

Crystal Springs Cooperative Preschool

February Board Meeting (Zoom)

Thursday, February 6, 2025

Present: Dorothy Anderson, Director & Early Education Specialist; Jeannette Green, Early Education Specialist; Kari Gray, Co-Chair; Alison Churchill, Co-Chair; Rossana Lissau, Vice Chair; Janelle Beal, Treasurer; Michelle Ruther, Enrollment Coordinator; Erica Johnson, Secretary; Shelby McIntyre, Fundraising; Deanna McIntyre, Marketing Co-Chair; Glory Lee, Marketing Co-Chair; Kristina Atkinson, PreK Co-Coordinator; Meg Tanna, PreK Co-Coordinator; Amanda Oie, 3 Day Co- Coordinator; Aswathi Gopalakrishnan, 2 Day Co-Coordinator; Sadaf Rattani, 2 Day Co-Coordinator; Linda Rich, Toddler Coordinator; Rebecca Hawley, Incoming 2025-26 Fundraising Chair

Not Present: Jessica Aguilar, PAC Rep; Rachael Shipe, 3 Day Co-Coordinator

Meeting called to order: 7:04 PM

Chair's Report - Alison & Kari

Motion to approve the January meeting minutes (Amanda/Shelby S/P). 1 abstention due to absence. All others approved. Minutes were approved.

Board Retreat: Mark your calendars for August 7-10! Incoming Board needs to make sure to attend on Saturday August 9 for the full day meeting. The house has been booked and lots of people are staying all 3 nights! Lots of people have already sent their payments to Jeannette - if you haven't yet, please try to pay Jeannette ASAP.

Temp Reading Survey: Overall it was very good and the comments were very positive! The teachers got very high marks. People feel very included. A few people mentioned that there is a lot of info on Jovial/that it was hard to wade through at first. Someone mentioned that the rooms looked a little cluttered - maybe we could add some more curtains in front of some book cases or something. People would like some more excursions if possible. Some mentions of including some other cultures/traditions/holidays. There was one comment about having a hard time making friends when everyone else has been together for a while and knows each other better. Maybe we can try posting on BAND more often - including everyone - and invite to extra events outside of preschool (even just hanging out at Starbucks or something). Maybe we could post some ice breaker questions on BAND or something, especially in the toddler class where it can be difficult to get to know the other caretakers during class time.

Discussion re: how to facilitate more in-person communication between the parents. Often parents feel more comfortable posting pictures/posting on BAND than they do chatting in person. Make sure to try to connect with everyone in your class. People have mentioned mixing up the Parent Ed small groups, but the teachers are hesitant to mix them up because a bond/trust level is built in those small groups and it could be lost with mixing them up. Before the school year starts, an event at a park could help people get to know each other before arriving at school for the All School Meeting. Each class could wear a different color.

Treasurer's Report - Janelle

Everything is looking good.

Jan.. Total Income: \$11,424.16

Jan.. Total Expenses: \$8,097.11

Net Operating Income: \$3,327.05

Fraud issue - someone posing as Jeannette reached out to Beth and Michelle and asked for banking information to be changed. Unfortunately this was not verified so both of Jeannette's January checks went to this other person's account. The police are involved. In the future, there needs to be a second level of verification before changes like that are made. Security questions could be on file. Contact the person in question and verify before forwarding any email onto Beth. Keep thinking on how we can make this more fraud-proof.

There have been some frustrations with companies paying for family's tuition, but having the funds coming in very late after tuition is due. We will sit down at our budget meeting with Beth and brainstorm ideas, and will bring those back to the Board.

Enrollment Updates - Michelle

Jovial completely froze after the first 2 hours on 2/1. A lot of preschools had started enrollment on that same day, so in the future we won't start our enrollment on the 1st of the month! Once it was up and running, things seemed to go smoothly.

Open House RSVPs - no toddler RSVPs yet which is a bit concerning. **Coordinators - reach out to your families and ask how things have been going with enrollment for next year to remind them. If people are having a hard time with the registration fee, please reach out to the Enrollment Coordinator.** Michelle will reach out to the 3 families who have been on the 3Day waitlist all year long to offer them enrollment prior to the March 8 open enrollment date. We

could also change it so that people have 2 weeks to pay enrollment fees instead of only 1 week, so that it goes past the 15th of the month when many people will be getting paid.

Current numbers: 68 total

Toddler - 10 of 17

2Day - 16 of 21

3Day - 21 of 21 (3 on waitlist)

PreK - 21 of 25 (1 pending)

Numbers for 2025-2026 so far:

Toddler - 0 of 17 (1 pending)

2Day - 2 of 21 (7 pending)

3Day - 5 of 21 (2 pending)

PreK - 7 of 25 (9 pending)

2025-2026 Enrollment Dates:

In house enrollment started Feb 1 at 9 AM

Open House: March 1 (Toddler/2Day at 10-11, 3Day 11-12, PreK 12-1)

Open enrollment starts March 8 at 9 AM

We've been home all week with the snow, but we can get the flyers that Deanna printed out next week to post around businesses in the community. We need to get more people to come to the Open House and this could be a way to have more visibility. Keep posting the info on your social media if you are involved with that! After the March 1 Open House, then we can debrief and decide if we need to hold another Open House or not. Deanna might come around and take short little videos of the kids in classes, or interview current parents about what they love about CSPA to post on the website or social media. Board members can work on sending Deanna little snippets from your own homes and she could compile. Coordinators could put the call out on BAND if other family members would like to film short snippets to send, too.

Fundraising Updates - Shelby

Basketfest: Ticket sales start Monday 2/24 and go through 3/17. The raffle will take place at the All School Zoom on 3/19. A family was able to procure an amazing item - that will be its own basket! Very exciting! Shelby will take pictures of each basket and will post on the bulletin board near the check-in spot.

MOD Monday: 2/10 and 3/24 (April & May TBD)

April Spring Fair: 4/26 at 11 am-2 pm

Thursday May 18 from 2-7 pm - Menchie's fundraiser!

Aquasox released their schedule for this season. The 1 pm or 4 pm games are in June, so we would sell the tickets before fundraising goals need to be met. Shelby will send out a poll about that pretty soon so that families can vote on the game(s) that would work best.

Marketing - Deanna & Glory

The online store is not letting Glory work on it right now since she is in Korea. So she is going to try to send Deanna all of the information so that she can work on it!

Class Coordinator Updates - Coordinators

Toddler: no news!

2Day: going great.

3Day: no complaints or concerns. They had a great date night and another date night is in the works. Goal of 2 more date nights on the books, and a playdate once a month.

PreK: going to try to make some more playdates. Meg and Kristina will make a poll asking which night of the week works best for a date night first, and then might make a date night date/time and then people can show up if they can.

Director's Update - Dorothy

For 2Day tomorrow, she'll wait until tomorrow AM to see what NSD calls in terms of canceling school or not. The parking lot will be very treacherous according to Dennis.

The SCC Speaker seemed to go well.

2025-2026 Board: Sadaf is not returning to the Board, so we will need a 3Day Coordinator. Aswathi will start shadowing Janelle. Emily will be the incoming Secretary and will start coming to April & May Board Meetings. Lindy from Toddler will be co-2Day Coordinator with Linda.

SCC Faculty meeting did not go as well as hoped. The preschool preview night went well, so we'll see how that goes. There was a PAC table and Bothell had their own table.

Instructor's Update - Dorothy & Jeannette

Sicknesses have been horrible. Looking forward to having everyone back and feeling better. Coordinators - make sure to mention cleaning/vacuuming underneath the tables as well as cleaning up the bathrooms.

Jeannette's classes are awesome. 2Day has been ravaged by all of the sicknesses and some days there have been only half of the kids there. 2 little guys from Toddler are about to move up into 2Day. She is so appreciative of the coordinators in both of her classes!

For Jeannette's plan going forward without the MA class, she will be taking over planning the excursions from now on. She is also continuing to do the website. She will also take more of a leadership role with the sensory bin and decorating classrooms. She will also take on more of a leadership role of the Curriculum Team.

Other Questions:

Excursions - could we do the excursions on our "off day" from preschool so we don't miss a school day?

Could we sign up to be a blood drive location as a way to bring in community members to our space? Even next year if it's too close to get it done this year?

Rossana will get together with Dorothy to maybe balance out the work everyone does on committee jobs. Some of the jobs need to be reworked a little bit. If anyone else has any ideas or thoughts about that, please let her know.

Motion to start Closed Board Meeting (Deanna/Rossana S/P). All approved and Closed Board Meeting started at 9:30 PM.

Motion to amend Jeannette's contract to give her \$6,000 for the additional tasks she will take on in lieu of teaching the MA Class (Shelby/Rossana S/P). All approved and motion passed.

Motion to give Michelle a 5% COL salary increase and Dorothy/Jeannette a 3% COL salary increase (Shelby/Rossana S/P). All approved and motion passed.

Motion to end Closed Board Meeting (Rebecca/Shelby S/P). All approved and Closed Board Meeting ended at 10:10 PM.

Meeting adjourned: 10:12 PM