

**Glenbrook Community Preschool
Meeting: October 1, 2008
Place: Glenbrook Elementary School**

In Attendance:

Brenda Miller
Tiffany Stones
Jean Lucas
Rebecca Hill
Shannon Taylor
Lisa Thompson
Jeanee Beach
Nadine Foster
Nadia Honnet

Meeting called to order at 7:10pm

Highlights/Corrections to past minutes: No corrections to September 2008 meeting.

Committee Reports:

Chair:

Lynda Phillips (Chair) was absent. Lisa Thompson (Vice-Chairperson will led the meeting)

We now have an operating license.

Secretary:

Absent

Minutes being taken by Nadia Honnet

Treasurer/cash manager:

Balance sheet and income statement submitted

Petty cash to stay @ \$200

All committee members asked to please keep all receipts and submit once a month
Snack coordinator to receive a \$200 cash advance at the beginning of each month to cover snack purchasing costs. Snack coordinator will still keep receipts to reconcile with treasurer.

Business tax exemption information forwarded to Lynda (via Lisa)

Registrar:

Still spaces available in 2 year old class, as well as some 3 and 4 year old programs
Should contact John Twaddle to advertise these spaces in the Glenbrook School newsletter (Lynda to delegate this job)

Tiffany will be contacting Brenda Morton to add FAQ section to website including questions on...

Toilet training

Withdrawal

Snacks

Volunteering

Sick kids policy

(contact Tiffany if you have anything else you think should be added)

Ad Coordinator:

Absent

Newsletter:

Items to be added to December's newsletter:

Halloween policy, dates to dress up will be October 30 and 31st

Sick kids note (submitted by teachers)

Contact information note (submitted by teachers)

Notation that the toilet training policy will be revisited at November's PAC meeting

Play dough recipe

Introduction of the three teacher assistants

Robyn McConnell

Sandi Ohaupel (Mrs. O)

Starla Robinson

Note to parents – If they are planning on Attending a PAC meeting, please RSVP to Lynda by the Friday before due to limited number of people allowed in school in the evening (before another caretaker is required to be on site)

Encourage parents to sent their children to school in short sleeves because of classroom temperatures

Ask parents NOT to phone teachers or preschool when their child will be absent

Preschool will only accept payments I the form of cheques or money orders

Scholastic book order information

Provincial Subsidy Information

Thank you for parking in designated areas

Volunteer Coordinator:

School Liaison position available (possible parent's name passed on by Tiffany)

Fundraising:

No refund from Regal yet, Jean is still trying to contact them

Over \$1600 from SUTP fundraiser so far and more still coming. Recommended fundraiser for next year.

Jean to forward newsletter blurb to Nadia for October newsletter submission

Simple Simon pies fundraiser to begin in November

Will emphasize cheques only policy for next fundraiser

Snack Coordinator:

Absent, will contact teachers regarding how the snack is working out in the classrooms

Teachers:

See newsletter submissions

Need to get rid of portable sink. Brenda will look into donating it to the school

Payroll

Absent, teachers have received all pay stubs this year so far

Community Liaison

Community Center has been booked for Year End Picnic on June 19th
will call 311 two weeks prior to picnic to request grass is mowed before picnic
Tiffany will forward names and addresses to Jeanee for Glenbrook Community
Association membership cards and Shannon will write a cheque and coordinate with
Jeanee for drop off to Glenbrook Community Association

Social Coordinator

Absent

Meeting was adjourned at 7:50pm

**Next meeting: November 5, 2008 @ 7:00pm
Glenbrook Elementary School**