

Crystal Springs Cooperative Preschool

January Board Meeting via Zoom

Thursday, January 4, 2024

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; Chearane Watson, Marketing Co-Chair; Rachel Wolski, PreK Coordinator; Meg Tanna, 3 Day Coordinator; Alison Churchill, 2 Day Coordinator; Aswathi Gopalakrishnan, Toddler Co-Coordinator; Sadaf Rattani, Toddler Co-Coordinator.

Meeting called to order: 7:07 PM

Welcome and Personal Goal/Word Sharing for 2024

Chair's Report - Kari

Motion to approve November Board Meeting minutes (Rossana/Janelle S/P). 1 abstention due to absence, but all others approved. Minutes were approved.

Holiday Board Party - Next Saturday, January 13, 2024 in the evening (7 pm) at Allison's house. Erika had an idea to do a craft during the party - lots of options. Could do a Bob Ross canvas painting together, candle painting, pressed flowers, LEGOs, make bath bombs, aromatherapy bracelets, embroidery, or mini terrariums. Erika will put a poll out on the BOD BAND for craft ideas!

Temperature Reading Survey - In January we usually send out a survey for everyone to fill out. Kari will send out last year's survey to the Board for us to read over and see if we need to omit or add anything. All School Meeting will be 1/31/24 at 6 pm, and at the end of all of the business at the meeting the temp reading will be emailed out. It will be due back a week later, on 2/7/24. To help encourage participation in filling it out, Kari will randomly give out a couple small Starbucks cards to those who have returned their forms. We could have a class competition and have some sort of treats during Parent Ed for the class who has the most participation.

2024-2025 Board Retreat - planned for August 8-11. We need to start planning and have some options for the February Board Meeting. Start thinking about how far away you are willing to go, how many nights you can make it, etc. The preschool will pay for Saturday night. Saturday will be the all day Board Meeting to plan for the 2024-2025 school year.

Tuition Adjustment - we are getting ready for registration! We usually raise tuition every other year (and give staff raises in the other years). We need to keep in mind what it costs to run the MA class, in case we need to cancel the MA class for next year since that class has struggled to fill. PAC dues will increase \$2 to \$3 per student next year. Maybe we add that PAC dues increase to the registration fee since those are both 1 time fees. Or maybe we raise the fundraising goal a little bit next year to cover the PAC dues increase.

Keeping the current tuition: \$95,760 income (if full, MA is \$9,000 of that income)

PreK currently \$165 (5% would be \$8.25 more)

MA: currently \$125 (5% would be \$6.25 more)

3Day: currently \$150 (5% would be \$7.50 more)

2Day: currently \$110 (5% would be \$5.50 more)

Toddler: currently \$65 (5% would be \$3.25 more)

If we raise tuition, there is a concern that we might lose some of our current families and there are not too many new people coming in right now. We want to make sure we retain as many of our families as possible. However, we do need to make sure we have enough of a cushion to be able to pay staff raises next year.

We could raise tuition by \$5 for Toddler, 2Day, and MA, and \$10 for 3Day and PreK. So the classes who meet 3 days would get a \$10 increase and the ones who meet 1-2 days would get a \$5 increase.

Motion to raise tuition \$10 for 3Day and PreK and to raise tuition \$5 for Toddler, MA, and 2Day classes. (Erika/Janelle S/P). 1 abstention (the Enrollment Coordinator). All others voted in favor. Motion passed.

Enrollment Updates - Michelle

Current Class Numbers:

Toddler - 9 out of 17 (someone is enrolling now so will be 10 shortly)

2Day - 21 out of 21

3Day - 19 out of 21

MA - 9 out of 17 (a family is leaving for an extended trip and is unenrolling until they are back)

PreK - 21 out of 25

Registration Updates - In house enrollment is January 27, 2024 at 9 AM. Evening Open House on February 27, 2024 at 6pm. Open enrollment is March 2, 2024.

For the evening Open House, in the past there were specific times for different ages. For example: 6-6:30 Toddler/2Day, 6:30-7 3Day/MA, and 7-7:30 PreK. Kerri used to keep lists of who had RSVP'd for each time slot, and then followed up via email afterwards.

Coordinators: in your weekly emails please start mentioning in-house enrollment starting on January 27 at 9 AM! Especially for those wanting to go into PreK, since there are some in the current PreK who will be in PreK again next year and some in MA who will be wanting PreK. Mention the tuition increase as well. Payments will be through Jovial. May 3 is when September tuition/Shoreline tuition is due. Any questions should be directed to Dorothy and/or Jeannette.

Executive Board will meet and come up with some verbiage to send out.

Fundraising - Erika/Shelby

Basketfest - classes all picked their themes. MA is possibly going to join in with Toddler since they are both smaller classes. (Toddler: small business gift cards; 2Day: Best in the Northwest; 3Day: Self-care; MA: Arts & Crafts; PreK: Summer Fun/Gearing up for Kindergarten). Dorothy and Jeannette will have a Teacher Basket as well with some favorite things.

The Basketfest FORM is very important, so make sure everyone who donates fills out a form!

We're doing the \$30 maximum fundraising credit for all donations listed on the forms. Raffle tickets are \$2/ticket, in-house only.

If people can bring in their donations ASAP, then Erika can take pictures of the baskets and Marketing Team can get flyers made.

MOD Pizza - Feb 12, March 25 (flyers coming soon)

Earth Day Swap Meet/Small Business Market - Erika would love to work with the Marketing Team on that. There could be tables in the parking lot area and a vendor fee for people to have a spot to sell their goods. This will take manpower - the Green Team could help run it.

Firelight - coming up in the spring!

PAC Updates - Rossana

Increase of \$2-3 per student for PAC dues. D&O liability insurance question - not all co-ops have it but some do. Dorothy will bring that up in their faculty meeting because nothing has been said to the faculty.

Next Shoreline Speaker is 1/31 at 7 PM. It will be on Zoom but there will be a spot on campus for people to go see in person if desired.

Interest in getting all of the Boards of the other co-ops together and separate by position to collaborate.

Inviting alumni to the Shoreline speakers - they haven't agreed on how PAC would receive donations for it at this time. We can invite alumni for the next speaker but we aren't asking for donations for it yet. Could have a blurb/survey about how it is rolling out and ask if they would be ok with suggested donations for these types of events in the future. PAC could create a Google Form survey to get the information they need and send that link to all of the Co-Op Directors. Each Co-Op would then send out that PAC form to alumni, and PAC would be able to see the results immediately.

Treasurer Report - Janelle

Total Current Assets: \$124,376.11

Total Income July-December 2023: \$43,983.17

Total Expenses July-December 2023: \$49,245.12

YTD Net Operating Income: -\$5,261.95 but that is OK because we budgeted this year to be pretty balanced.

Plus, we will have registration fees coming in next month!

Marketing Updates - Chearannee & Lisa

Brochures will need to be updated shortly with the updated tuition amounts.

The Preschool Preview nights give a good heads up as to what enrollment numbers might be (for example, last year the takeaway was that the 2Day class was going to be very full...and it was.). The first Preschool Preview night is this Thursday, Jan 11.

Woodinville Food Bank Drive is coming up next week - the flyer was just finished so they will be getting that out to classes ASAP. Maybe a class competition for who brings in the most food for the food drive? Do we count it by item? Or weight? Or who fills up their box first? Dorothy will check in with them and see if they weigh the boxes.

Flyers will be coming out for In-House Registration, the Open House, and Open Registration.

Class Updates - Class Coordinators

Toddler - going great and they are getting a new family next week!

3Day - we've had a few families unenroll, and so we have a need to have parents come help with outside time even on their non-working days. It's been the same few people coming back to help with outside time. Might need to create a rotation of people who come back to help with outside time. Dorothy will write something on the 3Day BAND to see if we can get more volunteers before we move to a schedule/rotation.

Director Updates - Dorothy

Excursions -

January 25th/26th no school. Trying to get the Bug Lady to come on 1/25. She will cost \$375. Someone will need to be there with a key to let her in etc. She will be doing a worm presentation and she will bring in real worms.

February Library Excursion - librarians want teachers involved. So maybe a library excursion on a day they don't normally have class.

March - Dentist on opposite day as class

April - Children's Theatre (looking into it and looking into the costs)

May - Monroe Reptile Zoo or Reptile Lady coming in

Church did put in a new sink/faucet, and they closed off the third stall/removed the toilet. There is a new water heater and they will make a little barricade around it so children cannot touch the buttons.

Play-doh recipe has been tweaked!

Vice Chair stuff - teachers went on and looked at all of the committee jobs. Some of the newer families do not have a committee yet but Dorothy is working on that.

Action Item: Start thinking about whether or not you want to be on the Board next year, and whether you would like to keep your current position or if you would like to change positions. Send Kari an email with your intentions.

Instructor Updates - Dorothy/Jeannette

Classes are going well. Dorothy will be starting the assessments in PreK during activity time and will then roll into Parent Teacher Conferences. Graduation planning will be starting.

Jeannette's classes are going well and she's excited to have some new families joining. Parent Ed will be starting in Toddler and MA.

Other Questions:

None

Meeting Adjourned: 9:45 PM