

Caminitos Board Meeting

Meeting Minutes

October 12, 2017

6:00 pm

Type of Meeting: General Board Meeting

Meeting Facilitator: Erin Valladares

Attendees: Erin Valladeres, Lauren McGeary, Jessica Cortes, Angela Rischmond, Patty Schultz, David Keller, Samantha Figueroa (arrived at 6:30), Sandra Blais

I. Call to Order: 6:09 pm

II. Roll Call:

III. Round Table: Parent requests

IV. Review of Minutes From September:

- Motion to approve September minutes made by Erin and seconded by Lauren. All in favor: Jessica, Patty, & Lauren.

V. Open and Standing Issues

a. Lost items- update parent handbook for clarification

- Motion made to update parent handbook by Lauren and seconded by Erin. All in favor: Jessica, Patty, Erin, & Lauren.
- Jessica will update the parent handbook to include that Caminitos is not responsible for lost items.

b. Options for when Lady calls in sick

- It was discussed that a standby list of parent volunteers could be made. Lauren will send out a mail chimp and / or Sign up Genius.
- Patty volunteered to be on a standby list as she has a teachers certificate but does not speak Spanish.
- Erin will look into options for advertising for a constant standard substitute for this year in the mean time as well as a possible new teacher for next year if Caminitos goes forward with a four-day week.

c. Class aquarium

- Angela will buy back the aquarium from Caminitos and the board will look into a new aquarium for the classroom next year.

d. Computer needs fixing or replaced

- Cord has been ordered by Erin and the board will reimburse her for it.
- Dave will look into a new or used laptop that has a removable screen or something similar as requested by Isabel.

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

- Board members are aware of the policy in the handbook. Erin and Patty still need to sign and will give to Jessica.

f. Blinds for lock down

- Erin bought and installed blinds at a good price and the board will reimburse her.

g. Cord for teacher's notebook

- Addressed above

h. Add Dayna Depuis to Caminitos account

- A motion was made by Erin to add Dayna Depuis to the Caminitos account and was seconded by Jessica. In favor by Lauren, Erin, Jessica & David.

i. Lesson plan communication

- When the newsletter is available, Jessica will send out a Mail Chimp and post to Facebook to remind parents that they can view the newsletter on the Caminitos website.
- Patty will put a reminder on the classroom whiteboard as well.

j. Teacher Report

- Isabel would like us to remind parents to not linger in the classroom when dropping off their children as it becomes disruptive. Jessica will put a reminder in the November newsletter.

k. Treasurer Report

- Refer to monthly finance.

VI. New Business

President:

Treasurer:

- Finance Update: Dave updated board on finances.

Registrar:

- There is a new applicant on the wait list. Caminitos is currently at capacity.

Secretary/ Webmaster:

- When there are class pictures, send a link via Mail Chimp to parents.

Fundraiser:

- Admazing done. There needs to be a final count of outstanding books.
- A parent signed up for Worlds Finest Chocolates. Money is to be paid up front- \$90.

VII. New Steps/ Tasks:

a. Tasks

- President
- Treasurer
- Registrar
- Fundraising & Volunteer Coordinator
- Secretary/ Webmaster

- Start looking at advertising for enrolment for next year.

-Some options: Kijiji, Facebook, SE Voice, Ritchie online newsletter, a sign made, using the school sign outside to advertise for an open house, having an open house the same day as Escuela Millcreek.

b. Next meeting: November 7, 2017 6:00 PM

- Meeting scheduled for November 21, 2017, at 6:00 pm to discuss what is needed to have a four- day week for next year.

VIII. Adjournment at 7:45 pm