

Board Meeting Minutes

Tuesday, May 17, 2016 at 7:00pm

Present: Christine Dewolf, Amelia Candoleta, Karen Laham, Jacqui Roye, Melissa Bergevin, Lisa Markovsky, Chantal Mazza, Vikki Brewster

Meeting called to order at 7:52 pm

1. Approval of the minutes

Christine requested the following amendments to March 31, 2016 minutes.

Christine motioned, seconded by Melissa - We want to **move** at the April meeting that as per the Governing Board priorities, we move that PSA be approved as the **sole** after school provider for the 2016-2017 school year.

Item for discussion at next open meeting – should **children** be allowed to bring electronics or personal technology on Ped Days.

Vote: unanimous

Motion moved by Karen, seconded by Vikki- Minutes are approved.

Vote: unanimous

2. Approval of the agenda

Motion moved by Christine, seconded by Lisa- Agenda is approved.

Vote: unanimous

3. Registration for 2016-17

116 children registered as of May 17, 2016. This does not include new students as that registration starts on May 30th.

66 children registered in Ped Days

Concern has been raised by Jacqui that the Ped Day registration may reach its current limit of 88.

4. Budget updated to April

Review of the budget lines by the board was done.

Refund amounts were a line item that was added to the original budget.

Motion moved by Melissa, seconded by Vikki- Budget is approved.

Vote: unanimous

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5. Staffing for next year

Jacqui notified us that approximately 3 additional staffing is required. The CCW's we have on staff will not necessarily be at Edinburgh next year.

Christine raised the question of the training provided to new staff. New staff shadows the current staff for a couple of weeks to learn the operational tasks and requirements.

Contract renewals for the 2016-2017 school year need to be made.

6. Fire drill update

PNU is coming in week of May 27th between 3-5pm to assess Edinburgh's building and The PSA free flow program and then will recommend the appropriate emergency and fire plan.

7. Picnic

May 25th is the date of the PSA picnic. This year, it will be a sundae bar. Youth Stars will be animating the day's activities – dance party.

8. Activities for next year

Vikki suggested the Tower Garden program. This program encourages children to learn about gardening, nurturing and eating healthy.

Discussion ensued on the benefits of this program. This can be a potential pilot project with PSA and Edinburgh.

This project will be discussed with Edinburgh administration starting 2016-2017 school year.

Christine and Karen mentioned that certain information regarding particular activities may not be clear to all parents. Items such as the return of Gi's, ukelele's, etc. This information will be published in the upcoming newsletter.

9. Ped days for next year

A discussion ensued on a need for a formal policy for the Ped Day program addressing items such as maximum registration, cancellation fees, waiting lists, etc.

10. Jenny's play

Jenny's play is scheduled for early June.

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11. Letter from parent

Concern has been raised about a letter received from a parent. The board is dealing with the situation.

12. RQ and CRA

All issues that occurred due to the newly registered Les activities parrainées par les parents Edinburgh, such transfer of has been sorted out and everything has been settled.

13. Refunds

Jacqui confirmed that refunds to parents have been completed.

14. Open meeting in June

PSA board meeting will be held on Tuesday, June 14 at 7:00pm in the Edinburgh staff room. An agenda will be published as of June 1, 2016

Registration numbers

Ped Day numbers

Budget

Staffing

Fire drill

Review of year – activities, picnic day, animators, PSA with stats on speciality programs

Varia

15. Varia

PSA was asked by the GB to submit our comparison to BASE. PSA resubmitted, on May 10th, a revised version containing more recent information such as early morning drop off and the 2016-2017 new rates.

PSA email lists versus Home and School list. Work on the PSA website will be underway during the summer. With the creation of the website, we will be able to establish our email lists. This should be completed for September 2016.

16. Adjournment

Meeting closed at 9:40pm