



Co-operative Nursery School of Almonte Inc.

www.almontenurseryschool.ca

EXECUTIVE MEETING MINUTES October 6, 2015

Present:

Mary Giles, Tara Miller, Emily Fitzsimon, Angela Creamer, Holly Agnew, Courtney Freeman, Adriana White, Tamara Geddes, Christine Johnston, Mike Apostoliuk, Margaret Vivian, Katie Mark

Regrets:

Janet Mavis, Nicole Dunn

Business Arising:

1. Approval of September meeting minutes.

2. Welcome to Katie Mark

Katie Mark voted in. All approve.

Website – Katie will look into OneDrive/DropBox as an online access to all files. This process will eliminate executive binders. One binder containing hard copies of all school policies will be kept at the school.

3. Mom 2 Mom Sale

Successful fundraiser with \$2500-2600 total profit. Thank you to everyone for their hard work!

Revenue Breakdown

Admission	455
Bake sale	450
Breakfast	226
Nursery table	157
Outside items	133
50/50	92
Silent auction	706

Pros and Cons of Sale

Vendors were happy	Low attendance approx.. 200 people
All tables sold at full price	Before/after jobs are necessary for



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	parents who cannot attend
Volunteer sign up at orientation worked well	Kids' corner needs to be advertised
1 volunteer shift was simple and easy	Increase flyers for next sale
Kids' corner – great idea	

Next steps:

- Tarama to send Thank Yous to Jodi to be distributed to vendors
- Future M2M sales to be organized by a committee rather than an individual
- Sorting team will sort remaining items into Trash/Donate/Keep
- Parent reps to email parents requesting storage for clothing racks
- Spring Sale: April 9, 2016
- Fall Sale: Oct. 1, 2016

4. Current registration

M/W 17 students

T/Th 19 students

Friday program 20 students

One registration form will be used for all students (new/returning). This will replace the returning student registration form.

Parent reps to remind parents to inform the school regarding any student info changes.

5. Teachers

- a) Mary's email is currently not working.
- b) Cleaning (weekly/monthly) – Tara will create a weekday checklist for parents indicating cleaning responsibilities.
- c) License has been submitted and paid
- d) Water sampling to be done

6. Treasurer Update

Nicole's prep time has been increased by 2 hours.

No significant changes.



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7. Fundraising

- a) First Aid Courses - Two courses will be offered through Action First Aid:
Emergency First Aid November 7 Cost: \$75.00
Standard First Aid November 21& 22 Cost: \$125.00
Ministry mandates the Standard First Aid course for all teachers.
Angela will update the flyer with necessary information.
- b) Photography
School photos by Jasmin Mori, Joy in Motion, will take place Nov.1&2.
- c) Toysale
To be discussed and organized.

8. Parent Reps Update

Everything is going well.

9. New Policies

Preschool Program Circle Policy rewritten by Angela. New policy has been approved and will be updated on the website.

Next meeting: Tuesday, November 3 at 7pm.