**Hay Lakes ECS**

**Annual General Meeting Minutes**

**August 26, 2024**

**Call to order and Welcome**

Pam Ritchie called the meeting to order at 7:12 p.m.

**Attendance**

Mel Welch, Karli Stein, Amber Meyer, Thalia These, Jen Munchak, Michael Wetsch, Kim Wetsch, Sarah Lange, Tamara Morris (Bookkeeper), Pam Ritchie (President), Crystal Johnson (Vice President), Kimberlee Hunter (Treasurer), Robin Johnson (Secretary), Marie Stratuliak (ECS Coordinator) and Addie Hobbins (ECS Teacher)

**Adoption of agenda -additions or deletions**

*Karli Stein motions to adopt the agenda. Thalia These seconds. MC*

**1.Introduction of staff**

Teacher- Addie Hobbins

Coordinator- Marie Stratuliak

Bookkeeper- Tamara Morris

**2.Introduction of current board members**

President- Pamela Ritchie

Vice President- Crystal Johnson

Treasurer- Kimberlee Hunter

Secretary- Robin Johnson

**3.Coordinators report**

A) Independent school- We are not a public school, we only operate within the Hay Lakes school. We still follow Alberta Ed Curriculum. By being an independent school, we can apply and receive more PUF funding. This also allows for more opportunities for parent involvement. We can offer smaller class sizes. We are not in competition with the public school, we are just trying to add value to the education here in Hay Lakes.

B) Number of students registered- There are currently 19 kids registered. Addie or Marie will send out new class list within the next few days. The M/W class has 10, the T/T class has 9. We currently have 2 kids registered in preschool using the PUF funding as well.

C) Registration fees/forms/birth certificates- These need to be completed before child attends school. Fee is $200.00 for the whole year. There will be no other school fees and this covers the whole year. It is due by Sept 30th. A payment plan can be set up. Our policy is that by Sept 30th if you have not paid, your child cannot attend field trips. We need a colour copy of your child birth certificate. You can send it directly to Marie or send it with your child to Addie at school.

D) Oath of confidentiality and code of ethics: The Board Members all sign Oath of Confidentiality to ensure that your child’s information or supports stays within the board.

E) Bussing – If you haven’t heard from the bus driver about pick up and drop off times, please let Marie know. If you haven’t registered yet, please also let Marie know. The busses are full this year, and if you are not already registered you might not get a spot this year.

F) Contacting teacher and staff – For every day stuff questions or concerns, please contact Marie or Addie directly. We use space in the school, but the office staff is there to support the students of the public school. However, if it is urgent or an emergency, you can contact the school about your child.

F) Policy changes this year – There are no changes this year to the policy. The parents tonight do need to decide on how many meetings to hold in a year. It was decided that 4 meetings throughout the year would be sufficient.

**4.Teacher Report**

A) Students drop off and pick up – Addie and two EAs will meet the kids off the bus, and collect them from parents in the morning. The group waits until everyone arrives before they move inside. At the end of end of the school day, the town kids will wait with one EA, and Addie and the other EA will walk to rest of the kids to the appropriate bus. At the end of the school year, Addie will let the children find their own busses so that they are prepared for Grade 1. School runs from 8:25 and 3. If there is a change in pick up routine, please let Addie know. Please also send Addie a picture of the person who is picking them up. Use the Remind APP to do so.

B)Allergies – Please let Addie know. Currently no allergies listed in either class. At this time, parents can pack peanut butter/ peanut products in their child’s lunch.

C) First day of ECS and what to bring – Parents can walk their child on first day of school, set up locker, show them their cubby, etc. The parents will have a 15-20 minute window to do this. Addie will confirm from the Hay Lakes principal. After drop off the day will begin. Please bring indoor shoes they can do up themselves, water bottle, big backpack (to fit everything), paint shirt, lunch kit (snack, lunch), and extra clothes (whole outfit).

D) What to expect in kindergarten- ECS follows the same curriculum as the public school. Letters, numbers, sight words, social and science curriculum. We offer many field trips, and Addie is always looking for parent volunteers. Please let Addie know if you would like to volunteer for a field trip, the sooner the better. Parents will need to complete a vulnerable sector police check for safety before attending field trips. Younger siblings may come but this is up to the discretion of the board.

E)Student of the day – This is an exciting for the kids. When your child is student of the day, they get to bring 1 or 2 show and shares. At school the child gets to be special helper, line leader, turning on/off lights. This starts mid Sept and cuts off before end of year. The student of the day is on the monthly calendar that Addie gives to parents.

F) Fun days – This includes calendar events and holidays. These days are listed on the monthly calendar provided by Addie as well.

G) Website- www.haylakesecs.ca

H) Remind app – This app is what Addie sends everything on. Every parent will need to have this. Reminders of library days, hot lunch, field trips. Addie can send messages to everyone. When you reply to a message from Addie, your response only comes back to Addie not the whole group.

I) Facebook page- This is set up mid-September. Addie will send out a consent form. This is a private Facebook page. No one can access the page unless asked to join by Addie. Pictures of the day’s events, field trips, fun days, etc. are added on for parents to view.

J)Support while at school – Please let Addie know if your child needs extra support or if you have concerns with your child starting school.

K) Hot Lunch- Last year hot lunch included hot dogs, ice cream, and white or chocolate milk. It happened every Wed/Thurs. The school has a morning snack cart, will be offered fruit, cheese strings, granola bars, sometimes yogurt drinks. If you do not want your child to take things off of that, please let Addie know. Pam Ritchie added that due to cutbacks in the public school, the future and availability of hot lunch is unknown but ECS will let parents know what is available.

L) Microwave- The classroom has a microwave. Addie or the EA’s are happy to warm it up food for your child.

M) Combined Classes- The classes will remain split classes up until April/May. Near that time, the ECS will have a parent meeting to vote on which days they would like to combine the class. The ECS board will have final approval.

N) Feedback- Addie received feedback last year that many parents wanted to share the class names, and contact information to set up play dates with their child’s friends. With consent, Addie will do a similar sheet at the start of the year.

O) Birthdays- Addie does celebrate birthdays in the classroom. This includes a birthday crown, birthday bag. The child gets sung too. You can bring in a snack, but please give Addie notice. Some kids have dietary restrictions, so Addie will ensure every child can have something.

P) Snow Days- If it is too cold for busses to run, the Kindergarten will still be open. It is your choice if you want to drive your kid to school at those times. If the roads are bad, Addie may not be able to school but generally one or both EA’s are able to make it.

Q) Homework- A parent asked if the children will have homework this year. Addie explained that there is home reading, sight words, letters and sounds that parents can choose to go over with their child at home. However, this is not mandatory or “homework”.

R) Report Cards- Parents will receive progress reports throughout the year regarding their child. You will have the opportunity to attend a parent/teacher night to discuss your child and their progress in school. Addie tries to schedule these at the same time as the public school. During the meeting Addie will talk about your child. Any concerns or issues that are noticed will be brought up to parents throughout the school year. You will be made aware before progress reports, etc.

S) Parent Night- Again, Addie tries to schedule these opportunities to match with the school as closely as possible

**4.Bookkeeper/Treasurer Report**

A)Financial report

Operating Budget $62,189.15

Savings $151.67

**Motion to pay bills and buy gifts throughout the year**

*Jen Munchak motions. Mel Welch seconds. MC*

**Motion to accept the bookkeeper/treasurer report as is**

*Karli Stein motions. Crystal Johnson seconds. MC*

**5. Election of Executives for 2024-2025**

1. Request for nominees to run for President of the ECS. The request was asked three times to the attendees of the meeting. Kimberlee Hunter nominated Robin Johnson as President. Robin Johnson will fulfill the role of President of the ECS.
2. Request for nominees to run for Vice President of the ECS. The request was asked three times. Thalia These nominated herself to the role of Vice President of the ECS. Thalia These will fulfill the role of President of the ECS>
3. 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 of Treasurer. Kimberlee Hunter will continue her role as Treasurer of the ECS.
4. Request for nominees to run for Secretary of the ECS. The request was asked three times to the attendees of the meeting. Karli Stein nominated herself for the role of Secretary. Karlie Stein will fulfill the role as Secretary of the ECS.

**Motion for the removal of signing authorities of Pamela Ritchie**.

*Kim Hunter motions. Mel Welch seconds. MC*

**Motion to approve the signing authorities of new board members President Robin Johnson, Secretary Karli Stein, Vice President Thalia These to the ECS accounts. Motion to keep Treasurer Kimberlee Hunter on as signing authorities as a returning board member to the ECS accounts**.

*Mel Welch motions. Crystal Johnson seconds. MC.*

**6. Oath of confidentiality and code of ethics (signed by executive staff)**

This will be emailed out to the new and returning ECS board members.

**7. Goodbye and thank you to out-going ECS President Pam Ritchie**

**Date of next meeting is November 27, 2024**

**Meeting is adjourned at 8:30 p.m.**