

**These minutes are awaiting approval by the PAC.**

**Glenbrook Community Preschool  
Meeting: June 1, 2010  
Place: Glenbrook Elementary School**

**In Attendance:**

Jean Lucas	Liz Fozzard	Brenda Miller
Rebecca Hill	Lisa Thompson	Dione Lockyer
Nadia Honnet	Brenda Morton	Sue Scott
Rachel Robinson	Shelley Russell	Susan Fatovich
Jessica How		

Meeting called to order at 7:30pm

**Motion CARRIED:** To approve agenda as distributed (Jessica, Dione)

**Motion CARRIED:** To approve April 2010 minutes as distributed (Jessica, Dione)

**Teachers' Report:**

- Brenda and Liz have been busy replenishing classroom supplies and replacing/upgrading other classroom items for 2010-2011; \$200 scholastic credit was redeemed

**Executive and Committee Reports:**

**Chairperson (Jean Lucas):**

- Advertising signage has been approved by principal and has been posted in Liz's classroom windows; Thank you to Rachel for preparing the signs
- Teacher and assistant teacher contracts have been completed. All staff is returning for the 2010/11 school year
- Jean to send contracts to Dione
- CBE lease renewal letter will be arriving in the mail in the next couple of weeks. Jessica to forward to the incoming chair

**Vice Chair (Lisa Thompson):**

- No report

**Secretary (Shelley Russell):**

- No report

**Registrar (Rebecca Hill):**

- Numbers are still low; 54 of 85 spots have been filled for the 2010/11 school year
- 3 people attended the open house/registration on May 6th
- Nadia to add a note in the newsletter that there is space available in all classes
- Advertising signs to be put up over the summer/into the fall

**Treasurer (Jessica How):**

- Jessica and Jean to clarify the contracts re: cleaning fee cheques

- Financial statement was presented
- Budget has been completed for the 2010/11 school year
- Nadia to add a note in newsletter about Treasurer and Fundraising Coordinator vacancies for next year
- Jessica to coordinate with incoming Chair, Vice Chair and Registrar to transfer signing authority

**Advertising Coordinator (Rachael Robinson):**

- Rachel has asked the community centre to post our info on their signage during the summer

**Volunteer Organizer (Shelley Hertz, absent):**

- No report

**Fundraising Advisor (Sue Scott):**

- \$3600 has been raised through fundraising over the 2009/10 school year
- 50/50 draw will take place at the picnic; Nadia to add note in newsletter

**Payroll Administrator (Dione Lockyer):**

- Dione has requested that the teachers submit their attendance calendar for the month of June

**Community/Preschool Liaison (Ella Wilson, absent):**

- No report

**Newsletter Editor (Nadia Honnet):**

- Nadia to add info about picnic in newsletter
- Jean to submit an outgoing chair message to Nadia

**Web Manager (Brenda Morton):**

- Brenda to correct 2yr class info on website homepage

**Social Coordinator (Zoe Agashae, absent):**

- No report

**Snack Coordinator (Loretta Lefenko, absent):**

- No report

**Old business:**

- Outstanding action items reviewed; all items completed

**New business:**

- Parent Handbook 2010-2011
  - Teachers to review parent handbook; Shelley R. to make any necessary changes and forward e-copy to Lisa & Brenda; Lisa to print copies in August
- Preschool Calendar 2010-2011
  - To follow same format as last year

- Sept 7, 2010 start date, Dec 15 Winter Break, June 15 last day of classes, follow CBE calendar to include PD/org days
- Brenda Morton to update calendar on website
- Spring Withdrawal Date
  - Our registration pamphlet states that “June 2011 tuition will be refunded only if withdrawal takes place on or before April 30, 2011, and the required notice is given”. Some discussion took place about possibly changing this date to Mar 31, 2011. Since the registration pamphlets have already been distributed, it was decided that this discussion should be tabled until the fall for next year’s executive to discuss and vote on, if necessary.
- Thank you letters
  - Brenda and Liz to take care of thank you card for custodian
  - Jean to purchase a thank you card for the Glenbrook Elementary and include a \$100 donation for their gym program
- Hand off to New Executive and Volunteers
  - Jean to e-mail list of new PAC members
  - Outgoing PAC members to contact incoming members and hand off binders along with any other information pertinent to their position

Meeting adjourned at 8:30pm

**Next Meeting: August 24, 2010**  
**Time & Place: TBD**

Review of Outstanding Action Items

Date	Action	Individual(s) Responsible
June 1, 2010	Coordinate with incoming Chair, Vice Chair and Registrar to transfer signing authority	Jessica
June 1, 2010	Amend parent handbook, distribute to next yr's secretary, web manager	Shelley R.
June 1, 2010	Contact incoming PAC members and hand off binders	All outgoing PAC