



THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

PARENT BOARD MONTHLY MINUTES Tuesday, August 6, 2019

Present:

Michelle Bauman, Director	director@thecooppreschool.com
Kate Gerlesits, Chair	kategerlesits@yahoo.com
Amy Thorpe, Vice Chair	amy.elizabeth.thorpe@gmail.com
Niki Tinnon, Secretary	nikitinnon@gmail.com
Kate Wise, Public Relations	katkwise@yahoo.com
Josy Weyers, Financial Advisor	josyshank@hotmail.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com
Teri Hatfield, Purchasing	terisolarz@gmail.com
Liz Brezinski, Fundraising	lzbethmarie@gmail.com

Absent:

Denise Dabisch, Past Chair	ddabisch@hotmail.com
Teri Wedel, Co-Treasurer	twedel@gmail.com

Meeting called to order at 7:01 PM

I. Confidentiality and Conflict of Interest Forms

- a. Every year the Director and Parent Board members are required to review and sign a Confidentiality Agreement as well as a Conflict of Interest form.
- b. Forms were signed and returned by all present meeting attendees.
- c. @ Kate - to follow up with absent board members.

II. Annual Reports and Tasks Calendar

- a. Reviewed for July & August, updates from Financial Advisor/Josy-
 - i. Federal Monthly (done)
 - ii. IL Income Tax (done)
 - iii. July Unemployment (done)

III. Fundraising

- a. Fundraising Ideas:
 - i. DQ – tentatively Wednesday, September 11
 - ii. Charleston Wrap – run sales from 9/20 until 10/4, this ensures delivery before Thanksgiving.
 - iii. FunFlatables – plan for a sale in November and again early 2020.
 - iv. @ Liz to look into details for El Famous Burrito, Bricks (on St. Charles, Lombard), Culvers, Paradiso (for Spring 2020), Gingerbread kits sale (to replace wreath sales), Essentrics- new workout, could possible bring here to Co-Op.

IV. Orientation Night (Thursday, August 22 @ 6 PM)

- a. Board member to arrive at 5:00 PM to help set up tables, chairs, signs, etc.
- b. Event Email Reminder - @Michelle to email Orientation Night reminder to all Co-Op families.
- c. @ Robyn to split up master list; effort to reduce line congestion at the Tuition table.
- d. Housekeeping - will again be set up in the hallway to ensure people stop by on their way in.
 - i. @ Anne- prior to Orientation Night send out email with Housekeeping dates/sign up links.
 - ii. Anne will have a computer available at the Housekeeping table for families that may have missed the email.
- e. Committees – will again have a table. Sign-up sheets will be available to sign up for “one-off committees’ (i.e. luncheon, picture day, events, etc; often don’t yet have a set date)
 - i. @ Kate- prior to Orientation Night send out email with sign-up for “re-occurring committees” (i.e. maintenance, teacher cut out, etc).
- f. Orientation Night Check List- @ Anne to locate 2018 version, update, and print.
- g. Signage for tables - @ Anne to locate 2018 versions, update, and print.
 - i. Tuition, Housekeeping, Committees, and teachers/classes
- h. Facebook flyer- @ Michelle to print and add to folders (this flyer provides families the Co-Op social media contact information)
- i. Medical Forms- @ Michelle to email families that require medical forms
- j. Orientation Night Flow – families arrive and visit tuition, housekeeping and committees’ tables as needed, Michelle to do a Co-Op introduction, Kate to do a Parent Board introduction, then families are dismissed to the classrooms with their teachers.

V. Other

- a. Teacher Wishlist- wonder if there an app/website (Amazon?) that we could have the teachers utilize as a classroom wishlist. The idea being if a family wants to contribute to the classroom, they have an easy look into what the teachers truly need.

Upcoming Events

August 22 @ 6 PM- Orientation

August 29 @ 10 am – noon – Meet the Teachers @ Co-Op

Sep 3 – First Day for Parent/Tot & Little Learners

Sept 4- First Day for Tiny Tots, Young Explorers & PreK

Sept 10- First Day for Reading Readiness

Sept 12- First Day for PreK Enrichment

Sept 14 – Housekeeping @ 10:00 AM

Sept 14 - Jill Gill Concert @ 11:00 AM

Next Board Meeting

Tuesday, September 10 @ 12:30 PM @ Co-Op

Meeting adjourned at 7:44 PM