

# Westside Cooperative Preschool Board Minutes September 9<sup>th</sup>, 2013 at WCP

In attendance: Kathy Moore, Amy Ottavelli, Jim Albright, Bill Cader, Karen Dix, Cindy Fenster, Max Hegewald, Diane Murrey, Samantha Dille, Caitlin Mason, Kaylene Smith, Karen Minnich, Mike Timm, Laura Baldini

Item	Task	MSA
<p>General:</p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Approve August 2013 minutes</li> <li>• Review tasks for last month               <ul style="list-style-type: none"> <li>○ Amy                   <ul style="list-style-type: none"> <li>▪ No kids on allowed for work party, need to update the registration docs. Amy to update registration doc. Done</li> </ul> </li> <li>○ Jim                   <ul style="list-style-type: none"> <li>▪ Lars working on the sand box. Jim to talk to Lars. (Done I assume - Sand delivered during the last summer work party!)</li> </ul> </li> <li>○ Kathy                   <ul style="list-style-type: none"> <li>▪ Kathy to send out an e-mail and a card about the important dates and parent helper training. (Done)</li> <li>▪ Kathy to talk to the board members who are going to talk at the orientation (Done)</li> <li>▪ Kathy to meet with Diane and Kaylene and Caitlin to discuss about priority of projects. (Done)</li> <li>▪</li> </ul> </li> </ul> </li> <li>• Operating calendar               <ul style="list-style-type: none"> <li>○ Minutes to be posted in office and online, can be approved through e-mail</li> <li>○ Meeting minutes should be posted in office prior to meeting</li> <li>○ Nothing else new</li> </ul> </li> <li>• Special projects               <ul style="list-style-type: none"> <li>○ Bathroom first                   <ul style="list-style-type: none"> <li>▪ Replacing toilet</li> <li>▪ Smaller toilet and Lower sink (a bunch of work) or a platform (stationary)</li> <li>▪ Kids toilet</li> <li>▪ Paint bathroom</li> <li>▪ Lower shelf</li> <li>▪ Painting</li> <li>▪ An actual drain in the sink</li> <li>▪ <b>Estimate Bill Cader (Done)</b></li> </ul> </li> </ul> </li> </ul>	<p><b>Bill C.</b></p>	<p>M(Amy)S(Laura)A</p>

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<ul style="list-style-type: none"> <li>○ Sandbox <ul style="list-style-type: none"> <li>▪ Free form?</li> <li>▪ Sandbox will be refreshed once a year so we may want to save some for later.</li> <li>▪ What sort of edging? No treated lumber? Cedar? Cedar Rounds? Do we need any edging?</li> <li>▪ What does it need to look like?</li> <li>▪ Cedar poles 4" to 8" in diameter 3 feet long.</li> <li>▪ <b>Kathy to send a request in an all school e-mail.</b> (In Progress – Mike)</li> <li>▪ No potential for septic issues.</li> </ul> </li> </ul>	<p><b>Kathy</b></p>	
<p>Fundraising:</p> <ul style="list-style-type: none"> <li>• Not a bunch happening this month</li> <li>• Only fundraiser is friendship run.</li> <li>• Point system? Do we need it? If it is gone, how do we maintain participation at equal levels?</li> <li>• Promotional video of the friendship run at the all school meeting.</li> <li>• Workers who run can be an issue.</li> <li>• Facebook page fire up again.</li> <li>• Swag what sort of stuff should we have?</li> <li>• Need to get last years material from Lars.</li> </ul>		
<p>Finance:</p> <ul style="list-style-type: none"> <li>• Not a bunch of money goes in and out in the last month.</li> <li>• Transition</li> <li>• Tuition manager –</li> <li>• Need to write some reimbursement checks</li> <li>• There were some questions from members about registration payments. She needs to get that sorted out.</li> <li>• <b>Toner cartridge is \$80 for replacement, Cindy will check model number with cartridge number w/ cartridge world. Done</b></li> </ul>	<p><b>Cindy</b></p>	<p>M(Jim)S(Samantha)A</p>
<p>Support:</p> <ul style="list-style-type: none"> <li>• Kathy will call an executive session to discuss some items</li> <li>• Next board meeting will be at SPSCC and we will be meeting with other preschool folks</li> </ul>		
<p>Compliance:</p> <ul style="list-style-type: none"> <li>• All set for jobs</li> <li>• Yellow class still short for two</li> <li>• Tuition Manager – Treasurer assistant initially for a new family, with Cindy doing the tuition manager job for now.</li> <li>• Moving forward with child care at meetings.</li> </ul>		

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<ul style="list-style-type: none"> <li>• Change job descriptions are we free to do that? It's a preschool definition.</li> <li>• Checklist for welcoming new members</li> </ul>		
<p>Membership:</p> <ul style="list-style-type: none"> <li>• Lost two families, Kreger, Stiles. Yellow (8), Orange (12), Red (12)</li> <li>• Banner for the preschool. Increased advertising budget for this. Max has logo in</li> <li>• <b>Brochures need to be updated. Chris Wettstein did the old brochure. Done</b></li> <li>• <b>Amy to send Mike the brochure. Mike (Done)</b></li> <li>• <b>Amy to send Jim the leaf raking parting info.(Done)</b></li> </ul>	<p><b>Mike</b> <b>Amy</b> <b>Amy</b></p>	
<p>House:</p> <ul style="list-style-type: none"> <li>• Some reimbursement stuff \$286.09 for the tree removal.</li> <li>• Has a team now.</li> <li>• Talked about sandbox.</li> <li>• Bill has the bathroom work.</li> <li>• Melissa assistant house owns weekend cleanup management. Needs help making sure she knows what to do.</li> <li>• Mice issues: Need to clean super well. Storage bathroom room has a hole in the wall, may need to screen under the porch or find a better setup for the porch.</li> </ul>		
<p>Health &amp; Safety:</p> <ul style="list-style-type: none"> <li>• Class leaders got what items families were missing</li> <li>• Fire marshal has been called, so they may just show up.</li> <li>• Need a lock box</li> <li>• Membership form has drivers information for release, should remove it? Teachers want to keep it.</li> </ul>		
<p>Class Leaders:</p> <ul style="list-style-type: none"> <li>• Summer school – Karen – Registration for WCP members first for a week. Limited to 10 kids. Pay for their spots when they sign up. Open up registration for other coops and not having them pay for their spots. It got really tricky. Need to reconcile summer school money. Mail wasn't getting picked up at the end of school. This caused out of order registration. Lots of issues. <b>Remind Teacher(s) in June to start picking up mail. Add it to the operating calendar.</b> Who should collect and deposit summer school checks? Summer school coordinator, or tuition manager but not both. Summer school coordinator will deposit checks and will come regularly.</li> </ul>	<p><b>Mike</b></p>	

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<p>Shorten summer school by a week. Volunteer will likely work as an assistant next year. <b>Karen to write up some tips to help next coordinator. – Mike</b></p> <ul style="list-style-type: none"> <li>• Red class – Karen – Great day</li> <li>• Orange class – Did not attend.</li> <li>• Yellow class – Laura –             <ul style="list-style-type: none"> <li>○ Farm for the first field trip</li> <li>○ Sharing google calendar</li> </ul> </li> </ul>	<p><b>Karen</b></p>	
<p>Secretary/Website:</p> <ul style="list-style-type: none"> <li>• Finished up lots of stuff on the website</li> <li>• The secretary assistant is Kim Pawlawski</li> <li>• Kim finished up a safety doc and it is available on the website.</li> </ul>		
<p>SPSCC:</p> <ul style="list-style-type: none"> <li>• Set dates for parenting tools Oct 23, Ashley Mariman nurture shock (<a href="http://www.nurtureshock.com/">http://www.nurtureshock.com/</a>), January 25<sup>th</sup>, Recess Monkey (<a href="http://www.recessmonkeytown.com/">http://www.recessmonkeytown.com/</a>), March 26<sup>th</sup>, Dr. Robert MacKenzie, Setting Limits with a strong willed child (<a href="http://www.settinglimits.com/">http://www.settinglimits.com/</a>), Emily Mason, November</li> <li>• Foundation Fundraiser – New Date: sometime this fall.</li> <li>• College office open.</li> </ul>		
<p>Teacher Reports:</p> <ul style="list-style-type: none"> <li>• Caitlin – Orange class first day – Sarah, estuary may be able to go for a field trip, and Kennedy creek in the winter. Couple of things missing from the preschool. May need to change the code. Scooters are missing. <b>Consider changing the code added to the operating calendar. – In Progress</b></li> <li>• Kaylene – Inservice – great to get together. Red class was great. Want \$225 for career dev and \$40 for career dev.</li> </ul>	<p><b>Mike</b></p>	<p>M(Max)S(Jim)A</p>
<p><b>Next Board Meeting: Monday, October 7th, 2013 at 6:30 PM at SPSCC</b></p>		

Addendum: Frankie Styles is being removed from all accounts as she has left the preschool. Raechelle Cleverdon is being added to all accounts and is the new Treasurers assistant.