

Crystal Springs Cooperative Preschool

October Board Meeting

Thursday, October 5, 2023

Present: Dorothy Anderson, Director & Early Education Specialist; Jeannette Green, Early Education Specialist/Temporary MA Coordinator; Kari Gray, Board Chair; Elizabeth Yoon, Vice Chair; 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; 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: 7:08 PM

Chair's Report - Kari

Motion to approve the August Board Meeting Minutes from our Board Retreat (Erika/Chearanee S/P). All approved, 2 abstentions due to absences. Minutes are approved.

Director's News - Dorothy

Having the new carpet has been really great. The middle stall in the girls' bathroom has a problem and should be worked on soon.

Excursion planned to the grocery store (Nov 2 and 3) - will be slightly different than last year. Each class will have its own time slot to limit numbers inside the store. No class on these days. There are some activities in the excursion that might be a problem for allergy kiddos - the store wants to make peanut butter and also gets some lobsters or crabs out of the tanks for the kids to touch. We will be talking with the grocery store to navigate the timing of those activities so that allergy families can skip those parts of the excursion.

Pumpkin Patch - sign ups are on the bulletin board in the Big Muscle Room. Checks go into the envelopes below the sign up sheets. Deadline to sign up/pay is 10/20. If 2 parents want to come, then each adult needs to pay the \$12. We DO have class on 10/13 which is different from what the BAND calendar originally showed. But we do NOT have class on the pumpkin patch excursion days (10/23 and 10/24).

Snack - it has been difficult to get it going again this month like we did pre-Covid. But we've done a great job pivoting and working with the allergy families to make sure they are safe. Remember that for bulk items, we need to see through the container to see what it is. No foil. Please label the bags with what is inside if not in original container so that allergy parents can easily check the bags before starting school. **Coordinators - remind families to have breakfast before class if you have a morning class. Have lunch before class if you have an afternoon class.**

Coordinators - continue to put cleaning expectations in your emails (bathrooms too).

Ideas for entryway hallway...should we be taking shoes off as they enter first thing? Should we get a couple of runners to lead towards the cubby areas? Maybe get a bristly thing for the kids to rub their shoes off on? **Coordinators - remind families that SOCKS ARE REQUIRED! Also Back in Park!**

Erika - fundraising checks can go inside fundraising box instead of on Dorothy's desk. So make sure people label their checks with their name/class/fundraiser

Liz - great job with the emails going out to families! For the new families coming in who are not necessarily responding - put them on Sunshine Committee

Marketing - amazing flyers!

Coordinators- your communication to families has been great. Emails and BAND have been organized and working well. You are all making Dorothy's life easier!

Instructor Updates - Jeannette

Dorothy and Jeannette are finalizing details for the 10/18 All School Meeting/Parent Ed. Zoom link will be coming. Coordinators - be sure to get Dorothy your Rock Steady people prior to the meeting and be ready to share at the meeting!

Enrollment Updates - Michelle

Toddler - currently at 8 out of 14

2Day - 20 (working through waitlist) out of 21

3Day - 20 out of 21

MA - 9 out of 17 (1 family dropping at end of the month)

PreK - 24 out of 25 (1 family dropping tomorrow so will be 23)

Emails about registering have been slowing down last week and this week.

Marketing is working on figuring out why our website is so low on the Google Search results when people search "preschool" or "co-op preschool." Also playing with the idea of boosting a post here and there on FB (but that costs money).

Dorothy - Marketing Brochure looks good. Trying to figure out why Bothell Family Co-Op and Woodinville Co-Op are having higher numbers than we are. We could maybe have another Open House, but we'd need visibility on social media.

Ideas to get numbers up: we need to get back into community events (need a banner or sandwich board for these) - we already do the preschool preview night with the other co-ops but should get a nice banner or sign for the table. Maybe next summer we could get a booth at the Mill Creek park events, or a couple of community music nights at the school to get people in the door. Could get a food truck to come too.

Michelle is working to be able to put the Parent Ed forms on Jovial too.

Coordinator Updates - Coordinators

PreK - navigating snack has been our biggest challenge. Also trying to come up with plans when dealing with tough behaviors in class to keep everyone safe.

3Day - class is going well - but some of the members of our class are not checking BAND and then not seeing when people are sick or needing subs etc. Need to be checking BAND on the mornings of class to see sub needs.

2Day - it's a good group! We've needed subs and gotten them! One family has been having issues with being late etc. Lots of questions about photos/class photographer.

MA - Jeannette is coordinating MA still. So far it has been pretty simple with this small group.

Toddler - very sweet group! Doing well so far!

Fundraising - Erika

Mabel's Labels- \$96.90 so far (10 different people participated) but this one is ongoing

Sept MOD Pizza - \$262! (Oct 23 is the next one)

Cards for a Cause - 22 boxes (\$286 + Jennifer's commission)

= \$582 total so far!

DoubleGood is going on NOW! Has already brought in almost \$1,000 in less than 1 day!

Butter Braids are coming up!

Rossana has an extra brand new bed frame that we can sell (silent auction or something?)

Marketing - Chearanee/Lisa

Pictures - need to change the Class Photographer's job description to include sending 1 picture of each photo-approved kid to Marketing at the beginning of the year to make it easier for them to find pictures they can use from BAND etc.

Also - on Jovial the photo permissions wording must've been confusing this year because in the past there were 2 options (internal and external photo permissions). Some families this year said that they were ok with photos when in fact they were only ok with INTERNAL photos.

Parents taking pictures during preschool should not post other kids to their own personal social media accounts without blocking out all other children's faces (or getting explicit permission from parents of children in photo).

Beanies - embroidered logo. If we order 50, then they would come to \$9.20 each. They are all one size but they also have infant size available.

They will work on selling through the swag this year.

Treasurer Report - Janelle

Budget will be approved during the All School Meeting on 10/18

Total Assets: \$117,299.50

Total September Income: \$6,183.74

Total September Expenses: \$10,002.06

Net Operating Income: (\$3,818.32)

So it looks like we're in the negative, but now tuition is rolling in monthly so we are totally fine. It always looks lower in September because we haven't gotten tuition all summer.

Question: do we need to add a line item in the budget for the Google Voice expenses? It is \$10-\$15 a month.

Motion to add a line item to our budget for Google Voice (Rossana/Britt S/P). All approved. Motion passed.

Motion amended to increase the Utilities line item by \$200 to include Google Voice. (Liz/Britt S/P). All approved. Motion passed.

It would be great if Jovial could send messages to those who have withdrawn with the fundraising amount they still owe every now and then until it is paid.

Vice Chair - Liz

Celebrating the Sunshine Committee! First time in 2 years that we have one! Dorothy will connect with her re: a food drive soon.

Fundraising Committee members - Erika needs help for Basketfest collections.

Midweek Cleaning Team Sept-Jan...just had 3 people withdraw from the preschool from that group. Liz hasn't heard about how tasks were delegated. Dorothy will work with that team.

1 Scholastic Book Order person from Sept-Jan - will get that going soon. It's all online now. We can look into whether or not we could do either a Scholastic Book Fair or PaperPie Book Fair!

PAC Updates - Rossana

Catherine couldn't make the PAC meeting yesterday, but all of the co-ops were in agreement that they'd like to offer the Parent Ed speakers to alumni! They need to figure out a suggested donation amount to PAC for alumni to pay to be able to see the Parent Ed speakers. Hoping to be able to offer it for the January PAC Speaker. PAC needs to be the one to bring in the donations and do the tracking. We should keep the suggested donation low to keep it affordable for alumni - \$5-10.

Dorothy - how are they going to navigate that payment-wise? How would it be tracked?

For the November PAC meeting - they will have a space available at Shoreline but there will also be a Zoom link, and schools can also do a viewing party. Kari can put a poll out on the All-Members BAND for preference. It is difficult for many of our families to make it to Shoreline.

All of the PAC Meetings this year will have Zoom options.

Marketing - PAC is paying for ParentMap again so that all of our preschools will be in that. We don't have a flyer for our whole co-op group, but if we have CSPS brochures to send out we can since the speakers are open to all Shoreline students.

We don't know how much PAC dues will be yet - don't know if it'll be based on parent count or child count. Stay tuned for that information.

Parking Lot Questions -

Do we have Google Reviews/Yelp Reviews? Jeannette can "claim it" on Google. Chearanee already "claimed" it on Yelp. Feel free to write reviews of our preschool on both platforms! Maybe when people graduate, they could be asked to write a review on Google or Yelp.

Marketing emails - do they need 2 emails vs sharing the 1 email address? Jeannette will talk with Marketing team and will figure it out.

Please give Kari or Dorothy your family pictures and bring positive quotes to Nov meeting (11/9). Liz and Chearanee will be in charge of snacks/theme for Nov meeting. Don't forget about Secret Pals!

Meeting Adjourned: 9:39 PM