



Co-operative Nursery School of Almonte Inc.

www.almontenurseryschool.ca

EXECUTIVE MEETING MINUTES January 5, 2015

Present:

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

Regrets:

Tamara Geddes, Katie Mark

Business Arising:

1. Approval of November meeting minutes.

Changes: The cost of the Cedar Hill field trip was \$40/class, a total of 90.42 with GST.

Approval of December meeting minutes.

2. Registration

Currently full. There are a couple of children on the waiting list.

Registration Packages for 2016/2017 school year: Our goal is to have the registration packages ready for March 1, 2016. The fee will need to be reviewed and adjusted. Returning students can complete the registration after March 1st. New students may complete the registration beginning Apr.9, 2016 at the M2M sale.

3. Mom 2 Mom Sale

Date: April 9, 2016

Mike to organize a spring sale planning committee compiled of people who are not available to be at the sale on Apr. 9, 2016.

Mike to confirm deposits for 2016 sales have been received.

Tamara to organize the silent auction.

Fall sale date: Saturday, November 5, 2016

4. Budget

Janet presented the budget from 01/08/2015 to 31/12/2015.

A current surplus of \$3800 due to full September tuition. It is important to note that



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half of the year's fundraising has been completed, while 6 school months remain. The overview does not include new staffing costs or increased tuition costs.

New tuition costs: Parents are to provide a cheque for \$150.00 to cover increased tuition costs.

Subsidy procedure: Parents are to initially apply to the county, which provides a subsidy of up to \$15/half day. If rejected, they are to apply for a school subsidy through the vice-president, Margaret Vivian.

\$1 Early Years payment will be paid retroactively once the contract starts. It remains unclear as to when the contract will come through.

Janet to complete the mitigation funding report.

5. Teacher Update

- a) Fire Inspection
Fire inspection requirements need to be met by Jan.31, 2016.
- b) Teacher Absenteeism
Nicole to compile a list of supply teachers who will be contacted should a teacher be absent.
If 2 teachers are away, the school will be closed that day.

Upcoming supply days

Christine 27 January

Mary 8 February

Nicole 12-19 February

- c) Logo
Angela to provide Nicole with an electronic copy of the school logo.
- d) Holly and Tara to CC Nicole on any emails that are sent to parents.
- e) Angela and Nicole to work on Parent Handbook revisions.
- f) Tara to adjust Helping Parent duties.



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- g) Potty Training and Accidents: Parents will be notified if a child has an accident at school. The parent is responsible for changing the child.
- h) Holly and Tara to remind parents to complete CRC and Immunizations.
- i) Nicole to email parents reminding them of the revised parent roles and inform them of items needed on the Giving Tree.
- j) Nicole to complete the policy binder for licencing.

6. Newsletter

Angela and Margaret to complete the second winter newsletter.

Topics include: Valentine's Day Party, Family Day, March Break, Easter, Registration, Labeling winter clothing and boots.

Next meeting: Tuesday, February 2, 2016 at 7pm.