

Minutes

Neerlandia Christian Education Society
Monday, March 9, 2020

Attendance: Sheri Strydhorst, Charlene Nanninga, Annemiek Elzinga, Kym Peters, Kim Sybesma, Brett Seatter, Charlene Fleming, Katherine Nanninga

1. **Call to Order**
2. **Adopt Agenda**
3. **Review and Approve Minutes** – February 10, 2020
4. **Business from Minutes**
 - a. **Afternoon Tea for Easter Program - April 8, 2020**
 - Sheri will write up a 2 minute description of NCES activities, and Charlene will present it at the tea.
 - Charlene and Annemiek will make a poster board highlighting NCES activities and have it on display at the afternoon tea
 - b. **Plan for April 24th - Staff appreciation lunch (25 staff)**
 - Annemiek will planned the food between NCES members (lasagna and salad)
 - Charlene, Sheri and hopefully 2 other NCES board members will set up tables and clean up.
 - c. **Hot lunch March 19**
 - Chicken Nuggets/Free Ice Cream cup for March 19
 - April 16 Hotlunch, Hotdogs - Katherine will coordinate
 - d. **Updates on NCES preschool teacher hiring for Sept 2020**
 - We are waiting to hear back from St Johns Lutheran Church if they are able to switch their preschool days to Tues/Thurs, so the we would be able to have Jessica teach our preschool on Mon/Wed
 - *Charlene made a motion that for the 2020/21 preschool year, we hire Jessica Nanninga paying her \$20.15/hr for a Monday and Wednesday preschool class. Katherine 2nd the motion. All in favour*
 - Sheri will contact Jessica to let her know, Jessica will have until March 17th to accept the position.
 - If Jessica accepts, the April 2nd preschool registration will be advertised on March 18 once we have a signed contract confirming we have a teacher.
 - e. **NCES treasure duties/book keeper quotes**
 - Charlene had contacted various accounting firms. 2 of the businesses do pro-bono work and charge \$35/hr if it exceeds certain number of hours. Another business charged \$60/hr and no pro-bono work.
 - The Correspondence duties will need to increase to include day-to-day activities: writing cheques, depositing monies, online banking, monthly reporting to the NCES board. This individual will be the link between the professional accounting firm and the NCES board.
 - Katherine Nanninga agreed to take over the correspondence duties for NCES.
 - Sheri will update the NCES by-laws to reflect this change.

Charlene made a motion that we transfer our accounts to Joseph S. Greilach Professional Corporation. They will do a certain amount of pro bono work and anything exceeding that will be \$35/hr. Our correspondence duties will also increase to online banking, payroll cheques and other duties that our correspondence person is presently doing. Katherine 2nd the motion. All in favour. Carried

Action : Charlene will contact Greilach and set up a meeting to transfer our books. Randy and Katherine will be present at the meeting also.

f. Moving playground funds to Savings

- Funds have been moved. \$5000 to reserves, \$14,500 to savings account

g. Review of Feb 28th Snow Festival/Snow Walk

- Success

5. Reports

a. Preschool - report from Jill - see attached

- Jill will do a make up class on Monday April 2. This will be to cover for the class that was missed Jan 15 due to the cold weather.
- Ramona DeVries let us know that she will not be coming back next school year.

b. Financial - Randy

- Randy has: made the annual WCB payment, filed the T1235 for 2019, filed the GST rebate, prepared the society returns which will be submitted after the audit (which will be completed the last week of March), Savings account is set up at TD, mutual funds have been transferred and the mutual funds account has been closed.
- The e-transfer email address has been changed to ncesboard@gmail.com
- We will keep the other e-transfer email address active until the end of July.
- ACTION: ensure all future correspondence has e-payments being made to the ncesboard@gmail.com email address
- ACTION: At the end of July, Katherine will cancel e-transfers to the NRschoolcouncil@phpschools.ca email address
- Future audits will be in July or Aug 2020

6. New Business

a. Photo of new NCES members

- Wait until after the AGM when the new board is in place.

b. Preschool: set 2020-21 fees, registration planning

- 2020/2021 Preschool discussed if we should do a Mon/Wed class; there was some demand for it last year and Jessica is willing to work both of days
- We need 13-14 students at \$1000 per student to breakeven on preschool
- Budget for preschool supplied for 2 classes per week will be $\$550 \times 1.5 = \825
- Based on registration numbers we will see if we need to hire a new program assistant. We have been contacted by Jordi Lussier as an interested candidate.

- *Charlene made a motion that we have preschool Mon/Wed from 8:15-11:15, 52 sessions, \$950/yr. Katherine 2nd the motion. All in favour. Carried*
- Preschool Registration will be held April 2 as part of the NPCCS open house
- c. Board member recruitment for May AGM**
 - A discussion was held and names were suggested for potential board member nominees for 3 positions at large and one community member
 - Charlene Fleming kindly agreed to let her name stand as a nominee for one of the board member positions.
 - This leaves 3 board positions to fill
 - **ACTION:** current board members will contact suggested individuals as possible nominees for the May AGM.

7. Correspondence

8. Future Items

- a. Revisit Pembina Hills Preschool Option for 2022-23 School Year

9. Closing – Annemiek

10. Adjournment

Neerlandia Pre-school Report – March 2020

Everything is going well in pre-school. I will be holding a make-up class on April 6th with two parent volunteers as Ramona is unable to attend that day as she has another job.

I am working on updating the registration forms but will need to know the following information:

- Cost (current cost is \$500 or \$72 per month)
- Program details –
 - Wednesdays and optional Mondays?
 - starting time (we start at 8:30 but often half the class is there by 8:15, I have had students come as early as 8:05! (and then ending time too, I guess, if the start time is adjusted)
 - maximum number per class (our license states we cap at 22), it has always been in the 13-14 student range and I think that is ideal.

Thank you!