

Hay Lakes ECS Meeting Minutes
August 29, 2023

1. Call to order and Welcome

Pam Ritchie called meeting to order at 7:07 p.m.

2. Attendance

Pam Ritchie, Addie Hobbins, Marie Stratuliak, Tamara Morris, Hannah Carlson, Kim Hummel, Crystal Johnson, Kimberlee Hunter, Robin Johnson, Elise Schultz, Kate, Bethan

3. Adopt the agenda- addition/ deletion

Kate motions to adopt the agenda. Elise second. MC

4. Minutes from meeting June 8th, 2023

Kim motions to adopt the minutes for the previous meeting. Crystal second. MC.

5. Introduction of staff

Teacher- Addie Hobbins
Coordinator- Marie Stratuliak
Book Keeper- Tamara Morris
Classroom EA- Hannah Carlson
EA- Kim Hummel

6. Introduction of the board members

President- Pamela Ritchie
Vice President- Crystal Johnson
Treasurer- Kimberlee Hunter
Secretary- Robin Johnson

7. Thank you to past bookkeeper Elise.

8. Introduction of Parents/Kids in class

9. Coordinators Report

- A. Independent school- We are an independent school. We have access to more supports than a public school. We have smaller class sizes, higher staff to child ratio, offer support for special needs program, and PUF funding. We push to remain independent as it allows more field trips and more parent input. We are run by a parent board and are invested in a successful outcome for all the students.
- B. Number of students registered- There are currently 21 children registered. 10/11 split. Marie will be sending an updated class list to all the parents. There will be 10 students in the Tues/Thurs class and 11 in the Mon/Wed class. The ECS also runs the PUF program in the playschool.
- C. Fees and Fee Policy- There is a \$200.00 registration fee due by Sept 30th. \$25.00 for registration and \$175.00 school supply. We can work out a monthly payment schedule if parents need. If the fees are not paid by the deadline, parents will receive a written letter from the board and the child cannot attend field trips until the fee is paid.
- D. Birth certificates- Marie needs a copy of every child's birth certificate. It is a required from Alberta Education. Due by Sept 30th. Send a copy in the backpack or send it with child to Addie at school.
- E. Bussing- Every parent should have registered and heard from the bus driver already regarding pick up and drop off time. Please stay after the meeting for help registering bussing if you have not done so. If you have not heard from bus driver, please stay and talk to Marie
- F. Contacting teacher and staff- Concerns or questions regarding the program are to be directed to Marie. The Board will answer bigger questions or concerns if need be. Addie the teacher can answer the day-to-day questions or concerns. Communication with Addie can be accessed through the Remind App.
- G. Class splitting- We combine classes near the year end. We will be discussing and voting for combing the classes. It would be beneficial to the parents to attend that meeting this year, to ensure they get a vote. You can only vote in person.

10. Teacher Report

- A. Student drop off and pick up- 8:25 is when busses arrive. Everyone will be outside to greet the students and bring them into the school. Around 3 p.m. the students will get ready early and be outside to get the on the bus. Please inform Addie of any restrictions on who is or is not allowed to pick up and drop off your child.
- B. Allergies- Please let Addie know if your child has any allergies or food intolerances.
- C. First day of ECS- Parents can come in with their child until 9:15 a.m. The kids/parents will store their things in the locker, find their spot, get them settled. The kids will have a tour of the school, bathroom, and gym. They will experience the classroom and learn what to expect each day. Please have your child bring a pic of someone they love to put on the fridge,
- D. What to expect in Kindergarten- The Hay Lakes ECS follows the Alberta Education program of studies. There is a lot of flexibility and support, a lot of field trips
- E. Field trips- A survey was sent out to parents regarding ideas for field trips this year. There were some responses. Please voice your ideas to the teacher or the board. Parent helpers are needed for field trips, but all parents must complete a vulnerable sector criminal check and provide it to Marie.
- F. Student of the day- There is a rotational schedule, every school day (excluding field trips or special days) a student is picked they get to help out with the calendar, help the teachers, be front of the line for the class. They also are allowed to bring a toy and/or send a pic and put it on the smart board of something that is special to them.
- G. Fun days-For the fun days we follow the schedule. A calendar will be emailed or sent to parents right before the month starts. If your child is having a birthday, you can bring goodie bags, or snacks. Please let Marie or Addie know as some kids might have dietary restrictions, so that every child can have a treat.
- H. Website- www.haylakesecs.ca

- I. Remind app- Addie rarely communicates by sending an email. Please get the app, or the text message option from the Remind App. This is the main source of communication between the classroom and parents.
- J. What to bring on the first day- Please bring indoor shoes, change of clothes, under garments, water bottle, paint shirt, pic for fridge and lunch box/snack
- K. Support while at school- Please let us know if there is any support your child might need so they can be successful in the classroom. The teacher and EA's are willing to support in any way, as long as they are informed.
- L. Early Dismissal- Hay Lakes School has not yet decided on an Early Dismissal time. This means the ECS does not have an early dismissal time either, as we use the same bell/bussing. Marie will email all parents once a decision has been made. The early days may mean more Fridays for the Tues/Thurs class to ensure they are receiving the same amount of time in school as the Mon/Wed class.

11. Bookkeeper/Treasurer Report

- A. Financial report
 - Checking 11,859.25
 - Savings 147.55

Elise motions to accept the financial report. Bethann second. MC

12. Vice President Report

- A. The first fundraiser- The first fundraiser will be Little Caesar's. The brochures will be available on the first day of school. It will run from Sept 5-22nd. It should be delivered and ready for pick up on Oct 17th.
- B. Ideas for fundraisers- The following are ideas that we may want to pursue this year; Phil's Fudge Factory 30% profit, Little Caesar's 30% profit, Purdy's, Mom's pantry, Growing smiles. Please let Marie or the Board know if you have any ideas for upcoming fundraisers that you want to see.

13. Date of next meeting-

Tentative date of Tuesday Nov 21, 2023 at 7:00 p.m. in the school library

The plan is to have a meeting in November, March and May

14. Adjournment

Meeting is adjourned at 7:42 p.m.