

Bragg Creek Educational Services Association
Minutes Of Board Meeting January 5, 2012
Start Time: 7:30pm End Time: 10:40pm
Location: The Little Schoolhouse, Bragg Creek

ATTENDEES: Carmen Ryan, Michelle Kroeker, Stephanie Kilbride, Kim Verheyde, Caroline Fisher, Catherine Watson, Tara Heric, Kimberly Frost-Hunt, Jude Cartwright

REGRETS: Lucy Curtis

1.0 CALL TO ORDER

Stephanie Kilbride called the meeting to order at 7:30pm. Michelle Kroeker Seconded

2.0 NEW BUSINESS

2.01KINDERGARTEN REGISTRATION: Ms. Kimberly talked about the Registration Night for next year's Kindergarteners. An information night will be held January 24th at 7:30pm and babysitting will be provided. Current students will be able to start registering for all classes as of January 16th. (Open Registration for Jr-Kindergarten and Pre-Kindergarten will begin February 9th at 7:30pm if necessary.) Michelle will pick up a mailbox for outside of the school if parents need to drop off forms or other documents. Kindergarten and Preschool advertising will be submitted to all the local papers by Carmen, and Ms. Kimberly will put up flyers around the community.

2.02REGISTRATION FORM UPDATE: Discussion was made with regards to the updated registration forms that the Administrators have been working on. There were some corrections so the Registration Forms will continue to be review and update. Child and Youth Services would also like a copy of the forms to make sure it has everything they require. Some discussion was also made to possibly changing the J-K/P-K titles to "Preschool." Tara Heric liked the titles the way they were and Ms. Kimberly did not want to loose students after Jr-Kindergarten. The titles will remain the same.

2.03REGISTRATION FEE: Carmen has talked with Dave Ryan about the procedure in changing 1.1.8 in the bylaws, which include the BCCA membership fee in the school's Registration Fee. The BCCA has agreed that their membership costs will no longer be included in our Registration Fee. The 2012-2013 school year will have a Registration Fee of \$25 and not charge for (or include) a BCCA membership.

2.04REGISTRAION DATES:

--January 16th: Current students may register for all classes

--January 24th: Kindergarten Information and Open Registration Night

--February 9th: Open Registration for Jr-Kindergarten and Pre-Kindergarten

2.05JK/PK BUDGET: Caroline and Catherine gave an update on the splitting of the JK/PK and Kindergarten (ECS) finances. The Administrators will give financial reviews at every board meeting.

2.06REVIEW REVISED CONTRACTS: Carmen has been working with the Administrators in correcting the Teachers and TA's contracts. Because the finances are being split, the contracts have to be divided between the JK/PK and Kindergarten as well. There was some discussion with regards to the TA's requirements. And Ms. Kimberly asked about possible benefits to cover the TA's. Catherine will look into these possibilities.

(Ms. Jude Cartwright left at 9:30pm)

2.07FUNDRAISING: Michele made a motion to hold off on fundraising this semester. Everyone agreed. Stephanie Seconded.

2.08ADVERTISING: In previous discussions the board has agreed upon calling the school 'The Little Schoolhouse' along with the association's title, Bragg Creek Education Services Association (BCESA). Advertising, flyers, banners and other documents will include The Little Schoolhouse as the school's name. Carmen and Kimberly will work on the designs.

2.09SIGN: The wooden sign for the outside of the school is finished and ready for pick up.

2.010FLOOD PREPARATION: The furnace pump needs to be replaced or fixed (larger drain hole and bigger pump). Some discussion was made with regards to using a room at the Community Center if the basement floods again. Carmen and Catherine will talk with the BCCA about this.

2.011INVENTORY PROCESS: Ms. Jude has been looking through the materials in the basement but many things were tossed out after the summer flood. Catherine and Caroline will look after buying rubber bins to put the Executive Board documents in.

3.0 OTHER BUSINESS

3.01SPECIAL EDUCATION FAIR: Ms Kimberly and Stephanie will attend this fair if necessary.

3.02LEASE: The board will be working with the BCCA on the new lease agreements. The BCCA will be asked to make the lease a legal document to clarify responsibilities.

3.03BUS CANCELATION: Ms. Kimberly is postponing the January 18th Science Center field trip. Caroline or Catherine will need to cancel the busses.

3.04FLOAT: Stephanie will purchase a tarp and wrap up the float pieces so they are protected from the weather.

3.05 BELL INTERNET STICK: Caroline has been working with Bell to cancel the internet stick that is missing. She gathered documents to take to Bell so the account could be canceled by the school.

3.06 OTHER: The new cleaner has been going well and all sanitation is up to code. Kim Verheyde talked about the T-4 Slips that are due. Ms. Kimberly is looking after some OT affairs. Ideas for next year's fundraising were discussed. Some discussion was made with regards to the school's advertising and including the Speech and Occupational Therapy the school gets funding for. Carmen and Catherine will also be asking the BCCA about adding a sign by the road that includes the school's information.

4.0 ADJOURNED

Meeting adjourned by Stephanie at 10:40pm. Michelle Kroeker seconded.

Stephanie Kilbride, President

Carmen Ryan, Treasurer

Date: _____

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