

Minutes

Neerlandia Christian Education Society
Monday, April 20, 2020 @ 9:00PM

Due to COVID19, we had our first ever virtual “Google meeting” worth documenting, because this experience is going down in the history books :)

Attendance: Sheri Strydhorst, Charlene Nanninga, Lee Anne Schmidt, Kym Peters, Katherine Nanninga, Janice Wierenga, Annemiek Elzinga, Charlene Fleming, Brett Seatter, Kim Sybesma
Randy Strydhorst (to present financial report)

1. **Call to Order**
2. **Adopt Agenda**
3. **Review and Approve Minutes** – March 9, 2020

4. **Business from Minutes**

a. **Staff appreciation lunch (25 staff) -due to COVID it will be cancelled**

NCES would still like to show appreciation to the staff. Some parents and community members have been dropping off treats for the staff.

Action: Katherine will make schedule so the board members can bring something on Tues/Thurs to show staff appreciation

b. **Hot lunch - Chicken Nugget lunch**

Online refunds had to be processed before Debbie Fisher left on April 17. All cash has been refunded, most parents have picked it up from the school.

Action: Annemiek to contact the remaining parents.

c. **NCES preschool registration update: student numbers, number of classes**

- i. To date we have 10 students registered for the Monday/Wednesday preschool
- ii. A parent raised concern about us having preschool 2x/week. The parent asked to send the child only one day/week. We discussed the possibility of going back to one day a week, but we felt we should stay with our initial decision and the recommendations of our provincial licensing evaluation and keep the 2 day per week program. We also discussed and felt that having kids come only part time would be difficult for the teacher and the class.

Charlene Fleming made a motion that we offer the original 2 day per week class on Monday and Wednesday mornings. NCES would then offer a second option for students to come one day per week on Wednesday afternoons. We will need a

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minimum of 14 children registered for the 2 day per week class and 10 children registered for the 1 day per week class to cover our costs. Classes will only run if we meet the minimum enrollment numbers. We will charge \$600/yr for the Wednesday afternoon class. The Mon/Wed class will stay at \$950/yr as previously decided.

Kym 2nd the motion. All in favor, carried

Action: Sheri will confirm with Jessica that she is willing to teach these 2 classes. Once that is confirmed, Sheri will advertise preschool registration again with the update. (Sheri wants to confirm the we have classroom space before communicating this publically)

d. NCES treasure duties/bookkeeper transition - update - Charlene/Katherine

- Charlene N met with Joey Greilach, due to COVID, a group meeting was not possible.
- Randy has been in contact with Joey Greilach. He still needs to drop off the books. The transition will hopefully be completed in June.
- Action: Katherine will contact Joey Greilach and introduce herself as the new correspondence person effective May 20th after the AGM.

e. NCES by-law review of Treasurer & Correspondence position descriptions

- i. By-laws updated and need to be approved at the AGM.

5. Reports

a. Preschool - report from Jill

- i. See attached. Jill had receipts for supplies totaling \$397.87
- ii. Action: Charlene to reimburse Jill for these preschool supply expenses.

b. Financial - Randy

- i. 2019-20 Audit on hold due to COVID
- ii. Annual returns with Service Alberta cannot be filed until 2019-20 audit is complete. Have 2 years to submit. Once the audit is complete, Eldon and Tamara need to sign the annual return, then it can be filed.
 - i. Action: Randy will still file the annual returns after the audit is complete
- iii. After speaking with Joey Greilach, the NCES board is responsible for the yearly donation receipts this includes membership and fundraiser donations.
 - ii. Action: Correspondence board member will be responsible for preparing the annual membership and fundraiser donation receipts
 - iii. Action: Sheri to update the by-laws to reflect these additional duties of the correspondence board member

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- iv. Bank statements will be forwarded it to Joey Greilach
 - i. Action: Correspondence board member will be responsible for forwarding the bank statements. The accountant will reconcile the bank statements.
 - ii. Action: Sheri to update the by-laws to reflect these additional duties of the correspondence board member
- v. Since the transition will take a bit, we will wait to change signing authority until transition is complete.

Action: In late June, Randy, Charlene, Katherine and one new board member will change signing authority at the bank.

New Business

a. Preschool

i. refund 1/2 March and April school fees; rescheduling classes into May and June (if possible). We don't see the classes being resumed in May and June.

Janice made a motion that we reimburse parents for 6 classes, for a total of \$108.

Katherine 2nd the motion. All in favor, carried.

Action: Charlene will take care of the reimbursements.

ii. staff wage payments

Jill and Ramona have already been paid for the whole year and CRA deductions have been made to CRA. They have been paid for 6 classes which did not occur due to COVID. It was discussed if we asked for that money back. The board agreed unanimously to not worry about getting the money back from Jill and Ramona. Jill and Ramona will be asked to assist with set up for NCES preschool in an alternate location and to mentor our new teacher.

Action: Sheri will communicate this to Jill and Ramona.

iii. Pre-School teacher mentor/support from NCES board

It was discussed that since we have a new preschool teacher coming in, it would be good to have an NCES board member, touch base with her regularly and offer any support that may be needed.

Action: When our new board is elected we will make a position of PreSchool support person.

Action: Sheri to update the by-laws with this pre-school board position.

iv. The possibility of having to find another location for the 2020-2021 preschool year was discussed. The option of having it in the NCRC was proposed. Many board members expressed concerns about there being sufficient space that would be exclusively

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NCES preschool space. The Little Lambs program in Barrhead has preschool space exclusively for preschool and this is locked when preschool is not running. The Lutheran church set us a second playroom with separate toys for the congregation children to use.
Action: Charlene N will contact Jeanette at the church and ask if this is a possibility and how it will work, with toys etc.

b. Out of bounds - bussing reimbursement for 2020-21 school year

- i. At this present time Pembina Hills transportation office has cut back staff (due to COVID) and they will not be processing bus payments until later in August. The board agreed to keep the 2020-21 bussing reimbursements at the same rate as we had in 2019-20. NCES accepts bussing reimbursements all year long.
- ii. **Action:** Sheri will send details on the bussing reimbursement to the NCES email list. Sheri will update the re-imburement form to reflect the following:
- iii. - Katherine's contact information for reimbursements
- iv. - no paper copies due to COVID. Receipts must be scanned to Katherine. They should NOT be dropped off at the school.
- v.
- vi. **Action:** Charlene will train Katherine in the re-imburement process.
- vii.

c. Grade 9 - Graduation Gifts

There is still a lot of uncertainty if there will be an actual graduation ceremony held this year. We felt it was still important that we acknowledge the grade 9 grad class.

Action: Lee Anne will purchase bibles for the 2020 grade 9 graduation class.

Correspondence

Begin monthly correspondence reports - hot lunch funds in/out; bussing fees; preschool fees; salaries etc. We felt that in order to hold everyone accountable, we would get better about what money is coming in and out.

Action: Sheri to update the by-laws with this correspondence position duty and add it to all future agendas.

i.

Future Items

- a. Photo of new NCES members
- b. Revisit Pembina Hills Preschool Option for 2022-23 School Year
- c. Future audits will be in July or Aug 2020

Closing – Charlene

Adjournment

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Preschool Report April 2020

As directed by the Alberta government, our preschool suspended operations on March 15th, 2020. Since this date, I have maintained our private pre-school facebook page on Wednesdays with ideas of home learning opportunities and videos of myself saying a few words to the students.

I have not deposited the March paycheck as I only worked for March 4th and 11th of that month. I will be submitting my receipts for the year (thus far they total \$397.87).

Can you please advise me as to the message to relay to parents regarding the six remaining lessons – whether we will try to reschedule or refund their money. If we do not reschedule and choose to refund their money, I will be mailing home envelopes with some activities that they missed out on as well as ideas to prepare for kindergarten. I can include cheques in these envelopes to save postage if you want to do that.

I also still plan on meeting with Jessica Nanninga when it is appropriate to do so, to help her transition into her new role as preschool teacher!

Thank you!

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