



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

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## PARENT BOARD MONTHLY MINUTES Tuesday, November 5, 2019

### Present:

Kate Gerlesits, Chair	<a href="mailto:kategerlesits@yahoo.com">kategerlesits@yahoo.com</a>
Josy Weyers, Financial Advisor	<a href="mailto:josyshank@hotmail.com">josyshank@hotmail.com</a>
Robyn Pike, Co-Treasurer	<a href="mailto:pike.robyn@gmail.com">pike.robyn@gmail.com</a>
Niki Tinnon, Secretary	<a href="mailto:nikitinnon@gmail.com">nikitinnon@gmail.com</a>
Michelle Bauman, Director	<a href="mailto:director@thecooppreschool.com">director@thecooppreschool.com</a>
Kate Wise, Public Relations	<a href="mailto:katkwise@yahoo.com">katkwise@yahoo.com</a>
Amy Thorpe, Vice Chair	<a href="mailto:amy.elizabeth.thorpe@gmail.com">amy.elizabeth.thorpe@gmail.com</a>
Teri Hatfield, Purchasing	<a href="mailto:terisolarz@gmail.com">terisolarz@gmail.com</a>
Denise Dabisch, Past Chair	<a href="mailto:ddabisch@hotmail.com">ddabisch@hotmail.com</a>
Teri Wedel, Co-Treasurer	<a href="mailto:twedel@gmail.com">twedel@gmail.com</a>
Liz Brezinski, Fundraising	<a href="mailto:lzbethmarie@gmail.com">lzbethmarie@gmail.com</a>

### Absent:

Anne Luzeniecki, Housekeeping	<a href="mailto:a.luzeniecki@gmail.com">a.luzeniecki@gmail.com</a>
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### Meeting called to order at 12:30 PM

#### I. Parents Forum

- a. No update

#### II. October Meeting Minutes (Niki)

- a. Done/Finalized 10/2/19; emailed to teachers and to PR and to be posted on school website and on the Facebook page.

#### III. Annual Reports and Tasks Calendar (Kate/Josy)

- a. Monthly Federal Taxes, IL Income Tax - done
- b. IL Unemployment Tax due 10/31 - done
- c. 990 Form due 10/15 - done
- d. AG990-IL due 11/30 - done
- e. IL Sec of State Annual Report due 11/30 – done/ check mailed

#### IV. Upcoming Volunteer Needs (Kate)

- a. Thanksgiving Feast- currently 12 volunteers signed up. Good to go!
  - i. Feast Day Schedule- drop off @ 11 am, kids play in rooms, all kids to the basement for a group library reading, then feast, and dismissal.
  - ii. @Kate to email volunteers- details to include:
    1. Drop off kid at 11 am then report in for help
    2. Plan to stay for about 10 minutes after for clean-up
- b. Charleston Wrap- Liz has volunteers to help; scheduled to arrive 11/15. Planning to have sorted for backpacks that following Monday.

**V. Treasurer Report** (Robyn/Teri W)

- a. No Update

**VI. Financial Advisor Report** (Josy)

- a. Year to date financials- based on budget from June to Oct, running ahead a few thousand dollars. This is mainly driven by tuition. But also helpful is:
  - i. Enrichment and Reading Readiness- helpful that many families paid for all sessions in advance (great for finance purposes, and great to see the interest!)
  - ii. Payroll is right on budget.
  - iii. Some changes had been made with categorizing the budget.
- b. Fundraising- money goes back into the program (classroom supplies, events)
- c. Amazon Smiles- generally about \$25 a quarter, but it's been low so far this year (about \$13).
  - i. @Josy to send Michelle the blurb for Amazon Smiles. Worth sending it to families, many families already utilize Amazon and it's "free money" for the Co-Op.
- d. Budgeting for 2020 to start in the next couple week. Step 1: Josy to create draft budget. Step 2: Josy to meet with Michelle to review/edit. Step 3: Presented to the Executive Board for approval (after December 3, 2019 Board Meeting). Step 4: Presented to the entire Board as a final budget (at January 7, 2020 Board Meeting).

**VII. Housekeeping** (Anne)

- a. No Update

**VIII. Purchasing** (Teri H)

- a. No Update

**IX. Directors Report** (Michelle)

- a. No Update

**X. Fundraising** (Liz)

- a. Total Charleston- about \$1800
- b. Thursday, 11/7 @ El Famous Burrito (all day, just make sure to show flyer); they donate back 20%.
- c. Infinite Possibilities- on going, orders due Friday 11/8; Co-Op will make \$3 a candle.

**XI. New Business**

- a. Parent's Night Out (Robyn)- let's plan another social event for families!
  - i. Alternate idea- After hours at Corner House
  - ii. @ Robyn to check with Lilac League & Noon Whistle & Ground Level 105
  - iii. Shooting for Thursday, January 23 (after Co-Op In-House Registration)

**Upcoming Events**

Friday, November 22 @ 11:00 AM – 1:00 PM - All 3-Day AM & PM Class will come in for the Thanksgiving Feast (No morning or afternoon class that day).

November 25 – 29<sup>th</sup> NO SCHOOL / Thanksgiving Break!

**Next Board Meeting**

Tuesday, December 3 @ 12:30 PM @ Co-Op

**Meeting adjourned at 1:05 PM**