



THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

PARENT BOARD MONTHLY MINUTES

Thursday, May 9, 2019

Present:

Kate Gerlesits, Chair	kategerlesits@yahoo.com
Josy Weyers, Financial Advisor	josyshank@hotmail.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Kate Wise, Purchasing	katkwise@yahoo.com
Niki Tinnon, Housekeeping	nikitinnon@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com
Michelle Bauman, Director	director@thecooppreschool.com
Kecia Waldschmidt, Fundraising	keciagerman@hotmail.com
Stephanie Ito, Past Chair	purdito@gmail.com
Liz Brezinski, Public Relations	lzbethmarie@gmail.com
Denise Dabisch, Vice Chair	ddabisch@hotmail.com

Additional attendees: Carmen Mugnolo, CPA for The Co-Op

Absent:

Samantha Hartmann, Secretary	samantha.g.hartmann@gmail.com
Carrie Khoury, Fundraising	carrie.khoury@gmail.com
Teri Wedel, Co-Treasurer	twedel@gmail.com
Teri Hatfield, Purchasing	terisolarz@gmail.com

Meeting called to order at 12:34 PM

I. Approval of Minutes

- April 2019 minutes were approved via email (@Sam to confirm)
- @ Liz- March & April still need to be posted to website & FB page. And May once finalized, and Board approved.

II. Parents Forum

- No updates

III. Annual Reports and Tasks Calendar

- Monthly Fed Tax & IL Tax – done
- IL Unemployment- done

IV. Treasurer Report

- No update

V. Financial Advisor Report

- EoY funds- still waiting for some May bills to clear but should finish off the year with positive ~\$7,000.

- i. It is suggested that EoY funds go toward one-time purchases (i.e. toys, books, equipment). These funds are at the discretion of the Director with input from the Board.
- b. Budget Audit for 2019-2020 school year- scheduled for Wed, July 17th @ 7 PM @ Josy's house. Executive Committee (current and future) will be asked to attend.
- c. Carmen Mugnolo, CPA- introduced himself to the Board

VI. Housekeeping

- a. No update

VII. Purchasing

- a. No update

VIII. Fundraising

- a. Potbelly check finally arrived - \$44
- b. Suggested El Famous Burrito fundraiser opportunity. Also suggested to combine with park playdate on June 11. @ **Kecia** to coordinate
- c. DQ fundraiser schedule on last of school (5/15)

IX. Director's Report

- a. Sarah Petiprin (PreK) not coming back next year.
 - i. She will be available to sub next year when she can.
 - ii. Michelle currently in process for hiring replacement.
- b. Summer Dates-
 - i. June 11: Park Date 10 am – noon @ Commons Park
 - ii. August 22: Orientation Night @ 6 PM @ Co-Op Hatfield Hall
 - iii. August 29: Class Drop In 10 am – noon @ Co-Op Classrooms

X. Old Business

- a. By Laws, Policies & Procedures, docs – approved over email, officially approved 5/9/19
- b. @ **Kate** to get all these new documents uploaded to the Google drive docs. And work with Liz to get docs in email account (see below)
- c. @ **Liz**- set up generic email account for board (i.e. coopboard@gmail.com)

XI. New Business

- a. End of Year Board Party- options May 24, May 30, June 6, June 7 @ **Kate** to email options to everyone (doodle poll)
- b. @ **Niki** – to make photo booth for 2019-2020 first day of school
- c. Suggested 2019-2020 monthly email from the Director to families- upcoming events, housekeeping link, committee contacts, etc
- d. Lilac Parade- low sign-up this year but going to keep walking, considered good advertising.

Upcoming Events

May 9 – Bricks Lombard Fundraiser

May 10- Mother's Day Program

May 15- Last Day of School

May 15- DQ fundraiser

Next Board Meeting

Tuesday, August 6th @ 7 PM @ Co-Op

Meeting adjourned at 1:21 PM