

Crystal Springs Cooperative Preschool

August Board Meeting

Saturday, August 10, 2024

Present: Dorothy Anderson, Director & Early Education Specialist; Jeannette Green, Early Education Specialist; Kari Gray, Co-Chair; Alison Churchill, Co-Chair; Rossana Lissau, Vice Chair; Michelle Ruther, Enrollment Coordinator; Janelle Beal, Treasurer; Erica Johnson, Secretary; Jessica Aguilar, PAC Rep; Shelby McIntyre, Fundraising; Deanna McIntyre, Marketing Co-Chair; Glory Lee, Marketing Co-Chair; Rachel Wolski, PreK Co-Coordinator; Kristina Atkinson, PreK Co-Coordinator; Rachael Shipe, 3 Day Coordinator; Amanda Oie, MA Coordinator; Aswathi Gopalakrishnan, 2 Day Co-Coordinator; Linda Rich, Toddler Coordinator

Not Present: Sadaf Rattani, 2 Day Co-Coordinator

Meeting called to order: 9:10 AM

Welcome - Dorothy, Kari, Alison

Board Protocol: when you are on the Board, there is confidentiality. We are given information that is private and it needs to stay within this Board. In that way, our Board is a safe space to share. We want to raise each other up throughout the year. Dorothy is Director, but she is here to support all of us. The Co-Chairs are here to support all of us. If someone needs help, please reach out to the Board for support.

Turtle with a bow on it: the turtle will appear for you at some point this year! When you get it, add something to it and then sneak it to another Board member. It's OK if you get it more than once!

Introductions around the room

Board Composition & Organization Review - Dorothy, Kari, Jeannette

Board Hierarchy Flow Chart shown on screen during the meeting.

Board Support (non-voting) - Director, Teachers, Enrollment Coordinator (Michelle Ruther), Health/Safety Coordinator, Bookkeeper (Beth Neils), Chairs don't vote unless there is a tie

Director/Instructor → Executive Board (Chair, Vice Chair, Secretary, Treasurer) → PAC Rep, Marketing, Fundraising, Class Coordinators → Preschool Families

Parents should go to Class Coordinators FIRST, and then the Coordinator will go up the hierarchy of the Board as needed with questions or concerns. **Action Item: If a coordinator is having issues with any family, make sure you CC Dorothy on any email communication.**

There is going to be a new monthly form to fill out at the Parent Ed meetings this year where families will answer questions about how their class is going. Those forms will go directly to Alison (Co-Chair) and then she will go to Dorothy as needed. This will hopefully allow all families in our school to have a more open line of communication to the Board Chairs.

For any bigger school-wide issue, there might be a closed Executive Board Meeting to discuss the issue and come up with solutions, and then the Executive Board would bring those ideas/solutions to the whole Board.

Chair Business - Alison

Motion to approve the May Board Meeting minutes (Deanna, Janelle S/P). 1 absention due to absence. All others approved. May meeting minutes were approved.

Secret Pals - before our October Board meeting, fill out the google form that Alison sent out via email last week if you'd like to participate. Over the course of the year, you give your secret pal little gifts throughout the year.

Enrollment/Roster Updates - Michelle

Current Class Numbers:

PreK - 24 out of 25 (1 pending)

MA - 8 out of 17 (2 pending)

3Day - 20 out of 21 (1 pending)

2Day - 10 out of 21 (2 pending)

Toddler - 12 out of 17 (1 pending)

When Michelle is working with someone, she is making sure all of the forms have been turned in. She sends them instructions for how to get their Shoreline ID as well as how to access the Jovial family portal, so if someone is having questions about either of those you can refer them back to Michelle. She sends them links to the BANDS but she doesn't follow up to make sure they actually join BAND, so Class Coordinators should reach out with a welcome email after they receive the email from Michelle saying that they have a new class member.

Action Item for Class Coordinators: add a question about potty training into your welcome email!

Michelle has added more forms into Jovial! The Parent Ed attendance form will be edited to include the check-in questions that will go to the Co-Chairs. A Fundraising tracker could be added as well. Maybe families could go into Jovial and put their own numbers in after each fundraiser, and then Shelby would just go check the forms to approve. Janelle, Shelby, and Michelle will work together to figure out how best to show their cumulative fundraising balance owed on Jovial.

Treasurer Report - Janelle

Audit/Financial Review Results: Every year we do an audit with Beth (our bookkeeper). It went well and was very straightforward. Thank you to Shelby and Erika Burke for volunteering to do it!

Balance Sheet: Beth told us that we are going in strong for this year budget-wise.

General Checking: \$75,533.20!

Total Current Assets: \$141,211.70

Total Fundraising Income from 2023-2024: \$15,925.07!

Total Income for 2023-2024: \$122,080.40

Total Expenses for 2023-2024: \$110,087.55

Net Operating Income: \$10,767.64

Action Item: We have budgeted \$2,200 for scholarships. Class Coordinators - this is where you could reach out to families with info about available scholarships that cover 50% of that month's tuition. It is a form on Jovial and the ONLY person who sees the form is Dorothy and then the Treasurer. Please fill out the scholarship form the month before tuition is due. If they have scholarship but still can't pay their half on time, then Dorothy needs to work with them.

2024-2025 Budget: emailed out prior to meeting today.

Executive Board met in the spring to create this year's budget. The Board approved it in May, and the general membership will approve it in October. We tried to streamline the budget to make it easier to track. The budget was created using projected class numbers, so the actual class numbers will adjust the fundraising income etc.

Our bookkeeper told Dorothy that we have enough in the bank to be able to run for a full year with zero students!!

Fundraising Overview for 2024-2025 - Shelby

Family fundraising goal: \$175/family, \$200/family with multiple children

Goal for the entire school year is \$12,500 (could be different based on enrollment)

Last school year we raised over \$15,900!

Goal to meet monthly on Zoom with the fundraising committee

Different types of fundraising: Primary events, Out and About events, Passive fundraisings, and donations/corporate matching/grants

August:

- Mabel's Labels (20% return, begins August 19, ongoing throughout the year)

September:

- Cards for a Cause (43% towards fundraising goal, Sept 16-30)
- Fred Meyer Community Rewards (remind people to sign up in September, maybe a simple incentive to sign up) - earned \$311 last year
- MOD Pizza (25% return, once a month except for December, mostly Mondays) - MOD Pizza raised over \$1,000 last year!

October:

- Butter Braids (40% return, Oct 1-11, pickup/delivery date TBD) - earned over \$1,300 last year!
- Wreaths - looking into 3 different companies (Turnbull, Sherwood Forest, Windmill Gardens) - goal to raise \$1,200. Percent return will depend on selected company and our own selected markup. Goal to have wreaths delivered prior to Thanksgiving break.

Shelby will send an email out to the Board after she receives more information on the cost of the wholesale wreaths.

November:

- Double Good Popcorn (50% return, 4 days, goal of mid-November but we can move it based on the dates of the wreaths) - \$3,379 made last year!

December:

- SnapDoodle Toys? Shelby is reaching out SnapDoodle to see how they run their fundraisers. Passive fundraising opportunities.
- Scholastic Book Orders
- Announce Basketfest, select basket themes (Basketfest earned over \$4,000 last year)

January:

- Gather items for Basketfest (up to \$30 towards fundraising goal, on donations of basket goods)

February:

- Basketfest ticket sales (100% of ticket sales go towards fundraising goal, \$2 each)
- Read-A-Thon CSPS Community Event or Movie Night (focus on building community)

March:

- Basketfest! Winners announced at March All School Meeting
- Pie Day event? Snohomish pie company?
- See's Candies possibly?
- Plan for Aquasox sales

April:

- Swap Meet/Market/Fair (11 AM - 1 PM, social event with marketing & fundraising, kid-focused area on west lawn, \$25 to host own booth, maybe an ice cream truck)

May:

- Aquasox Game Outing (alumni opportunity, we get \$10-15 tickets plus our own markup, could also do another Aquasox game in the summer with any new enrollments or with all of PAC)

- Hop-Skip-Jump (final fundraiser, checks due for families needing to complete fundraising goal, due 1 week before end of school, emails will be sent to families who need to financially participate)

Marketing - Deanna, Glory

Facebook confusion between the public FB page and the private FB group made for our school community/alumni. Glory and Deanna will focus on sprucing up the public facing page and will rename the private account in order to make it clear which is which.

Action Item: Coordinators can put the public FB page link in an email and ask them all to go follow/"like" the page and also follow teeteeturtle on Instagram

Public FB Page: <https://www.facebook.com/CSPSTurtles>

Private account for current families & alumni to "friend request":
<https://www.facebook.com/crystalsprings.coop>

They will be regularly posting about enrollment openings for classes as the school year draws near.

Calendar Live Updates - Dorothy, Jeannette, Alison

August:

19th - Mabel's Labels Fundraiser starts

September:

5th - 6 pm Orientation at CSPS (in person)

9th/10th - First Day of School

October:

10th - 7 pm Board Meeting

22nd/23rd - Pumpkin Patch Excursion

23rd - 6:30 pm CSPS All School Meeting + Shoreline Speaker

29th - Toddler/2 Day/MA Halloween Celebration

31st - 3 Day/Pre-K Halloween Celebration

November:

7th - 7 pm Board Meeting

11th - No School (Veteran's Day)

13th - CSPS All School Meeting + Shoreline Speaker (tentative)

27th-29th No School (Thanksgiving)

December:

23rd - Jan 3 - No School (Winter Break)

January:

6th - School Resumes

9th - 7 pm Board Meeting

15th - 6:30 pm CSPS All School Meeting + Shoreline Speaker (tentative)

20th - No School (MLK Day)

23rd/24th - Excursion TBD (Teachers' Retreat)

February:

1st - Priority Enrollment Starts

6th - 7 pm Board Meeting

11th - Toddler Valentine's Day

12th - 6:30 pm All School Meeting + Shoreline Speaker (tentative)

13th - 3Day/PreK Valentine's Day

14th - MA Valentine's Day

17th-21st No School (Mid-Winter Break)

March:

1st - Open House

6th - 7 pm Board Meeting

8th - Open Enrollment Starts

19th - 6:30 pm All School Meeting + Shoreline Speaker

April:

3rd - 7 pm Board Meeting

7th-11th - No School (Spring Break)

16th - 6:30 pm All School Meeting + Shoreline Speaker

26th - Swap Meet Event

May:

8th - Mother's Day Tea/Bus Ride

8th - 7 pm Board Meeting

20th - 2Day/Toddler/MA Last Day

21st - 3Day/Pre-K Last Day of School

22nd - 6 pm Pre-K Graduation

28th 6:30 pm All School Orientation for 2025-26 school year

31st - Committee Job Sign Ups

Director/Teacher Updates - Dorothy, Jeannette

Jeannette: on Fridays this year she will have to be leaving right after her MA class because her husband is starting a Master's program.

Dorothy:

Playground - we need to get some wood chips in there this year. She will check in with the Green Team to navigate the wood chips and the sand for sandbox. The wood bottom of the monkey bars is not looking great. If it looks unfixable, we may need to tear it down and get a new climbing structure.

Church - We haven't heard anything about rent increases or anything. They have now hired cleaners for the bathrooms etc so Dorothy is going to ask if we can have their cleaners do the bathrooms during the school year as well. Stay tuned.

Shoreline CC contacted Dorothy this summer because someone had gone to them and expressed concerns about CSPS not being inclusive. There was one person who felt that some favoritism was being shown.

Social media re: BAND. The individual felt that some favoritism was being shown because some people's comments were being "liked" and commenting on more than others. Going forward, the teachers likely won't be commenting or liking pictures or comments.

Boundaries and Leadership: how do we navigate events outside of school within our class. This includes how the class does Birthday Parties, how the class supports families going through hardship, etc. Photography needs to be equal when you post pictures in BAND and for the end of the year slideshow.

Action Item: Coordinators: if you are hearing of hardships in your class, make sure that anything brought into school to support them is equal. For example, grab a card for everyone. Or decide on a standard way of supporting someone going through a hardship or a big life event. Make sure you are checking in with each member of the class. If something doesn't feel great, go talk to Dorothy.

Action Item: As Board leadership, anytime you feel uncomfortable, go to Dorothy/the Chairs to be transparent and figure out what to do.

Make a concerted effort to make sure every member of the class signs a sympathy card, etc. Make everything as equal as possible. If you get together or are closer with some members of your class, please keep that outside of the school and don't talk about it during class. Missed birthday party gifts should not come into the classroom.

BAND Rules: invite everyone in the class if you are posting about events in BAND. Coordinators shouldn't respond via "likes" etc. Coordinators should answer questions as they are asked. Staff and Coordinators will not "like" posts or comment on posts - they are just posting information.

Action Item: Coordinators - start creating the calendars with work days! Check in with your allergy families. Check in with everyone re: potty training. Ask everyone if they are available to sub, and on what days.

Pre-K Coordinators: You need to get together with Meg re: the very severe allergy in our class. We had a good system going last year in 3 Day.

Snack is staying the same this year. Water bottle: ONLY water. No sweets, no cookies, NO NUTS, follow allergy plans.

Please send emails out this coming week with this information. Shelby will send info to go into that first email re: Mabel's Labels. Toddler/2Day/MA: CC Jeannette on all email communication with your class. 3 Day/Pre-K: CC Dorothy on all email communication with your class.

Vice Chair's Report - Rossana

We told all of the parents that they wouldn't get their committee jobs until August. 9 families never responded on the form. Most families are getting their 1st or 2nd choice, which is good. Rossana will email the ones who haven't responded yet and give them another chance to send in the form.

MA Class Photographer

Curriculum Team - 1 spot open

Fundraising Team - Toddler, 3Day, PreK needed

Mid week cleaning - 10 out of 16 positions filled

Paint changeover - open

Coordinators: make sure to check in about whether they've gotten their committee jobs from Rossana. Rossana will send that out by next Friday.

Clarity/Burning Question Time - All

Renaming the in-class Parent Ed to something else so that there isn't as much confusion between that one and the Shoreline Parent Ed Speakers. Still thinking about names - will circle back.

Michelle will get paid \$500/month this year since she doesn't have a child in the preschool this year.

CPR Certification class? Looking into it.

Shelby: Are there any specific things we paid for from our fundraising income last year, to promote excitement about fundraising this year? Janelle and Dorothy will give her some specifics.

Handbook will be updated by October.

OPEP Video needs to be watched prior to school starting.

Whole school excursion/play date? We will discuss and try to find a date and place.

Meeting adjourned: 4:23 PM