



Westside Cooperative Preschool Board Minutes July 1<sup>st</sup>, 2013 at WCP

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>○ Diane <ul style="list-style-type: none"> <li>▪ Diane to provide Jim with Melissa’s info - Done</li> </ul> </li> <li>○ Mike/Karen/Max <ul style="list-style-type: none"> <li>▪ IRS abatement letter - Karen or Mike will try to help max know where to send it. – Done</li> </ul> </li> <li>○ Mike <ul style="list-style-type: none"> <li>▪ Mike to get Drew the new board members contact info. - Done</li> </ul> </li> <li>○ Max <ul style="list-style-type: none"> <li>▪ Teacher contracts, Max needs to send Diane the new wages. - Done</li> </ul> </li> <li>○ Diane/Kathy <ul style="list-style-type: none"> <li>▪ Diane and Kathy to look over teacher contracts, before July 1<sup>st</sup>. – In Progress.</li> </ul> </li> <li>• Tabled topic - How to make the school more inviting topic. <ul style="list-style-type: none"> <li>○ Name tags at new summer work party. We should have name tags and color stickers to indicate which class the parents are part of.</li> <li>○ Ice breaker games. – Class meetings at the same time can make this difficult due to time constraints.</li> <li>○ More structured mentoring maybe? Meet face to face at an all school meeting or class meeting.</li> <li>○ Pictures of parents, wall of pictures, tree of pictures, parent/parent helper – maybe done as a class project or partially done as a class project?</li> <li>○ More gathering, not school work related. More family related events. Dad and kid evening events or “non-parent helper” parent related event.</li> </ul> </li> </ul> |  |  |
| <p>Fundraising:</p> <ul style="list-style-type: none"> <li>• About time to start getting the race calendars up and opening registration for friendship run.</li> <li>• Lars is going to contact the printer to see if they will help with printing again, if not the printing of material may cost a bit more this year.</li> <li>• Things to think about for the first all school meeting <ul style="list-style-type: none"> <li>○ Try to get promotional video</li> <li>○ Photo collage</li> <li>○ Make parents aware of what the friendship run is and why it is important to WCP.</li> <li>○ T-shirts from previous years</li> </ul> </li> <li>• T-shirt sales, need to know who is on the team before this can move forward.</li> <li>• Can we display things more permanently at the school? Like t-shirts and other products? Something to think about.</li> </ul>   |  |  |
| <p>Finance:</p> <ul style="list-style-type: none"> <li>• May 2013 Account balances from bank statements: \$13719.80 checking,</li> </ul>  |  |  |

Westside Cooperative Preschool Board Minutes July 1<sup>st</sup>, 2013 at WCP

|   |              |  |
|---|--------------|--|
| <p>\$18263.17 money market</p> <ul style="list-style-type: none"> <li>• Reported account balances from finance lead as of July 1<sup>st</sup>, 2013: \$13485 checking, \$18265 money market, \$585 savings</li> <li>• Scholarship fund allocated \$7000</li> <li>• Allocated \$4000 to scholarships for this year</li> <li>• The profit &amp; loss budget vs. actual shows for August 2012 – June 2013: <ul style="list-style-type: none"> <li>○ Budgeted total incoming was \$54,550.00 – Actual total income was \$67,317.54 – 123.4%</li> <li>○ Budgeted total expense was \$54,549.00 – Actual total expense was \$51,923.22 – 95.2%</li> <li>○ Net Income was \$15,394.22 versus a projected income of \$1.</li> </ul> </li> </ul> |              |  |
| <p>Support:</p> <ul style="list-style-type: none"> <li>• Jim fell when trimming a tree over the play structure. He was injured. Moving forward, the direction is going to be to have the remainder of the large tree that needs to be removed, to be removed professionally.</li> </ul>   |              |  |
| <p>Compliance:</p> <ul style="list-style-type: none"> <li>• Working on sand in the city. Good to go.</li> <li>• Shannon Oakes and Lanell Paster have keys for mail. They should be returned so they can be passed on to the next people with that job or it is \$50 charge per key.</li> </ul>  |              |  |
| <p>Membership:</p> <ul style="list-style-type: none"> <li>• Amy Ottavelli will be taking over membership</li> <li>• Melissa could not attend board meetings in the summer.</li> <li>• Yellow and Orange classes are full. Red class may have 8 or 9 students.</li> </ul>  |              |  |
| <p>House:</p> <ul style="list-style-type: none"> <li>• Jim is on vacation.</li> <li>• Sandbox needs to be planned or we need to fix the existing one</li> <li>• Special things for the next summer work party: <ul style="list-style-type: none"> <li>○ Maybe the outdoor sink needs to be fixed.</li> <li>○ Check under the eaves of the shed for wasps nests.</li> </ul> </li> <li>• Mowing should be done once every other week (Shannon) – <b>Kathy will follow-up with Jim to ensure he reaches out to her – Done.</b></li> </ul>  | <b>Kathy</b> |  |
| <p>Health &amp; Safety:</p> <ul style="list-style-type: none"> <li>• May need some help getting health and safety stuff from Mary Janelle – <b>Mike will try and follow-up as he is Mary Janelle’s neighbor – Done – Mary Janelle will probably call Samantha the week of July 8<sup>th</sup>, 2013, she wanted to update the binder and make it useful before handing it off.</b></li> </ul>   | <b>Mike</b>  |  |
| <p>Class Leaders:</p> <ul style="list-style-type: none"> <li>• Summer school – Karen – First day of summer school was today.</li> </ul>   |              |  |
| <p>Secretary/Website:</p> <ul style="list-style-type: none"> <li>• Went over the operating calendar. Need to update.</li> </ul>   |              |  |

Westside Cooperative Preschool Board Minutes July 1<sup>st</sup>, 2013 at WCP

|  |  |  |
|--|--|--|
| <p>SPSCC:</p> <ul style="list-style-type: none"> <li>• Did not attend.</li> </ul>  |  |  |
| <p>Teacher Reports:</p> <ul style="list-style-type: none"> <li>• Caitlin –             <ul style="list-style-type: none"> <li>○ Might need to do one week less of summer camp. School for Olympia starts on September 3<sup>rd</sup>. Summer camp goes until the 29<sup>th</sup>. So next year it may be 8 weeks.</li> <li>○ Refunds for summer school, policy is non-refundable but if they paid for a big block and couldn't get the spot they wanted, they can get a refund for that or at the teachers discretion.</li> <li>○ First day of camp was great, was short two people. Francis was great. Two people want to volunteer over the summer.</li> </ul> </li> <li>• Kaylene – Enjoying summer.</li> </ul> |  |  |
| <p><b>Next Board Meeting: Monday, August 5th, 2013 at 6:30 PM at WCP</b></p>   |  |  |