

**Hay Lakes ECS Meeting Minutes
October 17, 2019**

1. Call to Order and Welcome

The meeting was called to order by president, Pam Ritchie, at 6:59 pm

2. Attendance

Martha Wrubleski (Teacher), Miranda Odland (Co-ordinator), Elise Schultz (Bookkeeper), Pam Ritchie (President), Mindy Kennett (Vice President), Leah Gaasbeek (Treasurer), Avey Christiansen (Secretary), Levi Blanchard, Shantelle Blanchard, Sephanie Stav

3. Adopt Agenda

Mindy Kennett made a motion to adopt the agenda as amended to add a budget report by Elise Schultz. Seconded by Mindy Kennett. All in favour. Motion carried.

4. Minutes of August 28, 2019 Meeting

Leah Gaasbeek made a motion to accept the minutes from the August 28, 2019 meeting as circulated. Seconded by Mindy Kennett. All in favour. Motion carried.

5. Treasure's Report

Financial Report

Checking account balance - \$31,323.94

Savings account balance - \$33,402.28

Leah Gaasbeek made a motion to accept her treasurer's report as presented. Seconded by Mindy Kennett. All in favour. Motion carried.

Outstanding Fees/Fee Arrangements

There are still a few families with outstanding fees.

Budget - Elise Schultz

Elise Schultz reported that if we split until the end of January, the kindergarten will run a small deficit of \$232 which would likely be covered with our fundraising. Splitting until the end of February would run the kindergarten a deficit of approximately \$4500. We need to keep in mind that our accounting fee this year will be \$10,000 because we were audited. Elise suggested that it may be wise to spend some of the reserve savings account as the AB government may take it back. It's recommended to keep the savings account above \$15,000.

Levi Blanchard made a motion to split the class until the end of February. Mindy Kennett seconded. All in favour. Motion carried.

6. Co-ordinator's Report

Miranda Odland reported there were 20 children registered as of September 30, 2019.

All VS checks have been turned in. Miranda has been in contact with two families who have outstanding Citizenship Documentation.

7. LAC Report

Nilena Zwick wasn't present to give a LAC report. Martha Wrubleski shared for her that we will have 4 class parties this year (Halloween, Christmas, Easter, and Valentines Day). Each family is responsible to bring a food item to one party. We plan to use Sign-up Genius for signing up. Martha will send a Remind out when Nilena has set up the on-line Sign-up Genius.

8. Teacher's Report

- The school decided to do pumpkin carving the day before Halloween. One kindergarten class will carve pumpkins on Tuesday, and the other class will carve pumpkins Wednesday with the rest of the school. Carving buddies are lined up.
- Martha shared information about Halloween; further information will be sent out in Remind.
- Martha plans to use the Early Years Evaluation (EYE) for the first reporting period to align our ECS reporting with the Battle River School Division. Martha is working with BRSD to get signed up with a password from the director of learning for BRSD who is new to the EYE Assessment set up; hopefully this will be rectified soon. Martha won't be setting up formal parent-teacher interviews, but please let Martha know if you would like to book a time with her to talk about your child's progress.
- The Christmas concert has been scheduled for Wednesday, December 18, 2019. More information about the concert will be coming in December

9. Old Business

Fundraiser

We're going to do the Poinsettia's and Wreath fundraiser for the Christmas season. It will come out during the beginning of November.

10. New Business

Fundraising Help - VIP

Pam Ritchie volunteered to supervise the meat pick up. We can use the car wash area if the door is fixed by the 31st. If the door is not repaired, we will going to look into using the fire hall for an alternate pick up location. The pick up date is November 5th. A Remind will be sent out about pick up instructions.

11. Date of Next Meeting: Tuesday, November 26, 2019, 7:00 pm

12. Adjournment

The meeting was adjourned at 7:44