



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

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## PARENT BOARD MONTHLY MINUTES

April 2, 2019

### Present:

Kate Gerlesits, Chair	kategerlesits@yahoo.com
Denise Dabisch, Vice Chair	ddabisch@hotmail.com
Samantha Hartmann, Secretary	samantha.g.hartmann@gmail.com
Robyn Pike, Co-Treasurer	pike.robyn@gmail.com
Kecia Waldschmidt, Fundraising	keciagerman@hotmail.com
Carrie Khoury, Fundraising	carrie.khoury@gmail.com
Teri Hatfield, Purchasing	terisolarz@gmail.com
Niki Tinnon, Housekeeping	nikitinnon@gmail.com
Anne Luzeniecki, Housekeeping	a.luzeniecki@gmail.com
Liz Brezinski, Public Relations	lzbethmarie@gmail.com
Stephanie Ito, Past Chair	purdito@gmail.com
Michelle Bauman, Director	director@thecooppreschool.com

### Absent:

Josy Weyers, Financial Advisor	josyshank@hotmail.com
Teri Wedel, Co-Treasurer	twedel@gmail.com
Kate Wise, Purchasing	katkwise@yahoo.com

Additional attendees: n/a

### Meeting called to order at 12:32 PM

#### I. Approval of Minutes

- March 2019 minutes were approved via email.
- Minutes need to be posted to FB.

#### II. Parents Forum

- none.

#### III. Annual Reports and Tasks Calendar

- All March taxes have been paid.
- All Q1 taxes have been paid.

#### IV. Treasurer Report

- no update

#### V. Financial Advisor Report

- YTD financials through end of March: we are \$4,000 favorable to budget (due to fundraising efforts and higher than budgeted enrollment). This is expected to continue until the end of this school year.

- b. Josy drafted next year's calendar will meet with Michelle next week to finalize the calendar.
- c. Our CPA would like to attend the May board meeting.

**VI. Housekeeping**

- a. no update

**VII. Purchasing**

- a. no update

**VIII. Fundraising**

- a. Butterbraid fundraiser was successful. We made a profit of \$912 We owe them \$1,300.
- b. Moving forward, Kecia and Carrie suggest keeping a list of all of the successful fundraisers so that they can rotate through them year to year instead of doing the same fundraisers each year.
- c. Still no word from Potbelly re: the money they owe us from our November fundraiser.
- d. Kecia put in a request to downtown Lombard Bricks for an eat-out fundraiser in May. Date TBD.
- e. Dairy Queen fundraiser will be scheduled at the end of the school year.

**IX. Director's Report**

- a. There will not be a park play date after the last day of school this year.
- b. There will still be park play dates over the summer.

**X. Old Business**

- a. Denise is on the final stretch of revisions on the Board Policies and Procedures and Parent Handbook. Denise will email these documents to everyone and we will vote to approve at the May meeting.

**XI. New Business**

- a. Teacher Appreciation: provide lunch from Shannon's on Wednesday afternoon during Teacher Appreciation Week. We will also provide flowers for the teachers and ask the kids to fill out a "my favorite thing about you is..." paper.
- b. End of Year Teacher Gifts: Kate will send an email and ask families if they would like to contribute to an end of the year teacher's gift. Money will be returned to Kate and then money is divided amongst the teachers evenly.
- c. Liz will be passing around yard signs if anyone is interested.
- d. The Lombardian is sending monthly invoices for our advertisement, but we do not need to run the ad again. This happened last year. Liz will call to clarify with them.
- e. All positions should bring their binders/info to our next meeting to pass on to the next person in their role.
- f. New Board Members will be presented at the Mother's Day Program.
- g. Helen Plum Library will invite local preschools to come in and set up a booth to learn more about area preschools late fall 2019

**Upcoming Events**

TBD Bricks eat out event

TBD Dairy Queen eat out event

**Next Board Meeting**

Tuesday, May 7<sup>th</sup> @ 12:30 PM

**Meeting adjourned at 1:00 PM**