



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

---

## PARENT BOARD MONTHLY MINUTES

October 2, 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	<a href="mailto:keciagerman@hotmail.com">keciagerman@hotmail.com</a>
Carrie Khoury, Fundraising	carrie.khoury@gmail.com
Kate Wise, Purchasing	katkwise@yahoo.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

### Absent:

Teri Hatfield, Purchasing	terisolarz@gmail.com
---------------------------	----------------------

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

- I. **Approval of Minutes**
  - a. September 2018 minutes were approved via email.
- II. **Parents Forum**
  - a. no feedback at this time.
- III. **Annual Reports and Tasks Calendar**
  - a. Federal Taxes, IL income tax, IL unemployment, Quarterly Reports: all paid
- IV. **Treasurer Report**
  - a. no update at this time.
- V. **Financial Advisor Report**
  - a. YTD through the end of September – our revenue is favorable.
  - b. Our enrollment is above our budgeted enrollment by 4 students (budget: 99 / actual: 103).
  - c. We have some overages in expenses, but they are mostly just timing issues.
  - d. Josy is still working on the form 990 with our tax accountant that is due October 15. Josy made changes last week and is waiting to hear back from the accountant.

- e. Josy talked to the State of IL last week regarding our charitable organization number, which is just a formality and requirement we need to meet. We are in the final stages to be approved.

## VI. Housekeeping

- a. no update at this time.

## VII. Purchasing

- a. no update at this time.

## VIII. Fundraising

- a. Kecia and Carrie are still waiting for ~20 KidStuff books to be returned and/or payment for the books. Some people combined the payment for the KidStuff book with their tuition so **Robyn** is going to figure that out and let Kecia and Carrie know what families paid.
- b. Charleston Wrap is due October 5<sup>th</sup>, but we don't have school that day. The deadline to return the order forms is being extended to Wednesday, October 10<sup>th</sup>.
- c. We made ~\$50 from the Dairy Queen fundraiser.
- d. A fundraiser at Potbelly in Glen Ellyn is scheduled for Thursday, November 1<sup>st</sup>. The Co-Op will earn 25% of ALL sales that evening.
- e. It was noted that Chuck E Cheese also has a fundraising option.

## IX. Director's Report

- a. There was a good turnout for the Miss Jamie at the Farm concert. The majority of people came right before the concert started so having food was not necessary.
- b. Father's Day celebration needs to be switched from October 13<sup>th</sup> to October 20<sup>th</sup> due to scheduling conflicts with the church. Father's Day will be a drop-in event from 10-12 in Hatfield Hall. **Kate** will update the master calendar. **Liz** will post on Facebook.
- c. Enrollment: 2 more students enrolled last week so we are at 103 students total. Of the 103 students, there are 9 families that have multiple children enrolled.
- d. Enrichment
  - i. Lower enrollment numbers for both Reading Readiness (currently 5 students) and Thursday Enrichment with Ms. Wendy (currently 5 students).
  - ii. If more students do not enroll for upcoming sessions we may not be able to run the classes. **Josy** is going to check in to the breakeven numbers for Enrichment.
  - iii. A suggestion was made for the **PreK teachers** send an additional email to talk up Enrichment and for **Wendy** to write some more information about what topics/themes will be covered in each enrichment class. **Board members who have children in Enrichment** were also encouraged to take pictures of their child's work and post their experiences on the Co-Op Facebook page.
  - iv. To help get the word out about Enrichment, the suggestion was made to put information in the registration packets and again in the summer back-to-school packets.
  - v. There was discussion about whether or not the \$35 registration fee was discouraging people from registering. The \$35 fee was enacted to cover the snacks for those classes and the extra supplies used. If folks preregister for all 7 sessions, the \$35 fee is waived.

## X. Old Business

- a. Scrip as a tuition offset
  - i. Robyn went on the Scrip website and looked at the starter kit. Robyn feels that it will require a lot of information to be disseminated to families so that they understand the process. It will also be quite a bit more work on the treasurer's



# THE CO-OP PRESCHOOL

220 S. MAIN STREET • LOMBARD, ILLINOIS 60148

---

end. Robyn wants to make sure this is properly rolled out to families who may be interested in using the program.

- ii. The recommendation was made to hold off on using Scrip as a means of tuition reduction for this school year, but consider using it next year after more discussion with the chair of the Board, the financial advisor, and the Director.
- b. Board Membership Structure
  - i. Denise shared a sheet with suggested changes to the Bylaws.
  - ii. The Board agreed to reduce the number of Board positions beginning next school year. We will now have 13 positions (including the Director). There will be one position for purchasing, one position for housekeeping, and one position for fundraising. The Past Chair will help those folks with their duties as needed.
  - iii. The Past Chair will now be required to have been on the Board for a minimum of 2 years prior to becoming Past Chair.
  - iv. A commitment of a minimum of 2 consecutive years on the Board will now be required.
  - v. An attendance policy will be in place for the Chair, Vice Chair, and Secretary.
  - vi. Current Board members will be allowed to move to open positions on the Board and any vacancies will then be opened to new volunteers.
  - vii. Nominating Committee: all Board positions must be approved by the Director and the Chair to make sure we have effective volunteers in each position.
  - viii. We will continue to primarily meet during the day.
  - ix. **Kate** will send Denise an electronic version of the bylaws and **Denise** will do a red line edit based on the discussion today and send to the Board for review prior to our next meeting.
- c. Fundraising parent survey: Liz created a survey on Survey Monkey. **Board members** need to look over the survey and respond with any changes to Liz via email by Friday, October 5<sup>th</sup>

## XI. New Business

- a. nothing at present.

### Upcoming Events

Saturday, October 20<sup>th</sup>      Father's Day Celebration – drop in from 10-12 in Hatfield Hall  
Friday, November 1<sup>st</sup>      PotBelly fundraiser

### Next Board Meeting

November 6<sup>th</sup> @ 12:30

**Meeting adjourned at 1:33pm**