

Glenbrook Community Preschool
Meeting: September 29, 2009
Place: Glenbrook Elementary School

In Attendance:

Liz Fozzard	Nadia Honnet	Brenda Miller
Shelley Russell	Jean Lucas	Brenda Morton
Rachael Robinson	Rebecca Hill	Dione Lockyer
Loretta Lefenko	Sue Scott	Ella Wilson

Meeting called to order at 7:10pm

Motion to approve agenda as distributed: by Nadia Honnet, seconded by Rebecca Hill; voted on and passed

Motion to approve August 2009 minutes as distributed: by Nadia Honnet, seconded by Rebecca Hill; voted on and passed

Teachers' Report:

- The modified schedule for the 3 year olds is working well

Executive and Committee Reports:

Chairperson (Jean Lucas):

- Thank you to Lynda for all her help over the summer months
- CBE lease has not arrived by mail – Jean to pick it up
- A letter from the CBE is needed to complete the tax exempt application - Jean to pick up
- Thank you to whomever created the filing system in the cloakroom

Vice Chair (Lisa Thompson, absent):

- Lisa posted the amended policies and procedures manual in the cloakroom
- Brenda and Liz requested additional amendments as follows:
 - page 9 (a) - remove “and the teacher will advise parents of his/her methods of discipline at the start of the preschool year”
 - page 9 - requested a rewording* of the no tolerance policy for extreme behaviours
 - page 6 - 1,a,i: change ‘2 years and 10 months’ to ‘3 years old’
 - page 6 - 1,a,ii: rewrite as “A child must turn three on or before December 31 of the preschool year. If a child is registered prior to their third birthday, regular tuition payment is required to hold the child’s position until their third birthday.”
 - page 13 – 9,a: Change “Amendments must also be posted for a period starting from the date of the meeting...” to “Amendments must also be

posted for a period starting from within one week of the date of the meeting..."

*if you would like to review the rewording, please contact Jean

- A motion was made to accept all amendments as outlined above – by Rebecca, seconded by Ella; voted on and passed
- Jean to contact Lisa to review new amendments
- Lisa to post newly amended document in cloakroom by Tuesday October 6, 2009 and forward a copy (with changes highlighted) to Ella
- Ella to deliver highlighted copy to Glenbrook Community Association

Secretary (Shelley Russell):

- No report

Registrar (Rebecca Hill):

- 2,3 and 4 yr old afternoon classes: many spots available
- Nadia to advertise availability in newsletter
- 82 children are currently registered
- Proposed open house date: Friday January 29, 2010 afternoon
- Proposed registration night: Thursday February 4, 2010
- Rebecca to check with Susan re: conflict with Glamorgan Community Kindergarten
- Ella to check availability at community center from 6 – 9pm Feb 4, 2010
- Proposed date for early registration: January 9, 2010
- Some discussion regarding having an additional teacher present during open house to field questions from visitors; Liz to talk to Brenda and aids re: availability

Treasurer (Jessica How, absent):

- There is \$250 in petty cash
- Jessica requested that we date and sign all receipts and provide a brief description
- For any items >\$50, forward to Jessica for reimbursement by cheque

Advertising Coordinator (Rachael Robinson):

- Rachael to advertise 2, 3 & 4 yr old afternoon spots available in community newsletters
- Rachael to create an advertising posters with tear-offs and forward to executive so they can help post them at various locations in and around the community

Volunteer Organizer (Shelley Hertz, absent):

- No report
- Jean to check with Shelley Hertz regarding need to fill scholastics position

Fundraising Advisor (Sue Scott):

- \$1325 raised from SUTP fundraiser
- Sue received a couple of incorrect cheques, Jean to pass them on to Jessica
- November fundraiser: Purdy's chocolates

- Nadia to insert note in newsletter about money raised from SUTP fundraiser, upcoming fundraiser and reminder about making payments (i.e. no cash, cheques payable to Glenbrook Community Preschool)

Payroll Administrator (Dione Lockyer):

- pay statements were completed
- Dione to create a monthly calendar and record personal, sick days, etc on a monthly basis
- Jean to meet with Dione to clarify payroll process
- Jean to ask Jessica to look into what it is costing us to use ADP
- Dione is working on updating payroll administrator job description
- Jean reminded everyone to update their job descriptions and forward to her ASAP – updated job descriptions to be in place by early 2010

Community/Preschool Liaison (Ella Wilson):

- June 18, 2010 picnic booked
- Membership fees to be delivered to community association

Newsletter Editor (Nadia Honnet):

- Nadia to add Halloween blurb (same as last year) and play dough recipe to newsletter

Web Manager (Brenda Morton):

- calendar, updated registration form and class availability posted on website

Social Coordinator (Zoe Agashae, absent):

- No report

Snack Coordinator (Loretta Lefenko):

- No report

Old business: none

New business:

- Diarrhea and Colds
 - Teachers stressed again the importance of keeping children at home if they are showing signs of illness
 - Nadia to put another reminder in newsletter

Meeting adjourned at 8:35pm

Next Meeting: Tuesday October 27, 2009 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
August 25/09	Look into cost of class photos	Loretta
September 29/09	Obtain signed, official copy of CBE lease	Jean
September 29/09	Obtain letter from CBE for tax exempt application	Jean
September 29/09	Contact Lisa to review amendments to pol&pro manual	Jean
September 29/09	Make amendments to pol&pro manual and post in cloakroom by Tues Oct 6/09	Lisa
September 29/09	Deliver amended pol&pro manual to community ass'n	Ella
September 29/09	Check availability of community hall Feb 4, 2010 6-9pm	Ella
September 29/09	Investigate possibility of having additional teacher present at open house	Liz/Brenda
September 29/09	Advertise class availability in preschool and community newsletters	Nadia/Rachael
September 29/09	Create posters advertising availability and forward to executive	Rachael
September 29/09	Post advertisements at various community 'hotspots' in and around Glenbrook	PAC executive
September 29/09	Fill scholastics position	Jean/Shelley H.
September 29/09	Clarify payroll process	Jean/Dione
September 29/09	Determine cost of ADP services	Jean/Jessica
September 29/09	Deliver membership fees to community ass'n	Ella