

Caminitos Board Meeting

Meeting Minutes

November 23, 2017

6:30 pm

Type of Meeting: General Board Meeting

Meeting Facilitator: Erin Valladares

Attendees: Erin Valladeres, Lauren McGeary, Jessica Cortes, Angela Richmond, David Keller, Sandra Blais

I. Call to Order: 6:47 pm

II. Roll Call

III. Review of Minutes From October:

Motion to approve October minutes: Seconded by Lauren

a. Lost items: update parent handbook for clarification

- Jessica updated parent handbook and posted revision to website

b. Options for when Lady calls in sick

- Volunteer email sent out as well as a more permanent volunteer (Sandra), has showed interest in stepping in

c. Class aquarium

- Angela bought back aquarium from Caminitos as it was agreed on by the board that the maintenance and feeding of the fish would be too much with only two classes a week

d. Computer needs fixing or replacing

- Replacement cord for the computer was bought. Will possibly look at purchasing a used computer. Dave has looked into buying a used one for about \$250.

e. Board of Directors and Code of Ethics and Confidentiality needs to be signed by all board members

- Everyone has signed and given to Jessica to file.

f. Blinds for lock down

- Purchased and installed
- A non-compliance report was given and will be posted outside the classroom bulletin board

g. Add Dayna Depuis to Caminitos Account

- Board minutes need to be signed and a copy sent to the bank to add Dayna

h. Lesson plan communication

- It was decided that the teacher's newsletter is very descriptive to what the children will be learning for the month

i. Teacher Report

- A reminder was put in the monthly newsletter for parents to try not to linger in the classroom at drop off. A few parents have been politely reminded individually.

j. Treasurer Report

- There was a parent that had not paid their monthly fees but this has been rectified.

k. Admazing Done

- Very successful

l. Bylaws approved

- Need to be updated in handbook and website- Jessica will complete this

IV. Open and Standing Issues

a. Filling registrar position

- An email was sent out to parents to ask for volunteers. Four parents have showed interest. May need to have special meeting to vote an individual in. Will check bylaws and google society's act and then go from there.
- There is one person on the waiting list and there is a spot available. Will see if they have been notified.
- Need email me form and password- Will check with Jamie

b. Class Photo's

- Jessica will do some research on this

c. Caminitos open house & advertising

- Erin will ask Ed when the Kindergarden's have their open house and we will try to coordinate with them.
- King Edward Park & the Ritchie community leagues have been contacted
- Lauren will work on flyers that can be posted to the libraries and surrounding communities as well as Sherwood Park, Beaumont etc.

d. Lady's resignation & new teacher assistant

- Lady has sent her resignation
- Board will seek additional information from Service Alberta & Employment Standards on appropriate next steps
- Sandra has showed interest in the position. Erin will collect her resume and references to contact. Sandra will work on certifications needed for the position.

e. Disagreement between Isabel & Lady

- Minutes will be documented from last meeting with Isabel & Lady and any other communications will be documented and saved to Google Drive

f. Teacher Report

- Isabel has noticed less parents entering class at drop off.

g. Treasurer report

- See monthly statements
- No current issues

V. New Business

a. Round Table

President:

Treasurer:

- Finance Update: See monthly statements

Registrar: Enrollment for current openings in preschool as well as next year. Carry over to next meeting.

Secretary/ Webmaster:

Fundraiser:

VI. New Steps/ Tasks:

a. Tasks

- President
 - Will collect resume from Sandra and contact references.
 - Will seek additional information from Service Alberta & Employment Standards on appropriate next steps to approach Lady's resignation.
 - Will document minutes from meeting with Isabel & Lady as well as any other communications concerning conflict
- Treasurer
- Registrar

- Fundraising & Volunteer Coordinator
 - Lauren will make flyers for Caminitos open house when date agreed upon

- Secretary/ Webmaster:
 - Will update parent handbook to ensure phone numbers are correct. Current and proposed bylaws will be updated to approved in handbook.

b. Next meeting: December 18, 2017 6:00 PM

VII. Adjournment

Meeting adjourned at 8:37 pm