



THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

PARENT BOARD MONTHLY MINUTES

January 8, 2019

Present:

Kate Gerlesits, Chair	kategerlesits@yahoo.com
Denise Dabisch, Vice Chair	ddabisch@hotmail.com
Samantha Hartmann, Secretary	samantha.g.hartmann@gmail.com
Josy Weyers, Financial Advisor	josyshank@hotmail.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Teri Wedel, Co-Treasurer	twedel@gmail.com
Kecia Waldschmidt, Fundraising	keciagerman@hotmail.com
Kate Wise, Purchasing	katkwise@yahoo.com
Niki Tinnon, Housekeeping	nikitinnon@gmail.com
Liz Brezinski, Public Relations	lzbethmarie@gmail.com
Stephanie Ito, Past Chair	purdifo@gmail.com

Absent:

Michelle Bauman, Director	director@thecooppreschool.com
Carrie Khoury, Fundraising	carrie.khoury@gmail.com
Teri Hatfield, Purchasing	terisolarz@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com

Meeting called to order at 12:33 PM

I. Approval of Minutes

- a. December 2018 minutes were approved via email

II. Parents Forum

- a. No feedback to report.

III. Annual Reports and Tasks Calendar

- a. Non-Discriminatory Policy: Liz will submit to get published in the Lombardian
- b. Michelle distributed the tax ID information to families.
- c. Federal & Illinois Unemployment: paid
- d. Josy will distribute W-2 forms to staff by the end of January

IV. Treasurer Report

- a. No update

V. Financial Advisor Report

- a. YTD Financials (through the end of December)
 - i. We are ~\$7K favorable in revenue to budget. This is mostly due to fundraising (not budgeted income), but also due to higher enrollment in some classes.
 - ii. We are over budget in supplies and capital expenditures, but that is due to investing excess funds back into the school.

- b. 2019-2020 budget:
 - i. Class Offerings:
 - 1. Eliminating T/Th Tiny Tots and T/Th PreK
 - 2. Parent Tot will be held on Tuesdays (not Fridays)
 - ii. Budget: INCOME
 - 1. Budgeted enrollment at 94 students (current enrollment ~103)
 - 2. Increase registration fee to \$110 (currently \$105)
 - a. second child in the same family: registration fee remains \$75
 - 3. Tuition for every class (with the exception of Parent Tot) will increase by \$10/mo
 - 4. Tuition for Reading Readiness and Enrichment will remain the same.
 - 5. Once again, income from fundraising is not a budgeted line item
 - iii. Budget: EXPENSES
 - 1. Michelle and the teachers will all receive an increase in pay.
 - 2. Supplies: each class will have \$100 for start of year/room set up expenses, \$400 per class type, and an additional \$6K for general supplies.
 - 3. \$3,500 is budgeted for capital improvements (new toys, equipment, etc)
 - 4. \$250 is allocated for family/co-op community parties/gatherings.

VI. Housekeeping

- a. No update

VII. Purchasing

- a. No update

VIII. Fundraising

- a. See *Upcoming Events* at the bottom of the minutes for upcoming fundraisers.
- b. Kecia will follow up with Potbelly's – we have not yet received a check
- c. Scheduling a Butterbraid fundraiser before Easter.

IX. Director's Report

- a. January 24th In-House Registration: board arrive at 5:30 / doors open at 6pm

X. Old Business

- a. By-Laws – some recent changes were made and Denise will email for approval

XI. New Business

- a. 2019-2020 Board Positions: current board members stated their preferences.
 - i. Nominating Committee will make recommendations for positions.
- b. Proposed Committee Obligation Change: Discussion about changing requirement to just housekeeping (and if not completed pay \$200 fee). All committee needs would be on a voluntary basis.

Upcoming Events

Thursday, January 10 – Portillo's Fundraiser

Thursday, January 24 – In-House Registration

Thursday, February 28 – Wine & Coloring Fundraising Party at ArtLife Gallery

Next Board Meeting

Tuesday, February 12th @ 12:30 PM

Meeting adjourned at 1:07 PM