

Glenbrook Community Preschool
Meeting: January 10, 2012
Place: Glenbrook School

In Attendance:

Nicole Liesemer	Kim Gould	Brenda Miller	Liz Fozzard
Kristi Gould-Clark	Sherry Choma	Chantelle Majkovic	Tracy Lonnen
Laura Swainson			

Meeting called to order at 7:03pm

Motion CARRIED: To approve agenda as distributed (by: Nicole and Kim)

Executive and Committee Reports:

Chairperson (Kristi Gould-Clark):

- No report

Vice Chairperson (Chantelle Majkovic):

- No report

Secretary (Laura Swainson):

- No report

Registrar (Tracy Lonnen):

- No report

Treasurer (Nicole Liesemer):

- No report

Web Manager (Sherry Choma):

- No report

Fundraising Coordinator (Cassia Swainson, absent):

- No report

Advertising Coordinator (Pam Eike):

- No report

Payroll Administrator (Jill Rehman, absent):

- No report

Community/Preschool Liaison (Tracy Lonnen):

- Upcoming events:
 - February 22, annual family skate party 11 am – 4 pm
 - Tracy to confirm date is correct

Social Coordinator (Talia Dougall, absent):

- No report

Teachers (Liz Fozzard and Brenda Miller):

- Class pictures
 - Laura to contact sister-in-law as possible photographer
 - 6 classes, 4 trips to the school
 - Pam also has a contact
 - Pictures to be taken prior to Spring break
 - Chantelle responsible for organizing pictures
- Supply order needed – may be over \$500 (glue, paper, etc.)

Newsletter Editor (Kim Gould):

- Valentine's Day information for parents
 - Do not address Valentine's, only sign name
 - 3 year old classes exchanges Valentines on February 14th
 - 4 year old classes exchange Valentine's on February 13th
- Food items and gifts for classmates
 - No food due to allergies
 - No gifts as they may cause hurt feelings (to the other class or siblings)
- Option for parents to receive newsletter via email (beginning Fall 2012)
 - Would be question asked during registration – would you also like to receive newsletter via email

Old Business

- Vote carried to amend *Policies and Procedures Manual* (unanimous yes: Nicole, Kim, Sherry, Chantelle, Tracy, Laura and Kristi)
 - Laura to change wording in *Policies and Procedures Manual*

New Business

- Pre-registration for 2012/2013 school year
 - January 28 – call between 10 and noon (Tracy 403-246-1157)
 - Cheque deadline is February 3
 - Sherry to post info on website
- Registration for 2012/2013 school year
 - Open house: February 21 1:30-2:45
 - 3 volunteers needed: Kristi, Jill and Tracy
 - Registration night: February 23 6:30-8:30
 - 6 volunteers needed: Tracy, Kristi, Kim, Nicole, Sherry, Pam, Chantelle
- Advertising for 2012/2013 school year
 - Third year we have missed being part of Calgary's Child and Neighbour's magazine preschool reviews
 - Pam to check when Calgary's Child is running another addition
 - Pam to add note to Advertising Coordinator's binder to contact both Calgary's Child and Neighbour's in the Fall (registration dates will need to be determined earlier)
 - Chantelle to check if Kitty Raymond will help advertise
 - Kim to look into setting up an official FB page
 - Pam to make advertisements and email to the Executive (by Monday) to be posted around communities
 - Pam to order Bold signs

- Advertising for Kindergartens
 - Request to advertise the Glamorgan Kindergarten in the newsletter (have done so in the past)
 - Request to advertise the Holy Name Kindergarten in the newsletter and on the bulletin board in the coat room
 - Advertisement may be perceived as an endorsement; Pre-school should not be endorsing specific kindergartens, especially when Glenbrook has a kindergarten
 - Kristi to draft policy regarding advertising to be reviewed at next PAC meeting

- Executive attendance at PAC meetings
 - Must make effort to attend monthly meetings
 - At a minimum, ensure that job description duties provided by predecessor are completed

- Registrar
 - New semester of two year old program begins tomorrow
 - No payments required – everyone up-to-date
 - No new children
 - Not breaking even (at current rate, need six children enrolled in program to breakeven)
 - Tuition to be raised
 - Nicole to determine increase and Kristi to approve
 - Tracy and Nicole to determine how to break up the cost for advertising
 - Option of paying a single cheque
 - Brenda needs updated registration list
 - New student starting in Brenda's class tomorrow

- Field and Courtyard conditions
 - Liz to talk to Frank about the conditions and what can be done
 - CBE is liable if someone is injured

- Changes to three year old program
 - Liz will not be teaching the three year old class in the Fall
 - Hiring committee (Nicole, Chantelle and Jill) has been created to find a new teacher
 - Impact on 2012/2013 registration
 - Three year old class descriptions:
 - Classes will be described as taught by Brenda and the other teacher to be announced
 - Aids will not be listed

Meeting adjourned at 8:43 pm

Next Meeting: January 31 at 7:00pm
Location: Glenbrook School
Please RSVP swainsonl@gmail.com
ALL PARENTS WELCOME!

Action Items:

Community Events

- Tracy to confirm date of Glenbrook's annual family skate party

Class pictures

- Laura to contact sister-in-law as possible photographer and send contact info to Chantelle
- Chantelle to coordinate with photographer

Amendment to Policies and Procedures

- Laura to change wording in Policies and Procedures Manual
- Sherry to change wording on website
- Tracy to change wording on registration info

Registration

- Sherry to post registration info on website

Advertising:

- Pam to check when Calgary's Child is running another addition
- Pam to add note in Advertising Coordinator's binder to contact both Calgary's Child and Neighbour's in the Fall
- Chantelle to check if Kitty Raymond will help advertise
- Kim to look into setting up an official FB page
- Pam to make advertisements and email them to the Executive (by Monday) to be posted around the community
- Pam to order Bold signs

Advertising for Kindergartens

- Kristi to draft policy regarding advertising to be reviewed at next PAC meeting

Tuition increase for 2 year old class

- Nicole to determine increase and Kristi to approve
- Tracy and Nicole to determine how to break up the cost for advertising

Field and Courtyard conditions

- Liz to talk to Frank about the conditions and what can be done