

## **PAC Meeting Minutes - December 5, 2023**

Attendees: Alison V., Cheryl Vos, Tammy, Nicole Bouwman, Karen, Brenda, Michelle

Absences: Breanne, Laura, Gillian.

Started @ 7:48pm. Motion by Michelle & seconded by Cheryl.

October Meeting Minutes Approved & Agenda for December meeting approved. Motion made by Michelle & seconded by Cheryl.

Tammy joined the meeting. Interested in learning more about PAC board.

### Advertising:

- The past few years we have done advertising in January and also had to do second open house as low interest/enrollment after the first open house
- Class resumes January 8th, 2023
- Need to do pre-registration for current families & past board members prior to general public enrollment
- Nicole to check to see if works better to do pre-registration on Saturday Jan 20th or 27th & then will set date of open house for the following week
- Do signage 2/52 before open house; curbex 4' x 8' sign last year along Richmond Road.
- Subscription to Great News Media in community magazines for early March
- Alison will email pre-registration letter from last year to Nicole to help with pre-registration letters to be sent out with the week of January 8th
- Decided on pre-registration January 13th & open house on week of Jan 22nd
- ACTION ITEM: Brenda will look at open house times/dates and talk to Michelle
- Michelle will send Alison Curbex sign info

### Website Updates:

- Gillian updated website with illness reminder info
- Michelle will be in touch with Gillian to update wording to reflect ILI rather than COVID illness
- Gillian to send out thank you note for fundraising
- Made \$640 on fundraising drive; good result with lower registrations this year

### Fundraising:

- Made \$640 on supply fundraising drive; good result with lower registrations this year
- Need to update contact information as it still has Katie's info
- Query consider accepting e-transfer in the future
- Michelle to check with insurance company re: if could consider accepting e-transfer
- Wish list also has class room dividers which would be a priority for
- Pie Junkie has no minimum orders & 15% bac
- Mixing Spoon gets 40% profit back
- Rosso Coffee, Simple Simon Pies

- Skip the Depot
- Mable Labels
- Michelle will follow through with Laura to further discuss options

#### Class Updates from Brenda:

- Dayhome rules may differ from school illness policy; need to follow AHS and educational policies and protocols
- Practicum student days M & T or TH & F
- Brenda recommends not taking on student this year as already have 2 EAs in MWF class; this would result in quite a crowded classroom space
- Brenda has good rapport with Mt Royal Early Education department and will communicate the circumstance this year
- Maximize Early Educational Services (MECS); last year was the first year with Glenbrook Preschool.
- MEES does assessment screens for child development & recommends additional supports for children; this program is run Tues/Thurs PM at Glenbrook Preschool.
- Previously families had to drive off-site to attend Early Education.
- Big concern is lack of communication
- 9 children attend the program and Brenda feels they are burnt out and not attending regular preschool & additional classes.
- Need to let Maximize know by April if will renew the contract
- 9 kiddos qualified for extra support this year; only 2 if parents did not consent that child would have had to withdraw from the program (require full time EA)
- Changed from Calgary Early Learning Center to Maximize Early Education Services largely due to logistics of promoting access for families with onsite service
- Consider charging MECS to use the room.
- Brenda will also look into other programs we may be able to part with
- Maximize has a student attending the program that is not attending the Glenbrook Preschool; this is a concern that should be addressed to ensure that proper compensation is provided for use of the preschool space and resources (i.e. snacks, supplies).

#### Fee Increases:

- Michelle proposes increasing preschool fees for 2024-2025 school year
- \$75/child per month preschool Grant technically does not need to be given back to families; currently the preschool reduces monthly fees by the full \$75/month to make preschool more affordable for families.
- Consider increasing fees by \$10/month to help cover increased operating costs (insurance, WCB, salaries, rent, food)
- \$210 for 4 year old class
- \$190 for 3 year old class
- Raising fees by \$10/month would result in added \$3600 income
- There will be a new contract agreement coming out in January 2024 for subsidy but the amount is TBD

- Need to send in 15 month affordability grant report; Michelle is working with bookkeeper to get this report submitted as it was overdue
- Taxes for 2022 fiscal year have been submitted
- Taxes for 2023 fiscal year is still ongoing
- Will further discuss fee increases at next meeting once Michelle, Nicole, and Karen have budgeting meeting later tonight

Next Meetings: 2 meetings in January due to open house

January 9th @ 7:45 PM

January 30th @ 7:45 PM

Meeting Adjourned: 09:03PM. Motion made by Michelle & Cherly seconded.