

# TEMPLE BETH SHOLOM

*Dedicated to making our Congregation a focal point of Jewish family and communal life  
for our members, through excellence in professional and lay leadership,  
education, programming, and spirituality*

## Board of Directors

Wednesday, January 16, 2019

7:00pm

## AGENDA

Blessing:

ברוך אתה יי אלהינו מלך העולם אשר קדשנו במצותיו וצונו לעסוק בצרכי צבור  
Baruch atah Adonai Eloheinu melech haolam asher kidshanu b'mitzvotav v'tzivanu la'asok b'tzorchai tzibur.

Praised are You, Adonai our God, Ruler of the universe, who sanctifies us  
through *mitzvot* and has commanded us to engage in the needs of the community.

- |  |           |
|--|-----------|
| 1. D'var Torah   | 7:00-7:10 |
| 2. Approval of Minutes   | 7:10-7:15 |
| 3. Staff & Board Reports<br>Financial- Harvey<br>Security/IHDS/HR Manual- Ruth | 7:15-7:45 |
| 4. Board Exercises   | 7:45-8:15 |
| 5. Executive Session   | 8:20-9:00 |

**Temple Beth Sholom**  
**Board of Directors Meeting**

*January 16, 2019*

TBS Board Room - 11 in attendance

**Attendees:**

Jack Holmes, Pres.  
Brenda Beck  
Mitch Cohen  
Matthew Griffin

Harvey Grossberg  
Michele Shugarman  
Lew Siegler  
Andrea Wasserman

Bonnie Wenneberg  
Rabbi Heidi Cohen  
Ruth Irving

**Absent:**

Gary Holloway  
Melanie Pollak  
Cantor David Reinwald

Jodi Kaufman  
Pam Ranta

Meeting called to order: 7:01 p.m. - Opening Blessing & Welcome - Jack Holmes

1. D'var Torah- Rabbi Heidi

- Rabbi related an incident at a conference she attended for PAR (Pacific Assoc. of Rabbis) which demonstrated that there are things in our lives beyond our control and we have a choice on how we respond.
- The positive path is to practice acceptance (of things out of our control) and to practice "being real" - the sharing of our experience/challenge at a moment when things are not great.
- By being present and honest with our emotions - by not putting up walls - it allows us to be more successful and authentic.

2. Approval of prior Board meeting minutes - Bonnie Wenneberg

- Dec 19, 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-

- At this financial half-way point, membership is slightly behind by about 5% on collections. There will probably be about \$50K of dues not being received at all this year (about 40 families) due to various reasons including non-rejoining and inability to pay.
- Overall revenue is slightly ahead.
- Preschool is quite a bit ahead of forecast.
- Religious school is slightly down due to enrollment being down.
- Fundraising is at \$43K to-date, with \$49K expected to be brought in for full fiscal year, so expect to reach our goal there.
- Re TBS money at Farmers & Merchants Bank, Harvey is still looking for a higher yield interest account and expects to make a recommendation by next month's meeting.
- Mentioned that URJ dues are currently being anticipated to be about \$26K for TBS for 2019-20, and asked that the Board evaluate: "what will we be able to get for our money".
  - Rabbi suggests that URJ has lots of programs and resources available, and we need to do our homework to take advantage of them as much as possible.

**2- Executive Director** - Ruth Irving-

- The new Employee Handbook is done and has been given to all the staff.

- Irvine Hebrew Day School has decided that they don't need the "private office space" as of now, but they do need the additional classroom. This means TBS would turn our MPR into a preschool room and IHDS would get a classroom. Negotiations are ongoing for IHDS to pay for most of the renovations needed.
- Security 'panic buttons' exist in the TBS buildings but an update and review is currently being done to see if they are working and if enough are available.
- Noted that Police and Fire have our codes and can enter 24/7, and they also have access to our security cameras.
- A detailed discussion ensued amongst the Board members re fencing for the perimeter of TBS - topics covered were bid for the fencing and installation, location of access panels for entry/exit gates, and additional parking lot fencing and gates. A bid has been received from Nowlin Fence, Inc totaling about \$75.5K.
  - Currently, there is \$23K already in our Security Fund obtained from fundraising.
  - the Torah Scroll Repair Fund can give \$38K, which still leaves \$40K in the fund for on-going maintenance of the torahs. Rabbi & Ruth have evaluated that this is a sufficient amount for our needs.
  - There is about \$8K available from the Torah Project Fund.
  - Putting the fencing cost at \$80K (rounded), and using the \$23K & \$38K & \$8K above, means we still need to obtain \$11K for funding.
  - Board discussion revealed desire to change scope of project by having additional fencing not in original bid. Ruth will connect with fencing company to update bid based on the Board's decisions on what is needed. Then she will email Board members with a resolution to be voted upon. This resolution will include the bid amount, where the funds will be obtained from, and if any funds will be 'repaid' upon fundraising specifically for this project.
  - The Board also agreed to ask temple members to support security with a requested amount of \$18,000 to offset security costs.

#### 4. Board Exercises - Ruth Irving

- Ruth reminded that each of us was requested to think about our vision for TBS, and we can review at next meeting:
  - 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. Executive Session - Board went into 'Closed Session' for discussion of personnel matters.

Meeting Adjourned at 9:53 p.m.

*Respectfully submitted,*

*Bonnie Wenneberg,*

TBS Board Secretary

**1. Last month's activities:**

- a. "What's Your Kavanah" 12/16/18
- b. Shabbat Service, 12/21
- c. Board meeting 12/19
- d. "Is Jewish Guilt Really Guilt or is it Shame?" Session 2 of 5 with Jodi & Allissa, 1/6/19
- e. Budgeting meeting with Harvey, Jack, & Matthew 12/17
- f. Fundraising Meeting w/Melanie, Ruth, & Cindy Grossberg, 12/17
- g. Mitzvah Meals & Delivery to Weiss & Isaiah House, 12/23/18 with my son & daughter
- h. Cooked eggs with Scott Singer at Brotherhood pancake breakfast, 12/25
- i. Checked out Shul Cloud. Very impressed

**2. Plans for Next Month:**

- a. Dining in Good Taste, bought 2 tickets. Drawing is 2/10/19, 10am.
- b. "Is Jewish Guilt Really Guilt or is it Shame?" Session 3 of 5 with Jodi & Allissa, 2/3/19
- c. Religious Action Committee Regional Meeting, 1/13/19 (Conflicts with Pilates at 9:30am)
- d. TBSOC Board meeting 1/16/19
- e. 8<sup>th</sup> Annual Love of Israel Brunch w/Keynote speaker Bari Weiss, 1/20/19
- f. URJ Scheitz Seminar, 2/7-2/10/19 in Newport Beach
- g. iEngage, 2/11/19

**3. Issues or Concerns:**

- a. Need to install speed bumps
- b. Need to create list of security priorities & communicate to congregation
- 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

# **Michele Shugarman**

## **Department of Religion Report for January**

### **1. Last Month's Report**

Most of December's happenings were mentioned at the last Board Meeting. Torah Study continues to flourish. Not only does TS meet every week of the year, but it continues to grow.

Personally, the end of December was momentous for our family. Our grandson Lucas became a Bar Mitzvah on December 22. Our family began celebrating on December 16 and continued until January 6 when the last of the Costa Rican contingent left. What a pleasure it was to see Lucas take control of the entire Service, and also watch as Arnold was given the honor of reading from the Torah.

Kudos to Cantor Reinwald and his leadership during late December when Rabbi Cohen was away.

#### **a. January**

Regular Shabbat services continue to begin at 6:30 p.m. Those attending seem to appreciate the Oneg following the Service. It does give congregants a chance to socialize and enjoy each others company.

The service on January 25 will be a departure of our Service schedule. That evening will be Sisterhood Sabbath with dinner at 5:45. Service will begin at 7:30 pm

### **2. Plans for Next Month**

Right now, I have no information for February. All services begin at 6:30

### **3. Issues of Concern**

### **4. Lessons I've learned:**

### **5. I need Help with...I Can Help with...**

I feel like I am just standing in the wind. I would like the opportunity to communicate with fellow Board Members on a regular basis.

## TBS Fundraising Board Report – January 2019

### **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:**

- We are in the planning phase for the Guest Speaker Brunch/Luncheon and the 2<sup>nd</sup> Annual Backyard Bash. Over the next month, I will be recruiting committee members for both of these events. I will also be working on the auction for the Purim Carnival.

### **Issues or Concerns:**

- Immediately, we need to fill needs for the two fundraising events:
  - Backyard Bash Committee & In-Kind Vendors (i.e. breweries, wineries, restaurants)
  - Guest Speaker Brunch/Luncheon Committee & Dynamic Guest Speaker

### **Lessons I've learned:**

- Everyone loves events, but not everyone loves committee work, so I will be doing a lot of outreach for help.
- Getting started on the events with enough lead time is key.

### **I need Help with...**

- Committee recruitment for the 2<sup>nd</sup> 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  
01/10/19

Lewis Siegler – Brotherhood President

January 12, 2019

1. Last month's activities.

Attended Chanukah candle lighting ceremony. Attended Brotherhood Football Night at Benjie's Restaurant with 12 temple members in attendance, Worked at the Brotherhood Annual Pancake Breakfast.

2. Upcoming activities.

Attend Sisterhood Shabbat Dinner and Services. Restart Brotherhood poker game.

3. Issues or concerns.

Attracting new members.

4. Lessons I've learned.

5. I need help with.

See #3

**Brenda Beck – Sisterhood President**  
**01.16.19**

**1. Last month's activities:**

Worked at the Sisterhood Gift Shop Hanukkah Sale, attended the temple's master calendaring meeting, attending the candle lighting at the Orange Circle on Sisterhood night, attended the temple Hanukkah party, attended a task force meeting for religious school moms & Sisterhood, met with Sisterhood member regarding possible fundraising activities, shopped for, set up and served the Staff Appreciation breakfast from Sisterhood, obtained and distributed holiday gift cards for custodial staff from Sisterhood, attended a meeting with past Sisterhood presidents, attended a planning meeting for upcoming Maxine Horwitz Cultural Series event, attended an additional Maxine Event planning meeting, went to training meeting for WRJ Yammer website, stuffed envelopes for Sisterhood Shabbat.

**2. Plans for next month:**

Sisters by Heart Dinner, Sisterhood General Board Meeting, Sisterhood Shabbat planning meeting, Sisterhood Shabbat & Dinner, Shir Appeal – Maxine Horwitz Cultural Event, mailing invites for Sisterhood Shabbat & Dinner, WRJ YES Fund event planning meeting, grooming kits assembly & potluck, serve as temple board rep. for Bat Mitzvah celebration.

**3. Issues or Concerns:**

Monitoring deadlines and coordination of committee activities.

**4. Lessons I've learned:**

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

Encouraging everyone to attend the Sisterhood Shabbat Dinner and Service on 1/25. This year's theme is "Not for Ourselves Alone". The evening starts with a festive congregational dinner and then is followed by the Shabbat service enhanced by supplemental readings for this occasion and the voices of the Sisterhood Choir.

Also, encouraging everyone to support the "Dine in Good Taste" raffle sponsored by Sisterhood. You can win a \$100 to \$300 gift card to a fine-dining restaurant including Mastro's Ocean Club, Orange Hill Restaurant, Ruth's Chris Steakhouse or the Summit House. There are 4 chances to win and only 100 tickets will be sold, at \$18 each. The winning tickets will be drawn in the TBS Living Room on Sunday, Feb. 10, at 10 am. You do not need to be present to win. Help TBS Sisterhood as we continue to support our congregation and youth programs and activities. Contact Stacy Nagel, Sisterhood VP of Fundraising at (714) 225-2962 or [profnagel@gmail.com](mailto:profnagel@gmail.com) to buy your tickets!



## Rabbi Heidi Cohen Monthly Report, January, 2019

### Last Month's Activities:

- Responded to emails, phone calls, and personal meetings.
  - Counseling meetings with individuals and families.
  - Pastoral calls and visits.
- Shabbat services
  - Torah service with D'var
  - D'var focusing on the multitude of nations in our country and finding light in our world.
- Meeting with Michele Shugarman to discuss planning for two Maxine Horwitz programs for the next few months. One includes a Yom HaShoah special film showing at TBS.
- Meet with Jack and Ruth for weekly check in.
- Attend and participate in Torah study.
- Weekly robo-calls, email communication with congregation, text communication with congregation and social media communication.
  
- Teaching - each of these classes includes preparation and review.
  - 7th Grade - Tuesday afternoons.
  - Confirmation - Preparing for class and starting the prep for our retreat in February.
  - Participate in school events on Sunday mornings.
  - Preparations for iEngage class.
  
- Social Justice
  - RAC-CA Southern California Gathering hosted at TBS
  - Worked with Lee Winkelman on the program including leading breakout sessions.
  - Meetings with Lee Winkelman to discuss our progress with TBS' Social Justice work. He reminds me that this is a long process and that we are on the right track.
  - Participate in RAC-CA Leadership team meetings via zoom.
  
- Miscellaneous
  - PARR - Pacific Association of Reform Rabbis
    - Attended the conference in Palm Springs
    - Participated in PARR board meetings. I am an officer of PARR and was just installed as the Treasurer. I am currently on the ladder to become the President in five years.
  - Continuing to learn more about ShulCloud and explore it's modalities.

- Attended the Shir Appeal concert. Awesome event by the Maxine Horwitz Cultural Series committee and Cantor Reinwald.
- Attended On the Chocolate Trail program for Mitzvah Meals.
- Planning the program for Interfaith Coalition of Central Orange County meeting that I will be hosting at TBS in February.

### **Plans for Next Month**

- Setting goals for worship, education and pastoral work.
- Professional development: reading and processing Dare to Lead by Brene Brown with Jodi Kaufman and Alissa Ackerman.
- Prepare for Confirmation Retreat - communication and programming.
- Purim preparations with both Cantor and Jodi Kaufman

### **Issues or Concerns**

- Still working on the minimum number of participants for the Czech Tour. We are at 12 and need 16. However, there are two couples who are seriously considering and should register.

### **Lessons I've Learned**

Professional development is very important, not only to me, but for everyone on our staff. Time with colleagues, reading books that encourage personal growth, and working with coaches or mentors can and does strengthen our work. Each time I participate in a conference or study with colleagues, I am challenged to do more and try something that I would not have considered before. This can be true for us as a board as we start to shape our mission and vision for TBS.

### **I Need Help With/I Can Help With**

Thinking outside the congregational box. It's not always about what we have done in the past, it is also about how we can take risks and try new things. I would love to have these conversations with each of you, either as individuals, in small groups, or as a full board.

**1. Last month's activities:**

Teaching the following classes:

Hebrew 5<sup>th</sup>/6<sup>th</sup> grade

Sunday School music

Creating the Purim Shpiel: GREASED PURIM!

Preschool music/Tot Shabbat

Adult Ed: History of Jewish music – class 4: Bonia Shur

Rehearsing for Sisterhood Shabbat (choir) service: Friday, Jan. 25

Maxine Horwitz Cultural Series presented Shir Appeal (Sat., Jan. 12)

Lifecycle:

Funeral: Elaine Martin

Created special adult name blessing for three prospective members (Jan. 4<sup>th</sup>)

Regular check-ins with congregants currently hospitalized, homebound, or ill

**2. Plans for Next Month:**

All educational programming from above will continue

Planning out future services and programming

Planning out future classes

Tefillah Band rehearsal for Feb. family service

2 more b'nei mitzvah students begin training

Bat Mitzvah of: Leia Fidel (Jan. 26)

Attending semi-annual exec. board meeting of Am. Conf. of Cantors in Chicago (Jan. 27-29)

**3. Issues or Concerns:**

No issues or concerns.

**4. Lessons I've learned:**

I am amazed how much it enlightens me to revisit composers I often sing and learn so much more about their background for my Jewish music history class. We have three classes remaining which will likely focus on Debbie Friedman, other contemporary composers writing today, and a special class on Holocaust music just prior to Yom Hashoah.

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

Nothing specific at the moment.

## **Ruth Irving**

### **Executive Director's Report**

**January 16, 2019**

#### **This Month**

- Coffee with members, member sick visit, and contacting prospective members
- Attended a Security workshop, Fundraising Meeting, and Grant Workshop with the Federation.
  
- Training in our new Database Shulcould
  - Attended two Financial sessions with Pam Uber. Working on the items we need to set up financially to complete the switch
  - After Pam has the financial side ready to go, we will be rolling out the new program. Pam will send financial year-end documents from our current system to ensure that records are accurate
- Completed the new Employee Handbook. All staff have received a copy.
- All custodial staff and myself have been fingerprinted for preschool records.
- I'm continuing to work on security and our needs.
  - I have a final bid for the fencing work. One bid is to enclose the Fairhaven entrance and Rose Garden, by the Social hall. I am receiving a bid (on Tuesday) from the same company to enclose the parking lot.
  - Our security company has installed the access panels on the side parking lot gate and the door by the staff conference room. The company is also working on a bid for additional security items. They have updated the software for the camera program to speed up the system.
  - Met with the Fire Alarm company to look at ways to integrate our fire system across the campus. I am waiting on a bid for the lockdown alert system and other security items.
  - I have been working on the updated policies and procedures for all emergency situations. Once completed the staff will go through each situation and determine if adjustments need to be made. The police have also offered to assist in practice drills.
  - After the graffiti incident, I met with Santa Ana police. The point person for us came out and I shared some of our updates and plans. Once the manual is in place, they will assist us in looking through it and providing assistance if needed.

- We did not receive the Homeland Security Grant. We got a 35.5 out of 40 points. Because we have received the grant in the past, we lost points for that and they give priority to those who are first-timers. There were 114 proposals received with a limited amount of funds, only funding 4-6 proposals due to a limited funding amount this year.
- Met with Andy from IHDS to discuss the lease and check in
  - Working with Len to get bids for the work needed to get ready for next year
- Weekly meetings with: Senior Staff, Staff Admin, Heidi and Jack, Pam Ranta, and Jodi.
- Attending to all facility and maintenance requests and issues as they come up.
- Worked with Melanie on End of Year Giving and the marketing and promotion.
- Worked with Harvey and Pam on financial items.
- Met with Alan Osborne to discuss an Event Expo here at TBS (for wedding, B'nai Mitzvah, etc. vendors to come and showcase themselves). This would be a fundraiser.
- Assisted with logistics for: RAC meeting, Chocolate Tour program, general rentals, security guards, Brotherhood Pancake Breakfast, Rabbi Donnell's Shabbaton weekend and onegs.

### **Next Month**

- Test/practice Security & Emergency Protocols and Procedures
- Finish database switchover
- Begin the budget process and planning for next year
- Work on Fundraising and Giving program

### **Issue or Concerns:**

- We have half a year left in this fiscal year. While we are projecting the year to be on track, we need to continue to be mindful of what is coming in and out to stay on target. What else can we do for the future to set us up for success?
- Are we cultivating people who want to be more involved? When having conversations, it is important to be mindful of what someone is interested in. I had a lovely chat with a gentleman who wants to become more involved after a few years as

a member. By asking about his interests and passions, he mentioned multiple areas he would love to assist in and I am connecting him with the right people. It is not just about finding out what they would want to do, it is also about connecting them and engaging them and following through.

-We will need to see how changes to tax reform, and other rules, affect our membership payments and whether people prefer to pay before the end of the year or if it makes no difference.

**Jodi Kaufman**  
**Director of Congregational Learning**

**Last month's activities (short month with 2 weeks of winter vacation:**

- **General business-** responded to phone calls, emails, teacher meetings, parent meetings, meetings with other congregants, weekly staff meetings, weekly meeting with Ruth, budget review, begin budget process
  
- **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 begin planning our Purim Carnival
  - Worked with teachers to plan their grade level Shabbatot
  - Met with teachers to assist in planning Tu B'Shvat activities
  - Preparations for our February Confirmation 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
  - 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
  - Upcoming classes include: Lunch and Learn, TBS Coffeehouse, Is Jewish Guilt Really Guilt or is it Shame?, JFFS Parent Discussion about Stress, Tu B'Shvat Wine Tasting, iEngage
  - Preparations and communication regarding the February Shabbaton with Rabbi Donnell and Wendy Bocarsky
  
- **Congregational Work**
  - Attended Shabbat services
  - Attended the Brotherhood Pancake Breakfast
  - Met with various congregants
  - Mosaic for 75<sup>th</sup> Anniversary- a project of our Better Together Program. Mosaic is in progress. Board is now hung.
  - Facilitated Torah Study on December 15.

- **Community Work**
  - **Serve as co-President of the Jewish Educators' Association (JEA)**
  - **Co-lead JEA meeting**
  - **Meetings with colleagues**
  - **Create agendas for JEA meeting**
  - **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 Parent Team to plan for our Purim Carnival**
- **Work with Rabbi Cohen to develop the Better Together program for this coming year**
- **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**



# Early Childhood Center Report

## December 19, 2018

### Since the last Board Meeting, December 19

#### 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

#### Meetings, conferences, training

- Met weekly with lead teachers for Adom, Kahol and Tzahov
- Attended weekly Tuesday senior or all staff meetings
- Met with Ruth Irving for our weekly check in meeting 2 times
  - Review Employee Manual
  - Reviewed tuition rates for 2019/20
- Attended Zoom meeting for ECE-RJ finance committee
- Attended the Purim Committee Meeting for Purim Carnival

#### Actions, activities and events

- Set up for and attended the TOT shabbat service on January 11
- Taught 2 Friday Torah Tot classes
- The ECC was closed December 24 – January 1.
- Wednesday, January 9 was Pajama Day

#### Administrative

- Held Winter Fun Camp
  - 18 children enrolled for 3 days
  - Infant/toddlers present as part of their regular program
- Prepared Registration documents for 2019/20 school year
  - Tuition schedule
  - Returning student enrollment form
  - New student application and enrollment forms
    - Updated TBS website with these forms
- Prepared registration form for each enrolled child and left in cubby for parents
  - Priority enrollment for returning students, siblings and Temple members is January 7 – January 22
  - Registration opens to wait list on January 23
- Prepared weekly or daily, if required, staffing schedule
- Review monthly income and expenses
- Ordered needed supplies
- Prepared financial data for schedule changes for children.
- Enrolled 2 new children
- Prepared schedule and form for 2<sup>nd</sup> half of Parent Teacher Conference
- Worked on 2019/20 budget

### **January 17 – February Board Meeting**

- I am attending the ECE-RJ conference from January 14 – 19 in Dallas, followed by San Antonio
- Camp Sholom Katan Registration will go out mid to late February
- The ECC is closed Monday, January 21 for MLK day
- January 22 and 23 celebrating Tu B'shvat in school
- February 1 – Special Guests Day from 0:00 – 10:30
- February 6 – Picture Day
- February 8 – Tot Shabbat

### **Issues or Concerns:**

- I am experiencing some anxiety regarding the possible expansion of the IHDS and resulting move of one of our classrooms to the MPR. I know the feeling will subside when we know exactly what will happen.

### **Things I've Learned**

- Our staff Development in December included Dinner and Bisque painting. All the staff appreciated the time and thought put into the evening, and so enjoyed taking home their "fired" work of art. I am so happy that we have a Kiln here now and know that the we will continue to benefit from it.
- I heard back from both on both Grants we applied for a few months ago. Unfortunately, we did not get either.