

## **Crystal Springs Cooperative Preschool**

### **January Board Meeting**

Thursday, January 9, 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; Michelle Ruther, Enrollment Coordinator; Erica Johnson, Secretary; Jessica Aguilar, PAC Rep; Shelby McIntyre, Fundraising; Deanna McIntyre, Marketing Co-Chair; Glory Lee, Marketing Co-Chair; Kristina Atkinson, PreK Co-Coordinator; Meg Tanna, PreK Co-Coordinator; Rachael Shipe, 3 Day 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: Janelle Beal, Treasurer

Meeting called to order: 7:10 PM

### **Welcome - Dorothy**

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

Motion to approve the November meeting minutes (Rossana/Amanda S/P). All approved. Minutes were approved.

Returning to the Board: let Kari/Alison/Dorothy know whether or not you are interested in being on the Board again next year and whether you want to keep your position or change positions. A lot of positions are looking good but we will need to fill Secretary for next year.

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 preschool pays for one night, and then you decide how many nights you want to stay beyond that. Alison will start researching places to stay within 2ish hours of preschool.

Temp Reading Survey: adding a question about how people are feeling about having the Parent Ed forms on Jovial and how they are liking the check-in questions. Also adding a BAND inclusivity question. Changing "parents" to "caregivers."

MA Discussion: Jeannette has taught the MA class for many years, and over the last several years there has been less and less demand for it. This year we had to cancel the class a short time into the fall. For 2025-2026 school year, Jeannette is proposing that we do not try to fill an MA class. If there is enough of a waitlist for the 3Day and PreK classes, then they could approach those on the waitlist and offer to create a class on T/F afternoons for them. Dorothy might also take the idea of a PreK 4th day add-on to her faculty meeting at Shoreline. We will revisit based on enrollment numbers throughout this spring.

### **Enrollment Updates - Michelle**

Current numbers: 67 total

Toddler - 11 of 17

2Day - 14 of 21

3Day - 21 of 21 (3 on waitlist)

PreK - 21 of 25

Michelle has been getting lots of emails this week about enrollment for next year.

2025-2026 Enrollment Dates:

In house enrollment starts 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

### **Fundraising Updates - Shelby**

Currently at \$8364.51 raised! This does not include the withdrawal students, so we will have a couple hundred more coming in.

Butterbraids: made \$828. This year, if we sold over 150 items THEN we would get 40% back. That was new this year.

Scholastic book orders is up and running! There will be 2 order dates per month (15th and end of month). Thinking about doing some sort of Read-a-Thon fundraiser opportunity for charity

as an option for those who have already met their fundraising goals. Will circle back with some dates for that.

**Basketfest Collections: coordinators, remind families to fill out their forms & bring items in. The goal is for questions/forms to be handled by the Fundraising team to take that off of the teachers before class. Collection items need to be in by the end of this month.**

Ticket sales start Monday 2/24 and go through 3/17. The raffle will take place at the All School Zoom on 3/19.

Board Basket: Dorothy will babysit! The rest of us will pool money for a Date Day/Date Night experience basket.

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

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

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.

### **PAC Updates - Jessica**

February Speaker: they are opening that up at Shoreline so if you want to go in person you can. Suggested \$5 donation if you go in person.

Preschool preview night (2/23 from 7-8:30): there will be a PAC table. Each school will have a printout or trifold to have at the table. Marketing team: Shoreline would need that by 1/17 if you want them to print for us, or we can print those out at CSPS if needed. Jessica would like to be at the Preschool Preview Night.

Treasurer Training: date TBD

### **Treasurer's Report - Kari (in Janelle's absence)**

Everything is looking good. Credit card fees are up a little bit, so please continue to encourage everyone to consider paying via ACH or check. You can donate the small ACH fee as well!

Dec. Total Income: \$5,795.32

Dec. Total Expenses: \$11,165.78

Net Operating Income: (\$5,370.46)

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

Toddler: the class is going well. She will let Jeannette know if she needs more help after baby is born.

2Day: no news!

3Day: everything is going well

PreK: going well. Communication is going well.

### **Marketing - Deanna & Glory**

Great job with the fliers!

Glory needs to figure out the tax for having the swag shop online. Kari will send Beth's number to Glory as she is faster at responding via text.

Once the shop is set up online, Glory can request sizing samples.

### **Director's Update - Dorothy**

The church has changed its name to North Creek Community of Christ. They are working on the heater in the back rooms.

**Coordinators: be sure to mention vacuuming and cleaning floors in your emails. Don't put snack trash in the small room garbage cans. Please take diapers out to the outside dumpster.**

Excursions: Dorothy is waiting to hear back from the Excursions Coordinator about possible February or March excursions.

April: Critter Lady

May 8 at 10 AM: PreK Bus Excursion, followed by Mother's Day Tea

Hopelink Food Drive starts on Monday 1/13: Friendly Class Competition! Fliers will be coming out soon. Toddler will join 2Day for the class competition.

Parents' Nights Out - are they happening? This is a good time of the year to reach out and make those parent connections. Maybe try to set something up within your class.

### **Instructor's Update - Jeannette**

Classes are going great. She is looking forward to seeing all of the growth. She might need a few Board members to be another set of eyes to look at the website and make sure all enrollment information looks good.

Motion to have a closed Board meeting (Shelby/Rachael S/P). All approved. Started closed Board meeting at 9:24 pm.

Motion to have families pay all of the SCC fees in the 2025-2026 school year (Deanna/Shelby S/P). All approved.

Motion to end closed Board meeting (Jessica/Rossana S/P). All approved.

Meeting adjourned: 10:06 PM