

Glenbrook Community Preschool
Meeting: January 5, 2010
Place: Glenbrook Elementary School

In Attendance:

Brenda Miller	Rachael Robinson	Dione Lockyer
Nadia Honnet	Rebecca Hill	Ella Wilson
Susan Fatovich	Lynda Phillips	Jean Lucas
Lisa Thompson	Zoe Agashae	Shelley Russell

Meeting called to order at 7:07pm

Motion CARRIED: To approve agenda as distributed (Nadia, Zoe)

Motion CARRIED: To approve November 2009 minutes as distributed (Susan, Rebecca)

Teachers' Report:

- no report

Executive and Committee Reports:

Chairperson (Jean Lucas):

- Jean would like to get a sense of how many PAC members will return for the 2010/2011 school year to take on the same (or new) roles. She would like to prepare a list of remaining positions that need to be filled so we can promote them to the new registrants

Vice Chair (Lisa Thompson):

- Lisa has spoken with the photographer that the preschool used last year (Ken)
- Class photo days have been tentatively set for March 3 & 4, 10:30am and 1:30pm on both days; Lisa to confirm with Ken
- As in previous years, there will be no pictures for the 2 year old class
- The Pol & Pro Manual has been updated with the exception of retyping the appendices
- Lisa to forward manual to Brenda Morton once finalized

Secretary (Shelley Russell):

- No report

Registrar (Rebecca Hill):

- Spots still available in the 2, 3 and 4 yr old classes
- Preregistration has been set for February 6th from 10am – noon; Susan will accept phone call registrations for Liz Fozzard's class and Rebecca will take care of Brenda Miller's
- Nadia to include Susan and Rebecca's phone numbers in newsletter
- Open house has been set for Feb 16th 1:30 – 2:45pm
- Registration night has been set for Feb 18th 6:30 – 8:30pm
- Volunteers still needed for registration night; Nadia to add note in newsletter

Treasurer (Jessica How, absent):

- November financial statement was presented

Advertising Coordinator (Rachael Robinson):

- Ad has been placed in Calgary's Child magazine as well as the Annual Guide
- Although the deadline for submissions to the Glamorgan newsletter has passed, Rachael/Rebecca will see if we can still get an ad in
- The group agreed that we will not advertise in other community newsletters but instead focus our resources on bold signs; the group agreed to rent 3 bold signs to be put up for the 2 weeks prior to registration night
- Rachael to call community centre to request putting our registration info on their sign
- There was also some discussion about other possible advertising options: Glenbrook School newsletter, Facebook; Rachael to investigate
- Rachael to generate a registration poster with tearoffs and distribute to PAC; PAC to put up poster at various community hotspots

Volunteer Organizer (Shelley Hertz, absent):

- No report

Fundraising Advisor (Sue Scott, absent):

- The next fundraiser will be Simple Simon Pies and will run from Feb 1 – 26, 2010
- Nadia to add note in newsletter
- The group felt it appropriate to give Sue a card to thank her for all the hard work she put into the Purdy's chocolates fundraiser; Shelley R. to send e-mail to PAC members requesting they sign the thank you card

Payroll Administrator (Dione Lockyer):

- Payroll administrator job description needs to be updated to reflect the due date for WCB
- Dione to submit payment for WCB
- Dione questioned whether there are any monies that pass between the school and the teachers that is not captured on the payroll; the teachers are paid for their cleaning services, however this cost is covered by the separate fees paid by parents at the beginning of the school year

Community/Preschool Liaison (Ella Wilson):

- The hall has been booked for registration night. We are permitted in prior to 6:30pm. Rebecca/Susan to check with Liz to ensure we have a key for the community centre

Newsletter Editor (Nadia Honnet):

- No report

Web Manager (Brenda Morton, absent):

- No report

Social Coordinator (Zoe Agashae):

- Some discussion took place about the yearend picnic:
 - The hall has been booked by Ella
 - Zoe to book entertainment; the group felt it best to stick with the same magician as last year

Snack Coordinator (Loretta Lefenko, absent):

- No report

Old business:

- Outstanding action items reviewed
 - PAC members to forward job descriptions to Jean ASAP!
 - We are getting nowhere determining the cost of ADP services; this action item will be dropped. Dione to investigate other options in lieu of ADP (e.g. local accounting firms taking us on pro bono)

New business:

- none

Meeting adjourned at 8:10pm

Next Meeting: Tuesday January 26, 2010 7:00pm

Location: Glenbrook Elementary School

Please RSVP derrickandshelley@shaw.ca

ALL PARENTS WELCOME!

Review of Outstanding Action Items

Date	Action	Individual(s) Responsible
August 25/09	Update job descriptions and forward to Jean ASAP	PAC executive
October 27/09	Add Jessica as secondary contact at ADP and review the payroll process with her	Dione
November 24/09	Suggest candidate(s) for assistant registrar position	Board/Teachers
November 24/09	Finalize Policies and Procedures Manual; forward to Brenda Morton	Lisa
November 24/09	Deliver finalized copy of Pol & Pro Manual to licensing office	Brenda Miller
November 24/09	Deliver finalized copy of Pol & Pro Manual to Comm Assn	Ella
January 5/10	Let Jean know if you have interest in serving on the PAC for the 2010/11 school year	Current PAC members with children returning next year
January 5/10	Confirm class photo times with photographer (Ken)	Lisa
January 5/10	Investigate other options in lieu of ADP	Dione