

Temple Beth Sholom
Board of Directors Meeting

December 19, 2018

TBS Board Room - 11 in attendance

Attendees:

Jack Holmes, Pres.
Brenda Beck
Mitch Cohen
Matthew Griffin

Harvey Grossberg
Gary Holloway
Melanie Pollak
Lew Siegler

Bonnie Wenneberg
Rabbi Heidi Cohen
Ruth Irving

Absent:

Michele Shugarman
Andrea Wasserman

Cantor David Reinwald
Jodi Kaufman

Pam Ranta

Meeting called to order: 7:01 p.m. -

1. Opening Blessing & Welcome - Jack Holmes
2. Approval of prior Board meeting minutes - Jack Holmes
 - Nov 14, 2018 Board meeting minutes were reviewed - approval MSP unanimously.
3. Staff and Board Reports - (**reference written reports for all areas**) - some highlights include:
 - 1- Financial** - Harvey Grossberg-
 - Estimated URJ dues that will be due for 2019-20 is currently at \$26,000, with on-going negotiations between Ruth & URJ.
 - Irvine Hebrew Day school is currently negotiating with TBS to still be renting classrooms for next school year, but anticipate that they will outgrow our available facilities after that year. We will need to start looking for other options for renters as next fiscal year approaches.
 - The 'Finance Committee' has changed its name to 'Budget Committee', as that is more the direct scope and responsibility of this committee.
 - Final net from the Nov TBS 75th Gala = \$25,060. Incoming money included \$16,261 from underwriting, \$5802 from raffle for gift items, & \$11,783 from auctions.
 - Also, received \$21,400 in pledges for 'Security fund' (to improve security in/around TBS) & \$3500 from separate raffle from Chanukah pledges.
 - Membership is tracking very slightly less than this time last year.
 - We are in strong need of a Building Maintenance fund.
 - Torah fund needs evaluation as we have two Torahs that are not 'kosher' as they need repairs still from the 2014 fire, and we also still need funds for on-going maintenance.
 - Harvey is looking into a better interest rate and possibly changing location of our Farmers & Merchants funds.
 - 2- Fundraising** - Melanie Pollak-
 - Net from Gala - reference financial info above. Gala was a wonderful success & great time had by all.
 - High Holy Days appeal was smaller gifts from many people (vs big amts from less people) and this seems to indicate a higher involvement and 'ownership' from our congregation.
 - The Chanukah "Choose Your Destination" raffle brought in \$3500.
 - 3- Executive Director** - Ruth Irving-
 - In the process of switching TBS database to "Shulware"/Shulcloud. It's web-based (not computer-based) and allows for much more flexibility for both staff and congregants. The full 'switch' will occur after first of the year. Staff is currently getting trained on this new system.

- Collecting bids for security fencing to extend more completely around the TBS grounds.
- Vendor coming in Jan. to add access panels to the handicap parking lot gate (entry to the grounds) and to the door where staff kitchenette connects to courtyard. Cost is about \$3500 per panel.
- Remote "lock down" capability is being reviewed and a security assessment is being done.
- ALL safety and security scenarios are being reviewed by staff including (but not limited to) active shooter, earthquake, fire, etc.
- Looking into an audible, centralized alert system to encompass all of TBS.
- Suggestion made to get a light over the keypad to enter social hall from rose plaza area as it needs illumination to be able to use it.
- Re: Irvine Hebrew Day School- they have two requirements to continue leasing for next year, and have submitted a 'Letter of Intent to Continue' for another year with these conditions:
 - 1) they need an additional classroom- proposal to use our MPR for our TBS preschool and the current room that preschool is using would go to IHDS. For this to happen, all gas appliances currently in the MPR would need to be converted to electrical appliances, and bathrooms would need to be added. Negotiations are occurring for IHDS to pay for part of the cost of the renovations needed.
 - 2) IHDS needs more private office space - space that is not shared by TBS (as is the current location).
 - Currently, TBS receives income of \$170,000 per year. A new contract would need to be written if they continue- with these new conditions, it is an increase in space and thus would also be an increase in rent.
 - There is the expectation that IHDS would only be able to stay at TBS for this one year due to their continued growth so we need to prepare to fill that income as of July 2020.

4- Building & Grounds - Gary Holloway

- This committee was focusing on TBS security as well. Classrooms are going to be getting "lock-in ability" with a simple devise similar to what is used in public school system.

5- President's Report - Jack Holmes

- Jack requests that the Board 'surveys' that were given out at the Oct mtg be handed back to him asap as he is looking to prepare for the 2019-20 Board.

4. Board Exercises - Ruth Irving

- Ruth requests that each of us think about our vision for TBS:
 - what are our critical items for the future of TBS.
 - what are important, but not critical.
 - what would be nice / amazing if we had no restrictions to make it happen.

5. Good & Welfare

Meeting Adjourned at 9:08 p.m.

Respectfully submitted,
Bonnie Wenneberg,

TBS Board Secretary

President's Report
December 2018

1. Last month's activities:

Multiple phone calls/meeting with ED to discuss and plan for: IHDS lease negotiations and building options, security planning and costs (also attended active shooter training at TBS), conducted final proof read and approval of new HR/Employee manual, discussed HR matters, reviewed and executed fire insurance claim/subrogation agreement, multiple phone calls/meeting with EVP, VP Education and Treasurer to discuss security, IHDS lease, educational planning and budgeting, general budget and HR matters, reviewed plan suggestion from Building and Grounds Committee regarding hardening of security measures, attend board meeting, and attend Shabbat services as able.

2. Plans for next month:

Begin process of finalizing security policy manual-planning after receiving BOD input. Start preliminary budget discussions with Treasurer after BOD input on IHDS – use of space, security, budgeting policies, etc.

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.

1. Last month's activities:

- a. Shabbat Service, 11/16
- b. Lunch with Bernie Horwitz 11/19/18
- c. Family in town from Chicago, Pullman, Boulder, Madison, & San Francisco for Thanksgiving, 11/20-11/24
- d. Board meeting 11/21 (Took minutes)
- e. Board Representative at Bar Mitzvah of Josh Wilcox 11/24
- f. Chanukah Latke Cooking class with Denise Stephens, 11/26
- g. Chanukah Shabbat Service & party 12/7
- h. Chanukiah lighting at Orange Circle 12/5 & 12/9
- i. "Is Jewish Guilt Really Guilt or is it Shame?" Session 1 of 5 with Jodi & Allissa
- j. Guitar Lesson w/Scott Singer to learn Debbie Friedman's Shema, 12/10
- k. iEngage session #3 with Rabbi & Jodi, 12/10
- l. Active Shooter Training 12/12
- m. Thursday night Football with Brotherhood, 12/13
- n. Shabbat Services 12/14

2. Plans for Next Month:

- a. "What's Your Kavanah" 12/16
- b. Meet w/Jack, Harvey, & Matthew, 12/17
- c. Board Meeting 12/19
- d. Mitzvah Meals with my Daughter, 12/23
- e. Brotherhood Pancake Breakfast, 12/25
- f. "Is Jewish Guilt Really Guilt or is it Shame?" Session 2 of 5 with Jodi & Allissa, 1/6/19
- g. Religious Action Committee Regional Meeting, 1/13/19
- h. 8th Annual Love of Israel Brunch w/Keynote speaker Bari Weiss, 1/20/19
- i. URJ Scheitz Seminar, 2/7-2/10/19 in Newport Beach
- j. iEngage, 2/11/19

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
- e. Cost & implementation of security
- f. Active Shooter drills during Shabbat Services, Torah Study, & upcoming events where people congregate in different areas of our campus

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**

Department of Religion Report for December
From Michele Shugarman

1. Last month's activities:

Rabbi and Cantor kept the Thanksgiving spirit alive on the final Shabbat of November which included a "Thanksgiving leftovers" pot luck.

2. December:

We began the month with candle lightings. Only rain during the week dampened the spirit a little bit. The Tuesday of Hanukkah was tremendously successful with over 120 attending.

On the 7th we had a reprise of our big Hanukkah celebration with 250 people attending. Lots of fun and moving parts. Around 40 people volunteered in one way or another to make things go smoothly. All of this would not have been possible without Scott Singer keeping all the balls in the air. He was very organized and smiled throughout.

Services were short but sweet. The DJ made things hop, and there were crafts and a movie to keep everyone happy.

The food was good and included chicken, broccoli, latkes (over 1,000 made by Scott) and topped off with sufganiyot and gelt.!

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 thing in department of religion.

Treasurer Report
Harvey Grossberg
12/19/18

Last Months Activities

- A. Continued to build 2019-20 budget process.
- B. URJ dues negotiations.
- C. Found liquid money market account; yielding 2.35%. Utilize for excess non-operational funds.
- D. Presented IHDS financial income analysis to the Board.
- E. Discussed Security related issues with ED.
- F. Finalized 1st Budget forecasts.
- G. Finalized Gala financial statistics.

2. Plans For Next Month

- A. Reallocate remaining Torah Project funds. Discuss with clergy and appreciate VP.
- B. Prepare to implement and open discussions on 2019-20 Operating Budget.
- C. Present Financial Reports to Board.
- D. Finalize status of IHDS.
- E. Define financial impact of additional Security pieces.

Issues

- A. Building Maintenance Fund

Lessons I learned

- A. Again, changing financial priorities.

I need help with.....

TBS Fundraising Board Report – December 2018

Last month's activities:

- We held the Choose Your Adventure Chanukah Opportunity Drawing where we sold a limited number of tickets at \$50 each for a chance to win 100,000 American Airlines miles and a \$1,000 Hilton gift card. The prize was 100% donated, so the only costs were the printing of the tickets and the graphic design work. We sold 70 tickets to end the year with a very quick \$3,500 fundraiser.

Plans for Next Month:

- Since mid-December to the end of January is like a fundraising timeout, we will use this time to plan fundraising efforts for 2019, including recruiting committees, budgeting, and brainstorming sponsors, underwriters and partners for the Guest Speaker Brunch/Luncheon and the 2nd Annual Backyard Bash.

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:

- Building a culture of philanthropy is a slow-going and, sometimes, frustrating process, but it is worth working for.
- TBS's Chanukah Chappenings Party was sold out, and there was a tremendous amount of enthusiasm from all who attended this event, so we do have a big group of people that feel very passionate about being a part of this congregation. The fundraising component will happen if we keep nurturing it.

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 speaker 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.
- Suggestions for congregants who would be interested in serving on the Fundraising Committee. If you know a congregant who has a nonprofit or fundraising background, I would like to meet them.

Melanie Pollak
12/13/18

Rabbi Heidi Cohen Monthly Report, December, 2018

Last Month's Activities:

- Responded to emails, phone calls, and personal meetings.
 - Counseling meetings with individuals and families.
 - Pastoral calls and visits.
 - Life Cycle: Baby naming for Sofia Peters. Anniversary blessing for Steve and Fran Sherman. Baby naming for Robbie Aptaker at their home, funeral for past member, Ed Elson, z'l, funeral for Leonard Schupak, z'l.
- Shabbatot:
 - Shabbat of healing following the fires in SoCal, especially for Camp Hess Kramer, Gindling Hilltop Camp and Camp Alonim. Special guest, Rabbi Larry Goldmark.
 - Bring your leftovers Shabbat; Opportunity to offer my sister and her family Birkat HaGomeil, while their home was destroyed in the Woolsey fire, they are safe. This has personally been a challenging few weeks.
 - What was the real miracle of Chanukah discussion at services.
- Chanukah
 - Chanukiah lighting in the Orange Plaza
 - Participated/spoke at 24th Annual Tree Lighting in Old Town Orange. Presented Mayor Smith with a mezuzah with Cantor Reinwald and Eric, Gaylin, Gabrielle, Stella and Maddox Goodman
 - Chanukah Chappening - an amazing event led by Scott Singer and Michele Shugarman. Scott had an incredible crew of volunteers who worked before and throughout the day on December 7. We had 250 participants in the evenings program!
 - Visited the Women's Jail with Steve and Fran Sherman for a Chanukah program.
- Teaching - each of these classes includes preparation and review.
 - 7th Grade - Tuesday afternoons.
 - Confirmation - one class included processing the Pittsburgh shooting.
 - Participate in school events on Sunday mornings.
 - Parent Talk - Sunday morning with parents discussing whatever is on their mind. This month, mostly about the Thousand Oaks shooting and security concerns.
 - What is Your Intention Class for adults and teen kehillah students.
 - Continuing iEngage class.
- Social Justice
 - Our committee continues to work on the research phase of issue selection. This is requires a lot of work and organization in finding the right outside community groups with whom we can collaborate. Each team is preparing a report that will

be shared at a congregational meeting in the weeks ahead so that we as a congregation can decide what our Social Justice program will be.

- **Miscellaneous**
 - Contact with URJ staff regarding recent changes at the URJ including their discontinuing to organize Introduction to Judaism classes and re-invisioning Kutz Camp.
 - Working with the staff toward implementing move to ShulCloud.
 - Met with the Jewish club and other clubs at El Modena High School.
 - Interfaith Coalition of Central Orange County Meeting - presentation by OC Human Rights Division regarding Hate Crimes and Hate Incidents report.
 - Attended Board of Rabbis meeting during which we met with the author of "I Am Jazz" and spoke about LGBTQ inclusiveness in our communities and the work we can continue to do.
 - 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

- Continue to work on ShulCloud understanding
- Work with Jodi and Stacey Silberman on continuing to understand the needs of our teens and meet them.
- Hosting RAC-CA program January 13. All are invited to attend and participate. You can register at: <http://www.rac.org/CAregional>

Issues or Concerns

Lessons I've Learned

While the days are getting shorter, the light of each person shines brighter as we learn to take time to get to know each individual and the blessings they offer.

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!

Ruth Irving

Executive Director's Report

December 19, 2018

This Month

- Attended: NATA Director's Conference, Regular Shabbat Services, Chanukah Lighting at the Plaza in Orange and City Ceremony, Chanukah Shabbat Service and Celebration, Security Debrief at ADL, and Active Shooter Response Training at TBS
- Set up our new Database Shulcould
 - Have attended 4 training sessions and am working with staff to prepare for the switch
- Worked with Mary Gonzalez to put together New Member Chanukah gift bags. All members who joined in this fiscal year have received a bag.
- Chanukah
 - Worked with the City of Orange to arrange the setup/teardown of the Chanukah
 - Assisted the Chanukah Shabbat committee with the Chanukah Happenings Shabbat
 - Arranged the Young Adult Magic Show
 - Worked with Melanie on the Chanukah Adventure Drawing and selling tickets
- Annual Calendar Meeting. We scheduled programs for 2019-2020. If you wish to add to the calendar, please let us know. It will be first come, first served based upon availability,
- I'm continuing to work on security and our needs. I met with two additional fencing companies to get bids for fencing work. We have added the mesh protection around the entire Preschool area. I met with the Building and Grounds Committee multiple times. I am in the process of updating all emergency procedures and protocols, for all types of incidents. Our security company is also providing bids on additional security items, such as a lockdown alert system, remote lockdown capability, and additional keypads. I organized the Active Shooter training at TBS and will continue to share and organize additional training opportunities.
- Met with Rabbi Shmuel and Tammy from IHDS to discuss the lease and a missing laptop
- Reached out to new and prospective members, and meeting with current members
- Weekly meetings with: Senior Staff, Staff Admin, Heidi and Jack, Pam Ranta, and Jodi.

- Working with Landscaper on maintenance and upgrades. I have met with new landscape companies to compare with our current service.
- Attending to all facility and maintenance requests and issues as they come up.
- Completed the Employee Handbook and will be rolling it out before the end of the year.
- Worked with Melanie on Giving Tuesday and the marketing and promotion. I created a Facebook fundraiser.

Next Month

- Complete Security & Emergency Protocols and Procedures
- Complete database switchover and have members using the new system
- Start working on a Legacy Giving Program
- Begin the budget process and planning for next year

Issue or Concerns:

- It is incumbent upon all of us at the Temple to be aware and pay attention.
- We have had some wonderful programs this year and completed our Torah Restoration. How do we continue to keep members engaged and what is our goal and vision for the future. We need to determine where we want to go to ensure we are prioritizing our needs and resources to be as effective as possible.

Lessons I've Learned:

- We are not alone. Both Jewish, and non-Jewish, organizations are grappling with the same discussions we are having around security and how to balance between safety and maintaining our welcoming environment.
- We need to think outside the box and continue to change with the times. There are wonderful resources and we should utilize what we can without having to reinvent everything.

- o Create agendas for JEA meeting
- o Attended JEA Meeting at Shir Ha'ma'alot
- 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,
- Work with Parent Team to plan for our Family Fun Day at the Santa Ana Zoo
- Work with Rabbi Cohen to develop the Better Together program for this coming year
- Prepare and lead Torah Study on December 15
- Professional Development- Reading Dare to Lead by Brene Brown with Rabbi Cohen and Alissa Ackerman

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...

- Finding seniors who would like to participate in our newly revised Better Together Program

I Can Help with...

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

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
 - Worked with committee to plan and execute our Chanukah Family Fun Day
 - Attended the Chanukiah lighting in Orange 3 nights including Religious School night
 - Assisted in planning and attended Chanukah Shabbat

- **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
 - Prepared for Is Jewish Guilt Really Guilt or is it Shame? With Alissa Ackerman
 - Taught Is Jewish Guilt Really Guilt or is it Shame? With Alissa Ackerman
 - Classes this month include: Lunch and Learn, TBS Coffeehouse, Parent Talk with Rabbi Cohen, Is Jewish Guilt Really Guilt or is it Shame?, Chanukah Cooking Class, iEngage, What's Your Intention with Rabbi Cohen

- **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 Chanukah Shabbat Service and assisted in planning the evening
 - Coordinated Religious School participation in the Chanukah Shabbat service

- **Community Work**
 - Serve as co-President of the Jewish Educators' Association (JEA)
 - Co-lead JEA meeting
 - Meetings with colleagues

Early Childhood Center Report

December 19, 2018

Since the last Board Meeting, November 14

Communication

- Published weekly emails, mid-week reminders and texts
- Prepared and placed door flyers for up-coming events
- Answered emails, texts and telephone calls
- Composed and sent weekly emails to staff with information, notes of gratitude and instructions for the following week.
 - Staff schedule included in email
 - Reviewed protocol for lock down (email)
- Emailed Matthew Griffin regarding classroom changes, incident with a student and lists of sites that collect data possibly useful to TBS

Meetings, conferences, training

- Met with Ruth and Jodi to discuss use condition of shared classroom (Room 3)
- Met weekly with lead teachers for Adom, Kahol and Tzahov
 - Interviewed for Treasurer position on the ECE-RJ board for the coming year
- Attended weekly Tuesday senior or all staff meetings
 - Including meeting on Shul cloud
- Met with Ruth Irving for our weekly check in meeting 2 times
- Staff development – 4:00 – 6:00 PM, December 17
 - Brief meeting
 - Mid-year/holiday appreciation dinner and activity
- Attended the Orange County Reggio Round Table training with Ana Gomez, Amy Heng and Katie Le – Cycle of Work: Demystifying Teacher Research
- Attended the OCAEYC Collaborative Pre-Conference.
 - 1st session – finding and telling our story to other groups
 - 2nd session – Collection of statistical data, how to use it and where to find it.
- Met with Matthew Griffin
- Attended Zoom meeting for ECE-RJ finance committee
- Attended the Board Meeting in November
- Participated in Calendar Meeting for planning through June 2020
- Attended Active Shooter Training

Actions, activities and events

- Accompanied 4 staff members (Ricarda, Hema, Lauren and Elsy) on a tour of CBI Early Childhood Program
 - OC Jewish Early Childhood Directors planned 4 visits to schools this year. Teachers will come here in March
- Set up for and attended the TOT shabbat service on November 16
- Taught 3 Friday Torah Tot classes
- Modified protocol for afternoon pickup following an occurrence that was brought to my attention
 - A teacher will now have parents sign out between 3 and 4 with them and the child will be called to the parent
 - It is difficult to supervise on the yard when parents linger with their child. An accident, minor, occurred which led to the change
 - Communicated with parents regarding change

- Participated in December 4th Candle lighting, and ECC fund raiser, at the Orange Circle
- Planned Latke Factory with Cindi. Held on December 5 in the morning
 - 8 parents participated
 - The children had a craft activity and made and ate latkes
- Attended the Hanukah Family Fun Day
 - Note: Gayle Lipson and her committee did a wonderful job
 - Around 8 ECC families attended
- Attended the Temple Hanukah party
 - Job – chief chicken slicer!
 - Note: Michelle and Scott and their committee planned and executed a great party!
- We were on lock down 2 times
 - Sounds were heard that sound like gun fire
 - Teachers did not respond immediately. An email was sent regarding procedures
 - Helicopters were circling above
 - Teachers responded immediately!
 - these incidences, though not drills, are good practice.

Administrative

- Staffed for Winter Mini Camp
- Worked on calendar revisions for next year
- Worked on rates and application for next year
- Made modifications to Parent Handbook
- Prepared list of needed amendments to MPR relative to possible move due to increased usage by IHDS
 - Met with fire Marshal
 - Included other considerations for moving a class to MPR
- Prepared weekly or daily, if required, staffing schedule
- Review monthly income and expenses
- Ordered needed supplies
- Prepared financial data for schedule changes for children.
- Prepared schedule and form for Parent Teacher Conference
- Regrouped the 3 and 4 year- old classes
 - The door was open between the classes and is now closed
 - Kachol, the youngest three-year-old, group is in room 3
 - Adom, the older three year- old group and Tzahov, the four year- old group are now using room 4 and the MPR
- Wrote protocol for lock down – shared at Staff development
- Worked on 2019/20 budget

December 20 – January Board Meeting

- ECC is closed Winter Break
 - All programs closed December 24 – January 1
 - Preschool closed through the January 4
 - Infant/Toddler and Winter Camp is open January 2 - 4
- Zoom Finance committee (ECE-RJ) scheduled for December 18

- I will be out the week of the December 24th
- I will be attending the ECE-RJ pre -conference in Dallas and the conference in San Antonio the week of January 14
- Registration for 2019/20 school year will go out in the beginning of January

Issues or Concerns:

- We had a child injured by a hot glue gun being used in the classroom. The teacher was using the glue gun in a quiet area of the classroom. Another child wanted to grab an item being used by the child involved with the teacher. He reached under the glue gun and the hot glue fell on his hand. He sustained a small 3rd degree burn. The staff was all reminded that glue guns may only be used in atelier, 1:1 ratio, and not the classroom.

Things I've Learned

- Each time I attend an Active Shooter training I feel a little more empowered. I am planning on adding at a minimum a review of topic to help the teachers feel more prepared.