



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

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## PARENT BOARD MONTHLY MINUTES

September 4, 2018

### Present:

Michelle Bauman, Director	director@thecooppreschool.com
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
Teri Wedel, Co-Treasurer	twedel@gmail.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Kecia Waldschmidt, Fundraising	keciagerman@hotmail.com
Teri Hatfield, Purchasing	terisolarz@gmail.com
Kate Wise, Purchasing	katkwise@yahoo.com
Niki Tinnon, Housekeeping	nikitinnon@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com
Liz Brezinski, Public Relations	lzbethmarie@gmail.com
Stephanie Ito, Past Chair	purdito@gmail.com

### Absent:

Carrie Khoury, Fundraising	carrie.khoury@gmail.com
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### Meeting called to order at 10:28 am

#### I. Approval of Minutes

- a. August 2018 minutes were approved via email.

#### II. Parents Forum

- a. Feedback was positive about Orientation this year.

#### III. Annual Reports and Tasks Calendar

- a. Monthly Federal Income Tax: Josy will pay later this week.

#### IV. Treasurer Report

- a. nothing to report at present.

#### V. Financial Advisor Report

- a. Enrollment: Actual: 100 / Budgeted: 99
- b. Payroll: We currently have one staff vacancy so we favorable to budget.
- c. Fundraising last year: we made a little over \$4,000. There is no requirement for fundraising and therefore nothing is budgeted in that column. Everything we bring in is profit. **We need to set a fundraising goal for this school year.**
- d. The 990EZ is due October 15. Josy submitted all of the paperwork to our CPA and he will be able to file it prior to the deadline.

**VI. Housekeeping**

- a. Online sign up went really well. There were 55 families who signed up for a housekeeping date/laundry before Orientation night. Currently, 13 families have yet to sign up and **Niki** will be contacting them.

**VII. Purchasing**

- a. nothing to report at present.

**VIII. Fundraising**

- a. Dairy Queen fundraiser this Friday after school. Dairy Queen is opening early for us.
- b. There are a lot of ideas about fundraising this year. **Liz** will send out a survey to gauge people's interests in preferred fundraisers.

**IX. Director's Report**

- a. Orientation: Parents were happy without the long line.
- b. The first day of school went well and some new families registered.

**X. Old Business**

- a. The new sign is up on the playground fence.

**XI. New Business**

- a. A parent came to the meeting to suggest using Scrip as an option to reduce tuition costs. The Board will discuss how this would look for the Co-Op and vote at the October meeting.
- b. Committee Sign Up Status: Kate will contact families who did not register on Orientation Night.
- c. Conflict of Interest Policy: All members of the Board need to sign and return to Kate.
- d. Board Membership Structure: Denise has been reviewing the bylaws. We need to make sure that we are reflecting what we are doing/is actually happening in the bylaws (e.g., term limits, how positions are filled, prerequisites to positions, etc.).

**Upcoming Events**

Friday, September 7<sup>th</sup> Dairy Queen fundraiser beginning at 10:45am and lasting all day  
Saturday, September 29<sup>th</sup> Back-to-School concert at the Co-Op

**Next Board Meeting**

October 2<sup>nd</sup> @ 12:30

**Meeting adjourned at 11:13am**