

## **Crystal Springs Cooperative Preschool**

### **February Board Meeting**

Thursday, February 8, 2024

Present: Dorothy Anderson, Director & Early Education Specialist; Jeannette Green, Early Education Specialist/Temporary MA Coordinator; Michelle Ruther, Enrollment Coordinator; Janelle Beal, Treasurer; Erica Johnson, Secretary; Rossana Lissau, PAC Rep; Erika Burke, Fundraising; Lisa Bellecy, Marketing Co-Chair; Chearanee Watson, Marketing Co-Chair; Kristina Atkinson, PreK Co-Coordinator; Meg Tanna, 3 Day Coordinator; Alison Churchill, 2 Day Coordinator; Aswathi Gopalakrishnan, Toddler Co-Coordinator; Sadaf Rattani, Toddler Co-Coordinator.

Absent: Kari Gray, Board Chair; Shelby McIntyre, Fundraising co-chair, Rachel Wolski, PreK Co-Coordinator

Meeting called to order: 7:10 PM

Welcome - All

#### **Chair's Report - Dorothy (in Kari's absence)**

Temperature Reading - Kari will go over it at our March meeting.

**Motion to approve January Board Meeting minutes (Chearanee/Erika S/P).** 1 abstention due to absence, but all others voted to approve. Minutes were approved.

"Holiday" Board Party (Board Bash) - Date has not been finalized yet. We can still have it at Alison's house. Teacher Jeannette will get dates from Alison and will post on BAND, and then will decide on a date.

2024-2025 Board Retreat - planned for August 8-11. August 10th will be our big Board Meeting during the day (9 am - 4 pm or so). Alison has been researching some different areas and will post some ideas on BAND soon. At our meeting in March we should try to make a decision about where we will go and how expensive it will be.

2024-2025 Board:

Chair: Kari, Co-Chair: Alison

Vice Chair - Rossana

Treasurer - Janelle

Secretary - Erica

Fundraising - Shelby

PAC Rep - Jessica Aguilar

Marketing - OPEN

Toddler - OPEN

2Day - Aswathi & Sadaf

3Day - Racheal Shipe

MA - OPEN

PreK - Rachel Wolski & Kristina Atkinson

March Board Meeting - moving it to March 14th from the 7th so that Kari can attend.

### **Enrollment Updates - Michelle**

Current Class Numbers:

Toddler - 9 out of 17 (2 pending)

2Day - 20 out of 21 (someone might be shifting from toddler to 2Day but won't know until end of the month)

3Day - 21 out of 21

MA - 7 out of 17

PreK - 21 out of 25

2024-2025 Class Numbers so far during in-house enrollment:

Toddler: 2 out of 17 (1 pending)

2Day: 4 out of 21

3Day: 14 out of 21 (2 pending)

MA: 2 out of 17

PreK: 22 out of 25 (1 pending)

2024-2025 Registration Updates -

Open House: 12 responses and 2 have already signed up! A big chunk of the people who RSVPed for the Open House have 2 year olds and are interested in 2Day. After the Open House, the teachers will have a better idea about how the MA class will be structured. Michelle has a list of people who are potentially interested in double co-opping next year and will reach out to that list after the teachers decide how they will run the class.

For next year: maybe take off the enrollment link for the current year, because a few people accidentally clicked the 2023-2024 enrollment link instead of the 24-25 enrollment link. Also, a notice might go out ahead of time just to alert people that the payment area will look weird for a little while after enrolling.

### **Fundraising - Erika/Shelby**

Basketfest is ongoing! Erika will get all of the basket info to Marketing by this Saturday 2/10 and then Marketing can put out flyers. \$2/ticket, paid by check only. Everyone needs to write their names on their own tickets but can bring home to do so if needed. The posters with the pictures of the baskets/envelopes for the tickets will need to be easily taken down at the end of each day but also need to be visible to families.

Toddler - Gift Cards

2Day - Best of the Northwest

3Day - Self-care

MA - Arts & Crafts

PreK - Best Summer Ever

Dorothy/Jeannette/Erika/Rosanna - Twin Bed Frame + Turtle Room Makeover

MOD Pizza - Monday 2/12/24. Marketing has created a flyer for it already.

Swap Meet Event for Earth Day (April 20th) - people can buy a square (\$25 for 10x10 square) bicycle wash, lemonade stand, vendors maybe. It will take some manpower and we can hopefully utilize people who need to volunteer/fundraise, or new families.

Firelight - unsure on dates but will update at our next meeting.

Wood from the tree they are taking down - they told us that we can use the wood for a fundraiser if we wanted!

Hop Skip Jump - last fundraiser of the school year.

### **PAC Updates - Rossana**

PAC Rep meeting was 2/7/24

The alumni donation issue is still ongoing - Rosanna is now in charge of researching an easy way for alumni to be encouraged to donate. She is thinking that Venmo/PayPal will likely be the easiest option.

Spring Leadership Training at Shoreline CC - Mandatory. It will be June 5th - time TBD but Rosanna will suggest 7-8 pm. Outgoing Board Members and incoming Board Members should try to attend. They are trying to make it more of a social event for the different Board Members. Catherine and maybe the PAC Chair would do a quick intro and then the positions

would break out into small groups of like positions to share contact information, talk about any issues, brainstorm solutions, etc.

A big focus in PAC is to create more of a cooperative environment rather than a competitive environment. For the preschool preview nights, PAC is considering having one big table with all of the preschools represented, and a map showing where each preschool is located.

For the Shoreline speakers, PAC is hoping to have more people attend in person. We might need to offer a zoom option at CSPA to appease PAC, since traveling from our area to Shoreline during rush hour puts stress on our families in terms of childcare, traffic, etc.

### **Treasurer Report - Janelle**

Total Current Assets (as of Jan 31, 2024): \$132,072.57

Total Income (Jan 2024): \$16,168.65

Total Expenses (Jan 2024): \$8,802.37

YTD Net Operating Income: \$7,366.28

Plus, we will have registration fees continuing to come in!

### **Marketing Updates - Chearanee & Lisa**

Chearanee would like the school to have a Canva Pro account (\$14/month). There might be an educator discount that we could use. That way, Marketing from year to year would have access to the Canva account. Lisa and Jeannette will connect on Tuesday 2/13 about the Canva subscription and we can make a motion/vote at the March meeting.

Marketing might also want to pay to boost posts on FB (\$20). Maybe do it twice or three times! Once before Open House, once before the end of the school year, and once in August.

Michelle can send Marketing info on enrollment numbers. Can also add a question in the enrollment form asking where they heard about us to get that information for Marketing.

### **Class Updates - Class Coordinators**

Toddler - class is going well. They didn't get a high turnout for the Temp Reading, but they also have several double co-oppers who might have

2Day - class is going well!

3Day - full class! Class is going well.

MA - small but mighty. Working on big feelings and social/emotional learning every day. It is fun to see the younger kids looking up to the older kids.

PreK - class is going well and everyone is meshing pretty well.

### **Director Updates - Dorothy**

The food drive was AMAZING! The food bank put us on Facebook and they were so pleased and happy with the amount of items we donated. The Bluey Party class competition was a great idea! We could do another food drive at the Swap Meet event in April.

Excursions -

February Library Excursion - Feb 12 at Bothell Library (no school that day due to tree removal). Teachers will be in attendance.

March - Dentist (Bothell Pediatric Dentistry) Tuesday March 5 for MA, 3Day, and PreK and Wednesday March 6 for Toddler & 2Day. Marketing has a flyer all ready by this Saturday with the times for each class.

April - possible Children's Theatre (looking into it - update to come)

May - possible Monroe Reptile Zoo or Reptile Lady coming in

Another option: a Fire Station field trip? The new Bothell Fire Station has been doing field trips over the last year.

Open House (February 27 from 6-8 pm) - how are we going to advertise it more? FB and IG posts just went out today so CSPA Board Members/families should share the post to their personal pages, community pages, etc. Should we take flyers to the Bothell Library when we go next week? Post flyers at businesses around the area? **Class Coordinators, please put this in weekend emails that families can take some flyers and post around the community if interested.**

### **Instructor Updates - Dorothy/Jeannette**

**Class Coordinators - put in your emails to please revisit our school snack protocol! Please look at class allergies, no nuts, no sweets, clear bag with name of child on it. We've done such a great job and we don't want to slip now. And please be on time for class. Make sure you are diligent in getting subs when needed, and check in with your sub about swapping or paying the \$20 if you couldn't swap.**

PreK - soon Dorothy will be doing PreK Parent-Teacher Conferences. She'll try to do Monday, Tuesday, Friday. Jeannette will sub for Dorothy on a Monday in 3Day/PreK when the conferences are happening.

### **Other Questions:**

School temperature: Lisa noticed that over the weekend the school was very cold inside. Dorothy will ask Dennis if they are thinking of keeping the inside temperature a little warmer when it is freezing outside to help prevent frozen pipes again.

Meeting Adjourned: 9:08 PM