



Co-operative Nursery School of Almonte Inc.

www.almontenurseryschool.ca

EXECUTIVE MEETING MINUTES April 5, 2016

Present:

Tamara Geddes, Katie Mark, Tara Miller , Angela Creamer, Holly Agnew, Christine LeClaire, Janet Mavis, Nicole Dunn, Mary Giles, Mike Apostoliuk

Regrets:

Emily Fitzsimon, Courtney Freeman, Adriana White, Margaret Vivian

Business Arising:

1. Approval of January meeting minutes.

Meeting minutes approved with the intention of putting motion forward to approve new tuition costs during April 5, 2016 meeting.

Motion by: Nicole Dunn

Seconded: Mike Apostoliuk

Minutes Approved.

2. Registration Updates

Current: 1 space is now open on Monday/Wednesday

Next year: Registration is now open for returning families. Parent reps will send a reminder to parents that registration will be open to the public on Saturday.

Younger Students: There was a discussion re: how registration should deal with children under 2.5 years of age. It was decided that the policy will remain unchanged: Minimum age is 2.5 years with 3 children under the age of 2.5 allowed. These 3 spaces will be filled on a first come, first serve basis (with all necessary documents completed)

3. Spring Open House

Scheduled for Tuesday, May 3 from 5-7pm



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- Nicole will ask Margaret to make a poster for Mom to Mom Sale
- Plan to advertise in at Mom to Mom Sale, school website, the Millstone, and FB page
- Tamara will check if we can put a poster at the library
- Registration signs will go up when mom to mom sale signs come down

4. Mom 2 Mom Sale

- Stickers going out to local schools to be placed in student agendas
- Table sales are doing well – 41 sold with 3 left
- Signs have been placed in new locations (Textile Museum and Home Hardware)
- A few parents haven't signed up for jobs – Nicole and parent reps will contact them
- Fall sale is booked for November 5, 2016
- Possible date for next spring's sale – May 6, 2017. Mike will see if we can book for this date
- Adriana and Angela to confirm that insurance is in place for this weekend's sale

5. Budget Update

Surplus of \$6500 due to tuition increase, but on track with projected extra expenses (extra staff). No concerns re: budget

6. Treasurer Update

There are a few families still owing tuition increase – Adriana will contact

7. Fundraising

A parent approached the executive with a proposal to do a popcorn fundraiser. The executive requests that she provide a proposal with specifics in writing to be discussed at the next executive meeting.



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In the following year, the nursery school will choose 2 optional fundraising activities (e.g. pizza, Mabel's Labels, etc.) as well as the mandatory Mom to Mom sale to reach our fundraising goal.

8. Teacher Updates

- Licensing fee has increased from \$10 to \$100
- Age definitions and ratios may change with licensing, however will not affect the school year until September 2017. Preschool age may change from 2.5 to 24 months
- Nicole will attend licensing meetings in Perth one Tuesday per month to keep up to date with licensing changes
- Need a supply teacher for 2 upcoming PD Days on Fridays – will hire an extra teacher from supply list
- Friday assistant needs to be part of program to maintain correct ratios for licensing. Cleaning duties (e.g. vacuuming, mopping) will be completed after the program ends.
- Mill of Kintail field trip will be scheduled for the end of June. Fee will remain at \$4 per child with school covering the remainder of the costs

9. Parent Rep Updates

There have been concerns raised by parents regarding the school's policy on snow days. After discussion, the policy was amended to: To determine whether school is open, we will follow the Upper Canada School District bus cancellations, unless the inclement weather is clearly an afternoon event. School may remain open at the discretion of the director and teachers. This information will be relayed to parents in the morning via telephone tree and/or text message/Facebook groups from parent reps. The updates to the policy will be effective immediately and communicated to parents by parent reps once forwarded by Angela.

Motion to approve amendment to policy: Nicole Dunn

Seconded by: Tara Miller

Year-end party/family fun event will take place at Tara's house, Friday June 24th. More information to follow once planning is underway.



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10. Program Fee/Time Changes

As discussed at February's meeting, the membership fee will remain the same, with tuition fees increasing to \$135 for 2 day program and \$210 for 3 day.

Motion to Approve: Angela Creamer
All in favour. Approved.

Proposal to run 2-day core program from 9am to 12 noon. Concluded that 3 hours was too long for many of the students, and reports had been made by parents that they felt it would negatively impact their schedule. Resolution: extend the program by 15 minutes.

2016/17 core-program hours scheduled 9:00 am to 11:45 am.

Motion to approve: Christine LeClaire
Seconded by: Katie Mark

11. 2016/2017 Executive

Open Positions:

- Secretary
- Promotions
- Parent Reps
- Mom to Mom Sale Coordinator

Meeting Adjourned 9:30pm

Next Meeting Scheduled for Tuesday, May 3rd at 7pm