



## **Co-operative Nursery School of Almonte Inc.**

www.almontenurseryschool.ca

### **EXECUTIVE MEETING MINUTES August 5, 2015**

#### **Present:**

Mary Giles, Janet Mavis, Tara Miller, Emily Fitzsimon, Angela Creamer, Holly Agnew, Courtney Freeman, Nicole Dunn, Adriana White, Tamara Geddes, Margaret Vivian, Christine LeClaire

#### **Regrets:**

Mike Apostoliuk

#### **Business Arising:**

##### **1. Approval of July meeting minutes**

Changes noted – Friday program: 16 students needed for a second teacher.

##### **2. Welcome to our new teacher, Christine LeClaire**

##### **3. Motion to vote Margaret Vivian as vice president**

**All approve**

**Motion to vote Holly Agnew as Monday/Wednesday parent rep.**

**All approve**

##### **4. Policy Review**

- a) Executive member discount policy will not apply this year. Participation on the executive board will replace a volunteer job during the year (unless volunteer jobs need to be filled).
- b) Friday Parent Helper will remain in place.
- c) Friday Program Policy is a Core Program Policy for Returning Students. It will be revisited by Angela and the teachers.
- d) Criminal reference checks will be completed by all new volunteers and are only required every 5 yrs. Offense Declaration forms will be completed annually.**

##### **5. Orientation Night**

Date: September 9, 2015

Time 6:30 pm

Orientation Night will be run by Director: Nicole Dunn



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All executive members to be present at 6:00pm. Angela will introduce executive members to parents.

Simple refreshments will be provided.

Parent Reps, Tara and Holly, will address parents with regards to:

- volunteer jobs
- confirm parent lists
- address allergies and anaphylaxis
- CRC
- household supply items to be brought to school
- donations for silent auctions
- walk-through of classrooms

Parents will see Mike for information on the M2M sale.

### 6. Current registration

M/W 13 students (2<2.5)

T/Th 18 students (3<2.5)

Friday program 16 students

### 7. Website

Angela continues to oversee and update the website.

### 8. Mom 2 Mom Sale

Angela to connect with Mike regarding opening table registration.

Adriana will amalgamate M2M sale Facebook page with the Nursery School page.

### 9. Proposed Budget 2015/2016

Janet presented the 2015/2016 budget.

In general: Tuition costs pay salaries while grants and fundraising cover additional costs (rent, supplies etc.)

Review and approval of the 2015/2016 budget.

### 10. Promotions and Fundraising

- a) Library display – Tamara to connect with Pam to arrange a 2 week general advertising display at the library.
- b) Silent Auction Donations – Tamara to create a letter to local businesses and email to parents for possible silent auction donations (that could be brought in at Orientation Night).



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- c) Mississippi Mills at a glance – Courtney to arrange display table.
- d) Mill of Kintail Sprinkler Party – Aug.19. Tamara and Margaret provide brochures, board and tattoos.

### **11. Treasurer**

Adriana will be present at the school once a week for financial admin.

### **12. CPR Training**

Angela will arrange a date for CPR training (infant, child, adult) and inquire into the possibility of opening the session to parents as a fundraiser.

**Next meeting: Wednesday September 9, 2015 following Orientation Night.**

Meeting Adjourned at 8:30pm