

## **Crystal Springs Cooperative Preschool**

### **November Board Meeting**

Thursday, November 16, 2023

Present: Dorothy Anderson, Director & Early Education Specialist; Jeannette Green, Early Education Specialist/Temporary MA Coordinator; Kari Gray, Board Chair; Michelle Ruther, Enrollment Coordinator; Janelle Beal, Treasurer; Erica Johnson, Secretary; Rossana Lissau, PAC Rep; Erika Burke, Fundraising; Shelby McIntyre, Fundraising co-chair; Lisa Bellecy, Marketing Co-Chair; Chearaneé Watson, Marketing Co-Chair; Britt Waldron, PreK Co-Coordinator; Rachel Wolski, PreK Co-Coordinator; Meg Tanna, 3 Day Co-Coordinator; Alison Churchill, 2 Day Coordinator; Aswathi Gopalakrishnan, Toddler Co-Coordinator; Sadaf Rattani, Toddler Co-Coordinator.

Meeting called to order: 7:16 PM

*Welcome to the Board, Shelby! We're excited you are here!*

#### **Chair's Report - Kari**

Secret Pals - for our 3 new Board Members...if you would like to be part of it, let Kari, Dorothy, or Meg Tanna know and she can move people around as needed to get you into it!

**Motion to approve October Board Meeting minutes (Janelle/Erika S/P).** 1 abstention (Shelby) - all others approved. Minutes were approved.

Holiday Board Party - Saturday, January 13, 2024 in the evening. Erika had an idea to do a craft during the party. Allison has offered to host at her house! Please reach out if you would like to help plan!

#### **Enrollment Updates - Michelle**

Toddler - 9 out of 17 (1 pending withdrawal)

2Day - 20 out of 21 (Michelle is working down the waitlist and offering the spot)

3Day - 21 out of 21 (1 pending withdrawal)

MA - 9 out of 17

PreK - 22 out of 25

Michelle has been working on forms in Jovial in preparation for registration coming up at the end of January. She has separated the internal/external photo permissions like it used to be. She took off the t-shirt size question since we're doing the bags now. Let her know if you have any other changes you want her to make on the forms. She's trying to figure out how families could sign into Jovial and see their family fundraising progress.

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

Dorothy - All coordinators: put a blurb in your emails in BOLD about subbing/making sure we're all swapping or paying the \$20. Also a reminder in bold about trying to be on time and to communicate if running late. Also for emails - empower the parents that are outside that they can take away the balls/bikes/etc if things are being unsafe outside.

Toddlers - so seamless and easy! The Class Photographer is withdrawing so they will need to navigate that.

2Day - it's a great class. There are a couple of late people but others are great about stepping in, and subs are going well.

3Day - it's an awesome class. We're starting to see a lot of late families. Might need to start locking the door at 9:10. If the same families are being late every time, they might need to have a chat with Dorothy. Outside time has been intense on the bike path - Green Team is going to repaint the arrows on the paths.

PreK - high energy class! The bike path is getting really crazy. This is normal in PreK. Dorothy will start coming outside to help navigate the bike path. If needed, you can ask a kid to reset their body and go play elsewhere, and come back when they are ready to be safe on the bike path again.

### **Fundraising - Erika**

Butter Braids - \$1345 made! Amazing!

MOD Pizza - November 27th. 25% will go back to the school.

Basketfest - **start talking about Basketfest Themes in your classes and on BAND!** We want the themes to be decided before the holiday break.

April Swap Meet!

Shelby is shadowing and then will move into the main leadership by the end of the year.

Can Erika/Fundraising Chair be made co-admin on all of the BANDs so that she can post without getting approval?

### **Marketing - Chearanee/Lisa**

Going to be selling through the apparel/swag that we're sitting on. A flyer will go out on BAND, and there will be a table set up so that people can see/feel what's for sale. Then they will actually sell the items on their work days.

MOD Pizza flyer will come out ASAP, then the Mary's Place flyer, Woodinville Food Bank flyer, Basketfest flyer with dates for drop off, etc.

Could we do a holiday gift wrapping event? Could be a marketing/fundraising event. Volunteers would wrap and then people could donate if desired. Maybe check in at Alderwood Mall to see if we could man the wrapping table there at the mall?

February Open House in the evening - yes this is still happening. If interested, private tours are still available. Is the Preschool Preview Night still happening this next year?

### **Treasurer Report - Janelle**

Total Current Assets - \$124,513.56

Total Income for October - \$16,088.29

Total Expenses for October - \$8,787.67

Net Operating Income for October - \$7,300.62

Credit card fees are down to only \$60 total! Keep it up!

## **PAC Updates - Rossana**

Parent Ed BAND - post the Zoom link onto the Parent Ed BAND as well as the class BANDs. Some people were confused about the All-School Meeting link vs the Shoreline Speaker link.

All of our Co-Ops will be listed in Parent Map.

Next meeting is in December, and next PAC speaker is at end of January.

## **Director Updates - Dorothy**

Mary's Place Giving Tree (Nov 20-Dec 8) - trifold will be in the corner of the Big Muscle Room during classes. Box for items will be out by the cubbies maybe. Everything needs to be NEW and UNWRAPPED. The last week is when we will accept outside people donating.

Food Drive (Jan 8-23) through Woodinville Storehouse Food Bank. Canned goods/nonperishables needed (they have a list for us). Class competition would be great!

Hot water tanks are being replaced on 22nd after school...should hopefully take care of the smell in the bathroom. They are going to be working on the bathroom through winter break.

We don't have All School Parent Ed in December.

January All School Mtg = Temperature Reading

SUBS - reminder to trade or pay! Please keep track if people are subbing for you and be sure to pay or swap.

Marketing positions need some shadowing as both of them are graduating this year. So be on the lookout for those who might be interested in taking this on.

As of right now, we have 9 students in MA. If Shoreline cancels the class, we CAN split up the kids into PreK/3Day/2Day as needed. It's not ideal but we can do it - will need to massage out how to sell that to the current MA parents. The MA class is really great and it's a true multi-age class this year. Seeing the older kids leading the younger kids is great.

## **Instructor Update - Jeannette**

Thanks for everyone for helping with the website/domain issue! When the domain goes down, everything will go down. BAND was a lifesaver during this failure. Jeannette is working on a

backup technology plan in case this happens again so we don't have to wait 48 hours if the domain goes down.

Co-position emails: [comarketing@crystalspringspreschool.org](mailto:comarketing@crystalspringspreschool.org). Does Fundraising need one? If there is a Board emergency, everyone needs to be able to get contacted.  
[cofundraising@crystalspringspreschool.org](mailto:cofundraising@crystalspringspreschool.org). The co emails would just be used within the Board. The rest of the school body wouldn't need to know those emails exist and those emails can get turned off in the years that there is not a co position.

**Other Questions:**

Dorothy is dealing with committee jobs for all new people enrolling.

Fundraiser amounts in Jovial - Erika is thinking about how to potentially make this work. She will talk with Shelby and Janelle and see if they can start doing this or not.

Meeting Adjourned: 9:37 PM