

## Crystal Springs Cooperative Preschool

### April Board Meeting

Thursday, April 4, 2024

Present: Dorothy Anderson, Director & Early Education Specialist; Kari Gray, Chair; Erica Johnson, Secretary; Janelle Beal, Treasurer; Rossana Lissau, PAC Rep; Erika Burke, Fundraising Chair; Lisa Bellecy, Marketing Co-Chair; Chearanee Watson, Marketing Co-Chair; Meg Tanna, 3Day Coordinator; Allison Churchill, 2Day Coordinator; Aswathi Gopalakrishnan, Toddler Co-Coordinator; Sadaf Rattani, Toddler Co-Coordinator; Jessica Aguilar, incoming 2024/25 PAC Rep

Absent: Jeannette Mitchell, Early Education Specialist; Michelle Ruther, Enrollment Coordinator; Rachel Wolski, PreK Co-Coordinator; Kristina Atkinson, PreK Co-Coordinator; Shelby McIntyre, Fundraising Co-Coordinator; Deanna McIntyre, incoming 2024/25 Marketing Chair

Meeting called to order: 7:15 PM

Welcome: All

### Chair's Report - Kari

Motion to approve March's Board Meeting Minutes (Lisa/Janelle S/P). 2 abstentions due to absences. All others approved. Minutes were approved.

Board Retreat Info: Allison will put a poll out on BAND for how many nights each person wants to come. Reminder that it is August 8-11, 2024 in Enumclaw. CSPS will cover the cost of Saturday night. The required Board Meeting to plan for the 2024/25 year will be all day (9am - 4pm or so) on Saturday, August 10.

May Board Meeting will be on Wednesday, May 8 at 7pm instead of Thursday, May 9. If you are handing your position off to someone else and you have notebooks/passwords/etc to hand off, please bring it to the meeting in May. Be sure to "pass the baton" to the next person having your position by the end of May.

By May 31, everything needs to be saved into folders, emails cleaned up and put into folders or archived, etc. The new school year will begin on June 1 in terms of Board Positions!

At next month's meeting we will reveal our Secret Pals. Bring a "final gift" and be ready to reveal yourselves at our meeting in May if you have been participating in the Secret Pals this year!

May 4, 2024 - Board Party! 7pm at Allison's House. Allison will post more info on BAND as it gets closer.

### **Treasurer's Report - Janelle**

We're doing very well!

Total Assets: \$145,227.01

Total Income for March: \$15,920.25

Total Expenses for March: \$7,411.63

Net Operating Income for March: \$8,508.62

Net Income (July 2023-March 2024): \$13,425.52

PAC Dues will increase by \$3 next year.

### **Fundraising Updates - Erika**

Total Fundraising Income so far: \$10,926.26!

Firelight will bring in \$1,360 (Erika and Kari will meet up and talk location at Flower World etc)

April 20 10am - 2pm — Swap Meet!

- Erika has a Google Form for people to fill out who want to participate
- She will go over the forms during Spring Break and will send emails out to all vendors
- Vendors can start setting up at 8:30am that morning
- Potential to bring in \$950 with the booth fees
- Someone from PreK offered to donate the hot dogs which saves us quite a bit. Profit from the hot dogs/snacks will go back to the school as well.

- Erika has created a sign-up sheet for all of the volunteers (Dorothy has a list of 13 people who need to make up hours due to missing Parent Ed meetings, plus all of the Green Team)
  - 2 people grilling hot dogs, 2 people taking orders at the snack shack
  - 2 people as parking lot attendants
  - 2 parents at the CSPS booth out by the big telephone pole to talk about our school
  - Will look into renting one of those hot dog rollers (like at 7/11) so we don't need to use grills. This costs around \$65 to rent. Will also look into individual foils to wrap the hot dogs up individually.

Coordinators - ask if anyone/their spouse has a food handlers permit or is willing to get one if you are working the grills/cooking the hot dogs. It costs \$10 and the school will reimburse you.

### **Enrollment Updates - Kari/Dorothy (in Michelle's absence)**

2023-2024 Current Numbers:

Toddler: 10 out of 17

2Day: 21 out of 21

3Day: 21 out of 21

MA: 7 out of 17

PreK: 21 out of 25

2024-2025 Numbers as of now:

Toddler: 10 out of 17 (+1 pending)

2Day: 7 out of 21 (2 families currently interested, but haven't submitted applications yet)

3Day: 21 out of 21

MA: 4 out of 17 (+1 pending) - 2 of those enrolled are double co-oping

PreK: 25 out of 25

Coordinators: add the option of double co-oping to your emails to try to fill 2Day and MA classes!

### **Other Updates:**

PAC Rep - Rossana

PAC Leadership Training is June 5 in the evening (time is TBA but probably 7:00) - it'll be short.

Chair, Vice Chair, Treasurer, Secretary, Marketing, Fundraising, Enrollment should plan on

attending. Incoming Board is more important to attend, but outgoing Board members have the knowledge so it would be nice to have the outgoing Board members there too.

PreK - navigating the yearbook and things are happening on schedule

### **Director/Instructor Updates - Dorothy**

Shoreline reached out and said that they have Student ID cards ready if people would like to go and pick those up.

The wood rounds out by the playground - they're free for the taking. Coordinators can put that out in their emails. The really huge rounds will need some sort of industrial equipment to break up and move. Let Dorothy know if you have someone who wants to come take some wood.

Coordinators: don't worry about sending an email this weekend. But for the NEXT one right before break is over, please emphasize being ON TIME to class. Phones are becoming quite an issue in all classes. Phones should only be for pictures. If you are on your phone, you aren't watching the children in front of you. The teachers might need to ask for all phones to be put away if it remains an issue. Stay up on the cleaning here at the end of the year. Put a note about fundraising - if you have fundraising yet to do, there will be the Hop Skip Jump fundraiser at the end of the year and you will be getting an email from Dorothy.

**\*\*\*BREAK FOR BABY SHOWER\*\*\***

Motion to start a Closed Board Meeting (Janelle/Erika S/P). All in favor. Motion passed.

Motion to give Dorothy a \$3,750 bonus, Jeannette a \$2,750 bonus, Michelle a \$500 bonus, and Beth a \$500 bonus at the end of this school year (Meg/Erika S/P). All in favor. Motion Passed.

Motion to end the Closed Board Meeting (Lisa/Chearanee S/P). All in favor. Motion passed.

Meeting adjourned: 9:04 PM