



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

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## PARENT BOARD MONTHLY MINUTES

October 3, 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:samantha_strahs@hotmail.com">samantha_strahs@hotmail.com</a>
Suzanna Kurtz, Co-Financial Advisor	<a href="mailto:ssimons81@gmail.com">ssimons81@gmail.com</a>
Emily Kurowski, Fundraising	<a href="mailto:emilymkurowski@hotmail.com">emilymkurowski@hotmail.com</a>
Kecia Waldschmidt, Fundraising	<a href="mailto:keciagerman@hotmail.com">keciagerman@hotmail.com</a>
Niki Tinnon, Housekeeping	<a href="mailto:nikitinnon@gmail.com">nikitinnon@gmail.com</a>

### Absent:

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

Meeting called to order at 12:36 pm

- I. September Board Meeting minutes approved via email. **Liz will add to website and post.**
- II. Parents' Forum (all – 5 min)
  - a. Music with Kecia: great feedback! **May add Tiny Tots as well; Michelle and Kecia will discuss details**
- III. Annual Reports and Tasks Calendar
  - a. 990 – see Treasurer's Report
  - b. **Illinois Unemployment tax due 10/30 – Suzanna will submit via Quickbooks**
- IV. Treasurer's Report
  - a. 990 Update/Hiring of Accountant: hired Carmen Mugnolo. He often works with non-profits. To file both federal and state 990s for 2016-2017 the fee is \$250 (**needs \$100 retainer now, which Josy has**). Beyond that, if we have back filing issues with IRS or State of Illinois he will give us an estimate on the cost. The 990 is due 10/15 so Carmen will file an extension. In regards to any filings prior to the 16-17 school year, he will just focus on moving forward. With regards to the State of Illinois – **we are applying for a charitable organization number**. Josy has forwarded that application to Carmen for his review. Carmen will meet with us here at the Co-Op.

- V. Financial Advisor's Report
  - a. Teacher Contract Questions: some changes were made last year on the contracts so Teri and Suzanna have been meeting with staff to clarify where hours are coming from.
  
- VI. Standing Committee Reports
  - a. Housekeeping: nothing to report
  - b. Purchasing: just **a few items need to be picked up for October**. We have been double/triple checking all of the snack items for any allergy issues.
  
- VII. Director's Report
  - a. Enrollment update: 89 families (101 students). Two new students were added in the past week and one student is starting on the 16<sup>th</sup>
  - b. Father's Day: Saturday, Oct. 14<sup>th</sup> 10-12 downstairs – lots of events to take part in.
  - c. Back to School concert: good turn-out, seems like families had fun.
  - d. Field Trip: Oct 27<sup>th</sup>: 3 day classes walk to fire dept. T/Th will walk to Art Life (date TBA) and we'll have an in-house with Art Life for the 3 day classes in a couple of months.
  
- VIII. Fundraising
  - a. Results: DQ: \$53.31, Paradiso \$142.32, KidStuff \$387.50
  - b. Upcoming fundraising: dine out (Pot Belly next Thursday Oct. 12<sup>th</sup> in Glen Ellyn) and Charleston Wrap (so far ~\$260.00 from internet sales). FunFlatables?
  - c. Communication of fundraising results: post on Facebook. **Determine fundraising goals (e.g., bubble person, children's concerts)? Brainstorm ways to display progress toward goal (e.g., thermometer, etc)**. Then, when we do have a free or reduced event, we should thank families for their fundraising efforts to meet that goal.
  - d. Goal for fundraising: ~\$5,000 to be able to do free concerts, field trips, etc.
  
- IX. Old Business
  - a. nothing at present
  
- X. New Business
  - a. Communication between the Parent Board and Co-Op teachers: we are approving minutes via email for faster turnaround to staff. **We would like to have feedback from teachers after their meetings so that the board can discuss any staff needs or changes that need to be made. Plan to have a combined meeting with the Board and staff in December to plan 2018-2019 school year.**
  - b. Communication to families regarding housekeeping and committee responsibilities: emailing has not been effective in scheduling the 8 families who have not signed up for a committee and/or housekeeping. **A final reminder letter will be sent home** and if families choose not to sign up for a committee or cleaning, they will receive a \$50 penalty invoice in May. Next year we will increase the penalty to \$200.
  - c. Confirmation of May meeting date: the date is wrong on the website – the meeting is Tuesday, May 1<sup>st</sup>. **We need to update the website.**
  
- XI. Upcoming Events:
  - a. Pot Belly fundraising: Thursday, October 12<sup>th</sup>
  - b. Father's Day – Saturday, October 14<sup>th</sup> from 10-12

Next Board Meeting:  
November 7<sup>th</sup> @ 12:30

Meeting adjourned at 1:20