

L'ecole Des Petitis

Executive Meeting Agenda

Date: October 1, 2015

Attendance: Katie Forre, Jennifer Aitken, Patricia Riopel, Danielle Anderson, Genessa, Helene N'dour, Zinnie Breitreutz, Niki Dionne-Nielsen

Meeting Called to Order: 7:04 pm

Approved Minutes for last meeting: Zinnie; seconded Katie

Approve Agenda: Niki; second Zinnie

**Presidents Report:**

1. **Use of space for guitar lessons (Clarence)** - after school or in summer; liability with insurance; noise for upstairs; - denied  
- come up with a policy for future; we are not allowed to sublet
2. **New Lease to be signed** - everyone with signing authority has signed; resigning updated copy; one copy for us
3. **Barefoot Books - are we using?** - using book in the classroom  
- possible fundraiser for next year  
-possible meet the mom night
4. **Spring/Summer Camp** - possibly for spring not summer - look at for next meeting
5. **Halloween party by board members for families - yes or no, space to use** - no; goodie bag from board
6. **Christmas party by board members for families - yes or no space to use** - magic space or theatre (Nov 26, 27, 29, Dec 4)
7. **Janitorial Duties** - Katie picking up on this job - \$13/hour

**Vice Presidents Report:**

1. **Fundraising Update** - Sobey's - made \$126 profit; Mabel's labels \$142.53 profit  
-DeSimone - hand out to students on October 8&9 - to be returned by October 20; will keep families up to date with delivery notice

**Treasurer's Report:**

1. **Account Balance** - no update

**Teachers Report:**

1. **Sick student** - make parents aware of email address, phone number to leave messages
2. **Class update** - 3 day classes in good groove; 2 day class working with them  
- October 26/27 - music - cost \$ 40 for 5 months (three payment option; \$ 40 up front: pay monthly or \$20 and then \$20 payment)

3. **Genessa's Practicum - staff replacements** - complete her level 2 - January to April - need ( 9 hours a week) - bring in parent volunteers; May - gone completely - 30 hour / week - Katie and Patricia in Mornings; afternoon - two mom
4. **Vacation day - bring in volunteers** - November 16 - Patricia to cover am
5. **Scholastic Book Fair** - October 30th drop off; Open November 1 from 1-4; November and 4-5 in the evening  
 - \$1501 in sales and we get 50% back; lets try and reach this by keeping the families up to date with where we are  
 -advertise on facebook; send out email to class to keep them up to date our sales

**Field Trip Coordinator:**

1. **Marine Life** - November 25/26; will overlap the classes over lunch; will send letter to parents morning class will start 930 and afternoon class will end
2. **Pictures** - October 22/23
3. **Christmas** - John Walter Museum -December 15 and 16 coming in character for 1.5 hours; craft, story time
4. **Year End Trip** - Jurassic Forest
5. **Dates for AGM** - look at aquafit; April 27?
6. **Dates for New Enrollment - in house and new students** - January 18 hand out forms and have them back for January 27/28; open up to community just after family day

**Registrar's Report:**

1. **Update** - almost full; one spot in the 2 day pm - coming to observe tomorrow; one student moving from 2 day to 3 day; one spot in the am

**Purchaser:**

1. **Things needed -nothing**
2. **Piece for toilet was purchased and fixed**

**Newsletter/Communications:**

- reminder for items for the newsletter

**New Business:**

- wish list - new matching chairs  
 - Christmas party

**Next Meeting:** November 5 at 7

**Time Meeting Ended:** 8:35pm