

L'ecole Des Petitis

Executive Meeting Agenda

Date: April 6th, 2016

Meeting Called to Order: 1808

In Attendance: Katie Forre, Niki Dionne, Jennifer Aitken, Danielle Anderson, Zinnie Breitzkreutz, Genessa, Helene N'dour; Patricia Riopel

Approved Minutes for last meeting: Niki; seconded Zinnie

Approved Agenda: Niki; seconded Zinnie

Presidents Report:

- Who is responsible for updating parent handbook? (also need to update handbook with acts of God ex. flooding) - President, Teacher and Registrar are responsible for this updating
- Bathroom vanity - wait until school is done and will put in dry wall (insurance is covering new bathroom vanity); will screw in bathroom vanity as a temporary fix until end of school year
- Volunteer deposit cheques for the casino (listed in parent handbook as needing to gather \$100 cheques to be held in trust) - no cheques; will figure out something at a future meeting
- Have an accounting firm assist the treasurer with books or move back to 2 people - two people is difficult as they don't know what other person is doing; accounting firm is expensive; possibly do a treasure with an assistant
 - possibly put reports to vice president or president
 - wcb has to be done by treasurer
 - registries can be done by anyone
 - Alberta gaming and liquor - can be done by anyone
- Meet the teachers date - September 7 from 6-8 (6-645 for 3 day ; 645-8 for 2 days)
- Start of school year 2016/2017 - Monday September 12; staggered entry September 13 and 15
- Flood update - flooring is in; baseboards need to be finished, bathroom will be finished once school is over
- \$14,000 in damages to the school; we took pay out from insurance 80% - 5194.14 is what we received; we paid \$1246 for flooring; still have to buy baseboards, vanity and drywall
- Parent evaluations - sent out by Google document and a few paper copies; sent out by end of next week, back in by end of April
- New offsite building manager for Braden Equities - Laura; information has been updated at preschool

Vice Presidents Report:

- Purdy's final numbers - \$1130.59; met our goal bonus \$107.67 which will come May
- Date for Callahoo Meats Fundraiser - orders out April 18; need two week turn around; need forms back May 5/6; delivered the week of May 23; 1 day per class

- families that owe money will be told how much and then will cash the in trust cheques if they don't meet the required amount

Treasurer's Report:

- Finances/report update - with teachers vacation, casino fund to paid back and bills - we need \$7000 - we are short \$3000 (not including Purdy's and Callahoo)
- casino - done in March 2017 - will generate 6000-8000 a year for three years; can only be use for wages or rent
- \$6300 to be used this year (2016/17) from casino fund
- insurance and taxes are done; credit on taxes
- will send tax receipt for this year by end of school year
- registry form for Alberta government needs to be done

Teachers Report:

- May Theme - dinosaurs and butterflies; 3 day kids looking forward to something exciting
- Genessa's Practicum - gone all of May (May 2-22); 4 -5 people coming to help balance the classes
- May/June field trips - town of Beaumont for recycling; 3 day grad photos (need names of students for photographer - Monday April 25 - board approval for giving names to photographer); Katie to do gymnastics in May; June 1 for bike safety (\$227.10 for rink or free if do it on the field; board approves doing it for free and not spending money on the rink)
- Year end party - send out an email to parents
- 3 day graduation - contact colonial school for space - hoping for Wednesday, June 8 in the evening

Registrar's Report:

- update - 2 day am class is almost full; 2 day pm has only 5 students we need 12; 3 day am is full; 3 day pm has 2-3 spots

Newsletter/Communications: nothing new to report; will send us an email before sending anything out about end of school year

New Business: none

Next Meeting: May 12 at 7pm

Time Meeting Ended: 2048