



## Co-operative Nursery School of Almonte Inc.

www.almontenurseryschool.ca

### EXECUTIVE MEETING MINUTES – Annual General Meeting June 16<sup>th</sup>, 2015

#### **Present at meeting:**

Mary Giles, Bridget Flynn, Nicole Dunn, Janet Mavis, Tara Miller, Taryn Houlahan, Jennifer O’Connell, Mike Apostoliuk, Emily Fitzsimmons, Angela Creamer, Adriana White, Tamara Geddes

#### **Regrets:**

Josh Brockington, Freya Lilius, Holly Agnew, and Courtney Freeman

#### **Business Arising:**

##### **1. Approve May Minutes**

Motion to approve minutes: Nicole

Motion seconded by: Mary

Minutes approved.

##### **2. Approval of Accountants “Kelly, Huibers and McNeely”, Carleton Place:**

Motion to Approve Accountants: Adriana

Motion seconded by: Angela

Motion Approved

##### **3. Budget**

Janet noted that due to an increase in funding from the county this year we had a projected surplus of approximately \$4000 at the beginning of the year. The majority of that money has been spent throughout the year on school improvements and equipment. The teachers have purchased new tables and chairs, rugs, white boards, lady bug cushions for Mary’s group, a computer cabinet and a digital camera. We also had other income of \$250 from the Civitan which has been allocated to the schools subsidy fund. The Civitan has been paid a deposit to hold our two Mom 2 Mom sale dates for next year.

The school also was able to apply for a technology grant and the money was used to purchase laptops, and IPADS that the teachers have been using on almost a daily



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basis. With this we have had an increase in our telephone bill as we are now paying for internet at the school.

At this point the school has a surplus of \$830.84 projected for the end of the school year. It was decided that with \$2700 in our subsidy fund we would allocate the money elsewhere. \$50 for the school custodian Kim and the remaining to be placed back into the schools operating budget.

Motion to approve: Mary

Motion seconded by: Nicole

Motion to Approve Allocation of Surplus: Approved

This will be revisited at the next meeting though as the remaining bills are added. It should be noted that having the annual general meeting in June when the schools fiscal year end isn't until July doesn't make sense for budgeting but does work as the turn over for the executive.

This year the school has started online payroll with automatic deposit. This is working well and Janet is able to receive all necessary tracking information she needs. We have still been unable to find a cost effective and easy method that would allow parents to do automatic payments but Adriana and Janet will continue to look into it.

Paperwork has all been completed for the provincial \$1 increase in teachers' salaries. The form is not user friendly and does not work well for our school. The pay will be retroactive to Jan 1<sup>st</sup> and the money is expected to be paid out in November.

#### 4. Executive Summaries

**President:** Bridget thanked both teachers for all of their continued hard work and effort. Recognizing that as the school moves forward that it is continuing to grow and change. Changes next year are to include the new position on the parent executive combining the fundraising and promotional positions into one and the major change to be noted in the Friday program with enrollment being increased to 20 students and a second teacher for that day to be hired. It was noted that enrollment for Sept is great and the school has become very popular. Thank you to Mike for all the hard work with the mom to mom sale as well as making improvements and areas for change for upcoming sales. A special thank you to Adriana for stepping up to help with the parent jobs that weren't completed; Thanks to Angela for keeping all of us informed throughout the year with our newsletter and for improving that process by changing it to seasonal updates. The new website has more improvements to be made but is working well and looks great. Bridget said how stressful this year has been and that is part of the reason she has chosen not to continue with the Parent executive. Also she will not be sending



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her daughter to nursery school next year. As a family they have decided that the programming available to her with the school doesn't meet the goals they have in preparing her for kindergarten the following year. A heartfelt thank you to the teachers for supporting Alexa throughout the year and her growth and progress was amazing to watch.

### **Vice President: Angela**

Major changes to the newsletter for next year include changing the format from a monthly letter to a seasonal letter. It was noted that information wasn't getting out in time as the newsletter is sent following the executive meetings. Parents will receive a welcome letter in September, a winter letter and a spring letter. Any additional news will be posted on the notice boards at the school. No subsidy requests were made this year and we currently do not have any for next school year.

### **Director: Mary**

Mary noted how hard the beginning of the school year was but that the time flew and now it is much easier. The children have grown and developed, making friends throughout year. The children enjoyed the usual field trips to Cedar Hill Tree farm and the Mill of Kintail, as well as, new trips to Sunol Farms and a school bus ride and planting at a local senior's apartment. The planting did not go as expected as the garden beds were not ready but overall the day was a success and the kids as well as seniors had a great time. Thank you to everyone for the hard work. She and Nicole presented new themes this year and more changes will be seen next year as well. Mary noted that a number of the school policies are out of date and need to be looked and changed. Specific policies that need to be changed are the Friday program policy, Enrollment policy and underage enrollment. Current policy states that underage students will only be accepted in Mid-Aug as space permits at the executive's discretion with direction from the director. The emergency policy also needs to be revisited as well as the criminal reference check which has now been changed to every 3 years as per ministry guidelines. The withdrawal policy requires one month notice in writing to the director which was not happening this year and it was felt that all members of the executive should be made aware when a student withdraws.

### **Teacher: Nicole**

Still working on programming for next year's Friday program but she has decided that all bigger projects like, Mother's Day/Father's Day celebrations as well as workbooks will only happen on Fridays. Thank you to everyone and she will find it hard to say goodbye to all the kids. It was a hard year personally with her Dad being made palliative but she is happy that she was able to finish the school year and she will keep everyone updated to his condition. She is looking forward to her new role next year as Director and is comfortable in the position and she has done this



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previously at a much larger center.

### **Mom to Mom Sale: Mike**

It is to be noted that next year's sale will not be on the same day as the Carleton Place Mom to Mom Sale. Dates for next year have been booked for Sept 26<sup>th</sup> and April 9<sup>th</sup>. Changes for next year based on vendor feedback include new hours of 9-12 instead of 9-1. Changes for parents will include that we will now be only having 1 longer shift and job sign up will be done at Orientation night. Parents will also be asked in the August mail out to bring 2 post-dated cheques for \$100 which will be returned when sale jobs are completed. This will also be added to the registration checklist for next year.

### **Treasurer: Adriana**

Thank you to Janet for all her help and support. Hand over last year was not clear and unfortunately some things were missed such as paying rent but that a new system of post-dated cheques to the church has been started.

### **Promotions: Jen**

Thank you to the teachers. This her last year with the school and Rory had a great time learning lots of new songs.

## **5. Election of Officers for 2015/2016**

President: To be determined

Vice President: Angela Creamer

Director: Nicole

Head Teacher: Mary

Teacher: To be determined

Treasurer: Adriana

Registrar: Courtney

Webmaster: To be determined

Promotion and Fundraising Coordinator: Tamara Geddes

Motion made by: Adriana

Motion seconded by: Tara

Motion approved

Mom to Mom Sale Coordinator: Mike Apostoliuk

M/W Parent Rep: To be determined

T/Th/F Parent Rep: Tara Miller

Secretary: Emily Fitzsimmons

Motion made by: Mary

Motion seconded by: Angela

Motion approved



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### **6. Summer Meeting Schedule**

July 7<sup>th</sup> at 7 pm

Aug - to be determined

Meeting adjourned at 930.