

**Morinville Tiny Tots Executive Meeting Minutes**  
**Minutes from meeting held: November 17th, 2022**

**Executive Members**

President: Marissa Wegren

Vice President: Amy Skolski

Treasurer: Patricia Wilson

Secretary: Meghan Loney

Registrar: Madison Van Der Linden

Communications Coordinator: Calli Humphries

Fundraising Coordinator: Sam Styres

Events Coordinator: Karin Serbin

3 YR. AM Class Rep: Brittany Trahan

4 YR. AM Class Rep: Stacey Knieval

3 YR PM Class Rep: Kaitlyn Berube

4 YR PM Class Rep: Meghan Loney

**Members Present:** Marissa Wegren, Amy Skolski, Patricia Wilson, Meghan Loney, Sam Styres, Madison Van Der Linden, Karin Serbin, Brittany Trahan, Stacey Knieval, Kaitlyn Berube, Adrianna Tailleir, and Jackilyn Depatie.

1. Meeting started at 8:41 PM.

2. Minutes from the October 20th, 2022 meeting passed.

**3. Teacher's Report:**

a. **Supplies:** It was reported that no supplies are needed.

b. **Parent/Teacher Conference:** Will be a phone call as teachers reported parents preferred phone calls last year. A sign-up sheet will be emailed out to parents for December 6th and 7th.

c. **Printer to sell:** The printer was posted on buy and sell, however there has been no interest. It was decided it will be taken to the dump.

#### 4. Ongoing Business:

- a. **Parent Frustration:** There is some frustration over classes being canceled, classes needing volunteers, and possible refunds made to families for days missed. Board members agreed that teachers need sick days, and the school needs to find coverage to limit as many days canceled as possible. Board members agreed that we will not do refunds for days missed, as this might get complicated as some parents do not receive subsidy (72% of parents) and (28% of parents) do receive subsidy.
- b. **Substitute Teachers:** Both of the previous substitute teachers the school was using are no longer available. We have put an ad on the Facebook page that parents can share, to find subs moving forward. Some parents have given us some names of people interested in subbing that Marissa will look into. Meghan is on our list for Fridays, however we need at least two more substitute teachers who can be available for the whole week.
- c. **AHS Inspection:** Marissa phoned the inspector and spoke to the direct supervisor to get more information about the AHS inspection. The time frame to which the repairs need to be completed can be extended as long as AHS knows the school is in the process of working on them. The door in front of the furnace needs to be replaced. Jackie said she can look into Habitat for Humanity or Home Depot. The cost for the door would be about \$80. Madison's husband has also agreed to come in and help with this repair. The laundry sink that is for toy washing purposes can't be in a working washroom. It needs to be non-corrodible metal. We need to look into contacting a plumber about this. Marissa called the school licensing and was told one bathroom in the school is acceptable. The laundry has been taken care of. Adrianna and Jackie organized and cleaned the back room. Toy washing also needs to be done once a week, and any mouthed toys need to be kept in separate containers. The students jackets can't touch. The board agreed

that instead of using reusable bags, it would be better to move and extend the coat hooks. During the next meeting, the board will try to delegate people to help complete the repairs.

d. **Property Tax:** Property tax exemption received.

5. **Fundraising Report:** The popcorn and Poinsettia fundraising forms will be back soon. It was asked by a parent for more communication about items like fundraising through an email, newsletter, and for teachers to give a reminder to parents when fundraising forms go home. It also might be helpful to scan and email the fundraising forms to parents as well.

7. **Treasure's Report:** A full recent report has been emailed out to all of the board members. Patricia reported that there were some out-standing fees, however the individuals have been contacted. There was an increase in insurance premium (\$99.50). A petty cash cheque has been issued. The subsidy payments have gone out for September and October. It was discussed that in the event the 1st teacher is sick and class does need to be canceled, if the 2nd teacher is able to work that day, that 2nd teacher needs to be paid. It was discussed that the insurance policy needs to be confirmed. One policy is to protect the board (which is paid at the end of May), and the second policy is for the building insurance.

8. **Registrar's Report:** It was reported that there has been 2 withdrawals within the past few days. Post Dated cheques will be returned according to the 30 day notice policy. There are 2 students on the waitlist, and we can advertise that there are spots available. We will take new students up until December 31st.

9. **Parent Rep's Report:** Nothing to report.

10. **Additional Information:** A parent brought up a concern about communication. Parents would like to see important information such as field trips, fundraisers, etc come directly from the school email, Facebook page, and newsletter, and not necessarily from the parent reps. The board decided to appoint one person to email out the important information.

11. Meeting ended at 9:37 PM.