

Westside Cooperative Preschool Board Minutes June 3rd, 2013 at WCP

In attendance: Kathleen Moore, Jim Albright, Amy Ottavelli, Max Hegewald, Mike Timm, Caitlin Mason, Karen Minnich, Drew Phelps, Kaylene Smith, Diane Murrey, Karen Dix, Samantha Dille

Item	Task	MSA
<p>General:</p> <ul style="list-style-type: none"> • Introductions • Approve May 2013 minutes • Board Transitions: <ul style="list-style-type: none"> ○ Who is staying on the board – Max, Hegewald, Cindy Fenster, Diane Murrey, Mike Timm ○ Who is leaving the board – Andrew Phelps, Jennifer Hopps, Lars Wulff, Mary Janelle Cady, Melissa Stambaugh, Stacy Fisher ○ Who is being added to the board – Amy Ottavelli, Jim Albright, Karen Dix, Kathleen Moore, Samantha Dille • These are the names needed for signature cards: <ul style="list-style-type: none"> ○ President – Kathleen Moore ○ Vice President – Diane Murrey ○ Tuition manager – Frankie Stiles ○ Treasurer – Cindy Fenster ○ Secretary – Michael Timm • Review tasks for last month <ul style="list-style-type: none"> ○ Board <ul style="list-style-type: none"> ▪ Consider reducing the Red Class to 12 (versus 14). Possible vote this month. ▪ Each board member to look at the soft copy of the operating calendar and update their respective sections. – In Progress ▪ Should we move the board meeting to Tuesday? To be discussed this month. – Discuss later ○ Caitlin <ul style="list-style-type: none"> ▪ Provide to Lars the dimensions for a sandbox so he can get 50 lb bags of sand. - Done ○ Jen <ul style="list-style-type: none"> ▪ Send out an all school e-mail to find 	<p>Board</p>	<p>M(Kathy)S(Max)A</p>

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<p>out if any families have anything to offer for entertaining at the end of year BBQ – Done</p> <ul style="list-style-type: none"> ○ Mary Janelle <ul style="list-style-type: none"> ▪ Talk to Melissa about updating registration paperwork regarding the nut policy to go from “no nuts” to “no peanuts.” – Choking hazard concern - In progress. ○ Mike <ul style="list-style-type: none"> ▪ Send out an Evite with a picture from Jen – Done ▪ Create a soft copy of the operating calendar and send it out to the board – Done • BBQ is Saturday 11 – 1, BBQ may be needed. 1 bag of charcoal, we have had two BBQ’s in the past. Jim can bring a gas BBQ. So will Jen. • Board in-service training – <ul style="list-style-type: none"> ○ Brainstormed ideas to help families feel connected, and facilitate communication. <ul style="list-style-type: none"> ▪ More social stuff, ice cream, movie night, all school field trip, bowling trip, zoo trip ▪ Class meetings outside of the school ▪ Class leaders organize a meet and greet in the summer time ▪ Board meeting at SPSCC after an in-service ▪ Board – Brainstorm ways to do fun things or engage new families • New board meeting time? Keep it the same date. Move the time to 6:30 PM starting in July. 	<p>Samantha/MJ</p> <p>Jim</p> <p>Board</p>	
<p>Fundraising:</p> <ul style="list-style-type: none"> • Have logo wear at the BBQ. 		
<p>Finance:</p> <ul style="list-style-type: none"> • IRS fee, leniency letter is drafted and Max has the letter drafted and will send it. Karen or Mike will try to help max know where to send it. Done. • Budget, professional development increased. 	<p>Max/Karen/Mike</p>	

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<p>Fundraising bumped up. Fundraising \$9500 profit this year.</p> <ul style="list-style-type: none"> ○ Should we set up a building fund? ○ \$13K money market, \$13K checking, \$800 savings ○ Improve the site? Learning equipment? ○ Scholarships? 4 scholarships is the goal this year, 50% or 75% paid for the student. ○ Different savings accounts for each item is the recommendation. ○ Fundraising is up +\$2000 from last year. ○ Advertising was bumped up for new banners, ○ Summer school left the same ○ Teaching equipment supplies was bumped up a little ○ Increased fundraising spending ○ -\$360 budget at the end of the year <ul style="list-style-type: none"> • Wreath sales came up again, should we consider stopping them? \$2200 income from the wreath sales in 2012, which is less than 2 red class student scholarships. Fundraising suggests nixing the wreath sales and pulling a few thousand dollars from our money market for our scholarship fund or building • No wreath sales • Budget - Offer 4 scholarships at 75%, infusion from scholarship fund of ~\$4000 leaves us with about a \$2200 profit. • April balances: Checking \$13697.28, Money Market \$18260.81, Savings \$541.37 • May Balances: Money Market \$18263.17, Checking \$13719.80, Savings \$541.37 		<p>M(Mike)S(Samantha)A M(Max)S(Cindy)A</p>
<p>Support:</p> <ul style="list-style-type: none"> • 		
<p>Compliance:</p> <ul style="list-style-type: none"> • Teacher contracts, Max needs to send Diane the new wages. • Diane and Kathy to look over teacher contracts, before July 1st. 	<p>Max Diane/Kathy</p>	

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<ul style="list-style-type: none"> • Summer maintenance family are the Oakes. • Membership is still open, Wendy will do the rosters for now. • No orange class leader yet, most of the current yellow class families that are moving forward to orange are on the board are doing other jobs • Diane is working on a board of jobs with pictures • Updated immunization forms are available 		
<p>Membership:</p> <ul style="list-style-type: none"> • Yellow class is full, orange class is full and red is close to full. 		
<p>House:</p> <ul style="list-style-type: none"> • Eye wash station needs to be put up. • Adhesive for the stairs, Drew has the adhesive • Towel rack broken outside the bathroom • Get a cute thermometer for outside • June 15th, Jim won't be here, work party suggestions <ul style="list-style-type: none"> ○ Blackberries ○ Friday school – Jim comes in with a ladder, and takes down branches. ○ Branches on the outside of the fence. ○ Standard checklist ○ Sandbox wait until end of summer • Diane to provide Jim with Melissa's info - Done • Window leaks near oven • Roundup to kill grass in gravel – With Diane to do some research on roundup to verify it round up is not a horrible thing. 	<p>Jim Jim</p> <p>Jim Jim</p> <p>Diane</p> <p>Jim Jim/Diane</p>	<p>M(Kathy)S(Max)A</p>
<p>Health & Safety:</p> <ul style="list-style-type: none"> • Sharp items in the drawers, sharp items need to go up • Fire marshal inspection • Smoke detectors tested 		
<p>Class Leaders:</p> <ul style="list-style-type: none"> • Amy – May be willing to do membership. • Karen – 		

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<ul style="list-style-type: none"> • Cindy – Last field trip happened today. 		
<p>Secretary/Website:</p> <ul style="list-style-type: none"> • Mike to get Drew the new board members contact info. - Done 	<p>Mike</p>	
<p>SPSCC:</p> <ul style="list-style-type: none"> • Inserts for next year are being updated. • Policy changes should be sent to Karen 		
<p>Teacher Reports:</p> <ul style="list-style-type: none"> • Caitlin: Orange class – <ul style="list-style-type: none"> ○ Last field trip to Burr Foot, tide was far out, not many people, dogs came on the field trip too, lots of poison oak, no snack. ○ Talking a lot about transition to not being at the school or being in red class. • Caitlin: Yellow class – <ul style="list-style-type: none"> ○ Burr foot field trip tomorrow, they have grown so much, cohesive unit now and pay attention to each other. ○ Extra young people into the class has been interesting. • Kaylene: Red class – <ul style="list-style-type: none"> ○ Bitter sweet time, summer. Wednesday is the last day at school. ○ Made watermelon popsicles at school. ○ Will have last day together at a student’s house on Thursday. ○ “Teacher Kaylene, I love caring about you.” ○ Amazing things have happened in the last month. 		
<p>Next Board Meeting: Monday, July 1st, 2013 at 6:30 PM at WCP</p>		