

**Hay Lakes ECS Annual General Meeting  
(Zoom)  
May 18, 2021**

**1. Call to Order and Welcome**

- Pam called the meeting to order at 7:06 pm

**2. Attendance**

Pam Ritchie (president), Desiree Davis (vice president), Blaine Seutter (treasurer), Avey Christiansen (secretary), Marie Stratuliak (coordinator), Addie Hobbins (teacher), Elise Schultz (bookkeeper), Mike & Jenny deJong, Cory & Sheila Zetsen, Melissa Lowder, Jody Melin, Cheryl Wagar, Karen Prinse, Bethan Walter, Sheila Zetsen

**3. Adopt Agenda**

There are no additions or deletions. Addie makes a motion to adopt the agenda as presented. Elise seconds. All are in favour. Motion carried.

**4. Introduction of Staff**

- Marie Stratuliak - Coordinator
- Addie Hobbins - Teacher
- Elise Schultz - bookkeeper
- EAs - Hannah Carlson and Verna Leighton-Beedie

**5. Introduction of current board members (and information about each position)**

- President - Pam Ritchie
  - This is Pam's second year as the president of the ECS. Her job is to ensure orderly conduct of the ECS, chair the meetings, assist in the hiring of staff. She's involved in mediation between parents, teacher, and coordinator, and signs cheques. Pam has a daughter coming up next year, so she's willing to stay on as president.
- Vice President - Desiree Davis
  - The main role of the vice president is to facilitate the fundraising, and to sign cheques.
- Treasurer - Blaine Seutter
  - The treasurer signs cheques for the staff, pays bills, and writes cheques. She checks the bank account balances from time to time.
- Secretary - Avey Christiansen
  - The secretary takes meeting minutes and submits them to the teacher to be posted online. The secretary also picks up the mail for the ECS.

**6. Coordinator's Report**

- Alberta Education Information - New Funding Model and Deadlines

Alberta Ed has made big changes to their funding model as of last year. They have a weighted moving average funding model, which means that the amount of money we get for the fall is based 20% on our enrolment from 2 years ago, 30% from our enrolment in the past year, and 50% what we project we will have enrolled for the fall. The projection for next year was due in January. Marie will also be applying for a rural school grant, and possibly more funding for students with special needs. On September 30, 2021, Marie will submit the next set of enrolment numbers, which will be 30% of next year's funding.
- COVID19 information/Parent of the Day
  - We do not yet know what the fall is going to look like. We don't know yet whether there will be a parent allowed in the classroom in the fall. We're hoping to be able to continue with an EA in some capacity, but we doubt we'll be able to get a full-time EA with the current funding that we have. We hope to have one parent volunteers if the COVID restrictions allow us to do that.
- Number of Students Registered

- 7 are currently registered, 4 more are planning to register. Our ECS has shifted to become a community ECS, which means kids who have special needs can be enrolled through the kindergarten but can attend preschool.
- Registration can be done in person or by email
- Marie will be at the Hay Lakes playground tomorrow (May 19) from 7-8 pm for anyone who needs a paper registration, or who needs help filling it out. Please wear a mask.

- Bussing

- Parents need to enrol their children for bussing, even if your ECS child has older siblings. This can be done on the BRSD website.

- Policy Guidelines and Procedures

- Our handbook is up on our website. Marie wanted to highlight the policy around fees. If families aren't able to pay all at once, a payment schedule can be put in place. But if the family isn't keeping up with payments or isn't communicating with the ECS, we will go through our fee collection payment system which is outlined in the Policy Guidelines and Procedure manual.

- Contacting Teaching Staff

- The admin for the Hay Lakes School are not our admin. Please contact Addie on her cell phone. If for whatever reason she's now answering, it's ok to contact the school admin. Please attempt to first contact Addie directly. Marie's contact information is in all of the emails she sends out.

- AISCA

- We became a member of AISCA again in the fall and they have been extremely helpful for us. Alberta Ed isn't always easy to work with, and AISCA has been fantastic at helping us. They help us with teacher certification. When Addie started with us, she had an intern teaching certificate because she is a new teacher, but they were able to give her her professional teaching certificate in February. They offer legal help, and provide training opportunities. Through AISCA, we've also been able to get connected with Aspire (Speech, PT, OT support). It's free for us and AISCA pays for it all. If you have any concerns about your child (fine motor skills, gross motor skills, how your child holds a pencil, etc) please let Addie know.

## 7. Teacher's Report

- Student Drop Off and Pick Up

- Drop off and pick up have been very smooth because of having Hannah and Verna in the classroom. They are very familiar with the community. Moving forward, Addie would like to have a picture of the person picking up your child if someone other than a parent is going to be picking up your child.

- Allergies

- Please let Addie know about allergies at the beginning of the year.

- First Day of Kindergarten (meet the teacher and get to know one another)

- Meet the teacher, get to know the routing and one another. The students will learn the rules and expectations in ECS.

- What to Expect in Kindergarten - literacy and numeracy goals

- Much of kindergarten is learning to play, learning how to get along with one another, learning numbers 1-10, and knowing how to print them. It would be great to practice counting from 1-20 with your child this summer.

- Student of the Day - rotation of students throughout the year

- Addie will send out reminders. The student of the day gets to do a show and share.

They have an extra job in the morning where they get to help with calendar, and they are the line leader for the day.

- Colour theme days and birthdays

- These will all be sent out in advance on the monthly calendars.
- Website - [www.haylakesecs.ca](http://www.haylakesecs.ca)
  - Addie does post on the website through the year. All important information is sent out in reminds.
- Remind App - communication between teacher and parents
  - The remind app can be downloaded through the App Store. You can message Addie through the remind app, and she'll send out information through through this app throughout the year. She'll have more info on signing up for the app in the fall.

### **8. Treasurer's Report**

- Chequing Account - \$8,777.60    Saving's Account - \$23,593.68
- Desiree makes a motion to accept the treasurer's report as presented. Addie seconds. All are in favour. Motion is carried.

- Budget & Splitting Classes
  - We won't know whether or not we will be able to split until the fall. It will depend on how many kids we have registered in the fall. We generally don't split fewer than 18 students. We will need to keep in mind there will be a mandatory audit next year, which will be an expense of \$10,000 or more.
- Motion to pay bills and buy gifts throughout the year
  - Jenny deJong makes a motion to pay bills and buy gifts throughout the year.
- Signing Authority

### **9. Election of the Executives for the 2021-2022 school year**

- President - Pam will stay on as president by acclimation.
- Vice President - Jenny deJong
- Treasurer - Mike deJong
- Secretary - Sheila Zetsen
- The executives will take an oath of confidentiality and will follow a code of ethics.

### **10. Date of Next Meeting**

Likely the week of August 23rd. Marie will send an email closer to the date.

### **11. Adjournment**

- The meeting in adjourned at 7:58 pm