

Westside Cooperative Preschool Board Minutes February 4th, 2013 at WCP

In attendance: Max Hegewald, Kaylene, Stacy Fisher, Mary Janelle Cady, Melissa Stambaugh, Mike Timm, Karen Minich, Caitlin Mason, Lars Wulff, Diane Murrey, Drew Phelps

Item	Task	MSA
<p>General:</p> <ul style="list-style-type: none"> • Approve January 2013 minutes • Review tasks for last month <ul style="list-style-type: none"> ○ Diane <ul style="list-style-type: none"> ▪ Need to find a family to sell t-shirt and totes at friendship run. To talk more about it later at this meeting. Add to friendship run as a task. ▪ Check with the person handling grants to see if we can get any help via grants to cover the added college fee. In progress ▪ Find a replacement for Yellow Class Leader Done - Diane ▪ Find a new membership person to work with Melissa before the open house. In progress – a couple of people in mind ▪ Provide info about a company that does tree work to Drew. Need to talk to Eric - In progress ○ Drew <ul style="list-style-type: none"> ▪ Call about the replacement toilets – Done – not eligible for the free program but might get a discount. ▪ Address the puddle under the toilet in the storage room – Wait on the toilet ▪ Pot holes in the parking lot should be filled – Done, but the pot holes came back. ▪ Banners at the school need some attention – Done ○ Max <ul style="list-style-type: none"> ▪ Put out the ballots for changing the fiscal year - Done ▪ Draft an e-mail to try and get donations to cover tuition costs – Not Done ▪ Max to send out the breakdown of the 	<p style="text-align: center;">Diane</p> <p style="text-align: center;">Diane</p> <p style="text-align: center;">Diane</p> <p style="text-align: center;">Max</p>	<p>M(Diane)S(Melissa)A</p>

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<ul style="list-style-type: none"> <ul style="list-style-type: none"> various options to handle the tuition fee and the breakdown of the preschool survey to the board - Done ▪ Take photos for the “Thank You For Your Support” signs for the run. - Done ○ MJ <ul style="list-style-type: none"> ▪ Reflective tape on the stairs – Done passed to Drew but have to wait until it is warmer and dryer ▪ E-mail about the flu – Not Done ○ Mike <ul style="list-style-type: none"> ▪ Send info about the City arborist to Drew. Done ▪ Update photos on the website after checking with MJ about who did not want photos on the website. Not Done ○ Jen <ul style="list-style-type: none"> ▪ Send an e-mail about the change of date for the All School. Done ▪ Add a note in the binder for next year to remind Caitlin to do the stockings ▪ St Pete’s to Lars – Done. ▪ Talk over who should handle race day lead with Lars – In Progress/Done ○ Karen <ul style="list-style-type: none"> ▪ Add a note in the school calendar about doing the stockings - Done ○ Lars <ul style="list-style-type: none"> ▪ Fundraising team should put out the point system for the Friendship run before the all school meeting. Delegated – Done ○ Melissa <ul style="list-style-type: none"> ▪ Call the publicity person about the private school fair – Done – did the fair it went well ▪ Send out list of needs for getting membership paperwork in order for new enrollments – In Progress – waiting on finding out who is going to be the person dealing with scholarships ▪ Update answering machine to mention 	<p>MJ</p> <p>Mike</p> <p>Melissa</p>	
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<p>the upcoming open house. - Done</p> <ul style="list-style-type: none"> ○ Jen/Mike <ul style="list-style-type: none"> ▪ Try to get St. Peters Hospital contacts to Lars about having local employers sponsor the employees to participate in the Friendship Run. - Done ○ Jen/Lars <ul style="list-style-type: none"> ▪ Talk over who should handle the race day lead role. Done 		
<p>Fundraising:</p> <ul style="list-style-type: none"> • Max will need to meet with spin-t's sometime this week 	<p>Max</p>	
<p>Finance:</p> <ul style="list-style-type: none"> • Did everyone get paid? Maybe – Need to look for the envelope or reissue the payments. Envelope was found I think. • Bank balances - \$7949.93 checking, \$13254.30 money market, may want to move the \$4.5K CD to a more national bank. • Should we allow access to the savings account via online banking. Max to ask the bank about security of this option. • Max to start bringing the statements to the meeting to have reviewed by the Secretary. • Max to check with the bank about who is a signer from the bank's perspective. 	<p>Max Max Max</p>	
<p>Support:</p> <ul style="list-style-type: none"> • All school meeting – <ul style="list-style-type: none"> ○ For parents that do not show up, have the class leaders follow-up ○ Stacy to talk to Cindy about following up with parents that do not make the all school meeting. ○ Caitlin & Karen can help out with providing child care if the parents can not find child care – Class leaders should notify the classes of this with reserved wording. • Mail pick-up should be happening twice a week and delivered. • Diane to send out e-mail for mentor families to check-in with their mentee families. • Voting for the board will likely not happen at the all school meeting. A ballot box will probably be used in 	<p>Stacy Class Leaders Diane</p>	

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<p>March.</p> <ul style="list-style-type: none"> • Where are the bibs are coming from? • Theme basket – one for each class? Basically bundle the raffle stuff one for each class. One theme for each class – games, arts & crafts, book basket, cash suggestion. Two baskets a class or one? Class leader notes. <ul style="list-style-type: none"> ○ Red class – Games basket - ○ Yellow class – Olympia nights out ○ Orange class – Health & Fitness basket, REI, yoga, vitamin, smoothie, spa 	<p>Lars</p>	
<p>Compliance:</p> <ul style="list-style-type: none"> • Add to the health & safety to make sure McLane calls the preschool (with backup numbers) to call if there is a lock-down • Drew to have the phone line checked. 	<p>Drew</p>	
<p>Membership:</p> <ul style="list-style-type: none"> • Two families that have left the school in January from Orange class. • Who is going to be the scholarship person? Melissa to e-mail Jen • March 2nd, in-house registration and work party, to get things ready for the open house. • Open house on the 9th of March. Flyers to put up around town. Need people to sign up. 	<p>Melissa</p>	
<p>House:</p> <ul style="list-style-type: none"> • Trees: Opinion on cutting it down? It should come down according to one company but that company can not do it. Not much success to talk companies into a discount. Could cost thousands of dollars. • Another tree outside the fence that leans over the play structure. Minimum, remove a big limb over the play structure. • Thank you on the website and a way to leave the cards for advertisement • Toilets – Not on City Sewer – eligible for a discount toilet – Move forward with it. The board approves \$300 for 2 new toilets 		<p>M(Drew)S(Stacy)A</p>
<p>Health & Safety:</p> <ul style="list-style-type: none"> • Plug strip (GFCI) for fish tank. MJ to ask Neil about installation of a GFCI outlet for the fish tank. • No heavy stuff up high like on the shelves. • Fire extinguishers will be serviced this month. 	<p>MJ</p>	

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<ul style="list-style-type: none"> • Hooks put up to hold cords for the blinds • Child escaped out the fence, so is the bungee cord sufficient? What about a safety latch? 		
<p>Class Leaders:</p> <ul style="list-style-type: none"> • Stacy – <ul style="list-style-type: none"> ○ Just went on a field trip on the Dash to the library. • Cindy – Could not attend • Diane – <ul style="list-style-type: none"> ○ Library visitor rather than a field trip ○ Trip to Tumwater falls park later this year. 		
<p>Secretary/Website:</p> <ul style="list-style-type: none"> • E-mail Mike the updated registration form & rosters • Add updated registration form on the website by the end of next week. • Mike to include info on account balances in the minutes going forward. • Secretary to no longer send out rosters to individual classes. Instead either class leaders to send out updated rosters to their classes or secretary to send out updated rosters to parents. All rosters go to all parents so all parents know who handles what job. • Mike to add the sponsors on the website with click through. 	<p>Melissa Mike</p> <p>Mike</p> <p>Mike/Class leaders</p> <p>Mike</p>	
<p>SPSCC:</p> <ul style="list-style-type: none"> • Concert and block fest – Great success, all the flyers went out. • General membership survey and teacher feedback are still open, class leaders can notify the classes. • March 14th, Candyce Bollinger – safety without fear and developing resiliency in children. • Book club on the nurture shock book on sections of the book. • Spring concert will happen • Teach in-service on Thursday. • Lock down info to be shared at the class meetings. 	<p>Class Leaders</p>	
<p>Teacher Reports:</p> <ul style="list-style-type: none"> • Caitlin <ul style="list-style-type: none"> ○ Orange class – Music visitor. Librarian coming next week – the 13th. End of the month going to fire station. ○ Yellow class – Librarian visit. Yellow class meeting – went well, questions about 		

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<p>personality types.</p> <ul style="list-style-type: none"> ▪ Run – no family rate this year? ▪ Radio advertising - 94.5 FM, Max or Lars to provide a blurb to Caitlin ▪ Do we want water bottles? Probably. <ul style="list-style-type: none"> • Kaylene <ul style="list-style-type: none"> ○ Red Class – Lots of the class has been out due to illness <ul style="list-style-type: none"> ▪ Library trip – lots of fun ▪ Fire station trip coming up ▪ Simple cooking experience for January – lemon lime soda – lots of fun ▪ February simple cooking experience – Friendship fruit salad 	<p>Lars</p>	
<p>Next Board Meeting: Monday, March 4th, 2013 at 7:00 PM at WCP</p>		