

NWESD Science Materials Center (SMC)

Cooperative Members Meeting

Wednesday, September 29, 2011

Meeting Notes

In attendance: Tracy Dabbs, Burlington-Edison SD
Barb Brausieck, Ferndale SD
Philippa Farrell, Snohomish SD
Susie Gaudette, Mount Vernon SD
Teresa Haugstad, Stanwood SD
Cathy Howard, Ferndale
Patrick Lukasik, LaConner
Patty Paige, Coupeville
Kelly Spears, NWESD SMC
Joanne Johnson, NWESD
Nancy Menard, NWESD

Welcome to the 2011-2012 school year.

Status of the Co-op

- New districts – Marysville joined the cooperative this year for middle school refurbishment. If they add elementary, the SMC will need to relocate to a larger facility.
- New kits – Coupeville and Orcas have purchased new kits. **Before you purchase new kits, please contact Kelly. Often the SMC has an inventory that can support additional districts without the need to purchase new.** Some districts are considering retirement of Magnetism & Electricity, Levers & Pulleys and Human Body.
- Usage levels all districts – Kelly will send a list of titles to the districts. If you want to retire a kit, please contact Kelly. The SMC may be able to use the material to refurbish other kits. Some suggestions for use of retired kits: special education, high school alternatives, NWESD Discovery Center and detention centers.
- Budget – The SMC budget is healthy. Most staff is now on call, reducing labor costs. All went well last year and there is no need to raise prices. The cost for middle school refurbishment material will be reduced to 10% plus indirect. This represents a savings of 8%.
- Hours of operation – The normal hours of operation are from 9:00 a.m. – 5:00 p.m. **If you will be making a delivery before 9:00 a.m. or after 5:00 p.m., it is very important to make special arrangements with Kelly.**

Feedback from the field

- Classroom sizes - class sizes raised for some districts; K-2 to 23 and 3-5 to 35
- Positive feedback from member districts.
- How can we improve? It was suggested that the delivery drivers have a checklist to make sure what they pick up is delivered to the correct location. Kelly will incorporate this practice in SMC procedures.

Revisit transportation and recent use/costs

- The districts that are using MC Delivery are very happy with this service. The cost will likely come down as the MC Delivery drivers become more familiar with district routes.

Missing items – to begin billing again

- Kelly did not bill member districts for last year's missing items. This year she will be tracking what is missing. She will send a list to the school and most of the time the items are found. If not, then the district will be billed.

Lower rate for MS for 2012-13 orders based on online system use

- Our plan had been to lower the rates for next summer's orders. We found we were able to lower the billing rate with this year's orders.

Inventory of remaining kits

- If you are retiring a kit, let Kelly know so she can use the material to refurbish any other kits.

Other

- HP rewards program. Susie noted that HP has a rewards program. She has received free printers from being a member of this program.
- Burlington-Edison uses Smart boards for their FOSS development. Joanne will connect with Chris Sheridan at FOSS to discuss.