

PAC MEETING - JANUARY 30, 2024

Attendance: Michelle Ibbotson, Alison Visser, Cheryl Vos, Gillian Radke, Breanne Sadusky, Brenda Miller, Karen Lavoie

Absences: Nicole Bouwman, Laura Crowe, Ali Radley

Motion to Start Meeting at approximately 7:50: made by Michelle, seconded by Cheryl

Previous Meeting Minutes: no amendments

Current Agenda: no changes.

Vacant Roles: President & Vice-President roles still vacant.

Advertising:

- Business classified ad has been placed and set to be in the March editions of the Glenbrook, Glamorgan, and Glendale Community Newsletters (Greater News Media).
- May consider placing another ad in the coming months; PAC will further discuss

Newsletters: Brenda to email any updates to Ali directly

Fundraising:

- Laura ordered books from the supply drive & starting to deliver to the preschool
- Brenda waiting to hear about budget before making decisions about other supplies

Social Events:

- Can start to discuss end of year party logistics in the coming meeting
- Possibly consider "start of the year" party to help with families getting to know each other, promoting awareness for PAC board roles/positions, fostering sense of community amongst families

Registration & Open House:

- 6 families showed up, 4 registered that day for 2025.
 - Advertising sign and internet searches were the main methods of how families heard about the open house
- 5 spots available in 3 year old class, 7 spots in 4 year old AM class, 16 spots in 4 year old PM class
- Registration deadline for current year is March 30th of current year as per preschool policies & procedures (page 7, L2). Gillian added this to the website.

Licensing Inspection:

- Inspection was completed last week
 - No concerns noted whatsoever

- Licensing inspector is very pleased with GPS - demeanor of the children, staff, and the relationships that have been built. Applauded Glenbrook Preschool for its high enrollment, regardless of lower enrollment rates for the year.

Reimbursement Packages:

- All impacted families have received the reimbursement packages
 - 21 returned, waiting on 16.

MECS Questionnaire:

- 5 out of 9 families returned the feedback forms (1 of these families withdrew)
 - 3 out of the 5 received have positive feedback about the program
 - One family felt they were forced into signing up and there was lack of communication between the MECS program and the support their child needed
 - One family wanted extra progress reports, gaps in feedback.
- We will consider meeting with MECS to discuss areas of improvement.

Proposed PAC Policy Revision:

- Vote to include information about preschool closure due to inclement weather in Policies and Procedures. Currently this information is just listed in the parent handbook.
 - Rationale (not to be included in written policy): increased risk of pipes bursting in the school in extreme cold temperatures poses significant safety concerns for getting preschool children safely to an evacuation site.
- Motion to approve policy revision made by Cheryl, seconded by Alison.
- Gillian to post this revision on the preschool website x 5 days.

Year End & Budget Overview:

- Michelle will look further into and confirm potential fundraising initiatives.
- Received invoice for year end for 2022 and payment will be made.
- Subsidy reimbursement amount was discussed.
- PAC board implemented structured payscale last year; potential wage increases for the next school year.

New Business:

- Breanne inquired about starting PAC meetings earlier.
- Breanne made motion to vote on starting meetings at 7:30pm, seconded by Cheryl.

- Karen needs new deposit slips; Michelle will order more.

Meeting Adjourned at 8:49PM, motion by Michelle & seconded by Cheryl.

NEXT MEETING: February 27, 2024, at 7:45 PM