

**Hay Lakes Playschool  
Board Meeting  
November 7, 2022**

**Attendance**

Cory Zetson (president), Connor Stratuliak (vice president), Marie Stratuliak (teacher), Michael Wersch (treasurer), Avey Christiansen (secretary), Kimberlee Hunter (educational assistant).

**Call to Order**

Cory called the meeting to order at 7:31 pm

There is a meeting with the church on Wednesday, November 9th at 7 pm. Marie is available to attend. Michael is hoping to attend as well.

We aren't able to run a daycare out of either the church or the Rec Centre due to health inspecting requirements. If we were to stay at the Rec Centre, there are a number of things that health inspector would require to be changed; fans would need to be installed in the bathrooms, there would need to either be a sprinkler system installed in the basement or windows would need to be installed, baby gates would need to be installed at both the top and bottoms of the stair cases. There are a few things the church would need to have done as well; a deeper sink would need to be installed so toys can be submerged, change tables need to be installed in the washrooms, as well as baby gates at the top and bottom of the stairs.

There was discussion around which first aid kits we have - a level 1 and a level 2.

The church sounds like they do want to go ahead with the playschool moving there. There are still some details needed to work out about who needs to pay for which upgrades. Fortunately, the needed upgrades at the church are all easy, simple things.

Questions we need to ask the church

- Which spaces will they be allowing us to use? The entire basement?
- Are there storage spaces available for us?
- How much will rent be?
- We might have to put our things away if they need to use the basement for a funeral or a wedding. Where do we put it all? Can it just be pushed up against the wall?
- For Kimberlee - which hours can she be there to clean? Evenings?
- Will they charge us rent for the summer months?
- What length of contract are they willing to sign?

There was discussion around pay checks and when the pay cutoff is. Michael just got the treasurer stuff from Sherri about a week ago. Michael will also be looking into whether payroll can be done electronically. Michael is working hard to clean things up so everything is done correctly.

There is an app that's available (we would need to buy an iPad) that would be handy for us to have. It does the billing every month. Michael isn't sure yet if we can afford it, but it's something to keep in mind.

CDSS - Michael talked to Lyndell. This year we were declined for funding because they didn't feel our finances reflected a need for a grant. The financial information that was submitted stated that we were going to carry over money from year to year, which had been confusing for them. We will re-apply next year but will need to make sure we present a budget that shows we are spending the money.

If anyone has any financial concerns, please email Michael directly ([treasurer.hlps@gmail.com](mailto:treasurer.hlps@gmail.com)).

The Grizzly Club won't let us bring our own food in, so we'll need to buy lunch from them while we are there for the field trip. We'll have parents send \$5 in cash on the field trip day to cover lunch for their child.

Marie brought up concern about what substitute teachers are paid. It's difficult to bring in a sub for minimum wage. We agreed that the sub will get paid the same thing as the wage of the person they are subbing for. The subs don't know what they're getting paid when they sub, so Michael is going to make up an employment contract for subs.

The January field trip is to the gymnastics club. They can't have us until 11:30 am. There was discussion around what time class should start that day. It was decided that playschool will run from 10:30 and on (with both classes) on the field trip day in January.