



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

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## PARENT BOARD MONTHLY MINUTES

August 8, 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
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Teri Hatfield, Purchasing	terisolarz@gmail.com
Kate Wise, Purchasing	katewise@yahoo.com
Niki Tinnon, Housekeeping	nikitinnon@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com
Liz Brezinski, Public Relations	lzbethmarie@gmail.com

### Absent:

Stephanie Ito, Past Chair	purdito@gmail.com
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### Meeting called to order at 6:34 pm

#### I. Approval of Minutes

- a. May 2018 minutes were approved via email.

#### II. Parents Forum

- a. Some recent Facebook activity resulted in enough enrollments to run the Parent Tot class.
- b. Michelle will continue to enforce the age restriction (4 years old by August 31<sup>st</sup>) for all students in PreK. Our school is based on play and socializing with same-aged peers.

#### III. Annual Reports and Tasks Calendar

- a. Federal Taxes and Illinois income taxes are being paid monthly
- b. Unemployment Tax was paid July 31, 2018

#### IV. Fundraising

- a. Definite plans for fundraising this year include: KidStuff coupon books, Charleston Wrap, Funflatables, Art Life (in the winter), Paradiso (in the spring), and eat-out fundraisers (approximately every other month).
- b. Suggestions were made for fundraising events at Barre Code, painting chalkboard signs, and possibly doing wreaths or a holiday kit (such as gingerbread houses).

- c. Plans for at least two social events for Co-Op families are also being discussed; one around the holidays and the other possibly a variation of Pancakes & Pajamas from a few years ago.

## V. Director's Report

- a. Enrollment update: 93 students are enrolled.
- b. Teacher assignments
  - Parent Tot: TBD
  - PreK MWF AM/PM: Jennifer/Sara
  - PreK T/Th: Sarah
  - Young Explorers: Wendy/Sarah
  - Little Learners: Wendy/TBD
  - Tiny Tots M/W: Debbie/Katie
  - Tiny Tots T/Th: Debbie/TBD
- c. Orientation
  - i. Will take place in Hatfield Hall at 6pm. Board to arrive at 5pm to help set up.
  - ii. Improving communication throughout the evening:
    - 1. Checklist for orientation night activities: **Carrie** make/**Anne** print
    - 2. Description of 13 committees and dates: **Kate** make, **Carrie** put on back of checklist, **Liz** post on FB
    - 3. Signs to label each station (post on wall behind tables): **Anne** make
    - 4. Name tags for all Board and Staff: **Robyn** print additional copies
    - 5. "Ask Me" sign: will make night of if we have additional Board members roaming around
    - 6. Invitation to join FB page: **Liz** make/**Michelle** print for orientation packet
    - 7. Co-Op Policies & Procedures Booklet: Niki edited; **Carrie** is making revisions prior to **Michelle** printing for orientation.
  - iii. Procedure
    - 1. Treasurers (Teri W & Robyn) will be in foyer to collect tuition and will give the parents the checklist.
    - 2. Two stations will be set up in the hallway leading to Hatfield Hall. One table will be Housekeeping and one will be Committees.
    - 3. Michelle will greet parents at the doors going in to Hatfield Hall.
    - 4. Water bottles will be for sale in Hatfield Hall.
    - 5. Teachers will be set-up at tables in Hatfield Hall to talk to parents and pass out the folders.
    - 6. Parents will seat themselves and fill out paperwork.
    - 7. Kate will introduce Board, Michelle will speak, and parents will be dismissed to their child's classroom for a brief overview from the teachers.

## VI. New Business

- a. Ordering a new sign for the playground was discussed briefly and tabled until the next meeting.

### Upcoming Events

August 21 <sup>st</sup>	Park play date at the Commons
September 7 <sup>th</sup>	Dairy Queen fundraiser
September 29 <sup>th</sup>	Back-to-School concert at the Co-Op

### Next Board Meeting

September 4<sup>th</sup> @ 10:30 \*please note time change

Meeting adjourned at 7:45pm