

Yellowknife Playschool Association  
General Meeting Minutes  
November 30, 2017 7:30 p.m.

**Members Present: Claudia Haas, Jane Staard, Chelsea Donaldson, Robyn Bugbee and Julie Ward**

**Playschool Teachers: Janet St. Pierre and Hille Stewart (Coordinator)**

1. Welcome and call meeting to order – 7:35 pm
2. **Approval of agenda- Claudia**  
**Motion – Robyn**  
**Second - Chelsea**
3. **Review and approval of minutes of last meeting as circulated by email- Julie**  
**Motion – Claudia**  
**Second - Chelsea**
4. Financial Report- Julie – We made an \$8,000 profit as we received our grant from the GNWT (12,000). It appears we are predicting to break even each month as these subsidies come every 3 months.
5. Reports:
  - Chairperson- Claudia – Met with Janet and Hille today to discuss contracts to make them full year and to clarify them. Just some cleaning up to do.
  - Vice-Chairperson – Jane – Every position is filled. No word on a Santa, but looking for a volunteer.
  - Secretary – Chelsea – Nothing major to report. Briefly discussed implementing the idea of the outside book exchange (“take a book, leave a book”). Hille had previously looked into making one vs. purchasing one. Will put out interest into the community to see if anyone is interested in building one for the playschool.
  - Fundraising – Robyn –
    - Cookie dough- \$1,100 profit
    - Grocery bagging is set for January 13<sup>th</sup>
    - Purdy’s Chocolates is set for February 12-26
    - March will be another grocery bagging
    - Meat in April, unsure of supplier- board discussed this being a great different fundraising opportunity (\$700ish last year) but could raise more this year.
    - Epicure in May?

- Registrar – Kaja – not at meeting – Claudia updating  
We opened up more spots for the afternoons however families that were interested/ on the waitlist have unfortunately now made alternate arrangements. Other discussion points were discussed in old business.
- Grants Coordinator – Jill – not at meeting --- Claudia updating
  - Summer Student Grants-
  - City of Yellowknife -- unsure on this, will be looking into this more to see if we qualify
  - There is a grant for energy efficient lighting.... Do we need this? The board discussed this, and will look into this further
- Coordinator – Hille –
  - Potty training – few kids have had consistent potty issues. Unfortunately it's been to the point of needing to talk to the parents but we do not have a policy. It was discussed that it is necessary to have a policy to maintain consistency.
  - Guest speakers – tried fire hall but this is still in limbo

6. Teachers Report – Janet – Janet spoke of it being a great month, with special guests. No issues. Plans on looking into sponsoring families for Christmas.
7. Parents' Concerns and Feedback – A parent of another friend contacted Jane regarding a bathroom issue while they were on a tour of the Playschool. Discussion centered on routine and how we see this integrating into programming for the playschool. We are responding that the playschool encourages independence with assistance, especially when asked. Jane will respond, and it is also encouraged that parents can also direct their concerns to the chair or another board member at anytime.

8. Old business:

- a. Regular Programming- Questions from Kaja – Claudia updating
  - i. When do we want to open up registration? Mid Feb
  - ii. Will we offer the same classes or do we need to make changes? Full time? Board discussed current and past programming. Consensus is to maintain consistency. Therefore we would like to keep current MWF and TTh programming the same.

**Motion to keep programming the same to maintain consistency**

**Motion- Julie**

**Second- Jane**

- iii. Should we save spots for children with an aid? This was a difficult to come to a consensus and therefore will be further discussed via email and the next meeting
- iv. Should we increase our rates for next year consistent Consensus is to increase rates for the next year also based on ECE recommendations and the nature of offering part time

programming. Julie will look into what Montessori are charging, and she will then propose numbers for the board to vote on.

- b. Registration Form- Do we need to ask more questions about the child on the form (i.e. Child needing an aid, speech delay, etc...) and also ask for a letter from the physician if this is the case. The board agrees for all above questions to be added

Also, we need to update the volunteer section- Jane states this is done, and will liaise with Kaja for the registration forms/ handbook

- c. March Break

- i. When should we accept registrations? Whenever Kaja is ready 😊
- ii. Weekly fee? Member vs. non-member fee? The board feels one single fee is best, and we will charge \$250/ week
- iii. Teachers—we have 2 teachers already lined up: Hille and Belle. Janet will enjoy her 2 week vacation.

- 9. New business:

- a. Support Workers/ Aids

- i. Both students with aids are requesting a 3<sup>rd</sup> day- this was a lengthy discussion which did not yield a consensus. Hille will first look into the feasibility of the two students swapping their programming, and then the board can decide if we are willing to make acceptations.

- 10. Next meeting – Mid January. Doodle pool to send out.

- 11. Meeting adjourned @ 9:20pm