 200 in attendance followed by a fun BBQ for everyone.
- Rabbi Donnell and Wendy Bocarsky Shabbaton Weekend, November 9-11.
- Teaching - each of these classes includes preparation and review.
 - 7th Grade - Tuesday afternoons.
 - 7th Grade B'nei Mitzvah Retreat, November 9-11.
 - Because of the fires in Malibu, we changed location and housing in less than 24 hours.
 - 12 students attended with Rabbi Cohen, Cantor Reinwald and Jodi Kaufman.
 - Confirmation - one class included processing the Pittsburgh shooting.

- Continuing iEngage class, including community event on November 11 with Elana Stein Hain, from Shalom Hartman Institute.
- Miscellaneous
 - Participated in a vigil for Tree of Life Synagogue at Chapman University.
 - Attended the Kristallnacht program at Chapman University, November 8, 2018.
 - Contact with NFTY regarding the change of venue for Social Justice Kallah and our TBS youth who will be attending.
 - Creating a Shabbat service for November 16 during which we will share memories of Camp Hess Kramer and Gindling Hilltop Camp as well as process the fires. I've been in touch with WBTCamps and coordinating their being with us as well as two other congregations that evening.
 - Weekly staff meetings and meeting with Jack and Ruth.
 - Weekly robo-calls, email communication with congregation, text communication with congregation and social media communication.
 - Returning emails and phone calls from the community who have questions.
 - Daily texts/emails sent to congregants celebrating birthdays and anniversaries.

Plans for Next Month

- Chanukah Chappening - Friday, December 7.
- Chanukiah Lighting, City of Orange, December 2-9
- Working on coordinating TBS participating in the Chanukiah lighting on December 2 in conjunction with the Tree Lighting ceremony in Old Town Orange.

Issues or Concerns

Lessons I've Learned

"From bad comes good" words from a very wise 3rd grader.

I Need Help With/I Can Help With

Continued support from the board to attend events at TBS. Your visibility and presence is a blessing!

TBS Fundraising Board Report – November 2018

Last month's activities:

- We were very pleased to come off a successful "Diamonds Are Forever" Gala celebrating 75 years of TBS. The event brought in nearly \$15,000 in sponsorships and underwriting before the doors opened. On the evening of the gala, we welcomed over 160 guests, and our congregations stepped up to donate over \$20,000 in the Fund-a-Need. Our Live and Silent auctions made a combined total of over \$18,000, with raffle ticket sales bringing in nearly \$2,000.

Plans for Next Month:

- **Giving Tuesday:** Giving Tuesday is upon us. We will have notices going out to the congregation, as an e-blast or in the newsletter, to participate in Giving Tuesday, and include TBS in their Giving Tuesday donations. On Giving Tuesday, we will have an email out first thing in the morning to congregants, another email out in the afternoon, and a final email out in the evening. Giving Tuesday has become a major national event, and we look forward to growing TBS's participation in Giving Tuesday.
- **The Best Hanukkah Present Opportunity Drawing:** Bernie Horowitz has generously donated 100,000 American Airlines miles for the purchase of two roundtrip tickets to a location of choice in the U.S., and a \$1,000 Hilton gift card. We are planning to do a limited, short term Opportunity Drawing to sell 250 tickets for \$50 each, and would like to draw the winning ticket on the last night of Hanukkah. Tickets are being printed and will arrive soon, and signage will go up shortly, as well. We will do e-blasts and announcements in the newsletter to "win the Hanukkah present of the year". Our goal is to sell 200 of the 250 tickets, for a gross of \$10,000.

Issues or Concerns:

- Looking to 2019, I would like to have more participation on the Fundraising Committee. We have a great committee right now, but it would be fantastic to have a few more members to help with the workload and to advise on issues of fundraising.
- We will need committees for the 2nd Annual Backyard Bash and the Guest Speaker Brunch/Luncheon.

Lessons I've learned:

- Always include the Fund-a-Need at any event where appropriate. Fund-a-Need pledges have been the most successful fundraising component at galas for the past 5 years, and this trend doesn't seem to be losing any steam.
- Limited ticket drawings are way more popular, and easier to sell, than open-ended drawings, which is why we will limit ticket sales for the Hanukkah Present drawing.

I need Help with...

- Committee recruitment for the 2nd Annual Backyard Bash and the Guest Speaker Brunch/Luncheon. We need, at least, 8-10 committee members for each event, and if anyone would like to step up and chair either of these events, that would be super. Although we can put these events on without a committee, no event should be done in a void, and the more representative feedback we can get from fellow congregants, the more successful the events will be.
- Guest speakers possibilities for the Guest Speaker Brunch/Luncheon. We need a dynamic speaker that can draw a crowd, preferably beyond the TBS congregation. Ideally, this speaker would either live locally, or be someone who is speaking in the area around our preferred date, so that we do not have to deal with flights, accommodations, and per diems.

1. Last month's activities:

Teaching the following classes:

Hebrew 5th/6th grade

Sunday School music

Preschool music

High School program: 2nd class: Modern Israeli music, writing/organizing lesson for 3rd class: Israeli art and artists

Adult Ed: History of Jewish music – class 2: Lewandowski

Led the following special services:

Refugee Shabbat: 10/19

Interfaith Vigil for Pittsburgh: 10/28

75th Anniversary Shabbat: 11/2

Rehearsed choir and organized music for above service

Torah return ceremony: 11/4

Rehearsed band and organized music for above ceremony

Upcoming: 20-Chai Tea Shabbat on Saturday, Nov. 17th. **Please come!**

Bar Mitzvah of Josh Wilcox - Saturday, Nov. 24

Training 4 b'nei mitzvah students

Co-Led annual 7th grade b'nei mitzvah retreat in Malibu – Camp Hess-Kramer

Attended monthly OC Board of Rabbis and Cantors meeting

2. Plans for Next Month:

All educational programming from above will continue

Planning out future services and programming; Hanukkah programming/events

Planning out future classes

Editing our script for our Purim shpiel (theme is Grease)

Singing in a local concert with other cantors at Beth Chayim Chadashim on Sat., Dec. 8th

Leading hanukkiah lightings in Orange Circle

Tefillah Band rehearsal/service coincides with Chanukah Chappening – Fri., Dec. 7th

2 more b'nei mitzvah students begin training

3. Issues or Concerns:

I am glad we are addressing our ongoing security concerns.

4. Lessons I've learned:

I continue to learn from the lessons I am creating – about Jewish music history and Israeli art and artists.

5. I need Help with...I Can Help with...

Karen Warren has graciously offered her assistance with organizing the chai tea Shabbat. I look forward to seeing everyone at upcoming classes/services/events/etc!

1. Last month's activities:

- a. JNF reception with Rabbi Leo Sinai at Temple Beth Jacob: 10/23/18
- b. Met with John Allen w/RedRock w/Ruth Irving, Danny Weissberg, Jeff Winston, & Len Goodman to discuss campus security priorities & technologies: 10/25/18
- c. TBS Education meeting: 10/29/18
- d. Coffee with Wendy Nesbitt: 10/30/18
- e. URJ Scheidt Seminar webinar: 10/30/18
- f. Coffee with Shani Boone: 10/31/18
- g. JNF conference in Arizona 11/2-11/4/18
- h. Early Childhood Center Open House: 11/5/18
- i. 24th Wedding Anniversary: 11/6/18
- j. School Building Planning Meeting with Rabbi, Ruth, Jodi, Jack, & Pam. 11/7/18
- k. 11/9 Shabbat. Sponsored Oneg which was AFTER services. Parents attended. Great having dinner w/Lori & Matthew Griffin after services.
- l. Discussed Shabbat at Yosemite & Chanukah Happening with Scott Singer while he made hundreds of Latkes on 11/7/18

2. Plans for Next Month:

- a. Lunch with Bernie Horwitz
- b. Coffee with Soni Sanberg
- c. Attend 11/16 Shabbat
- d. Chanukah Cooking Class with Denise Stephens 11/26/18
- e. Chanukiah Lighting at Orange Circle: 12/2 – 12/10/18
- f. 1st of 5 part series: "Is Jewish Guilt Really Guilt or is it Shame?" 12/9/18
- g. iEngage session 3: 12/10/18
- h. "What's your Kavanah?" 12/16/18

3. Issues or Concerns:

- a. Need to install speed bumps
- b. Need to create list of security priorities
- c. Message board must be updated & turned on 24/7
- d. Need to create "Legacy Giving" like Scouts BSA Orange County Council

4. Lessons I've learned:

- a. Don't take suggestions as criticism.
- b. Success at TBSOC means different things to different people

5. I need Help with...I Can Help with...

- a. Director for Communications (replace myself)
- b. Filling board positions for the balance of this term & the start of my term, 2019
- c. Was unable to attend CAIC / House of Worship Security training on 10/18/18

Jodi Kaufman
Director of Congregational Learning

Last month's activities:

- **General business-** responded to phone calls, emails, teacher meetings, parent meetings, meetings with other congregants, weekly staff meetings, weekly meeting with Ruth, budget review
- **Religious School**
 - Teacher meetings and curriculum development
 - Continue to develop our wellness curriculum
 - Weekly Parent communication using Constant Contact and Remind
 - Provide all classroom setups
 - Met with Parent Team Captains to plan for Chanukah Family Fun Day
 - Worked on B'nei Mitzvah Retreat program and logistics
 - Met with Cantor and Rabbi to discuss B'nei Mitzvah Retreat
 - Attended, programmed and made arrangements for alternative location of B'nei Mitzvah Retreat
- **Adult Education**
 - Prepare for lunch and learn (2 hours prep time), iEngage Course (6 hours prep time)
 - Prepare and disseminate Adult Education promotional materials
 - Updated calendar
 - Logistics for classes and setups
 - Communicate with all adult education presenters
 - Classes this month include: Lunch and Learn, TBS Coffeehouse, Writing for the Soul, Introduction to Sewing, Dementia 101, Shabbaton with Rabbi Donnell
 - Coordinate with Rabbi Donnell and Wendy Bocarsky for their upcoming Shabbaton (November 8-11)
 - Coordinated and attended the community wide iEngage Program Kick-off event at TBS on November 11th.
- **Congregational Work**
 - Attended Shabbat services
 - Met with various congregants
 - Met with representatives from our Social Justice committee and assisted them with finding Jewish texts to support their work
 - Mosaic for 75th Anniversary- a project of our Better Together Program. Mosaic is in progress.
 - Attended all 75th Anniversary Weekend Events
 - Coordinated Religious School participation in the Return of our Czech Scroll program
 - Helped Ruth with logistics including food purchasing for the BBQ on Sunday of the 75th Anniversary Weekend

- o Attended and helped greet at the community vigil on October 28th
- o Met with a new family regarding their 11 year old daughter who has Autism and is interested in becoming a Bat Mitzvah.
- Community Work
 - o Serve as co-President of the Jewish Educators' Association (JEA)
 - o Co-lead JEA meeting
 - o Meetings with colleagues
 - o Create agendas for JEA meeting
 - o Attended JEA Meeting at Temple Israel in Long Beach
 - o Planning meeting for JEA Teachers' Professional Development Day 2019

Plans for Next Month:

- Teacher meetings/observations
- Prep for upcoming Adult Education programs including- Lunch and Learn, iEngage, Dementia- A 4 Part Series, Parent Talk with Rabbi Cohen, Chanukah Cooking Class
- Work with Parent Team to plan for our school-wide Chanukah Program
- Work with December 7th congregational Chanukah celebration planning committee
- Work with Rabbi Cohen to develop the Better Together program for this coming year
- Prepare and lead Torah Study on December 15

Issues or Concerns:

- New Teen Kehillah program is a work in progress. Will continue to observe, reflect and make changes as needed along the way

Lessons I've learned:

- Teen Kehillah will need continued promotion and communication
- Personal conversations with parents and students is important to help open doors to involvement

I need help with...

-

I Can Help with...

- Always happy to help with any Jewish educational programming or congregational programming

Early Childhood Center Report

November 14, 2018

Since the last Board Meeting, October 17

Communication

- Published weekly emails, mid-week reminders, texts and health up-dates on lice, conjunctivitis, HFM, and Fifth Disease (it has not been a healthy month)
- Set up Remind for ECC parents and staff
- Prepared and placed door flyers for up-coming events
- Answered emails, texts and telephone calls
- Shared information about Torah Tots class on PJ Library face book page
- Sent email to PJ Library about family up-coming family friendly events
- Composed and sent weekly emails to staff with information, notes of gratitude and instructions for the following week.
 - Staff schedule included in email

Meetings, conferences, training

- Met with Ruth and Jodi to discuss use of the MPR
- Met weekly with lead teachers for Adom, Kahol and Tzahov
- Attended two Zoom meetings with the Hospitality committee and one program committee meeting for the ECE-RJ annual conference
 - Pre- conference in Dallas and conference in San Antonio in January
- Interviewed Music teacher to lead an enrichment program for the ECC
 - He came back and did a working interview which went well
- Attended weekly Tuesday senior or all staff meetings
- Met with Ruth Irving for our weekly check in meeting 3 times
- Led staff development – 4:00 – 6:00 PM, October 29
 - Emotional check in from the Pittsburg Synagogue shooting
 - Read Yetel's Feathers and discussed gossip
 - Reviewed the concept drawing of the yard
 - Teacher expressed some concerns about the usage of space
 - This information will be given to Eric Nelson.
 - Discussed yard set up, clean up and supervision
 - Small group discussion on Risk and experiences we have had the effect our willingness to take risk and allow children to take risks. (Really Seeing Children, Deb Curtis – Section 2 on Risk)
- Interviewed potential candidate for employment in infant/toddler center.
- Spoke with colleague from New York about Temple Membership programs
- Attended the Orange County Jewish ECC directors meeting
- Held conference with parents and teachers regarding concerns for their child
- Met with Jack, Mitch and other staff to discuss potential for space usage to either accommodate or not

Actions, activities and events

- Helped cover ratio in the classrooms. Three to four staff members were out daily from October 30 – November 2 due to illness.
- Attended all weekend Festivities for 75th celebration and return of the Czech Torah.
 - Help set up Oneg Friday Night
 - Planned and set up games for the return of Torah BBQ
- Attended Vigil at TBS and helped set up refreshments

- Held Open House for ECC, 5:30 – 6:30
 - Meet with staff and prepared written guidelines for the evening.
 - Intended for families with children in school and those seeking further information.
 - children and parents explore all classrooms and meet the teachers for the next year. Finger foods are served to appease hungry appetites.
 - 65 – 70% attendance
 - Families and children were happy and enjoyed the visit.
 - A big thank you to Jodi, Rabbi, Matthew Griffin and Mitch Cohen for attending and showing interest in our program.
- Planned and executed annual Fall Festival on November 14
 - Cindi organized volunteers and activities
- Taught Friday Torah Tot classes

Administrative

- Prepared Winter Camp form for January mini-camp
 - Forms placed in cubbies, on doors, on website (ECC forms) and in on-line weekly ECC updates
- Prepared possibilities for usage of space report for November board meeting.
- Prepared the 2019/20 school calendar
- Completed writing the last grant however we were unable to submit. There was a requirement that we be a part of an approved group. Ruth submitted the initial paperwork and we did not hear back.
- Prepared weekly or daily, if required, staffing schedule
- Prepared expense report
- Review monthly income and expenses
- Ordered needed supplies
- Prepared financial data for schedule changes for children.

November 15 – December 2018

- ECC is closed for Veteran's Day on the 12th
- Stojana Radavic-Milovic will attend the Reggio Emilia International Conference in Italy from November 11 – 16.
- Meeting scheduled with Matthew Griffin for Monday, November 19
- I will likely be out on November 20 to welcome a new grand child and take care of the new big sister!
- Nov 21 we will close at 4:00 for Thanksgiving and we will reopen on Monday the 26th.
- Meet with Jodi about Hanukah Family Fun Day
- Zoom Finance committee (ECE-RJ) scheduled for Nov. 27
- Two teachers will visit CBI on November 28
- I will attend the calendar meeting on Dec 3
- Assist as requested for "Chanukah Chappenings"
- Meet with ECC and RS parents and others at the Orange Circle for Candle lighting on December 4
- Parent/Teacher conferences will begin on December 10
- Plan ECC staff winter activity for December 17
- Winter break begin December 24

- The ECC is closed from December 24 through January 1
 - Infant/Toddler classes resume on Jan. 2
 - Winter camp is available with registration Jan. 2,3 and 4
- Work on rates and registration for next year
- Begin work on budget

Issues or Concerns:

- How do help parents feel safe in this broken world?
- Security protocols and training need to happen now!
 - Even though the process takes time, will we be in time?

Things I've Learned

- Over the past 7 years we have relied on our custodial staff to check out any suspicious cars or people in the parking lot, I have learned to call the police on the non-emergency line and request them to check it out.
- It seems as though, that what was once seasonal illness is now continuous throughout the year. The classroom teachers need to be reminded to do a daily disinfecting of the surfaces in the classroom to help keep the children and staff healthy.