

# AGENDA

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Neerlandia Public Christian School Council / Neerlandia Christian Education Society AGM  
**Virtual Annual General Meetings** – [meet.google.com/shm-bpqqg-bpy](https://meet.google.com/shm-bpqqg-bpy)

If possible, please join the meeting through your child's school account. If not possible, you will be manually admitted into the meeting.

Tuesday, May 25, 2021 @ 7:30PM

- 7:30 pm**      **1. Welcome** - overview of virtual meeting, board member introductions, separation of NPCSC / NCES agenda items and voting overview
- 7:33 pm**      **2. Devotions** - Katherine Nanninga
- 7:38 pm**      **3. Adopt Agenda** - NPCSC and NCES
- 7:40 pm**      **4. Review and Approve 2020 NPCSC/NCES AGM Minutes** – Annemiek Elzinga  
MOTION: The NPCSC & NCES boards move that the minutes of the May 19, 2020 AGM be accepted as presented.
- 7:45 pm**      **5. Thank retiring NPCSC and NCES Board member**
- 7:47 pm**      **6. Nomination of NPCSC and NCES Board Members** – First Call  
NOMINATION: The board accepts nominations from the floor for up to 2 positions.
- 7. Reports**
- 7:50 pm**      a.      NCES/NPCSC Report – Sheri Strydhorst
- 8:00 pm**      b.      NPCS Principal Report - Brett Seatter
- 8:15 pm**      **8. Nomination for Board Members** – Second Call
- 9. Reports**
- 8:17 pm**      a.      NPCS School Trustee – Jennifer Tuininga
- 8:22 pm**      b.      NCES Financial Report – Amanda Batty
- 10. NCES Board Motions**
- 8:32 pm**      a.      Approval of 2021-22 NCES budget, balance sheet
- 8:35 pm**      b.      Proposed NCES by-law amendments (see attached; detailed policies available upon request)
- 8:37 pm**      **11. Nomination of NPCSC and NCES Board Members** – Third Call
- 8:38 pm**      **12. Election of NPCSC and NCES New Board Members**
- 8:40 pm**      **13. NPCSC and NCES Questions/Comments**
- 8:45 pm**      **14. Closing** – Kym Peters
- 8:50 pm**      **15. Adjournment**

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## VISION

1. Encourage excellence in learning, holding the Bible as the infallible Word of God.
2. Provide a strong support network of parents, guardians and community members who care about the students, staff, and school.
3. Actively participate in school life and discuss current issues pertaining to the school.

# Proposed NCES Bylaw Amendments

Last Edited: April 2021

## 7. OFFICERS

- a. The board members will divide the executive functions among themselves. These include the positions of: Chairperson, Vice-chairperson, Secretary, Treasurer, and Correspondence person.
  - i. The Chairperson will preside, when present at all meetings of the society and the Board. In his/her absence the Vice-Chairperson will preside at any such meeting.
  - ii. It is the ~~secretary's~~ Secretary's duty to ensure that the minutes are kept and to carry on the correspondence of the society. Minutes of meeting are of public record and available to the membership ~~on the Neerlandia Public Christian School website or~~ upon request.
  - iii. The Treasurer's duty is to ensure that an accurate account of the finances of the society is kept. The treasure will be responsible for: ~~NCES audit~~, review of bank statements, forwarding bank statements to the professional accounting firm, and preparation of annual membership and fundraiser donation receipts. NCES bookkeeping duties (i.e. NCES financial statements and an accompanying "Notice to Reader", payroll, WCB, society returns, CRA filings, etc) will be completed by a professional accounting firm. This individual will be the link between the professional accounting firm and the NCES board.
  - iv. The Treasurer or Correspondence person will be responsible for day-to-day activities: writing cheques, depositing monies, online banking, and monthly reporting to the NCES board (i.e. hot lunch funds in/out, bussing fees reimbursed, preschool fees paid, salaries, etc.).
  - v. Preschool support person will be responsible for regularly touching base with the preschool teacher and assistant and offer support and mentorship to the teaching staff. This individual will be the link between the preschool staff and the NCES board.
    - ~~• The board will appoint the treasurer, the correspondence person and two community members to audit the books of the fiscal year, who will bring their report to the next annual meeting. The fiscal year of the society shall be from July 1 – June 30.~~
    - The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same.

## 8. GENERAL MEETINGS

- a. The board meets when required, approximately once a month during the school year for general meetings.
- b. Any four members of the board shall constitute a quorum provided however, that any business transactions at such meetings shall be ratified at the next regularly called general meeting of the board.

## 9. ANNUAL OR SPECIAL MEETINGS

- a. Special meetings of the board will be called when deemed necessary by the directors and officers, or when ten members in good standing of the society approach the board for an interim meeting.
- b. The board will call annual and special meetings by giving notice twenty-one days in advance through the school newsletter, posted announcements, written letter, local store flyer announcements, email, webpage, phone calls or other methods deemed necessary.
- c. The NCES annual meeting will be held in conjunction with the Neerlandia Public Christian School Council (NPCSC) AGM. At the joint annual meeting the members have the right to discuss the actions of the board and the annual report of the chairperson and treasurer.
- d. The business of the annual meeting shall include:
  - election of representatives

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- proposed by-law amendments
- a description of the receipt, handling and use of any money by the Neerlandia Christian Education Society (NCES)
  - When NCES financial statements are prepared by a professional accountant and an accompanying “Notice to Reader” (provides some oversight regarding the NCES funds and would point out any glaring irregularities to the board) an independent audit will not be conducted.
  - The fiscal year of the society shall be from July 1 - June 30.
  - The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same.
- summary of the council’s activities during the previous school year
- discussion of any major issues in which parents and guardians should have input:
  - changes to the vision or mission statement of the school
  - all policy changes or other major changes in the school program or focus
  - any formal evaluation of the school council
- e. Voting shall be done by ballot in the case of persons and by raising of hands in case of business unless otherwise requested by majority of those present.
- f. Voting will be on vote per member. Agenda items related to NCES will be voted on by NCES Associate and Family members who have contributed their annual monetary membership fee. Agenda items related to NPCSC will be voted on by parents and guardians of NPCSC students.
- g. Ten percent of the membership will constitute a quorum.

#### **10. PRE-SCHOOL**

- a. The Neerlandia Christian Education Society operates the Neerlandia Pre-school program so that children in our community can have a safe place to learn and play and be introduced to Christian education. The pre-school license is retained by the Neerlandia Christian Education Society and overseen by Alberta Human Services - Child and Youth. The teacher submits a monthly report to the NCES regarding the pre-school. The NCES meets monthly during the school year and is able to discuss and deal with any issues that arise with the pre-school.
- b. The NCES preschool will follow the following administrative policies:
  - i. Discrimination, Harassments, Bullying and Violence – NCES policy
  - ii. Staff and Volunteer – NCES policy
  - iii. Administrative Records - NCES policy

#### **11. BORROWING POWERS**

- a. The society may borrow or raise or secure the payment of money in such a manner as it sees fit as authorized by the board at a general meeting.

#### **12. SOCIETY DISOLUTION**

- a. Upon dissolution of the society and after all debts and obligations have been paid, any leftover funds will be donated to a charitable organization in Canada, such an organization to be decided upon at time of dissolution.

#### **13. SOCIETY SEAL**

- a. The Neerlandia Christian Education Society is not adopting a society seal.

#### **14. AMENDING BYLAWS**

- a. Bylaws may be changed by a Special Resolution of the members. A Special Resolution can be passed at an annual or special meeting of which not less than 21 days’ notice specifying the

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