

Crystal Springs Cooperative Preschool

April Board Meeting

Thursday, April 3, 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; Janelle Beal, Treasurer; Michelle Ruther, Enrollment Coordinator; Erica Johnson, Secretary; Shelby McIntyre, Fundraising; Deanna McIntyre, Marketing Co-Chair; Glory Lee, Marketing Co-Chair; Jessica Aguilar, PAC Rep; Kristina Atkinson, PreK Co-Coordinator; Meg Tanna, PreK Co-Coordinator; Amanda Oie, 3 Day Co-Coordinator; Aswathi Gopalakrishnan, 2 Day Co-Coordinator; Sadaf Rattani, 2 Day Co-Coordinator; Rebecca Hawley, Incoming 2025-26 Fundraising Chair; Megan Stone, Incoming 3 Day Co-Coordinator; Rachel Seamount, Incoming 3 Day Co-Coordinator; Emily Bergsagel, Incoming Secretary

Not Present: Rachael Shipe, 3 Day Co-Coordinator; Linda Rich, Toddler Coordinator

Meeting called to order: 7:15 PM

Welcome to the 2025-2026 Board: Emily, Rachel, and Megan!

Chair's Report - Alison

Motion to approve the March meeting minutes (Meg/Shelby S/P). 3 abstentions due to absence. All others approved. Minutes were approved.

Reminder about Board Confidentiality Agreement for incoming Board Members.

Board Bash: If you haven't voted for the day(s) that you can attend, please go onto BAND and vote!

Enrollment Updates - Michelle

Current numbers:

Toddler: 10 out of 17

2Day: 15 out of 21

3Day: 21 out of 21 (3 waitlist)

PreK: 23 out of 25

Numbers for next year so far:

Toddler: 5 out of 17 (1 pending)

2Day: 14 out of 21

3Day: 11 out of 21 (2 pending)

PreK: 18 out of 25 (2 pending)

She has gotten several calls this week about scheduling tours - most of those are for people with younger kids. Will continue to do tours throughout the spring as calls come in!

Question: if someone is interested but cannot make it in the morning until 9:20/9:30 due to older kids' bus schedules, should they still inquire?

- Yes, they should still come see the space and do a tour, but mostly to plan to attend in PreK later on if they absolutely cannot make it at 9:00. It is a slippery slope if they start allowing one family to come late due to schedule. Then other parents have to also stay later to provide coverage.

Fundraising Updates - Shelby

\$13,687.79 total so far for the year!

Snapshot of the Family Fundraising Engagement so far:

PreK: 17 of 23 are totally done/4 haven't started

3Day: 16 out of 21 completed/2 haven't started

2Day: 8 out of 15 completed/1 hasn't started

Toddler: 4 out of 10 completed/all have started

March Fundraisers:

MOD Pizza: \$644

Fred Meyer: \$270.15

Basketfest: 1,923 tickets sold which made the school \$3,846!! 43 families participated!

Mabel's Labels: \$100.72

Upcoming Fundraisers:

Next MOD Monday: 4/22

Spring Fair 4/26 - "Make It Plate" station

Aquasox Tickets are on sale now! If we sell 13 tickets for each game, then we won't have to refund. Hopefully the preschool can cover the teachers' tickets for the games since that would be a huge draw to get more families to buy tickets! Dorothy cannot go to the 7/6 game, but she will check about the other 2 games.

Reseller Permit has been renewed! Shelby will put it in the Shared Google Drive for all to reference as needed. In the future, make sure to ask Beth to do it for you when it is up for renewal again!

Spring Fair:

- Rebecca will create a passport with a list of all the stations & questions to lead the kids from station to station. Once the passport is full of stamps then they go to the fishing station to get their prize.
- Passports will be sold for \$5/kid - could we spend \$3/kid on the prizes? For 70 kids we would spend between \$200-\$300 total. Would focus on getting more age appropriate, substantive items for the prizes.
- Dorothy would love to have something with a CSPA sticker on it (i.e. bubbles)
- Food: Shalena & Jeff will be taking that on (Costco - Skinny Pop Popcorn, That's It Fruitbars, Mandarin Oranges, Mini Waters, juice boxes, popsicles/Otterpops). Will also get Costco pizzas and will give a slice to each volunteer. Can also sell the pizza slices at Concessions.
- We will also need to buy plates and napkins.
- Volunteers have been slow and steady. Emails have gone out to people who need to make up for missed Parent Ed presentations, and also to committee team members who have yet to fulfill their committee jobs.
- We need help creating a carnival game of some kind! Alison has volunteered her dad to make one.
- Shelby will send the flyer for the Spring Fair to Jeannette to post on the website.

Vice Chair Updates - Rossana

She is updating the committee jobs and should have them done by the end of the week. She will send that to Jeannette who can put it on the website, and Michelle will update it on Jovial.

Possibility of getting a VERY cheap (\$1/month) storage unit through Maggie's sister, Abby.

Dorothy - talk to Emily Bergsagel to get contact info!

PAC Updates - Jessica

Jessica will be leaving CSPA next year, so we need to find a PAC Rep replacement.

Save the Date for the Leadership Training: 6/4/25 (time TBD but probably 6 or 6:30 - they have the room reserved until 8:30)

- PAC Meeting first, and then Leadership Training immediately following

- Let Dorothy know if you cannot make it on that date (all positions except class coordinators)

Treasurer's Report - Janelle

March Total Income: \$14,697.00

March Total Expenses: \$8,117.46

March Net Operating Income: \$6,579.54

Credit card fees went WAY up in March - almost \$200 this month alone! A lot of this was due to registration payments. Continue to be mindful and ask families to cover those fees.

Motion to add to the handbook that parents must pay for their own online payment processing fees (Shelby/Rossana S/P). All in favor. Motion passed.

Motion to approve the proposed 2025-2026 Budget (Deanna/Rossana S/P). All in favor. The motion passed.

Class Coordinator Updates - Coordinators

Toddler: no comments.

2Day: Excursion tomorrow! Class is going great!

3Day: Parents are doing great and they are doing MOD Mondays as a class which has been really fun! They've been doing several playdates too. Next date night will be a pottery one.

PreK: We've added a few new students this past month. We've done some park playdates which have been really fun. We will continue to have the park playdates on Tuesdays. Now we are gearing up for graduation and get all of the committees for that set.

Director's Update - Dorothy

The different Co-op Directors have 3 upcoming meetings with Shoreline's President (Jack) - 1 in April and 2 in May. They are on Wednesday evenings so Dorothy is hoping that there is a Zoom option. She will let us know once the dates are set for those.

We are in the last couple of months already! Coordinators - please make sure that parents keep doing what they need to do during class time and outside. People get lax and tired so we need to keep up with expectations. Please let Dorothy know if you are struggling with specific parents in the class so that she can help navigate that. This is especially important if they are continuing into next year, so that any bad habits can get stopped before then.

She is excited about the Spring Fair because we've never had one like this before.

Classes are going well. High energy which is normal for this time of the year.

She and Jeannette may need some extra grace as the spring goes on because the end of the year is a very emotional time for teachers as people move on.

Instructor's Update - Jeannette

The end of the year is tough for Jeannette too - it is an honor to pass them onto Dorothy but she becomes attached to her kids and the parents too.

Classes are going great - high energy right now, especially at the beginning of the day in the 2Day class. She'll be making some small changes to the beginning of the class time to try to redirect that high energy.

Excursions:

- 4/22 Garden/Bug Lady at CSPS!
 - Toddler/2Day 10:15-10:45
 - 3Day 11-11:30
 - PreK 11:45-12:15
 - 2Day will have this instead of outside time. It will take the place of Toddler Class that day.
- 5/16 Edmonds Marina Beach Park from 12-2 PM
 - Picnic and Play (Marketing - will need a flyer for this excursion please)

Other Questions:

Kari/Shelby: Can we add a spiel to the beginning of the year at either a Board Meeting/Board Retreat or at Orientation about our 50 year history so that everyone comes into the year with the same understanding about the importance of our program?

- Yes, we can talk about it at the Board Retreat.

Rossana: Are we still researching costs of insurance in case we need to split from Shoreline at some point?

- Yes, but we are tabling that for right now and going into next year with a positive outlook!

Meeting adjourned: 9:50 PM