

**PATH Homeschool Co-op
Steering Team Meeting
August 5 2026, 9:30-11:30am
Members present Betsy, Steph, Kara, Melissa, Bethany**

- Steph began—received EIN number from IRS and will mail paperwork for name update; Betsy and Steph will open bank account
- Checks made out to: PATH Homeschool Co-op
- Betsy opened in prayer
- Reviewing registration numbers from Kara
 - 3-5s: 7 kids; Hosanna to wait until she is 3 in December
 - K-3: 11 kids
 - 4-8: 13 kids

Budgets for teachers

- Steph will share budget with the steering team; going over \$ needed for each class
- Supplies needed for general classroom use; Steph will make list of supplies and Melissa will let teachers know the supplies available for general use; teachers have \$100 budget for specialized purchases and will submit receipts to Steph
- Kara will print out paper copies of schedule etc. to keep in binder

Roles

- Discussion of volunteer role positions – hall monitor, time keeper etc. Kara will start filling in positions
- If teachers are absent, touch base with assistant teacher first to fill in
- Bethany to ask Jana for help with writing class

Discussion of Sunday night

- Betsy will go over classes; go over policies; one parent inside one out watching kids
- Kara to print out policies for parents and liability waivers; schedule, budget
- Betsy will remind parents to sign and hand in waiver with check for dues
- Break down of budget; Steph will put in budget allocation per class

Logistics

- Discussion of changing teams cleaning schedules to monthly instead of weekly; Kara will update policy
- Discussion of teams; switch Emily and Ruby teams

- Steering team assigns team colors
- Betsy to tell JUSTIN: Tell teams on Sept. 4; teams choose names on Sept. 11
- Discussion of first day: hymn, overview of policies and schedules [Kara]; teams [Justin]
- 3 line ups after presentations: Drama, Shakespeare, Nursery/3-5s
- Break: bathroom, play outside 2 lines after break
- Discussion and decision of keeping group names from last year; Movers: k-3, Shakers; 4-8
- Teachers to be IN CLASS before their class
- Assistant teachers to bring kids to their class
- At end of the day assistant teachers bring kids to fellowship hall
- All supplies should be in closet at end of the day
- Teachers can find shelf space for their own supplies in closet; Kara will label/organize shelves
- Bethany to bring crates for shelves

More absences/roles discussion

- Kara to make parent volunteer schedule before Sunday; include all adults
- 2 people in every class: 8 adults assigned; Everyone else is a floater
- Teachers contact assistant for covering first, then find a floater to fill in; alert the group
- Determining roles: 2 helpers for 3-5; 2 helpers for nursery
- 3 floaters
- If 3 or more main teachers are missing and/or 5 families are missing, co-op to be canceled or changed by Betsy
- PATH Co-op WhatsApp only for co-op business
- Field Trips – Melissa made a list of trips and months
 - Melissa to make a survey for Sunday to pass out to parents for interest in participating and leading
- Bell ringer/timekeeper needed

Confirmation of parties for schedule

- Easter party – 10 AM
- Christmas party – rehearsal at 4:45; 5:30 for presentations; dinner afterward
- Field Day 3pm

NEXT MEETING: September 22, 6:30 PM

Tasks:

- Betsy to prep for Sunday meeting with policies, schedule, budget, absences, etc.
- Steph to create blank budget/allocation for teachers
- Kara to finalize volunteer schedule/roster
- Melissa to communicate with teachers about budget
- Kara to print out paperwork for parents on Sunday night – policies, liability, schedule, budget
- Steph to make list of classroom supplies; Kara and Bethany to help organize closet