

Yellowknife Playschool Association
General Meeting Minutes
September 21, 2017 7:30 p.m.

Members Present: Chelsea Donaldson, Jane Stard, Claudia Haas, Jill Stephenson, and Kaja Kotulak

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

1. Welcome and call meeting to order – 7:35 pm
2. Approval of agenda- Claudia
Motion – Jill
Second - Chelsea
3. Review and approval of minutes of last meeting as circulated by email- Claudia
Motion – Jill
Second - Kaja
4. Financial Report- Julie absent, Claudia reporting- our net income from the bookkeeper shows we are in the negative (\$10,000); however, we do not have GNWT subsidies yet as well as tuition/ revenue cheques. We will know more next month where we are at, and everyone should not stress over the negative numbers.
5. Reports:
 - Chairperson- Claudia – She is looking into pay and an issue brought up by the registrar (aids in the classroom, which will be discussed later)
 - Vice-Chairperson – Jane – Vice-chair has been busy assigning volunteer tasks.
 - Laundry- we don't have enough parents. Issue is with parents who have signed up for Tuesday / Thursday programming. They don't want to come to the playschool Mondays and Fridays as well to pick up the laundry. Looking into options.
 - Sub list- this is long- at least 5 families wanting to sub, with the potential of never needing to sub. 2 families have opted to pay instead of volunteering duties.
 - Secretary – Chelsea – Notice of directors has been submitted to societies. Finishing the amendments to the bylaws that were approved at the AGM. The board members binders that are also in circulation should be weeded through as they contain irrelevant information. Hille to assist in this.
 - Fundraising – Robyn (not present at meeting) update discussed by the email she sent out to parents and board members about the first

fundraising opportunity: “A Ptarmigan in a Birch Tree” Christmas Book fundraising- Order forms due Oct 10th.

- Registrar – Kaja – Discussed children having aids, and that we need to update our registration forms to add (as well as the handbook)– does you child need an aid? So that this is clear. We were unaware of one child attending with one.

Current Programming:

MWF- mornings – 10

MWF- afternoons – 3

MWF- full days – 6

TTh- mornings- 10

TTh- afternoons- 3

TTh- full days – 6

- Grants Coordinator – Jill – Looking into potential sponsorships.
 - Diavik- Hoping they’ll sponsor transportation costs for fieldtrips, and now we are waiting to hear back.
 - Stantec- hoping for fence sponsorship.
 - Yellowknife Community Grant- for new equipment.
 - Summer Student Grants- will be looked at in the New Year.
- Coordinator – Hille - ECE License is due; pre-inspection will be at the beginning of October. Health and Fire should’ve been done this summer, however this did not happen. Hille will look into this to ensure licensure, and where the insurance claims are at from last year.

6. Teachers Report – Janet – Everything seems to be going well. Kids are transitioning to programming and other children. It is important for parents to be reminded to call in when children are away. Facebook programming was also discussed and Janet will start to post on the YKPA Facebook page.

7. Parents’ Concerns and Feedback – n/a

8. Old business:

a. None

9. New business:

a. Programming:

i. Music Programming (Mary Kelly)

1. Looking at other alternatives were discussed (yoga, dance, and fieldtrips as what is proposed seems expensive

ii. Field Trips (new info - bus rates)

1. Potential for field house, gymnastics, etc.

2. Will ask for \$5 for parents- this was successful last year and assisted with the transportation costs
 3. Teachers should look into what they want do and let us know
 - b. Maintenance Priorities 2017/18
 - i. HRV needs to be replaced; parent was going to do it but previous coordinator already hired Great Slave Mechanical
 - ii. 2 windows need to be replaced; handy parent Byron is a contractor, has volunteered to help. We can buy the windows and he would install and replace them
 - iii. Fence- another handy parent Rynor Look is willing to assist with this
 - iv. Sump Pump- this needs to be looked into from last winters issues. Hille to look into.
 - c. Registration Form:
 - i. Volunteer assignments- this is apart of the registration form but it was discussed that it would be better to rework this and have parents just sign up at the AGM. Then they would have a better understanding of the volunteer commitment.
 - d. Children attending with an aid
 - i. Teacher doesn't think it's a good idea for more than one per programming (MWF or TTh). Look at different options potentially for next year
 - e. Subs List – We received a resume for a possible paid sub. Board discussed paid vs. unpaid subs. Hille discussed ECE regulations for subs and a vulnerable sector check, immunization & TB records are required for subbing. It is also required for teachers in the playschool/daycare structures to have additional ECE training but Hille is looking into whether this is a requirement or just additional training/ educational development
 - f. Change of pay structure (to be discussed at October meeting) – prep happening next week
10. Other – Nothing reported
11. Next meeting - Thursday, October 19th 7:30pm
12. Meeting adjourned @ 9pm