

# Hay Lakes ECS Annual General Meeting Minutes

## June 8th, 2023

### Call to Order and Welcome

Pam Ritchie called to order 7:06 a.m.

### Attendance

Addie Hobbins (Teacher), Cassandra Holte, Crystal Johnson, Jody Melin, Chad Wiebe, Tamara Morris (Bookkeeper), Sharmarann Myers, Marie Stratuliak (ECS Coordinator), Kimberlee Hunter (Treasurer), Connor Stratuliak (Vice President), Pamela Ritchie (President), and Robin Johnson (Secretary)

### Adoption of the agenda

*Kim motions to adopt the agenda. Addie seconded. MC*

#### 1. Introduction of staff

Teacher- Addie Hobbins, ECS Coordinator- Marie Stratuliak and Bookkeeper- Tamara Morris

#### 2. Introduction of current ECS board members

President- Pamela Ritchie, Vice President- Connor Stratuliak, Treasurer- Kimberlee Hunter, Secretary- Robin Johnson

#### 3. Coordinator's report

A. Independent school – We push hard to remain independent because of the benefits. This means we operate a small administration. We have specialized supports for all of the kids in the classroom such as PUFF program as needed, OT, speech, psych, etc.

B. Number of students registered- We have 15 students officially registered. We will have the class list out by the end of June, we are just waiting on last minute registrations. We will have to look at the budget to see if we can split the group into two classes.

C. Registration- You can pay the fees by e-transfer or check. We need a copy of birth certificates to complete registration. If you are struggling to copy/scan the certificate, we can make a copy if you bring them in. Registration this year will be \$200.00. It has to be paid by Sept 30<sup>th</sup>. Please reach out to Marie if you need to have a payment plan in place. Due to the registration costs, almost all school supplies are provided by the ECS.

D. Oath of confidentiality and code of ethics- Everyone on the board has signed the Oath. All parents have signed off on their registration if they want the ECS to talk to Grade One, once the year is completed. As Board Members, staff, etc. we do not discuss children/families or their needs outside of the program.

E. Bussing- Parents will have to register their own children for transportation. The link to register opens June 12<sup>th</sup>. Marie will email the link to all new parents.

F. Field trips- Feedback from parents. Some parents want more educational field trips. In the past the feedback has been negative regarding these field trips (Safety City, Camrose Museum, TELUS World of Science). However, the program is open to suggestions and can incorporate ideas presented by parents this year. A suggestion was skating but going to a closer location like New Sarepta or the outdoor rink. Feedback regarding this idea was that not all families have the equipment for skating, and it is provided for Millennial Place. The parents present offered to create a donation of old skates, helmets to make this possible for the ECS>

H. Contacting teacher- Since the ECS is an independent school and we are linked with the Hay Lakes School, please try to contact the teacher or coordinator directly for absences or concerns. However, if it is an emergency, feel free to reach out to the school directly.

I. Staff Policy changes this year- The ECS has made some changes to policy over the last year, such as changing the word student to child. Also, some new policies were added for the benefit of the staff.

#### **4. Teacher's Report**

A. Students drop off and pick up – 8:25 a.m. is when the kids need to be at the school. Hannah, Miss Kim and Addie meet them in the morning. Pick up is 3:07 p.m. We come out early (dependent on the weather) to give the kids transition time. Restrictions on who can and who cannot pick up the child must be made clear to the teacher and staff in advance.

B. Allergies- If there are children who have severe allergies, please let Addie know. She can send out a restriction in the classroom, if needed. It is listed on the registration form, but please double check it has been filled out correctly.

C. First day of ECS and what to bring- Children need to bring an; extra set of clothes, a paint shirt (any old shirt they can throw over their clothes), indoor shoes, lunch and two snacks, lunch kit, and a water bottle. On the first day they get a tour of ECS. They get to meet everyone in the school, and learn where all the important rooms are. They are shown the classroom and where to sit, etc.

D. What to expect in kindergarten- We follow the program of studies from Alberta Education. We do lots of play, literacy, numeracy, math and sciences.

E. Student of the day- Every child, almost once a month will get a chance to be a student of the day. They get to be student helper, point at everything in calendar, change the weather, show and share (limit it to two items).

F. Website- [www.haylakesecs.ca](http://www.haylakesecs.ca)

F. Remind app – Addie will give all parents a sign up to access the app. The ECS contacts parents through this app, and sends out monthly calendars. The yearend calendar will be sent out in June with the class list.

G. Facebook page- We upload all photos on the page for the year. It is non-searchable page. You cannot access it, unless the teacher Addie, allows you on the page. You can sign a form as to whether or not you would like your child's photo to be uploaded or not.

H. Mother's Day/Father's Day- We have celebrations outside of school hours for these days during the school year.

I. Support while at school – Please reach out to us (teacher, coordinator or ECS board) to let us know if your child needs extra support, or the best way to make their experience successful. This could be additional support in the areas of speech, etc. or even just a simple approach that works well for your child.

## **5. Bookkeeper/Treasurer Report Financial report**

### A. Balance of Accounts

Checking account \$25, 956.89

Savings account \$146.92

B. Motion to pay bills and buy gifts throughout the year – This motion allows the ECS board to purchase gifts, supplies or pay bills as needed without seeking approval from the parents every time.

***Sharmarann motions that the board can buy gifts throughout the year. Connor seconds. MC***

C. Budget- The ECS budget is complex as the program receives PUFF funding throughout the year. The PUFF funding is not only for the Kindergarten but for children attending playschool. The preliminary budget will be worked through by Tamara, Pam and Marie for the upcoming year. The final budget will be presented and approved by the ECS board next fall.

***Connor makes a motion to accept the Bookkeeper/Treasurer report. Addie seconds. MC.***

D. Fundraising- A parent has asked if they could opt out of fundraising and make a donation instead. It was clarified that fundraising is completely volunteer and unlike other programs, not necessary to reach individual targets. However, if they wish to make a donation to the program that is fine, but not required.

## **6. Election of Executives for 2023-2024**

### A. Election of Executives

- i. Request for nominees to run for President of the ECS. The request was asked three times to the attendees of the meeting. There were no new nominees for the role of President. Pamela Ritchie will continue with her role of President of the ECS.
- ii. Request for nominees to run for Vice President of the ECS. The request was asked three times. Crystal Johnson nominated herself to the role of Vice President of the ECS.
- iii. Request for nominees to run for Treasurer of the ECS. The request was asked three times to the attendees of the meeting. There were no new nominees for the role of Treasurer. Kimberlee Hunter will continue her role as Treasurer of the ECS.
- iv. Request for nominees to run for Secretary of the ECS. The request was asked three times to the attendees of the meeting. There were no new nominees for the role of Secretary. Robin Johnson will continue her role as Secretary of the ECS.

***Connor motions the approval of the elections for 2023-2024 year. Addie seconds. MC***

B. Oath of confidentiality and code of ethics (signed by executive staff) – All staff will be signing the oath, and code of ethics. The current board members will sign a new oath of confidentiality.

C. Signing authorities- Motion that the signing authority of the ECS board will include board members Pam Ritchie and Kim Hunter, bookkeeper Tamara Morris and add new board member Crystal Johnson. This motion will remove previous Vice President Connor Stratuliak from having signing authority.

***Jody motioned for the approval and changing of signing authority. Cassandra seconds. MC***

On-line Access and Signing Authority- A concern was raised by a parent to ensure the safety and security of the ECS's finances. Due to the concerns, and new information, the ECS board will look into changing online access authority and double-check that previous board members have been removed as signing authority on the account.

**7. First day of school-** The first day of school will be Tuesday Sept 5<sup>th</sup>. If there are two classes the first day of school will be Wednesday Sept 6<sup>th</sup> for the Mon/Wed group.

**Date of next meeting:** August 30<sup>th</sup>, 2023 @ 7:00 p.m. in the Hay Lakes School Library

**Adjournment:** Meeting adjourned at 8:14 p.m.