

Minutes

Neerlandia Public Christian School Council/Neerlandia Christian Education Society AGM
Tuesday, May 26th, 2026 @ 7:30PM
Location: NPCSC Science Room

Present: See attendees as attached

1. Welcome
 - Meeting called to order at 7:44 pm by Chair Kirstie Schatz
 - Board member introductions and welcome to Delegate Trustee Victoria Kane
2. Devotions
 - Charlene Fleming
3. Review of eligible voters
 - It was confirmed by Board Chair that quorum of minimum 10% has been met
 - It was clarified that only attendees with children that attend NPCSC and paid members of NCES are eligible to vote
4. Adopt Agenda – NPCSC and NCES
 - MSC
5. Review and approve 2025 NPCSC/NCES AGM minutes
 - MSC
6. Thank retiring NPCSC and NCES board members
 - Charlene Fleming (Vice Chair/Playground Coordinator) and Laura Braucht (Treasurer) have both completed their second 3-year term
 - Meagan Neill will be taking over position as Treasurer
 - Sandra Olthuis has completed her 3-year term as PCCE community representative and is now resigning
 - The NPCSC and NCES boards thank them tremendously for their service
7. Nomination of NPCSC and NCES Board members
 - Nomination: Julaine Greilach has agreed to let her name stand for another term
 - Nomination: Eva Visser
 - Nomination: Arianne Mast
 - The board accepts nominations to fill 3 positions. MSC
 - Lori Tiemstra appointed PCCE community representative
8. Reports
 - a) NPCSC/NCES Report – Chair Kirstie Schatz
 - See attached
 - Report received. MSC
 - b) NPCSC Principal Report – Prakash Raju

- See attached
 - Add: NPCSC will be seeing a teacher reduction of 0.06 for the 2026/2027 school year
 - Add: EA Hours will be decreasing again from 4400 hours to 3800 hours for the 2026/2027 school year
 - Add: Reduction in discretionary budget of \$19 000.00 for the 2026/2027 school year
 - Clarification that the nutritional grant is funded both federally and provincially
 - Report received. MSC
- c) School Trustee Report – Victoria Kane
- See attached
 - Question regarding CASA: How is it determined which 12 students are selected for the program? It was explained that recommendations are made as well as a specialized team will make the selections
 - Report received. MSC
9. NCES Financial Report – Laura Braucht
- See attached
 - Clarification regarding the large increase in computer expense from proposed budget versus actual. NCES decided to purchase a computer solely for NCES use, primarily for the treasurer position
 - Financial report received. MSC
10. NCES Board Motions
- a) Approval of 2025/2026 NCES Budget
- Motion to accept the 2026/2027 budget as presented. MSC
- b) NPCSC/NCES Review and approval of Bylaw Amendments
- See attached
 - Motion to accept amendments to NCES bylaws as presented. MSC
 - Motion to accept amendments to NPCSC policies and procedures as presented. MSC
11. Election of NPCSC and NCES New Board Members
- Motion to accept Julaine Greilach, Eva Visser, and Arianne Mast and ratify them onto the boards. MSC
12. NPCSC and NCES Questions/Comments
- None
13. Door prizes draw
14. Closing
15. Adjournment
- Motion to adjourn meeting. MSC

NCES/ NPCSC AGM SIGN IN

May 26, 2026

| NAME | NAME |
|-----------------------|-------------------------|
| Kirstie Schatz ✓ | Amanda Smith |
| Meagan Neill ✓ | Kim Sy besme |
| Laura Braucht ✓ | Katlyn Wierenga |
| Cassie Wierenga ✓ | Lindy Wiert ✓ |
| Alanna Breittkreitz ✓ | |
| Charlene Fleming ✓ | |
| Lori Tiemstra | |
| Steve DeVries ✓ | |
| Julaine Grilach ✓ | |
| Arianne Mast ✓ | |
| Eva Visser ✓ | |
| Juanita Henschel | |
| Victoria Kane | |
| Ben Kellert | |
| Matthias Johnson | |
| MARY OUTHUIS ✓ | |
| Michelle | |
| Shauna Sotnikow ✓ | |
| | |

NCES/ NPCSC AGM Chair Report

Tuesday May 26,2026

It has been another positive year at NPCS, with the involvement of NCES and NPCSC. I have once again had the privilege of sitting as Chair, backed by a strong group of parents and Community members.

Starting out the year, we held a Grand Opening for the final phase of the Playground build. We welcomed dignitaries from around the county, division, and province, as well as staff, students and parents. We are thrilled to have all phases of the playground now completed and setting our sights on the next goals for NCES.

Before the strike hiatus we had the opportunity to once again hand out popsicles for the Terry Fox Run, generously donated by the Neerlandia Coop. After the strike, we were able to hit the ground running with Hot Lunches, small fundraisers with Medicine Hat Meat Traders, and Sherwood Park Soups. As in other years, NCES subsidised the cost of pizza for St Nick Day, and has been involved with other events in the school throughout the year.

New this year, I had the opportunity to attend the Alberta School Council Association Conference in April, held in Nisku. This was paid for by an ASCA grant that is available to our school each year. It was a very beneficial time of networking with other Council Chairs, as well as learning policies and best practices to bring back to our board, helping us stay in line with requirements within the Education Act for School Councils.

I want to give a huge thank you to Charlene Fleming, Laura Braucht, and Sandra Olthuis who have completed their terms with the board. They have been fundamental in the success of the board over the last number of years. Charlene has held many titles, but significantly was the coordinator for the playground builds. She has spent countless hours with this endeavor and it truly wouldn't have been possible without her. Laura has been our faithful Treasurer, keeping us financially responsible and ensuring good stewardship with our precious donations from the community. I have personally gained so much knowledge from the both over the years. Sandra has been our Community and PCCE Rep, and will be dearly missed! Best wishes to you all in whatever is next!

Finally, I would like to acknowledge and thank our donors. Without your support of the school and students, NCES would not be able to do what we do. We have been able to bring needed funding to the school inside and out.

Wishing all a relaxing summer!

Respectfully submitted:

Kirstie Schatz, Chair NCES/NPCSC

May 2026 NCES AGM - Principal Report

Chapel & Assemblies:

- This year, we continued with weekly Chapels which included singing, scripture reading with reflection, and prayer. Different students had opportunities to participate in reading a portion of scripture. Most often, Mrs. Lisa Seatter led us in the singing and a Biblical word/thought provoking message each week; however, I also spoke once every month or two, and I led songs a few times.
- We had assemblies for significant dates like Remembrance Day, and Easter; we also had two chapels/assemblies during Christian Education Week. The Christian Ed week organizing committee was headed up by Mrs. Kim Sybesma. A highlight of Christian Education Week was our Grandparents and Special Seniors Tea. At this event, there were major contributions by Mrs. Lisa Seatter, and Mrs. Megan Ferster's music classes. Thanks to Mrs. Kim Sybesma and the grade 4 class for their work in organizing this.
- We continued with "Home Group" events this year, led by Mrs. Kim Sybesma with activities led by Jr. High students and organized by Jr. High teachers. These events help connect students from different grades while working on team building activities and expanding our Biblical understanding. Home groups were used on three days during Christian Education Week.
- Our Christmas Concert was full of excellent performances and very well attended, especially considering we rescheduled it to a time during the day because of poor weather in the evening.
- We are looking forward to our Jr. High Awards and Band Concert afternoon during our exam week.

PCCE and Christian Educators

- A number of our teachers attended the PCCE Christian Educators Conference in Lacombe. Thank you to NCES for the financial support with registration fees, hotels and transportation. I know the staff really value this conference and appreciate the support. Next year's conference will be in Calgary.
- In early May, I attended the PCCE Leadership Conference in Bragg Creek. This year, the organizers continued looking at the Leadership Practices Matrix found in the Called, Connected and Committed guiding document. The focus was on

the section called “Instilling Hope,” and we explored how to share authentic Christian hope in our Christian school community.

The Leadership Practices Matrix

| | | | |
|-----------------------|-------------------------------|-------------------------------------|--------------------------------|
| | Called (vocation) | Connected (relationships) | Committed (journey) |
| Vision | Leading Learners | Instilling Hope | Discerning Innovation |
| Culture | Recognizing Brokenness | Cultivating Belonging | Building Resilience |
| Faith | Nurturing Love | Fostering Magnanimity | Pursuing Reconciliation |
| Administration | Stewarding Resources | Embracing Interdependence | Directing Improvement |

I also had the pleasure of participating in worship times, being in God’s creation, and making connections with other Christian school leaders. It was an awesome conference for me to attend.

Service Projects and Recognition of Special Days:

- Terry Fox Run raised \$863
- Orange Shirt Day
- Unfortunately, because the teacher job action happened during Thanksgiving time, we did not have our usual Drive away hunger collection for the food bank.
- On the 100th day, the grade 1s collected cans of food, aiming to collect 100 cans to donate to the food bank. They collected 374 items, weighing 351lbs.
- Pink Shirt Day
- Hats on for Mental Health
- There are many other service projects, some which the classroom teachers do as part of Tft FLEx (Formational Learning Experiences).

Fun Days & Get Togethers:

- Our pancake breakfast was once again a success. We saw many parents and community members stop in at the school and join us.
- St. Nick's Day was a lot of fun again this year. Classrooms had many fun activities throughout the afternoon. Thank you to the NCES for subsidizing our Pizza Lunch that day.
- Our winter fun walk worked out quite well. The Jr. High students organized activities that the other students participated in. Thank you to the NCES for providing cookies and hot chocolate, as well as volunteers to serve.
- Various dress up days including dress like a 100 year old, wacky hair, wacky socks, anything but a lunch kit, career & book character day.

Music:

- The Band played at the Christmas concert and went to the Rotary music festival this year. They also had a concert for Seniors at Neerlandia CRC. They will have a Band Camp at Bethel Bible Camp in June. They will have a year end concert later this year, in conjunction with Jr. High awards day.
- Elementary classes took turns contributing to major assemblies, including Christian Education Week, and the Christmas concert.
- The grade 4-6 students and the kindergarten-grade 3 students went to the Winspear Center to enjoy an age appropriate Edmonton Symphony Orchestra performance.

Sports:

- Our Jr. High students enjoyed a PHSD soccer tournament in Fawcett. Our Gr 6 students participated in a soccer tournament at Sunny Bend Colony School.
- Our Jr. High students were able to participate in cross country running, volleyball, basketball, badminton and track and field.
- Our elementary students were able to participate in triple ball, basketball, and running.
- Our students brought home banners in cross country and basketball. Our elementary running team got first place in their final tournament. Many other teams ended with bronze and silver standing overall.
- Thank you to our coaches for allowing students these opportunities.

Field Trips and Guests:

- We were blessed to have Olympian Melissa Lotholz visit our school after she came back from the Olympics. Thank you to the NCES for sponsoring this visit.
- This year we had skiing at Misty Ridge for our Jr. High students, and our second Misty Ridge trip included our Gr 6 students.
- Farm safety presentations happened again this year.
- We had Telus World of Science, Science in Motion visit our Junior High classes and do a large presentation in the gym for our Elementary students.
- We have a number of year end field trips planned once again for this year.

Teaching for Transformation (TfT):

- This year, teachers continued to grow in the understanding and use of TfT.
- All classes have a Storyboard with a Deep Hope and Storyline.
- Many teachers have added Learning Intentions to our Storyboards to help with integrating a Christian view of learning. Thank you to Jeremy Horlings for visiting our school at the beginning of the school year and giving us a method to develop Learning Intentions.

Collaborative Team Meetings (CTMs):

- Collaborative Team Meetings are a way for teachers to analyze data, consider areas for improvement, discuss ways to improve and implement those ideas before the next meeting.
- Multiple times this year we had CTMs, in cross-grade groups (K- Gr 4 and Gr 5-9).

Nutrition Grant Funding:

- Once again, this year we received Nutrition Grant funding for our school, as well as an additional top up, in March. We used this money for classroom food supplies that can be accessed by all students (granola bars, yogurt tubes, fruit (apples & bananas). Supplemented with cheese strings, and apple sauce cups.

School Safety Procedures Audit:

- This year, in response to events at Tumbler Ridge, BC, the Alberta government did safety audits at a number of schools in the province. NPCS was one of the schools that was audited. The procedures that we implemented last year with

the Hour Zero program proved to be very helpful in ensuring that we had effective safety protocols.

Staff:

- This year we were once again blessed with an amazing staff.
- This year, Mrs. Bonita Raju taught N-PREP (Neerlandia Preschool) on Monday and Wednesday afternoons. We also had Mrs. Natalie Kerckhof teach grade 3 for six weeks while Mrs. Katlyn Wierenga was away on leave.
- Our student enrollment over the years were:
 - 235 students in 2020-21
 - 242 students in 2021-22
 - 249 students in 2022-23
 - 241 students in 2023-24
 - 247 students in 2024-25
 - 247 students in 2025-26 (this year)
- These numbers do not include Early Learning (Preschool) students.

School Fees Schedule for 2026-27:

- There will be no change in our school based fees next year, as compared to this year.

Staffing and Budget for 2026-27:

- NPCCS will experience a staffing reduction and discretionary budget reduction again this year.



**Board Chair Victoria Kane
Board Report 2025/2026
Neerlandia Public Christian School Council AGM**

New Priorities for Pembina Hills School Division:

- ❖ Wellness
- ❖ Thriving Communities
- ❖ Engaged Learners

Success of all our students is the result of a system that prioritizes the wellbeing of our students and staff, the support and partnerships of the community surrounding them, and the opportunities for fostering meaningful student engagement.

Retirement of Superintendent Brett Cooper: We owe a great deal of thanks to Brett for his years of leadership and his genuine care for our schools. On behalf of the Board, we wish him a fulfilling retirement, enjoying more time with his wife and family while pursuing his passion for the outdoors.

New Superintendent: The Board of Trustees formally announced the appointment of **Raime Drake** to the position of Superintendent. Effective date as of September 1st, 2026. This appointment concludes a robust and comprehensive provincial recruitment process aimed at identifying a candidate capable of navigating the current educational landscape. We have full confidence that she will foster a culture built on trust, collaboration, and a shared purpose, while turning our collective priorities and high expectations into measurable success for every student.

Bill 25: We are waiting for the regulations from Alberta Education - which will provide us more clarity in the wording for updating our policies and admin procedures for the coming school year. We are committed to creating safe and caring schools. Students feeling the sense of belonging is at the core of what we do in education and value in our Division.

BCHS Modernization and Rightsizing Update: Phase 1 Nearing Completion!

We are officially in the home stretch of our first phase! The finishing touches on the expansion of the Gymnasium will continue throughout the summer to ensure it is polished and ready for students this September.

Budget Framework:

PHSD's projected operational funding for 2026-2027 is \$60,857,649 — an increase of approximately \$3.6 million, or 6.3%, compared to estimated actuals in 2025-2026. The largest driver of this increase is additional grant funding to support a negotiated teacher salary increase of slightly over 9%.

The division projects nearly 3,700 students in 2026-2027, including 325 full-time students through Vista Virtual School. Overall enrollment is relatively stable, with slight declines in some community schools (this is offset by continued growth at Vista Virtual School).

A notable changes for 2026-2027:

- PHSD is moving toward a **site-based decision-making model** for school budgets. Principals and school leadership teams will build their own school budgets within their overall funding envelope, rather than receiving a prescribed staffing allocation and needing central approval to move funds between categories. *This change responds directly to feedback from school leaders and is grounded in Administrative Procedure 20-50 School-Based Decision Making.*

Individual school budgets will be submitted to the Division office for consolidation. The Board will consider the final divisional budget for approval at its June 10th, 2026, regular board meeting. We moved our Budget and Ed Plan items into June because of the announcement of the **welcomed \$200 million for class size reductions in the province**. Our division has received **\$405,000.00 (3 FTE)**. Senior Admin and Principals have met to discuss pressure points and will be presenting to the Board the allocation recommendation based on those conversations.

- **1 Complexity Class Team** (*located in Westlock*) - 1 Teacher and 2 EA's. Ministry is allowing Divisions to be flexible in how this looks, as some divisions haven't been successful in filling these roles. We currently have 2 part time Teachers for the last part of the 2025/2026 school year. PHSD has had the posting open since the announcement of our allocation. Our approach is to have push in services in Grades K,1& 2.

We are hoping to have a teacher hired for 2026/2027.

- **CASA Classroom** (*located in Barrhead*) - Starting in January 2027, a CASA Classroom will open within the division as part of a partnership between CASA Mental Health, the Government of Alberta, and Pembina Hills School Division. This will cost the division 1 Full Time Teacher. This will bring specialized support directly into the classroom. Class size of 12 students per semester as well as a semester of integrating back into the classroom. This will target students from grades 4-12.

Neerlandia Christian Education Society

Balance Sheet

As of May 22, 2026

| | TOTAL |
|--|--------------------|
| <hr/> | |
| Assets | |
| Current Assets | |
| Cash and Cash Equivalent | |
| Bank Daily Servus - 16971632 | \$27,668.94 |
| Business Savings - Servus | \$3,693.43 |
| Common Shares credit union | \$2.29 |
| Float box | \$20.00 |
| Servus Rewards #1 | \$137.04 |
| Total for Cash and Cash Equivalent | \$31,521.70 |
| Accounts Receivable (A/R) | |
| Accounts Receivable | \$0.00 |
| Total for Accounts Receivable (A/R) | \$0.00 |
| GIC10 26/27 oper fund | \$20,653.88 |
| Total for Current Assets | \$52,175.58 |
| Total for Assets | \$52,175.58 |
| <hr/> | |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable (A/P) | |
| Accounts Payable | \$0.00 |
| Total for Accounts Payable (A/P) | \$0.00 |
| Accrued Liabilities | \$800.00 |
| GST Clearing | \$0.00 |
| GST/HST Payable | -\$4,703.71 |
| Payroll Liabilities | \$0.00 |
| Unearned ECE Grant Revenue | \$0.00 |
| Total for Current Liabilities | -\$3,903.71 |
| Total for Liabilities | -\$3,903.71 |
| Equity | |
| Balancing Account | \$0.00 |
| Opening Balance Equity | \$0.00 |
| Owner's Equity | \$0.00 |
| Retained Earnings | \$62,939.89 |
| Unrestricted Net Assets | \$75,079.99 |
| Profit for the year | -\$81,940.59 |
| Total for Equity | \$56,079.29 |
| Total for Liabilities and Equity | \$52,175.58 |
| <hr/> | |

Neerlandia Christian Education Society

Profit and Loss

July 1, 2025-May 22, 2026

| | TOTAL |
|---------------------------------------|--------------------|
| Income | |
| Bethel Pentacostal donation | \$1,500.00 |
| Church - NCRC Donation | \$2,908.30 |
| ET received at NCES in error | \$100.00 |
| Fundraisers (small) | |
| Beef Jerky Fundraiser | \$3,400.00 |
| Bottle Drive | \$3.35 |
| Hot Lunch fundraiser | |
| Chicken lunch income | \$1,251.75 |
| Crepe lunch income | \$456.50 |
| Grilled Cheese Hot Lunch | \$1,111.00 |
| Total for Hot Lunch fundraiser | \$2,819.25 |
| Total for Fundraisers (small) | \$6,222.60 |
| Grant Revenue | \$13,200.00 |
| Interest Income | \$720.64 |
| Memberships | |
| Associate M Donations | \$4,800.00 |
| Member Donations | \$11,924.81 |
| Total for Memberships | \$16,724.81 |
| Total for Income | \$41,376.35 |
| Gross Profit | \$41,376.35 |
| Expenses | |
| Additional Donation to NPCCS | \$7,214.98 |
| Art Supplies | \$500.00 |
| Bank Service Charges | \$150.10 |
| Bibles | \$1,426.73 |
| Computer and Internet Expenses | \$805.76 |
| ET rec'd NCES for NPCCS pd back | \$100.00 |
| Field trips and Special Events | \$5,000.00 |
| Function Expense | \$270.38 |
| Pancake Breakfast | \$1,541.60 |
| St Nicks Day | \$155.92 |
| Winter Walk | \$20.94 |
| Total for Function Expense | \$1,988.84 |
| Fundraising expense | |
| Beef Jerky fundraising expense | \$1,476.00 |
| Total for Fundraising expense | \$1,476.00 |
| Gifts | \$174.99 |
| Hot Lunch Expenses | \$57.98 |
| Chicken lunch exp | \$290.17 |
| Crepe lunch expenses | \$166.49 |
| Grilled Cheese Apr exp hotlunch | \$302.79 |
| Total for Hot Lunch Expenses | \$817.43 |
| Insurance Expense | \$1,005.28 |
| NPCCS Misc Requests | \$173.94 |
| PCCE Membership and Materials | \$18,408.00 |
| Playground | \$80,172.25 |
| Professional Fees | \$878.00 |

Neerlandia Christian Education Society

Profit and Loss

July 1, 2025-May 22, 2026

| | TOTAL |
|---------------------------|---------------------|
| Teacher Prof. Development | \$3,024.64 |
| Total for Expenses | \$123,316.94 |
| Profit | -\$81,940.59 |

| E | F | G | H | I | J | K |
|-----------------------|----------------|--|---|------------------------------------|----------|----------|
| EXTRA DONATION TO NPC | | | | Additional donations line includes | budgeted | Spent |
| inv# | Textile | | | textiles | 5000 | 4876.54 |
| CA61DI68HACCUI | 304.91 | sewing machine | | microscopes | 1000 | 994.62 |
| CA61EAUWLACCUI | 304.91 | sewing machine | | music | 5000 | 4525.23 |
| CA62ZIAAQ01 | 283.4 | sewing kits x 10 | | fooseball | 1500 | 1590.7 |
| CA61A9RX6ACCUI | 44.59 | Steam iron | | Melissa | 1250 | 1260 |
| CA61A9RV5ACCUI | 44.59 | Steam Iron | | jerseys/equipment | 4500 | 4500 |
| CA61DHKHKACCUI | 304.91 | sewing machine | | | 18250 | 17747.09 |
| CA61D168HACCUI | 304.91 | sewing machine | | | | |
| CA61D167AACCUI | 304.91 | sewing machine | | | | |
| CA61J2YWHACCUI | 840.41 | Serger | | | | |
| CA61DHKFUACCUI | 304.91 | sewing machine | | | | |
| CA61A9ROSACCUI | 44.59 | Steam Iron | | | | |
| CA630IAAQ01 | 538.46 | sewing kit x 19 | | | | |
| CA68SPHF1421 | 111.66 | Iron boards x 2 | | | | |
| CA631IAAQ01 | 28.34 | sewing kit x 1 | | | | |
| CA68SOHF1421 | 111.65 | Iron board | | | | |
| Barb's Sewing | 999.39 | fabric & thread | | | | |
| TOTAL | 4876.54 | | | | | |
| | Microscopes | | | | | |
| CA6GB3WTQI | 331.54 | Microscope | | | | |
| CA6FB3WTQI | 331.54 | Microscope | | | | |
| CA6HB3WTQI | 331.54 | Microscope | | | | |
| TOTAL | 994.62 | | | | | |
| | Fooseball | | | | | |
| | 1047.87 | first table | | | | |
| | 15.71 | balls | | | | |
| | 527.12 | second table difference | | | | |
| TOTAL | 1590.7 | pd to Charlene Fleming | | | | |
| | Melissa | | | | | |
| Inv# 0179 | 1260 | | | | | |
| | Music | | | | | |
| <i>QUOTES</i> | | | | | | |
| SQ001771 | 703.76 | <i>Kalimna, Ukelele, 5pc hand drum, tuner</i> | | | | |
| 226004946 | 3821.47 | <i>mettalophones, glockenspeil, boomwackers, wooden spoons</i> | | | | |
| TOTAL | 4525.23 | | | | | |

| | July 2025-2026 | | July 2026-2027 | |
|--|-----------------|---------------|------------------|----------|
| | | | Large Fundraiser | |
| NCES Budget vs Actuals | Proposed budget | Actual | Proposed | Actual |
| Operating Cash balance, beginning of year | 30,762 | 30762 | 16000 | |
| transfer from savings | | | 3694 | |
| Cash income: Cash GIC that matures | | | 21000 | |
| NCRC donation | 4,500 | 2708 | 2500 | |
| Bethel donation | 1,500 | 1500 | 1500 | |
| Fundraising (i.e. Large fundraiser donations + ticket sales) | 0 | 0 | 30000 | |
| Fundraising other (ie: ice melt, bottle drive, jerky) | 5000 | 3403.35 | 3500 | |
| Fundraising (Hot lunches) | 3,000 | 1567.5 | 4000 | |
| Grant Revenue | 13,200 | 13200 | 0 | |
| Interest earned | | 720.64 | | |
| Memberships Donations | 13,000 | 11924.81 | 13500 | |
| Associate Member Donations | 4,000 | 4700 | 4500 | |
| General donations | | | | |
| GST rebate/Miscellaneous Income | | | | |
| Total cash income for fiscal year | 74,962 | 70,486 | 100,194 | - |
| Cash expenses: | | | | |
| Art Supplies - previously art and band award | 500 | 500 | 500 | |
| Bank service charges | 250 | 150 | 250 | |
| Bibles & Awards | 1300 | 1426.73 | 1800 | |
| Computer & Internet Expenses | | 805.76 | 150 | |
| Field Trip Contributions | 5,000 | 5000 | 6000 | |
| Pancakes breakfast | 1,500 | 1541.6 | 1800 | |
| Terry Fox Run | 200 | | 200 | |
| Winter walk | 150 | 20.94 | 150 | |
| St Nicks day | 300 | 155.92 | 300 | |
| Small Fundraising projects (ice melt, jerky, bottles) | 2,500 | 1476 | 2500 | |
| Large Fundraising & Advertising, food, decor, etc | - | - | 15000 | |
| Gifts/ retirement party | 500 | 175 | 500 | |
| Hot Lunches expense | 2,000 | 1087.81 | 2000 | |
| Insurance | 1,000 | 1005 | 1005 | |
| PCCE Membership and Materials \$78/student 24-25 | 20,280 | 18408 | 20280 | |
| Accounting Fees (\$875)/ QB subscription (\$30/mo) | 850 | 878 | 1235 | |
| Teachers prof development | 7,100 | 3024.64 | 7100 | |
| School Equipment | 500 | | 500 | |
| Lunch for teachers and NCES meeting | 420 | | 600 | |
| Special Projects for students | 100 | | 100 | |
| Office and Miscellaneous | 300 | | 300 | |
| Additional donation to NPCS spring 2026 | 18,250 | 17747.09 | 0 | |
| Neer Sports Committee yearly donation | | | 500 | |
| Miscellaneous / staff requests to NCES | 5,000 | 173.94 | 6500 | |
| Trees/yard maintenance & beautification | 5,000 | | 5000 | |
| Total expenses | 73,000 | 53,576 | 74,270 | - |
| Surplus/(Deficit) | 1,962 | 16,910 | 25,924 | - |
| GIC9 matures Nov 2025 for 2026-2027 operating GIC | 20000 | 20500 | 21000 | |
| Operating Cash Balance, end of Year | 1,962 | 16,910 | 4,924 | |
| Playground phase 3 completed Summer 2025 | | 80172.25 | | |

NEERLANDIA CHRISTIAN EDUCATION SOCIETY BYLAWS

1. NAME

The name of the society shall be the Neerlandia Christian Education Society (NCES) of Neerlandia, Alberta.

2. MISSION

The Neerlandia Christian Education Society (NCES) promotes, funds and advances the mission and vision of Neerlandia Public Christian School (NPCS)

3. VISION

Our vision as an education society is to:

- a. Financially support Christian Education
- b. Fiscal responsibility
- c. Provide a strong support network of parents, guardians and community members who care about the students, staff and school.
- d. Actively participate and volunteer in school life.

4. OBJECTIVES

The objectives of the school council are to work together with the school to support and enhance student learning through:

- a. Upholding Christian moral and religious values.
- b. Seeking the views of the school community and representing them accurately.
- c. Fund resources to ensure teachers have access to Christian curriculum resources and Christian education networking & training opportunities.
- d. Informing the school community about committee work, meetings, news, and inviting them to be actively involved in the school.
- e. Providing volunteer service through helping with various school events and ensuring volunteers working in the school, with students, follow PHPS volunteer policies
- f. Encouraging and promoting parental involvement and support.
- g. Organize a large scale fundraiser every 2 years for monetary support

5. MEMBERSHIP

- a. The society holds the Bible as the infallible Word of God, and believes that parents are responsible for the Christian Education of their children.
- b. Members of the society are those who actively subscribe to these bylaws and contribute monetary donations.
 - i. Membership in the society is based on a yearly donation, and is deemed to have lapsed if a contribution is not received during the current school year of September – August.
 - ii. Minimum donation required is to be set by the society board before the beginning of each school year. If no motion to set minimum donation is made before school year it will be assumed that it will be kept the same as the previous year.
- c. There are two types of membership.
 - i. Associate Members - community persons who do not have children attending Neerlandia Public Christian School
 - ii. Family Members - parents and/or guardians who have children attending Neerlandia Public Christian School.

- d. Members may withdraw from the society in writing which will be approved by the board of directors at their next general meeting.
A member that withdraws will not be reimbursed the donation made to become a member.
- e. The board of directors may expel or suspend any member for conduct deemed to be in violation of the principles set out in the society mission, vision and objectives or is likely to endanger the interests or reputation of the society.
 - i. A minimum of $\frac{3}{4}$ of board members must vote in favour of expulsion for member to be considered expelled.
 - ii. No member may be expelled or suspended before said member has received notice in writing prior to the vote and has had opportunity to speak to the board.

6. BOARD OF DIRECTORS

- a. At the annual meeting, a board consisting of seven members shall be elected from the membership.
 - i. The term of office shall be for three years, with two or three members retiring each year.
 - ii. Retiring officers are eligible for re-election for one term; after which a minimum one year break from the board of director is mandatory before being eligible for re-election.
 - iii. An eighth member of the board will be a community representative who is appointed by the present board.
- b. Board members who wish to resign must do so by notifying the board in writing two months prior to the next general meeting.
- c. In case a board member resigns or is unable to complete his/her term, the board has the right to appoint a qualified member to fill any vacancy until the end of the term or until the next annual meeting of the society.
- d. Board members who miss three consecutive meetings should discuss their absences with a member of the executive. Absence of board members creates challenges with quorum and lack of well rounded input into board discussions.
- e. Any director or officer, upon a majority vote at a special meeting of the society called for this purpose, may be removed from their position on the board for any cause which the society may deem reasonable.
- f. Unless authorized at any meeting and after notice for the same shall have been given, no director, officer or member of the society shall receive any remuneration for his/her services.

7. OFFICERS

- a. The board members will divide the executive functions among themselves. These include the positions of: Chairperson, Incoming-chairperson or ~~Outgoing Chair~~ **Vice Chair**, Secretary and Treasurer.
 - i. The Chairperson will preside, when present at all meetings of the society and the Board. In his/her absence the Incoming-Chairperson/**Vice Chair** will preside at any such meeting.
 - ii. It is the 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 upon request.
 - iii. The Treasurer's duty is to ensure that an accurate account of the finances of the society is kept. The treasurer will be responsible for: 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. The Treasurer 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.~~).

8. GENERAL MEETINGS

- a. The board meets when required, approximately once a month during the school year for general meetings.
- b. Any five members of the board (assuming an 8 member board to ensure a >50% majority for decision making) 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 least six weeks before the NCES year end on June 30. 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
 - 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.

NOMINATION PROCESS

- a. **A member who has served 1 term, will have the option of serving a 2nd term. If they so choose, this will be ratified at the AGM.**
- b. **Any vacant positions, after an incumbent has been ratified, will be chosen through a nomination process.**
- c. **A call for nominations will go out, along with a nomination form and board expectations handout. The call will go out no later than March 15, with deadline of submission no later than April 15, depending on Board Meeting Dates.**
- d. **Nominees will be reviewed by current NCES board, in adherence with board Values and Code of Conduct, as well as eligibility to volunteer, as per PHSD Guidelines. Nominees will be confirmed no later than May 1.**
- e. **Nominees will be announced along with the announcement of AGM, in accordance with bylaws, no later than 3 weeks before AGM date.**
- f. **May AGM- Nominees will be voted on, if more than number of positions available. Or they will be ratified if all positions met without vote.**

VOTING PROCESS

- a. **If a vote for board members is required, ballots will be prepared prior to the AGM with all nominee names.**
- b. **At the AGM 2 scrutineers will be appointed. These scrutineers will be non-members (teachers, staff, etc)**
- c. **A vote by ballot will be held. Scrutineers will count ballots and report back to Chair of AGM. The top votes will be elected onto Council**
- d. **Tie- In the event of a tie, further rounds of voting will commence with those 2 names, until the tie is broken. If after 3 total rounds of voting have not broken the tie, both nominees will be elected to council.**
- e. **After voting, Chair will call for a motion to destroy all ballots.**

10. 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.

11. 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.

12. SOCIETY SEAL

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

13. 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 intention to propose the resolution has been duly given. The vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

NEERLANDIA PUBLIC CHRISTIAN SCHOOL COUNCIL Policy & Procedures

NAME

1. The name of the school council shall be the Neerlandia Public Christian School Council (NPCSC) of Neerlandia, Alberta.

MISSION

2. The Neerlandia Public Christian School Council provides advisory support to the principal to further our children's Christian education and understanding of God's presence in all aspects of life.

VISION

3. Our vision as a school council is to:
 - a. Encourage excellence in learning, holding the Bible as the infallible Word of God.
 - b. Provide a strong support network of parents, guardians and community members who care about the students, staff, and school.
 - c. Actively participate in school life and discuss current issues pertaining to the school.

OBJECTIVES

4. The objectives of the school council are to work together with the school to support and enhance student learning through:
 - a. Upholding Christian moral and religious values.
 - ~~b. The NPCSC Council will advise the principal on the knowledge, skills and attributes that they are looking for in a prospective teacher. In hiring a new principal, Pembina Hills School Division's Superintendent will have a face to face meeting with the NPCSC Council and any interested NPCSC parents or guardians so they can provide input into what knowledge, skills and attributes they would like to see in a new principal.~~
New: NPCSC will meet with any new Principal, Trustee, or Superintendent, in a sit down meeting, to discuss values and priorities of NPCSC and NPCSC, creating a strong working relationship with all leadership, elected or appointed.
 - c. Seeking the views of the school community and representing them accurately.
 - d. Ensuring teachers have access to Christian curriculum resources and Christian education networking & training opportunities.
 - e. Assisting the principal in assessing the future needs of the school and grounds.
 - f. Informing the school community about committee work, meetings, news, and inviting them to be actively involved in the school.
 - g. Providing volunteer service through helping with various school events.
 - h. Encouraging and promoting parental involvement and support.
 - i. Communication with Pembina Hills School Division – in cooperation with the principal & **Trustee** – on development of the school's foundation statement, policies, annual education plan & annual results report and budget.
 - j. Advise the principal and Pembina Hills School Division on any matter relating to the school.
 - k. Consult with the principal so the principal may ensure:
 - NPCSC students have the opportunity to meet standards of education;
 - fiscal management of the school is in accordance with the requirements of Pembina Hills School Division.
 - l. Reviewing the NPCSC's provincial assessment results and interpretation of these results

- m. Facilitate the exchange of information and ideas on education from principal and staff on educational matters

MEMBERSHIP

5. (A) All parents and guardians of students attending Neerlandia Public Christian School are members of the school council. The members will elect a seven person executive council to carry out duties and responsibilities of the school council. Members of the executive must wholeheartedly support the mission and vision of the Neerlandia Public Christian School and shall consist of:
- a. Seven parents or guardians of students enrolled in Neerlandia Public Christian School representing various grade levels (including kindergarten), elected by parents and guardians at the annual general meeting. Members of the school council executive will serve a three-year term, with two to three members retiring each year. The retiring officers are eligible for re-election for one term only.
 - b. The principal of the Neerlandia Public Christian School.
 - c. A teacher representative as elected or appointed by the teachers of the school. The teachers may appoint a different teacher each month.
- (B) Only school council executive members may vote at regular executive meetings.
- (C) Only parents and guardians of students enrolled at Neerlandia Public Christian School may vote at the Annual General Meeting.

OFFICERS

6. The officers of the school council consist of a chair, an incoming-chair **or Vice Chair**, past chair (when applicable) and a secretary.
- a. Every member of the school council executive is eligible to be elected as an officer of the school council.
 - b. The officers will be elected ~~for a one-year term~~ at the first regular meeting of the school council following the annual general meeting. This meeting generally occurs in June. **Each member will have the opportunity to switch positions each year, if they so choose, or is deemed necessary by the NPCSC Chair.**
 - c. The terms of office run from annual meeting to annual meeting.

DUTIES OF THE OFFICERS

7. A. CHAIR

The chair is responsible for planning the agenda for meetings in consultation with the principal, facilitating the meetings, acting as spokesperson for the school council and generally supervising the school council. The chair serves as Alberta School Councils' Association representative. The chair will present the annual report to the Pembina Hills School Division.

B. INCOMING-CHAIR/**VICE CHAIR**

The incoming-chair assists the chair with duties, as needed, and in the absence of the chair, assumes the duties of the chair.

C. PAST CHAIR

The Outgoing Chairperson will mentor and support the chair.

- Reviews NPCSC documents for historical accuracy as requested
- Provide historical context on projects and the organization as necessary

- Providing support to the board for larger projects

D. SECRETARY

The secretary is responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication with council members, the Pembina Hills School Division, and school community. The secretary must maintain an accurate list of names and address of school council members. Copies of minutes must be retained for a minimum of seven years, will be available on the school webpage, at the NPCSC and will be made available upon request to the board or public.

E. EXECUTIVE COMMITTEE

- The executive committee consists of the chair, incoming-chair **or Vice Chair**, past chair (when applicable), secretary and principal. Most daily decisions and communication are handled through the chair and the incoming-chair with some consultation with other executive members.
- The executive committee will prepare the agenda for the annual general meeting and circulate minutes of the same.

VACANCIES

- With exception of the school council positions filled by the principal and teacher, the school council may appoint qualified persons to fill any vacancies. These appointments will serve until the vacancies can be filled by the appropriate constituents or until new officers are elected at the next annual school council general meeting.

COMMITTEES

- A school council may appoint committees that include at least one executive council member on an as needed basis. Committees report on their activities at school council meetings.

MEETINGS

- The school council executive from the previous school year will act as executive until the annual general meeting and new members are elected.
- The school council executive meets between 6 and 11 times during the school year. With the first meeting being held within the first 40 calendar days of school starting.
- Regular meetings will be held ~~monthly~~ **every second month** as determined by the NPCSC at their first meeting after the annual meeting.
- Meetings will take place at the school.
- Special meetings of the school council may be called by the executive or at the written request of 10 parents of the school community.
- A quorum for meetings of the school council executive shall be four members and a school administrator or someone appointed by the administration. If quorum is not available and the meeting has been rescheduled on 2 or more occasions, Pembina Hills School Division may suspend operation of the NPCSC until the following year. If operations of the NPCSC are suspended, the principal may establish an advisory committee to carry out the duties or functions of the school council until a new school council is established under the *Education Act*.
- All school council executive meetings are open to all school council members.
- NPCSC will not be charged a fee for use of the Neerlandia Public Christian School or school facilities for holding a school council meeting.

VOTING PROCEDURES

11. a. Decisions at school council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. If a vote is taken, the motion must be moved and seconded and pass by a minimum 51% majority.

ANNUAL MEETINGS

12. a. The NPCSC annual meeting will be held in conjunction with the Neerlandia Christian Education Society (NCES) AGM.
- b. The joint annual meeting will be held at least six weeks before the NCES year end on June 30. .
- c. Quorum will be 10%– 7% of families represented by NPCSC.**
- c. The meeting will be advertised throughout the school and the community at least 21 days in advance.
- d. ~~Election for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election.~~ **SEE NEW NOMINATION PROCEDURES**
- e. Agenda items related to NPCSC will be voted on by parents and guardians of NPCSC students. Agenda items related to NCES will be voted on by NCES Associate and Family members who have contributed their annual monetary membership fee.
- f. The business of the annual meeting shall include:
 - election of representatives
 - proposed by-law amendments
 - a description of the receipt, handling and use of any money by the NCES
 - 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

NOMINATION PROCESS

- a. A member who has served 1 term, will have the option of serving a 2nd term. If they so choose, this will be ratified at the AGM.**
- b. Any vacant positions, after an incumbent has been ratified, will be chosen through a nomination process.**
- c. A call for nominations will go out, along with a nomination form and board expectations handout. The call will go out no later than March 15, with deadline of submission no later than April 15, depending on Board Meeting Dates.**
- d. Nominees will be reviewed by current NPCSC board, in adherence with board Values and Code of Conduct, as well as eligibility to volunteer, as per PHSD Guidelines. Nominees will be confirmed no later than May 1.**
- e. Nominees will be announced along with the announcement of AGM, in accordance with bylaws, no later than 3 weeks before AGM date.**
- f. May AGM- Nominees will be voted on, if more than 3 of positions available. Or they will be ratified if all positions met without vote.**

VOTING PROCESS

- a. If a vote for board members is required, ballots will be prepared prior to the AGM with all nominee names.**
- b. At the AGM 2 scrutineers will be appointed. These scrutineers will be non-members (teachers, staff, etc)**
- c. A vote by ballot will be held. Scrutineers will count ballots and report back to Chair of AGM. The top votes will be elected onto Council**
- d. Tie- In the event of a tie, further rounds of voting will commence with those 2 names, until the tie is broken. If after 3 total rounds of voting have not broken the tie, both nominees will be elected to council.**
- e. After voting, Chair will call for a motion to destroy all ballots.**

ANNUAL REPORT

13. a. In accordance with *Education Act*, the school council, through the chair, prepares and provides Pembina Hills School Division with an annual report by September 30th that includes:
 - a summary of the school council's activities for the previous school year
 - a description of the receipt, handling and use of any money by the NCES
- b. The school council will make the report available to all concerned members of the school community. For example, the annual report could be posted on the website.

AMENDMENTS TO THE BY-LAWS

14. a. The by-laws remain in force from year to year, unless amended at the annual meeting.
 - b. The by-laws of the school council may be amended by a two-thirds majority at an annual meeting of the school council.
 - c. Notice of proposed by-law amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

CONFLICT RESOLUTION PROCEDURES

15. The school council will follow Pembina Hills School Division Administrative Procedure (AP 20-15 School Councils) conflict resolution clause (#6)

PROHIBITION AGAINST INCORPORATION

15. a. The NPCSC will not incorporate under the *Societies Act* of Part 9 of the *Companies Act*. The Neerlandia Christian Education Society (NCES) is a separate organization incorporated under the *Societies Act*.
- b. The NPCSC shall not raise funds or solicit donations in any manner. The NCES is responsible for all fundraising and donations. The NCES must handle and report all money it receives in accordance with the NCES by-laws.

CODE OF ETHICS FOR SCHOOL COUNCIL MEMBERS

All members shall:

- Abide by the legislation that governs them.
- Be guided by the mission statement of the school and school council.
- Endeavour to be familiar with school policies and operating practices and act in accordance with them.
- Practise the highest standards of honesty, accuracy, integrity and truth.
- Recognize and respect the personal integrity of each member of the school community.
- Declare any conflict of interest.
- Encourage a positive atmosphere in which individual contributions are encouraged and valued.
- Apply democratic principles.
- Consider the best interests of all students.
- Respect the confidential nature of school business, and respect limitations this may place on the operation of the school council.
- Not disclose confidential information.
- Limit discussions at school council meetings to matters of concern to the school community as a whole.
- Use the appropriate communication channels when questions or concerns arise. (Pembina Hills School Division Administrative Procedure (AP20-03 School Dispute Resolution))
- Promote high standards of ethical practice within the school community.
- Accept accountability for decisions.
- Accept no payment for school council activities.

Information Source:

- Alberta School Councils' Association Resource Manual
- Alberta School Councils' Association – Director of Client Services
- Education Act <http://www.qp.alberta.ca/documents/Acts/e00p3.pdf>, Section 52-54 - School Board's Relationship with School Councils;
- Education Act - Section 55 - School Councils http://www.qp.alberta.ca/1266.cfm?page=2019_094.cfm&leg_type=Regs&isbncIn=9780779812318&display=htm

Neerlandia Public Christian School Council Constitution

ORGANIZATIONAL DOCUMENTS

- I. Certificate of Establishment
- II. Statement of Philosophy
 - a. Our Mission
 - b. Our Vision
 - c. Our Guiding Principles

- d. Our Objectives
- III. By-laws with Town Hall Model