

**MEETING MINUTES 2013-12-02
WESTSIDE COOPERATIVE PRESCHOOL BOARD**

Present: Caitlin Mason, Kaylene Smith, Kathleen Moore, Max Hegewald, Diane Murray, Amy Ottavelli, Laura Baldini, Sarah Wiley

<u>Topic</u>	<u>Findings/Discussion</u>	<u>Conclusion/Recommendation</u>	<u>Action</u>
1. Old Business	October meeting minutes	Vote and pass over e-mail	M-Mike S-Diane A- Yes
	Teacher Christmas bonuses	Vote and pass over e-mail	M-Max S-Diane A - Yes
2. New business	1. We have bags ready to go for homeless children in the Olympia School district. Fill with things like toys that do not require batteries, toiletries, non-perishable food items, hats, mittens etc.	Bags need to be returned by Wednesday December 18.	
3. Team Reports	1. Membership- We have two new yellow class families A family visited Red Class. Working on a banner.	They will be added to the fundraising team.	Diane and Max- Touch base with new families about their jobs. Laura- Add them to your distribution list. Amy- will follow through with Red Class family. will have a banner ready by the Friendship Run/membership drive.

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	<p>2.<u>Finance</u>- Teacher salaries have been updated. Quickbooks software is still up in the air. Bills are being paid. Discussion of late charges and first and last months tuition. How it is confusing.</p> <p>3.<u>Fundraising</u>-Team meetings have been happening. Allie will be working on food for the Friendship Run. Want someone in charge of sweatshirts. Will lead training groups. Will be looking at Pickles Printing for some items. Ask families to suggest where we can go to ask for donations.</p>	<p>Need to get Quickbooks sorted out. Need to find out what other co-ops do. Need to have due dates/amounts posted in the office.</p> <p>Need to order more Gurella running will house for tax/insurance purposes. Need a list so we are not duplicating efforts. Request for a sample donation letter.</p>	<p>Caitlin and Kaylene- will check that their deposits have updated. Kathy will try to get refund. Cindy- Have Raechell poll other co-ops to find out late and tuition policies.</p> <p>Max-Assign team member sweatshirts, meet with Gurilla running about training groups. Will be adding race to other online calendars. Will put a list up for donations and have donation letter available.</p>
3. Team Reports	<p><u>House</u>: Smoke detectors have been replaced by Casey and Josh. They were out of date.</p> <p><u>Compliance</u>: Please vaccum/sweep under fish tank. Weekend clean up list is small and confusing. Reminder to class leaders- make sure PH are arriving early, are going outside after snack, non-PH take their conversations outside. Will check with switching around Weekend</p>	<p>Batteries need to be replaced yearly. Dectectors checked Monthly</p> <p>Need to have a new updated list posted.</p> <p>Leave clean up until after class. Need to have 3 engaged adults outside. Ask for help with 2 extra</p>	<p>Samantha- Add battery changes to H&S manual. Buy replacement batteries (done) Teachers- check dectectors monthly.</p> <p>Max- Send Diane updated list. (done) Diane-Coordinate with Morena/Mike and Kim to get new list made/posted. Ask Melissa about changing jobs. Class Leaders- Send reminder e-mail</p>

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	<p>Cleanup position.</p> <p><u>Orange Class</u>- Kennedy Creek Field Trip. Yoga next Monday. Class meeting in January.</p> <p><u>Yellow Class</u>- Class meeting this Wed. with child care. Library field trip Jan. Going to provide gluten free carbohydrate and have PH bring fruit/veggie</p>	<p>PH Wednesdays in Red Class.</p>	<p><u>Sarah</u>- Coordinate Jan class meeting.</p>
4. Teachers	<p><u>Caitlin</u>- Conference went well. Early literacy. Yellow and orange are now full and doing great. Went to Occupational Therapy talk to use some ideas in the classroom. Office needs to be tidied.</p> <p><u>Kaylene</u>- is back yay! First day back was great. Incorporating all sorts of new exciting ways to get literacy into the classroom. Need more PH on Wednesdays.</p>	<p>If you go into office put things away if you know where they go.</p>	<p><u>Caitlin</u>- Have Orange class do thank you card for Kennedy Creek.</p> <p><u>Board</u> – tidy up office</p>
5. SPSCC	<p>Nov/Dec parent ed email should have gone out last week -article link on thankfulness, parenting book club for Jan/Feb and the info on Recess Monkey concert.</p> <p>PEP program was able to share supply money with the co-op preschools again this year. WCP was able to order \$285 of classroom supplies!</p> <p>Teacher In-service was held on Nov 19</p>	<p>Need mike to double check it went out.</p>	<p><u>Mike</u>- Make sure Dec. Parent ed – email goes out.</p>

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	<p>Shared info on recent trainings attended/ updates on classroom environments. Hoping to schedule a teacher field trip to the I-Labs (Institute for Learning and Brain Sciences) at UW for Feb. Thank you for attending the joint co-op board meeting at SPSCC in November. Requested time for networking with the other board members. Tentatively scheduled joint board meeting for March 6, 2014 at 6:00 pm. SPSCC announcements with information for all co-ops and time for your individual board meetings.</p>		
6. Next meeting	January 6, 2014 6:30 pm at SPSCC		

Addendums and Corrections:

- Next meeting is on January 6th, 2014 at WCP – From an e-mail sent to the board by Karen Minnich on 12/9/2013
- The February meeting will be a joint meeting with the other co-ops held at SPSCC on Wednesday, February 5. – As discussed at the January board meeting.