



## ANNUAL GENERAL MEETING AGENDA

### September 18, 2019

**Start time:** 7:30pm

**Location:** MPP Room (Gym beside Rec Centre Main Office)

#### Board Introductions

|                   |                       |
|-------------------|-----------------------|
| Vanessa Bourgault | President             |
| Jenny Verwoerd    | Vice President        |
| Kate Ager         | Treasurer             |
| Tara Blake        | Secretary             |
| Levi Binns        | Volunteer Coordinator |
| Laura McCullough  | Special Events        |
| Debbie Manovich   | Privacy               |
| Jody Refvik       | Past Parent           |

#### Teachers Report

1. **Introduction** – Ms. Jenn and Ms. Emily introduced themselves and shared a little about their background and experience.
2. **Talk about a typical day**
  - Ms. Jenn talked a bit about the first weeks of school and Routine - doors open, names, backpacks and come to carpet which covers the calendar or changes to the routine, chooses the helping hand, down for gym/outside to play songs and games which are coordinated with the theme for the month, come back up, eat snack (encourage healthy snack – small discussion around this) back to carpet for any group activity, centres or craft, back to carpet for goodbye song, backpacks and dismissal
3. **Outline the guidelines for snacks**
  - As discussed above, healthy snacks please as much as possible, no juice boxes – water bottles
4. **Skating**
  - October to March – not mandatory. Do not have to be in skates, they may come in boots but are required to wear a proper winter sports helmet. Parent's are required to accompany their child. Siblings are allowed as well but must be strapped in stroller or if on the ice with a winter sports helmet. Volunteers for that day are not credited for the skating but only for the hour and half afterwards. Those who do not wish to participate in skating may come to class when skating is done.
5. **Importance of volunteers – thank you.**



- First couple weeks as the kids are getting used to their new routine there will be no in class volunteers. Monthly calendar will be posted and you may sign up for which day you would like.
- In class- Help with things such as reading, preparing for snack, bathroom breaks/washing hands, cleaning up after snack and craft, craft set up. We ask you are there to help all the kids and not just yours, no cell phones, no pictures as some parents have not signed consent form for release. No siblings
- Out of class – toy cleaning and classroom cleaning  
Checklist will be provided – wiping down tables and chairs, cleaning the floors steaming and vaccuming, sweeping out treehouse and wiping all surfaces, wiping down the bathroom.  
Toys- Bleach water and plain water solutions and cycle through toys that can be washed, left to dry. Those that can not be washed will need to be wiped down with disinfectant wipes. Not everything will need to be cleaned, toys are transitioned, those that are needing to be washed will be left out by the teachers.  
Mandatory Cleaning Shift – maximum three hours to clean, if you are paired with another family one will do toys and one can do classroom

#### 6. Questions?

- One question regarding skating with twins -

### Special Guests

#### 1. I'm For Kids – Sue Poole & Emily

- 7:42 – Introduction. Brief overview of who they are, what the screening process is.
- Questions - none tonight but can contact them at any time

#### 2. Sportball – Coach Tracy

- Vanessa briefly explains the program and how it works.
- Tracy intro – Came up with playschool program when she did Father's Day event. Multipsport is a new sport every week with imaginative story lines – tons of energy. Lots of experience with the 3 year olds, so not to worry they will be overwhelmed, parents are welcome to come to class. Lots of fun. Any questions parents can refer to the Sportball website which has lots of great information.
- Questions – Where to meet Tracy for afternoon class – bring your child to the cubbies and Tracy will take over.  
Where to register – not online as it is exclusive to the playschool. Please call CRCA to register your child.

### General Business

#### 1. Required Paperwork

- CRCA Membership numbers need to be in by end of September – your child as per the bylaws will not be permitted into class until we get this. This as part of our lease with the CRCA is in our contract.

#### 2. Bylaw updates – See Below

Presented and passed

#### 3. Communications

#### 4. Mabel's Label's



- We don't ask for fundraising as part of our registration fee that is included, however this is completely optional. These are great products and a portion does come back to support the playschool

## **5. Finances**

- Are available to those who would like to see

## **Volunteer positions**

### **1. General**

- Depend on our volunteers to help run the playschool
- Police check is mandatory and must be submitted before you volunteer in class. Need a new copy every year.
- If you'd like to book a date in advance for in class, email Levi to request.
- You do need to track your hours and have the teachers sign off in order to get your total hours updated. Can be entered in binder in class or emailed to Levi directly
- 15 out of class positions available. These are a 10 month commitment and you will need to complete this to get your hours, you will need to sign the form stating you understand this. If you do not fulfill your hours, your volunteer bond is at risk for being cashed.
- Can we be more specific with cleaning shifts, be direct with how long the cleaning shift should be so everyone knows what to expect

Out of class positions: Two playdoh makers, 4 Craft Preppers, 3 Classroom Laundry positions, 2 classroom recyclers, 1 Classroom decorator, 1 promotions assistant, 1 emergency back up cleaner, 1 classroom carpet cleaner

### **2. In Class positions**

### **3. Review process**

Numbers were drawn and everyone signed up for the position they would like

### **4. Review positions**

### **5. Questions?**

**Sign up – Volunteers 8:40**

**End – 8:55**

## **Proposed Bylaw Changes September 2019:**

### **Article 6 – Volunteer Requirement**

- 6.1 .... If your child 3 classes a week, you must volunteer 15 hours of volunteer time over the school year.

To read:



- 6.1 .... If your child **attends** 2 classes a week, you must volunteer 10 hours of volunteer time over the school year

**Lisa Exner – motion passed (19)**

## **Article 9 – The Board of Directors**

9.7 Duties of the Board of Directors:

### ***Position: Communication and Privacy Officer***

Page 8; Bullet 3:

- Manage the CCPA's public communication channels (this may include but not be limited to Facebook). Type changes Handbook once final decisions are made by the Board of Directors and Membership (where applicable)

To read:

- Manage the CCPA's public communication channels (this may include but not be limited to Facebook). Type changes **in the** Handbook once final decisions are made by the Board of Directors and Membership (where applicable)

**Jody Bell – Motion Passed (19)**