



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

---

## PARENT BOARD MONTHLY MINUTES

September 12, 2017

### In attendance:

Michelle Bauman, Director	<a href="mailto:director@thecooppreschool.com">director@thecooppreschool.com</a>
Amanda Fiedler, Chair	<a href="mailto:abfiedler@gmail.com">abfiedler@gmail.com</a>
Kate Gerlesits, Vice Chair	<a href="mailto:kategerlesits@yahoo.com">kategerlesits@yahoo.com</a>
Samantha Hartmann, Secretary	<a href="mailto:samantha_strahs@hotmail.com">samantha_strahs@hotmail.com</a>
Josy Weyers, Co-Treasurer	<a href="mailto:josyshank@hotmail.com">josyshank@hotmail.com</a>
Teri Hatfield, Co-Financial Advisor	<a href="mailto:terisolarz@gmail.com">terisolarz@gmail.com</a>
Suzanna Kurtz, Co-Financial Advisor	<a href="mailto:ssimons81@gmail.com">ssimons81@gmail.com</a>
Kecia Waldschmidt, Fundraising	<a href="mailto:keciagerman@hotmail.com">keciagerman@hotmail.com</a>
Emily Kurowski, Fundraising	<a href="mailto:emilymkurowski@hotmail.com">emilymkurowski@hotmail.com</a>
Carrie Khoury, Purchasing	<a href="mailto:carrie.khoury@gmail.com">carrie.khoury@gmail.com</a>
Danielle Kay, Purchasing	<a href="mailto:kayfam1112@gmail.com">kayfam1112@gmail.com</a>
Niki Tinnon, Housekeeping	<a href="mailto:nikitinnon@gmail.com">nikitinnon@gmail.com</a>
Denise Dabisch, Housekeeping	<a href="mailto:ddabisch@hotmail.com">ddabisch@hotmail.com</a>
Liz Brezinski, Public Relations	<a href="mailto:lzbethmarie@gmail.com">lzbethmarie@gmail.com</a>
Stephanie Ito, Past Chair	<a href="mailto:purdifo@gmail.com">purdifo@gmail.com</a>

### Absent:

Teri Wedel, Co-Treasurer	<a href="mailto:twedel@gmail.com">twedel@gmail.com</a>
--------------------------	--

Meeting called to order at 12:36 pm

- I. Read/Approval of August Minutes – minutes approved as written.
- II. Parents' Forum
  - a. It would be helpful for all **teachers to make a “what’s expected of me on helper day” sheet to give to parents when they’re volunteering.**
- III. Old Business
  - a. Mrs. Reedy - the butterfly mural is on the wall but we are going to forgo the plaque.
- IV. New Business
  - a. Father's Day in October (9-11am): pumpkin patch theme. Paint markers may be good for pumpkin decorating.
  - b. **Board Members - Please read and approve Minutes by the Friday after the meeting to improve communication between the board and the Co-Op staff and families.**
- V. Upcoming Events
  - a. This Friday, September 15: Paradiso fundraiser from 6-9pm
  - b. Saturday, September 30: Back to School Bash concert 11a - noon

- VI. Treasurer's Report
- a. June, July, August – typical income in the books.
  - b. We have allocated money to invest back into the program.
  - c. Tuition collection on orientation night went smoothly.
  - d. We have ~10 families that are past due for invoices (this is typical).
  - e. Families were confused with tuition for the Tiny Tots program – one document does not state very clearly that 1 day is \$70 and 2 days is \$140 (the website is clear, however). **We need to make changes to the one form.**
  - f. We are having issues finding someone who specializes in 990 for 501c3. **Josy is going to fill out the federal 990-EZ.** We need to figure out what to do with the state. We need to continue looking for someone to help with this. **Denise may know someone.**
  - g. **Josy is ready to roll-out Amazon Smile** to Co-Op families.
- VII. Financial Advisor's Report
- a. Suzanna finalized the Extra Labor form – Suzanna and Teri are working on getting everything set-up in Quickbooks to pay the teachers.
  - b. All W-4's are in and ready to go.
- VIII. Standing Committee Reports (Housekeeping/Purchasing)
- a. Housekeeping: one date in February and March are canceled so we will have 1x/cleaning those months.
    - i. A few dates have only a few people signed up so **Niki is going to get some of the 13 families who still need a cleaning day signed up for those.**
    - ii. We still need a family to do September towels.
  - b. Purchasing: Carrie purchased for September and is ready to purchase for October. Danielle will purchase for November/December and Carrie plans to be back helping to purchase in January.
- IX. Director's Report
- a. Extra help is needed in the classroom on T/Th for Tiny Tots. Michelle feels like an **extra teacher needs to be added for the month of September (Financial Advisors to look at Extra Labor budget).**
  - b. DCFS stated we were never licensed to have infants (under age 2) in our program. This will impact us allowing younger siblings to come when parents are volunteering in the classroom. **This needs to be reflected in the handbook next year.**
  - c. Enrichment starts on Thursday
  - d. We still do not have enough enrollment to run Parent Tot.
  - e. Back to School Bash concert – Free to attend. Please share decorating ideas with Michelle.
- X. Fundraising
- a. DQ fundraiser happened on Friday, we are still waiting to hear what we made.
  - b. This Friday is the **Paradiso fundraiser from 6-9pm. If any board members are attending, please bring food/drinks to share.**
  - c. Scrip – we do not plan on recruiting families to do this; but if people have an open account, then they can still order. Shipping (\$8/order) is cost prohibitive.
  - d. We will just do one teacher gift (Amanda will collect) at the end of the year. Families can do their own gift (if they choose to) for the holidays.
  - e. KidStuff is going on now, Charleston wrap will be going out after that.

Board meetings coming up: October 3<sup>rd</sup> @ 12:30

Meeting adjourned at 1:10