

Glenbrook Community Preschool
Meeting: November 24, 2009
Place: Glenbrook Elementary School

In Attendance:

Jean Lucas	Brenda Miller	Dione Lockyer
Nadia Honnet	Rebecca Hill	Brenda Morton
Liz Fozzard	Rachael Robinson	Jo Briggs

Meeting called to order at 7:05pm

Motion CARRIED: To approve agenda as distributed (Rachael, Jo)

Motion CARRIED: To approve October 2009 minutes as distributed (Nadia, Rachael)

Teachers' Report:

- UNICEF update: The Glenbrook Elementary school raised ~\$600 (including the preschool's donation) -short of their goal. The efforts were intended for a specific project; Jean will find out what it is and let Nadia know for the newsletter
- Newsletter items: request to bring in used Christmas cards for the classrooms

Executive and Committee Reports:

Chairperson (Jean Lucas):

- No report

Vice Chair (Lisa Thompson, absent):

- No report

Secretary (Shelley Russell, absent):

- Jo Briggs filled in as secretary in Shelley's absence
- No report

Registrar (Rebecca Hill):

- Pre-registration date set for February 6, from 10 – 12 pm, Susan & Rebecca
- Open House set for February 16, from 1:30-2:45 pm, Liz will attend on her afternoon off (thank you Liz). This is to be for parents, who are encouraged to find childcare for their children. 2 or 3 more volunteers are needed.
- Registration night set for February 18, 6:30 -8:00 pm, at the Glenbrook Community Hall, Susan and Rebecca will work and they need 6 more volunteers
- Registration has been very busy this fall, and Rebecca suggested an additional assistant would be beneficial. The new assistant would ideally take over as Registrar next year, and could hopefully start working with Rebecca before Registration Night so that they can both assist Rebecca and get a good grasp of the job. The board and teachers will suggest some potential candidates for this position.
- There are still open spots in the afternoon program in all classes

- Newsletter – should we put it in hardcopy or email format? Putting it in both and having 2 lists of families who get a specified format seems like an extra bit of work. Email versions of the newsletter do not always get read; we got the sense that the hard copy version is the preferred one and easier for the teachers to distribute as well. We will continue to distribute hard copies at this time.

Treasurer (Jessica How, absent):

- No report

Advertising Coordinator (Rachael Robinson):

- Advertising set in Calgary's Child preschool edition
- Signage – going with a different company than last year, \$90/sign for 2 weeks, getting 3 signs for the 2 weeks leading up to the open house and registration night
- Rachael will include a list of contacts for signage, etc in her job description and give this to Jean

Volunteer Organizer (Shelley Hertz, absent):

- No report

Fundraising Advisor (Sue Scott, absent):

- Purdy's chocolate fundraiser is ongoing – reminder that this is an online fundraiser – we do not bring the forms to the preschool

Payroll Administrator (Dione Lockyer):

- New forms appear to be working well; easy 2 months

Community/Preschool Liaison (Ella Wilson, absent):

- Jean reporting for her (email from Ella): Amended Policy and Procedures Manual was dropped off at Community Association. Jean noted that the Community Association did not contact us with any concerns.
- Community membership cards were distributed to families this week.

Newsletter Editor (Nadia Honnet):

- No report

Web Manager (Brenda Morton):

- Website was updated with open house & registration night info, updated calendar
- Will include a gentle reminder that the open house is an opportunity for the parents to come & check out the preschool and thus it is suggested that they find childcare for their little ones.

Social Coordinator (Zoe Agashae, absent):

- Reminder that a social gathering at the school will follow the January meeting – potluck of your leftover Christmas goodies and all parents are welcome as usual

Snack Coordinator (Loretta Lefenko, absent):

- No report

Old business:

- Outstanding action items reviewed
- Amended Policy and Procedure Manual
 - No comments provided to Chairperson regarding the amended manual
 - Confirmed starting age for 3 yr old class and policy around that.
 - Motion to adopt the amended Policy and Procedure manual (posted date Oct. 6, 2009) – Rebecca, 2nd – Nadia
 - Voted on motion: All in favour, none opposed. Motion passed.
 - Jean will request that Lisa finalize manual (e.g., new front page, exhibits retyped)
 - Brenda will take said copy to licensing office.
 - Copy will also need to be delivered to Community Association (Ella)

New business:

- Scholastic Book Orders – Jo will request enough copies of the flyer to distribute to all students' families starting in January and attach a note regarding the Scholastic program (voluntary, the school gets free picks)

Meeting adjourned at 7:55 pm

Next Meeting: Tuesday January 5, 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
September 29/09	Determine cost of ADP services	Jean/Jessica
October 27/09	Place ad in 2010 Family Guide	Rachael
October 27/09	Add Jessica as secondary contact at ADP and review the payroll process with her	Dione
October 27/09	Investigate other options for class photographers	Lisa
November 24/09	Suggest candidate(s) for assistant registrar position	Board, Teachers
November 24/09	Finalize Policies and Procedures Manual	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