

## Hay Lakes ECS Meeting

October 16, 2018

### 1. Call to order

Call to order by President Lindsey Gerber at 7:06 pm

### 2. Attendance

Martha Wrubleski (Teacher), Lindsey Gerber (President), Miranda Odland (Coordinator & Vice President), Elise Schultz (Treasurer), Amy Evenson (Secretary), Colleen Kerr (Bookkeeper), Jaimie Zietarsky, Jamie Ozust, Ashley Fox, Roberta Steedsman, Bethan Walter

### 3. Adopt Agenda

Elise Schultz made a motion to adopt the agenda as amended to add Parent Concerns. Seconded by Roberta Steedsman. All in favour. Motion carried.

### 4. Minutes of August 30, 2017

Ashley Fox made a motion to accept the minutes from the August 30, 2017 meeting as presented. Seconded by Jaimie Zietarsky. All in favour. Motion carried.

### 5. Treasure's Report

#### Financial report

Chequing account has a balance of \$24,715.38

Savings account has a balance of \$33,219.12

Government of Alberta deposited 20% of the approved funding into the chequing account on September 21. One family has outstanding fees without payment arrangements made. The board will follow up with a parent.

Jaimie Zietarsky made a motion to accept the treasurer's report as presented. Seconded by Miranda Odland. All in favour. Motion carried.

### 6. Co-ordinator's Report

The new coordinator is Miranda Odland. There are 27 students registered as of September 30. Miranda has contacted families with outstanding Citizenship Documentation and VS checks that haven't been turned in. She will follow up by sending letters to the four families.

### 7. LAC Report

-Bethan Walter and Jaimie Zietarsky have asked Martha to send out a Remind message to the parents regarding the class party sign up.

-Parent of the day schedule has been made until the end of the year. Bethan and Jaimie have asked Martha to send out a Remind message to parents that have preferences for POD days in the New Year. The remainder of the POD monthly schedules will be made in the near future.

### 8. Teacher's Report

-Professional Development: Martha will be attending the ECEC (Early Childhood Education Council) conference on November 2-3. Martha's first aid is up to date as she attended a first aid course in the summer. She will also be attending a Non-Violent Crisis Intervention course on November 17-18.

-Martha requested to use the Early Years Evaluation (EYE Assessment) for the first reporting period to align our ECS reporting with the Battle River School Division. Students will only be reassessed with EYE

if they are recommended for a post assessment. This would be completed close to the end of the school year. Bethan Walter made a motion to accept this request. Seconded by Jaimie Zietarsky. All in Favour. Motion Carried.

-The field trip to the John Janzen Nature Centre will be on Friday, November 9, 2018. It will be mostly outside, so make sure to dress the children appropriately.

-POD's need to sign in at the office at the start of the day and wear a visitor lanyard when outside of the classroom.

## **9. Old Business**

### Fundraising

-The VIP Meats fundraiser raised nearly \$1400.00.

-Pick up October 17, 2018 at the Hay Lakes gas station between 10-11:00 am

-The next fundraiser forms and brochures for poinsettias and holiday wreaths will go out at the end of October. Delivery is set up for December 6/7. We won't be setting up online ordering to avoid confusion and extra fees. The Walter family has generously offered to store the plants in their shop for pick-up.

## **10. New Business**

### Coordinator

-The new coordinator is Miranda Odland. Hired by the Executive Board.

### Budget-Colleen Kerr

With 27 students registered in ECS this year, it allows the two classes to be split for the entire year with the budget looking good as we receive funding on a per student basis from the Government of Alberta. Grant Thornton will be doing an audit at the end of the year as we will exceed \$100,000 in funding from the government. Colleen adjusted the accounting fees to allow for this. Fundraising will be well over the budget goal with the holiday plants and the spring fundraisers since we've nearly reached the \$1500 with the previous meat order. There's approximately \$6700 surplus currently in the budget this year. BRSD didn't charge us rent yet, even after Colleen requested an invoice. Martha requested the purchase of 2 new iPads for the classroom. She will price out 2 iPads with cases and present it at the next meeting. Colleen suggested a review of Martha's salary, there hasn't been an increase since 2012. The Executive Board will meet to discuss an increase for Martha. Ashley Fox made a motion to accept the budget as presented. Seconded by Jaimie Zietarsky. All in favour. Motion carried.

### Social Media/Parent of the Day Etiquette

-Parents or guardians must ensure they do not support hearsay or rumors that are destructive to the Hay Lakes ECS and staff, and always verify the facts with the teacher and/or the coordinator.

-A parent overheard another parent speak ill about their child and was very hurt. Please refrain from saying hurtful things about the children and keep these comments to yourself.

### Parent Concerns

-A parent voiced concerns regarding their child and the field trip. Martha expressed that decisions were made for the safety of all of the children in ECS. She suggested that the parent stay after the meeting and meet with the Executive Board and Teacher to discuss matters further as this was not the appropriate setting. The parent declined and left the meeting.

**12. Date of next meeting** – Wednesday, November 28, at 7:00 pm

**13. Adjournment** – 8:29 pm