

Glenbrook Community Preschool
Meeting: Aug 25, 2009
Place: Chairperson's home

In Attendance:

Liz Fozzard
Brenda Miller
Jean Lucas
Rebecca Hill
Loretta Lefenko

Nadia Honnet
Susan Fatovich
Brenda Morton
Jessica How
Lisa Thompson

Shelley Hertz
Shelley Russell
Rachael Robinson
Dione Lockyer

Meeting called to order at 7:07pm

Introductions

Motion to approve agenda as distributed: by Nadia Honnet, seconded by Lisa Thompson

Motion to approve June 2009 minutes as distributed: by Rachael Robinson, seconded by Lisa Thompson

Teachers' Report:

- Teachers will be in this week to begin preparations
- Jean has prepared a form to be handed out to parents to confirm emergency contact information; Jean to send form to teachers for distribution to parents
- Nadia to add a note in the newsletter to remind parents to return the form

Executive and Committee Reports:

Chairperson (Jean Lucas):

- License – approved by CBE; awaiting signed license but OK'd by CBE to operate
- Submitted business and property tax exemption application for 2010 tax year; currently tax-exempt but new City of Calgary process in place for 2010
- Parent handbook has been revised
- Shelley R. to make copies and distribute to Liz prior to start of school year
- Preschool calendar to follow that of CBE (with exception of last two school days before Christmas break; no preschool on Dec. 17 & 18, 2009)
- Jean proposed that we include a copy of a preschool calendar with first newsletter for distribution to parents; Jean to create a calendar and forward to Nadia
- Job descriptions need updating; Jean to work on throughout school year

Vice Chair (Lisa Thompson):

- Policy and Procedure manual (2002) is currently being updated. The 3 main changes are:

- new 3 year old age requirement
- policy for extreme behaviours (e.g., biting)
- potty training
- PAC to review manual and submit any requests for change to Lisa by Sept 1, 2009
- Teachers to review attached exhibits to ensure the forms are consistent with what the preschool is using
- Lisa to post amended draft in cloakroom the first week of school
- Nadia to add a note in newsletter re: posting of amended draft
- Ella to send amended draft to Glenbrook Community Association with changes highlighted
- PAC to vote on amended draft during October meeting
- Lisa to post approved manual in cloakroom
- Discussion regarding photographer for school photo; Loretta to consider doing class photos herself in early part of school year and investigate the cost for printing, etc

Secretary (Shelley Russell):

- No report

Registrar (Rebecca Hill):

- 4 yr old afternoon classes have seen a lot of movement, 2 withdrawals
- 3 yr old: morning - 1 spot available, afternoon – a few spots available
- 2 yr old program - spots available
- Nadia to note 2 & 3 yr class availability in newsletter
- Dates for registration and open house to be set in September meeting

Treasurer (Jessica How):

- Jessica presented yearend report and a rough budget for next year
- PAC members are to give Jessica an estimate for this year's costs (asap)
- Jean to give Jessica a copy of the lease agreement
- Community association has requested a copy of financial statement; Jean to set up a meeting with them
- All members with signing authority have completed necessary paperwork at bank

Advertising Coordinator (Rachael Robinson):

- No report

Volunteer Organizer (Shelley Hertz):

- All volunteer positions have been filled

Fundraising Advisor (Sue Scott, absent):

- Fundraisers planned include: Coupon book, Purdy's chocolates, CCRP magazine subscription and Simple Simon Pies

- Nadia will contact Sue for info/article to include in newsletter re: Coupon book fundraiser starting in September

Payroll Administrator (Dione Lockyer):

- Jessica to forward any PD7A forms received in mail to Dione
- Jean to update file folders in cloakroom
- Jean to forward e-mail addresses of all teachers and aides to Dione

Community/Preschool Liaison (Ella Wilson, absent):

- Ella to make hall reservation for yearend party on June 18, 2010

Newsletter Editor (Nadia Honnet):

- Jean suggested adding more detailed blurb in newsletter re: keeping kids home when sick (due to increased H1N1 concerns)
- Brenda Morton to confirm CHA information and forward to Nadia

Web Manager (Brenda Morton):

- Brenda Morton to confirm cost of web hosting and forward info to Jessica

Social Coordinator (Zoe Agashae, absent):

- No report

Snack Coordinator (Loretta Lefenko):

- Snacks needed for September 14, 2009
- Loretta will be away Sept 11- 21, 2009 but will bring in the necessary snack supplies before Sept 11th
- Teachers to forward quantity needed and suggestions to Loretta

Old business: none

New business: none

Meeting adjourned at 8:00pm

Next Meeting: Tuesday September 29, 2009 7:00pm
Location: Glenbrook Elementary School
RSVP derrickandshelley@shaw.ca
ALL PARENTS WELCOME!