

Hay Lakes ECS Meeting

August 28, 2014

1. Call to Order and Welcome

Meeting to order at 7:10pm by Nikki Jardine.

2. Members and Staff in Attendance

Martha Wrubleski, Nikki Jardine, Sharmarann Myers, Stacie Lyle (past president), Gina Young, Jessica Malott, Katreena Lindberg, April Worthing, Sara Cronk, Angela Wildeboer, Jane Smith, Jenny deJong, Kim Nordin, Melissa Borys, Jonathan French, Pam French, Marie-Paule Pare, Melanie Wiley, Pam Shultz (past vice-president), Andrea Nickel, Nilena Zwick, Justin Davyduke, Roberta Steedsman,.

3. Agenda – Additions and Deletions

Jane Smith made a motion to adopt the agenda. Seconded by Nilena Zwick. All in favour. Motion carried.

4. Minutes of the June 2, 2014 Meeting

Minutes of June 2, 2014 meeting were not available.

1. Intro of teacher and executives:

Teacher – Martha Wrubleski

President – Nikki Jardine

Vice President – Andrea Nickel

Co-ordinator – Melanie Wiley

Co-ordinator – Gina Young

Treasurer – Nilena Zwick

Secretary – Sharmarann Myers

2. Election of vacant positions, if any:

None

3. Transfer of positions, if any:

Jane Smith volunteered for Phoning Committee as Daisy Gould resigned as she withdrew her child's registration.

4. Oath of Confidentiality and Code of Ethics:

Gina Young stated that it must be signed by executive, staff and those who will be talking to parents on behalf of Hay Lakes ECS. A reminder to all parents to respect everyone's right to privacy.

5. Treasurer's Report

1. Financial Report:

Marie-Paule Pare (past treasurer) stated that \$33 316.18 is currently in the account. This will carry us through until Alberta Government Funding is issued. She noted that current year Alberta Education School Funding is dependent on the class enrollment as of September 30, 2014. Budget will be

discussed at the next meeting in October. Hay Lakes ECS fees are due September 30. Martha Wrubleski noted that parents are charged a \$100 fee for their child's school supplies for the year. This amount is quite low, and the issue of raising the fee for future years was briefly discussed. It was decided to table this decision until later in the year.

2. Paying Bills and buying gifts throughout the year:

Jane Smith made a motion to for the Hay Lakes ECS to have the authority to pay bills and buy gifts for the 2014-2015 school year. Seconded by Angela Wildeboer. All in favour. Motion carried.

Jonathan French made a motion that the Hay Lakes ECS President, Nikki Jardine, Vice President, Andrea Nickel and Treasurer, Nilena Zwick to have signing authority for the 2014-2015 school year. Seconded by Jessica Malott. All in favour. Motion carried.

6. Co-ordinator's Report - Gina Young

1. # of students registered:

Currently, there are 16 students registered. Martha Wrubleski opened a discussion as to whether or not parents would like the class split into two classes for at the start of the school year. After discussion by parent, Nilena Zwick made a motion to split the students into two separate classes for a minimum of two months. Seconded by Jenny deJong. 10 in favour, 5 opposed. Motion carried. Parents will be informed ASAP if their child will be in the Monday/Wednesday or Tuesday/Thursday class. Fridays will be scheduled. The class schedule will be reviewed in October.

2. Bussing info:

Some parents have already been contacted regarding bussing for their child. Those who have yet to be contacted, should receive a call soon. If parents have questions, they are encouraged to contact the Battle River School Division Office and ask for the Transportation Department. If your child is on a bus route, but will not be using it until later in the year, please discuss this with your bus driver so they can plan their routes accordingly.

3. Policy Guidelines and Procedures:

Documents for parents are posted on the website at www.haylakesecs.ca The full Policy, Guidelines and Procedures Manual is available in a binder located in the classroom.

4. Parent of the Day and deposit:

Hay Lakes ECS requires another adult to be in the classroom at all times for safety reasons. If the teacher must leave the room, the students must be supervised by an adult, therefore the Parent of the Day is a duty that must be fulfilled by the parents. Each family is required to submit a \$100 refundable POD deposit. If a parent cannot make their scheduled Parent of the Day and cannot find a suitable replacement, they will be charged a fee of \$50 each missed day to cover the cost of a substitute. If all Parent of the Day responsibilities are fulfilled throughout the year, then the \$100 deposit will be refunded at the end of the year.

5. Sub parent volunteers and fees:

If you are unable to make it for your turn as Parent of the Day, you may switch days with another willing parent. You are also able to ask a parent to sub for you, with the expectation that you would provide that person with a \$25 cheque to cover their expenses for the day. You may also arrange for another family member to sub for you. Any person subbing for you MUST have a Vulnerable Sector Check on file with Hay Lakes ECS.

6. Contacting teacher and staff:

There is no phone located in the classroom. Martha Wrubleski asks that parents contact her via email, mwrubleski@brsd.ab.ca as she checks it multiple times throughout the day. Parents are also encouraged to send messages in their child's communication journal. If needed, parents may also call the school directly and leave a message with the receptionist. Please keep in mind, phoning the school should only occur if absolutely necessary and as a last resort.

7. LAC Report

1. Volunteers for POD for September:

For the first day of class, and Nikki Jardine and Nilena Zwick volunteered to be POD

2. POD schedule:

An assignment for the rest of the parents for September will be given ASAP.

3. Class Parties – Halloween, Christmas, Valentines, Easter:

The first class party will be for Halloween and will take place on Friday October 31. All students will attend school on this day and participate in both the classroom activities and the school wide ones. A sign-up sheet for munchies and drinks will be made available ahead of time.

8. Teacher's Report

1. Website:

The website address is www.haylakesecs.ca and Martha Wrubleski updates this on a regular basis. Please use it as a resource to keep up with what is happening in the classroom! Emails will also be sent to parents regularly to maintain communication.

2. Bus Buddies:

Martha stated Grade Four students mentor ECS students as reading buddies. If requested, Martha will find a reading buddy that is also on your child's bus to be a Bus Buddy. Please contact her to arrange this.

3. Calendar:

Martha will post a a colour coded yearly kindergarten calendar for all parents on the website soon. The official start dates for this school year will either be September 4 or 5. Parents will be contacted as to which day their child has been assigned. There will be no kindergarten on September 8 or 15.

4. Starting kindergarten:

Please send students with a large backpack, non-skid shoes, and a complete set of spare clothes in a labeled plastic bag to left in the top of their locker. Parents who are bringing their children to school are asked to wait until 8:40am to arrive at the lockers and classroom. This provides Martha with some much needed prep time in the mornings. The school has requested that the kindergarten class be dismissed from the school at 3:10pm. Martha personally makes sure the bussed students are where they need to be.

5. Extra information:

- Picture Day is September 10. All students will come to school for their photo on this day, those not scheduled for class that day will return home with their parents after the photos. The ECS class is normally done first thing in the morning. Martha will provide more information when it becomes available.
- First field trip is October 7 to Safety City in Edmonton. The entire class will attend. Parents can volunteer for supervision.
- Colour Days will take place in September and October. Students are encouraged to come to school wearing something that is the colour of that day. Martha will make parents aware of what colours are on what days on the class calendars. No Colour Day on Picture Day.
- Being Parent of the Day means your child is Student of the Day. The student will be a special helper, be first in line, etc. Your child is also asked to bring in something to show and tell about on their day, after the first 2 days of kindergarten.
- Milk cards are available for purchase by parents for students to have milk at lunch time. The cost is \$10 for 12 milk. Students can order chocolate or white milk. When the milk card is used up, it is stapled in your child's communication book with a note from Martha.
- Pizza days are on the third Wednesday of the month. Forms will be available for those parents wishing to purchase pizza for their child's lunch. Gluten free options are available. Order forms will be sent home the first day of school.
- There may be hot dog days on some Fridays throughout the school year. Information will be handed out ahead of time.
- Birthdays are celebrated in kindergarten. You have the option of sending in whatever treats you would like for your child's birthday. Parents are also welcome to attend their child's birthday party. More information will be in the September newsletter.

9. Old Business

Nothing to discuss.

10. New Business

1. Meeting frequency – monthly, bi-monthly

Next meeting in October.

2. Fundraiser – Calahoo Meats

Pam Schultz (past president) stated that the ECS did the Calahoo Meat fundraiser twice last year, it is always a success. An ongoing fundraiser is for Mabel's Labels, located on the ECS website. Another option is Veseys Bulbs, which brings in a 50% profit. A decision regarding fundraising and dates will be made at the next meeting. Nilena Zwick will check into whether or not donations are tax deductible.

11. Date of Next Meeting

Next meeting will be held Thursday October, 9, 2014 at 7pm.

12. Adjournment

Meeting adjourned at 8:23pm by President Nikki Jardine.