

Glenbrook Community Preschool
Meeting: September 27, 2011
Place: Glenbrook School

In Attendance:

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

Meeting called to order at 7:06 pm

Motion CARRIED: To approve agenda as distributed (by: Cassia and Tracy)

Motion CARRIED: To approve June minutes as distributed (by: Nicole and Tracy)

Executive and Committee Reports:

Chairperson (Kristi Gould-Clark):

- Stragglers
 - Note in newsletter - we appreciate that children are arriving to school on time
 - No need at the present time to mention more than a thank you
- Late picking up
 - Note in newsletter
 - Thank you to parents for arriving on time
 - Reminder to exchange phone number with other parents in case of late arrival for pickup
- Infectious diseases policy
 - New government policy must be followed as part of preschool's licensing
 - Ill child: vomiting, diarrhea, needs greater attention than teacher can provide without compromising care of other children, coughing, fever, unusual rash or staff member believes child may pose a health risk to other children
 - Child can come to class if he/she has a doctor's note, or the teacher is satisfied the child is no longer a health risk
 - Puts responsibility on teachers to send child home
 - Newsletter:
 - Keep same blurb published in last year's newsletter
 - Attach copy of new government policy to newsletter
 - Note that policy must be followed as part of preschool's licensing
- Halloween
 - Celebrated Thursday, October 27th for 3 year old classes
 - Celebrated Monday, October 31st for 4 year old classes
 - No pajama day for 3 year old classes on November 1st – may watch a movie
 - Blurb in newsletter about appropriate costumes and accessories (e.g. no weapons)

Vice Chairperson (Chantelle Majkovic):

- No report

Registrar (Tracy Lonnen):

- Last spot in Liz's 4 year old afternoon class has been filled
- 2 spots left in Liz's 4 year old morning class, 3 spots left in Brenda's 4 year old morning class
- 3 spots left in 2 year old class

- Missing information:
 - Missing completed information for some students including AHC and birth certificates
 - If ever have to take a child to the hospital without a parent present, must have AHC number
 - Next week Tracy is to let Kristi know the progress of gathering information
 - Liz and Brenda to check if they have any of the missing information
- Class D – male student is finished on September 30, based on what has been paid for and refunded

Secretary (Laura Swainson):

- No report

Treasurer (Nicole Liesemer):

- Have set of cheques for 2011/2012 tuition, but name on cheques does not match any registration information
 - Have not yet been deposited
 - Nicole to investigate
- 3 students for which no payment has been received
 - Nicole will follow-up
 - (1) call parents to discuss payment
 - (2) if no response, send letter to home address, explain that no cheques have been received, and that if cheques are not received by certain date, the child will be withdrawn from the class
- First NSF cheque, Nicole will contact parent
- Budget
 - Wages benefit understated
 - 4 year old class tuition overstated (one less student)
 - Variable expenses – took last year's actuals and increased by 10%
 - Have not included any fundraising

Web Manager (Sherry Choma, absent):

- Meeting minutes and newsletters are up to date on the website
- Two annual fees get paid to SuperWebHost, the company that hosts the Preschool's website:
 - \$125.37 per year for domain hosting
 - \$14.65 per year for domain registration
 - One of these fees is supposed to get charged to Sherry's credit card sometime around now, but hasn't yet – Sherry to follow-up

Fundraising Coordinator (Cassia Swainson):

- SUTP total currently at \$1,240 – Preschool gets half of this amount
 - Deadline September 30th, extend to Tuesday, October 4th
- Fundscrip
 - Ongoing fundraiser to replace Safeway gift cards
 - Buy gift cards for many different retailers – get %
 - Fundraiser continues throughout the year – need an incentive to keep interest
 - Kim has three \$25 Superstore gift cards that she will donate for a draw (thanks!)
 - Draw every three months
 - Can be ordered online (gift cards mailed to person) or with form (gift cards mailed to school)
 - Chantelle to coordinate with Cassia
 - Write up by Cassia to be attached to newsletter – Kristi to review
 - Send out order forms

- LKG (educational games)
 - Setup and ready to go
 - Liz and Brenda to pick toy of the month for October's newsletter – let Kim know
 - Waiting for brochures, they are being mailed out by LKG
- Lamontagne
 - Easter fundraiser
- Purdy's
 - Christmas fundraiser

Advertising Coordinator (Pam Eike, absent):

- No report

Payroll Administrator (Jill Rehman, absent):

- No report

Newsletter Editor (Kim Gould):

- Newsletter to be handed out October 6th
 - SUTP fundraising update, including amount raised and thank you
 - Cassia to get numbers to Kim
- Provincial subsidy – put in newsletter if there is room
- Blurb about teachers' assistants
- Registration – spaces still available
 - Limited 4 year old space
- Tidbits from teachers
 - Remember to label backpacks
 - Can only accept cheques, not cash (i.e. for fundraisers, tuition etc.) – no secure spot to store cash at the school
 - Tips for keeping healthy (e.g. coughing into elbow)
 - 3 year old class going to full length time starting at the beginning of October
 - Afternoon class – get children to bed early the night before – extra half hour is hard on them

Community/Preschool Liaison (Tracy Lonnen):

- First community board meeting is Thursday, October 6th
- Dumpster day, October 1st
 - Tracy to prepare handout for parents

Social Coordinator (Talia Dougall, absent):

- Considering Dan the One Man band for school picnic

Teachers (Brenda Miller, Liz Fozzard):

- Music classes – have not decided when they will begin
- No gym days this year
- Cheques for cleaning – one for Brenda and one for Liz \$125/month (September – May)

Meeting adjourned at 8:27 pm

Next Meeting: October 25, 2011 7:00pm
Location: Glenbrook School
Please RSVP swainsonl@gmail.com
ALL PARENTS WELCOME!