

Westside Cooperative Preschool Board Minutes August 5th, 2013 at WCP

In attendance: Mike Timm, Max Hegewald, Jim Labright, Kathy Moore, Karen Dix, Laura Bald, Allison Gaureault, Kaylene Smith, Karen Minnich, Diane Murrey

Item	Task	MSA
<p>General:</p> <ul style="list-style-type: none"> • Introductions • Approve June 2013 minutes • Approve July 2013 minutes • Review tasks for last month <ul style="list-style-type: none"> ○ Kathy <ul style="list-style-type: none"> ▪ Reach out to Frankie to ensure signature card is taken care of - Done ▪ Kathy to follow-up with Jim to ensure he reaches out to Shannon Oakes about mowing - Done ○ Mike <ul style="list-style-type: none"> ▪ Reach out to Melissa Stambaugh to ask about registration docs and nut policy – Done – It is only in the summer registration doc. Need to discuss. ▪ Mike to reach out to Mary Janelle about the health and safety binder - Done • Operating calendar • Website <ul style="list-style-type: none"> ○ More colors ○ Links ○ Would like to have pictures updated – Plan is to have Morena take some pictures (Done) and start updating things. Already started with the facebook page. ○ Facebook page – McLane Field for Friendship Run – Update (Done) ○ Add updated parent handbook – In process ○ All School Calendar – Added to main page ○ Facebook Links Added ○ Password protected area – In process, several ways to handle this, different username/password for everyone could be difficult to manage. One username/password for everyone easier to manage but difficult to control/keep secret. Content Management System with built-in password management system, easier on everyone but some management overhead. Cloud application based system like Google Apps, free for non-profit, again some management overhead, could also store revision history. Things to share and have password protected: 		<p>M(Max)S(Jim)A M(Mike)S(Max)A</p>

Westside Cooperative Preschool Board Minutes August 5th, 2013 at WCP

<ul style="list-style-type: none"> ▪ Roster ▪ Parent help calendar online - Up to the class and class leaders depending on how they want to handle their class calendars, some do paper best, some do online best ▪ Common original docs like the flyer, bylaws, etc that we need to keep track of originals and who edits them and keep separate from the published copy. 		
<p>Fundraising:</p> <ul style="list-style-type: none"> • How many people needed for the team? Unknown at this time • Max needs to meet with the Lars • Need to get active on Facebook to drum up support • Registration for the friendship run should open soon 		
<p>Finance:</p> <ul style="list-style-type: none"> • Did not attend. 		
<p>Support:</p> <ul style="list-style-type: none"> • 8/29/2013 class leader training 6:00 PM • 8/29/2013 parent helper training 7:00 PM • 9/7/2013 9:30 Orange class, 10:30 orientation, 11:30 yellow and Red • Kathy to send out an e-mail and a card about the important dates and parent helper training. (Done) • Kathy to talk to the board members who are going to talk at the orientation 	<p>Kathy Kathy</p>	
<p>Compliance:</p> <ul style="list-style-type: none"> • Filling of the jobs is going great. Max wants 20 5 on his fundraising team. • No kids on allowed for work party, need to update the registration docs. Amy to update registration doc. • We have all the class leaders now. • Allison Gaudreault is taking on hospitality and child care. • Teacher contracts are done and just need signatures. 	<p>Amy</p>	
<p>Membership:</p> <ul style="list-style-type: none"> • Potentially 3 new members for red class. Steamboat Island had a waitlist. That would mean 1 spot open in Red still. • Orange is full. • Yellow is full. • What is the best format to maintain the list of members? Word seems to be it. 		
<p>House:</p> <ul style="list-style-type: none"> • Windows fixed by Kathy 		

Westside Cooperative Preschool Board Minutes August 5th, 2013 at WCP

<ul style="list-style-type: none"> • Eye was station • Cute thermometer found and bought • Blackberries tackled • Water table hose bought, leaks less • Anti-slip on stairs done • House assistant plans weekend cleanup – Kreger • Summer maintenance – Oakes. • Play structure molding work • Lars working on the sand box. Jim to talk to Lars. (Sand delivered during the last summer work party!) • 2/3's of the way of the big tree done. • Rental \$250, amount already approved at previous meeting to do the tree, this can be used for lift to help take down the rest of the tree. • Bathroom remodel – making it more kid friendly, we need a scope. Nothing major? What color? How do we balance this with the other things that are we may want to do like something musical for the play structure? Kathy to meeting with Diane and Kaylene and Caitlin to discuss about priority of projects. 	<p>Jim</p> <p>Kathy & Diane</p>	
<p>Health & Safety:</p> <ul style="list-style-type: none"> • Did not attend. 		
<p>Class Leaders:</p> <ul style="list-style-type: none"> • Red Class - Karen Dix – will setup a play date • Sarah Wiley - Orange Class – will setup a play date (Done) 		
<p>Secretary/Website:</p> <ul style="list-style-type: none"> • Nothing discussed since the website was discussed earlier. 		
<p>SPSCC:</p> <ul style="list-style-type: none"> • Department closed for the summer • Handbooks ready by new parent orientation • No college tuition increase • Scholarship fundraiser concert September 21st from 10 to 11, to help offset some of the fees. • Next year new college registration form. • Financial review, in September/October. • August 27th, Health and Safety and Treasurer meeting at the college to come together and share info. • Lacey preschool is shrinking significantly; Karen will send an e-mail to Mike requesting help about moving. (Done, forwarded to WCP). 		
<p>Teacher Reports:</p> <ul style="list-style-type: none"> • Kaylene – Nothing to report, still in Summer mode. 		

Westside Cooperative Preschool Board Minutes August 5th, 2013 at WCP

Next Board Meeting: Monday, September 9th, 2013 at 6:30 PM at WCP