

## WPNS Membership Meeting Minutes

March 2, 2021 at 7pm

Via Google Meet

Meeting Called to Order at: 7:05pm

Welcome! Thanks for sticking with us after a year of this craziness. We've been in our new space for 2 years now and we are rocking it!

### General / Joyce + Katie

- COVID Policies
  - Licensing Updates—pod sizes are increased to 14 students now! After receiving second doses of Covid vaccinations we can start moving towards getting parent volunteers back into the space, but we still have to maintain our pod sizes and ratios of adults to kids. We will keep everyone informed as we move towards this and figure everything out. If you are fully vaccinated and have had 30 days after your second vaccination, we can have 1 volunteer in now so please let us know.
  - Travel—still limited to essential only, with a 10 day quarantine upon return. You should stay within 120 miles of LA for now to be safe. We are still keeping with our current policy until we see changes in guidance as new strains are emerging, not everyone is vaccinated, and there are still risks associated with travel. Again, we will communicate any changes or updates to this if they happen, following guidance from licensing and the county.
  - Gatherings—Per LA county, you must remain masked, outdoors, and with 3 households or less. Eating at these gatherings is discouraged as it requires you to remove your mask. We ask everyone (families and staff) to continue to stay within these guidelines even though numbers are going down and more of us are getting vaccinated--we want to keep trending in the right direction!
- Intent to Re-Enroll for the fall—these forms went out from the office already; please return these as soon as you know what your plans are for next year so we can start planning for next year. These should be returned within 14 days, as after that we will start looking at our waitlist.
- Spread the Word! We are hoping to be able to increase our capacity in the fall to be up at our original number. Please spread the word to friends, family, acquaintances, everyone(!)—word of mouth is the best way to increase enrollments and share about our wonderful school!
- Board Nominations + Elections—nominations are now open for next year. Please consider joining the board and reach out for more info. It is work, but it is fun and a great way to get more involved with what's going on at our school and to get to know everyone a little bit better. Serving on the board fulfills your service hours! There is a link on the website to request more information about the different board positions—this does not commit you to anything but is a great way to find out a little bit more.
  - Here's a link to the service page on the website, where you can submit the Board form: <https://www.wpns.org/service>

- Role of President—Preside over the efficient operation of the school, oversee the board, part of special committees, in charge of the agendas and meetings, being in close contact with Joyce and Vanessa for coordination of many, many things and overall making sure things get done.

### **Finance / Kristen**

- Board Role—budgeting and auditing, maintains accounts, manages checkbook, finance committee, tuition payments, bills, oversee loans and debts, all of the financial aspects of the school.
- Current numbers—We are slightly over our break-even point! Operating budget is \$90,000.23, Savings account is \$93,449.11, EIDL remaining amount is \$56,777.11 from \$80,000, Personal loan is at \$48,697. As a reminder, some of our fundraising money goes towards paying off our loan, so please try to get those fundraising dollars in!
- PPP1 + 2—Our Round 1 paperwork has been submitted for forgiveness. Round 2 was a little more difficult to work on and Bank of America was not very helpful with the process, and we are currently waiting to hear if we will get another round of funding going through PayPal instead of BoA.
- 2021-2022 Tuition Rates—Per our bylaws, anything over a 2% increase does not need a vote to approve by membership but raising amounts higher than that does need a vote to approve. The finance committee will be meeting soon to discuss a potential tuition increase of 2.5% to help us meet our financial obligations (increasing expenses, hiring of new teachers, etc.). If the finance committee recommends a 3% increase it will actually require 2 separate votes to approve that. We will be very transparent about the recommendation that is made and will go over this in more detail at the next membership meeting.

### **Operations / Lauren**

- Board Role—Maintenance and improvements, orientation, scheduling issues, school photos, part of the finance committee.
- Yard Committee—this will be a new committee we will be launching to work on things related to our back yard area. One of the first tasks will be to help secure more sun shades in the back to give us a little more privacy for the kids and teachers as the new rail line starts to run behind our school (it will overlook our back yard, and you know our kids have a tendency to strip—especially as the weather gets warmer). If you are interested in this or need service hours, please let us know. We know what we need to do, we mostly just need people to help carry it out. We also need help repairing the race ramp if possible.
- School pictures—Teacher Chris took pictures of the kids during the fall and will be making time to photo kids that have joined us in the spring. These will be uploaded to our Shutterfly group and available for download soon!
- Door closer—The door on the south side of the building is in the process of getting fixed so that it can safely close without slamming.
- Pony wall materials list—keep your eyes out on the digest for a list of materials we are in need of to build the pony wall in the front of the community room.

- Family work days—these are a great way to get in service hours and will be limited in terms of slots to sign up for to maintain social distance and keep everyone safe. There are lots of options from cleaning to repairing to building things—so there is something for everyone!

### **Fundraising / Andrea**

- Board Roles—there are two different roles in this—Fundraising VP and fundraising coordinator. It is a big job for the VP and the coordinator supports the VP. This role fills in for President, sets yearly and seasonal fundraising goals, oversees the fundraising committee, plans and executes major fundraisers, auctions, and tracks family progress on fundraisers and meeting goals. The coordinator assists with taking on some of these tasks and work can be divided between the two roles as appropriate.
- Thank you for your Valentine's Efforts and joining our Valentine's Zoom and selling See's candy!
- See's Candy – This one closes 3/19 so get your orders in and spread the word! If you need help with how to share the posts on social media please reach out to Andrea.
  - Yay Robyn + Cassimere, Smoot + Padgett + Nour Fams!
- Krispy Kreme in April—this will be a digital fundraising option available to anyone interested.
- Trike / Scoot-A-Thon Week + Committee--coming up in May, each pod will do their own thing and we will be collecting donations through 99Pledges for this.
- Usborne Book Fair—this is a virtual book fair fundraiser where everyone can purchase books and a percentage of sales goes back to the school. You can invite your friends outside of the school to purchase from our book fair as well. If a friend of yours makes a purchase and you want it to count towards your fundraising goal just let us know. There are a ton of books and something for everyone—not just books for the littlest of kids!
  - Begins 3/15
  - Hosted by Windy Bunya
  - 10% of your purchase back to WPNS

### **Membership / Whitney**

- Board Role—engages with the membership! Coordinates family jobs, handles fines, helps membership understand and meet requirements, orientations, scheduling things such as service, membership outreach.
- Family Jobs—this has been more of a challenge this year but please make sure to check out your family job description and make sure you are fulfilling your family job role and meeting your service hours. If you have any questions please contact Whitney or reach out to your pod board member.
- Work Day Sign-Up—Next one is scheduled for 3/20. This will be limited to 12 families, broken up into two, two-hour shifts and it should be a lot of fun! This is a great way to hang out with other families and get to know each other better while making improvements for our school. For now, we are asking everyone to not bring kids along as it is hard to socially distance with our kids there too.
- Service page: <https://www.wpns.org/service>

- <https://www.wpns.org/punch-list>
- Sign-In and Out—please make sure you are printing (not actually signing) your name legibly when you sign your child in and out each day. It is important for licensing that your name can be clearly read. Fines will be going out starting next week if names can't be read, so please pay attention to this!

### **Business / Amber**

- Board Role—keeper of the records, including minutes and attendance for board meetings and membership meetings, maintains the online calendar, reports missed meetings, coordinates staff birthday gifts, maintains and edits the handbook and all official documents.
- Motion to Approve February Minutes put forth by Ashley Loyd, seconded by Robin Liao.
- 38 votes yes to approve February Minutes.
- Roll Call—attendance is recorded through your vote!
- Minutes Review if Meeting Missed—it is required that you read the minutes from the membership meetings to be prepared to vote on them each meeting, especially if you miss the meeting. Meetings include all of the important info about our school and we often vote on additional things as well since we are a parent-participation school. Emails will be going out to anyone that doesn't attend meetings with a question to answer from the meeting to ensure everyone is up to date with important info about our co-op. Please make sure you are responding to those emails if you get them. Fines will be assessed to families that miss more than 2 meetings a year.

### **Outreach + Events / Rachael**

- Board Role—scheduling parent ed sessions based on member needs, organizing babysitters to be at membership meetings so parents can more easily attend when in-person, organizes community involvement, brings awareness to the importance of Parent Ed and other events, organizes kinder forum, virtual open house.
- Upcoming Parent Eds—3/16
- Virtual Open House/Tour—Thank you Stacie Bongo for helping us out with this to do a marketing push towards next year enrollments!

### **Personnel / Julie**

- Board Role—acts as a liaison between our school and South Bay Council of Parent Participation Nursery Schools, reports monthly back to school on SBC activities, oversees safety issues at school, serves on personnel committee.

### **Comms / Anna**

- Board Role—designs and implements a communication strategy, manages digital platforms and social media presence, assists with publicity for the school, supports Joyce with digest info, updates external website info about WPNS, publicizes events and fundraisers.

- School Needs—baby wipes and paper towels, butterfly garden supplies (soil, pots, pollinator-friendly plants), food or other donations on Mondays and Tuesdays for our local food pantry—the kids love getting involved with this!
- Upcoming Events—
  - 3/5 School Closed (CCPPNS)
  - 3/9 Parent Support Group
  - 3/15 Book Fair on Facebook
  - 3/16-3/17 St. Patrick's Day Fun
  - 3/16 Parent Ed
  - 3/20 School Clean-up Day
  - 3/25-3/26 Egg Hunt
  - 3/29-4/2 School Closed (Spring Break)
- Don't forget we have a digital comments box to anonymously submit comments, questions, suggestions, etc. PS—Teachers love getting little notes in here!

**Meeting Called to Close: 8:20pm**

### **Additional Info / Questions from Membership**

See's Candy Fundraiser—how do we share this? Everything is digital, and you can email, text, or post the link to social media to get orders from people. Everyone has their own link that tracks sales and orders get shipped directly to everyone.

For book fair—there is a link online that anyone can buy from. It will be shared on our Facebook group but will also be shared in the digest and can go out in emails—not restricted to facebook though that is where much of the info will be posted. Stay tuned for the website link coming soon!

Both See's Candy and the book fair will go towards fundraising. We try to have lots of opportunities to give everyone a variety of options to fulfill fundraising goals, thus why we have so many fundraisers (you don't have to participate in all, but do need to meet your goal so gauge your audience for which are the best fits for you).

3/20 Work day is for general stuff/projects, and working on setting up shades/privacy for the rail will likely happen after that—please reach out if you'd like to be a part of that committee.