

Hay Lakes ESC Meeting

August 30, 2017

1. Call to order

Call to order by president, Jenny deJong, at 7:01 pm

2. Attendance

Martha Wrubleski (teacher), Melanie Wiley (coordinator), Jenny deJong (president), Amanda Derksen (vice president), Tamara Morris (treasurer), Avey Christiansen (secretary), Amanda Derksen, Dinorah Eelhart, Alex Eelhart, Jaimie Zietarsky, Janelle Ingwersen, Sarah Flasha, Lillia Tsiurpita, Sherry McIntosh, Beth Schultz, James Selin, Cheryl Wagar, Stacie Arellano, Nadine Brown, Jolene Wenzel, Tracy Klappstein, Jane Smith (past president)

3. Adopt Agenda

Stacie Arellano made a motion to adopt the agenda as presented. All in favour. Motion carried.

4. Minutes of May 16, 2017

Jane Smith motioned to accept the minutes as circulated from the May 16 2017 meeting. Tamara Morris seconded. All in favour. Motion carried.

5. Introduction of the Teacher, Coordinator and Executive board members

- a) Teacher - Martha Wrubleski
Coordinator - Melanie Wiley
President - Jenny deJong
Vice President - Amanda Derksen
Treasurer - Tamara Morris
Secretary - Avey Christiansen
LAC - Beth Schultz & Stacey Arellano
School council Rep - Stacey Arellano
Phoning committee - Beth Schultz
- c) An oath of confidentiality and code of ethics was explained and was signed by all new executive board members.
- d) The meeting minutes can be found online at www.haylakesecs.ca.

6. Treasurer's Report

- a) Tamara Morris made a motion to declare signers on the Hay Lakes ECS bank account with any two of the four members of the executive to be signing authority for the 2017-18 school year. Members who have signing authority will be Jenny deJong (president), Amanda Derksen (vice president), Tamara Morris (treasurer), and Avey Christiansen (secretary). Seconded by Jane Smith. All in favour. Motion carried.
- b) Jaimie Zietarsky made a motion to pay bills, buy gifts, and pay any Hay Lakes ECS expenses during the year. Seconded by Jolene Wenzel. All in favour. Motion carried.
- c) Financial report: Balances as of July 31, 2017
Checking account balance - \$4455.83
Savings account balance - \$33125.93
Tamara Morris has made a motion to approve her treasurer's report as presented. Seconded by Sarah Flasha. All in favour. Motion carried.

7. Coordinator's Report - Melanie Wiley

- a) Number of students registered: Currently there are 18 students registered.
- b) Bussing info: Most parents have been contacted regarding bussing for their child. Those who registered with Hay Lakes ECS after April will not have been registered with BRSD transportation by Mel. Parents can get set up for bussing for their child by calling the Battle River School Division Office (1-800-262-4869) and asking for the Transportation Department. If your child is on a bus route but will not be riding the bus until later in the year, please discuss this with your bus driver so they can plan their routes accordingly. If you would like your child to have a bus buddy, please see Martha and she will arrange it.
- c) Policy guidelines and procedures: There is a policy and procedure binder located in the ECS classroom by the microwave. Parents can also read information on health, safety, weather and field trips on the Hay Lakes ECS website (www.haylakesecs.ca)
- d) Parent of the Day 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 his or her scheduled parent of the day and cannot find a suitable replacement, they will be charged a fee of \$50 for 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. The parent of the day deposit needs to be paid by September 30, 2017.
- e) Substitute Parent Volunteers and Fees: If you are unable to make your turn as parent of the day, you may switch days with another willing parent. You may 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. The following people have volunteered to be on the 2017/18 substitute list for parent of the day: Jenny deJong, Jolene Wensel, Sarah Flasha, Dinorah Eelhart, Tamara Morris.
- f) 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 her email multiple times throughout the day. You can also text her (780-237-9690). Parents are also encouraged to write messages in their child's communication journal. If needed, parents may also call the school directly and leave a message for Martha with the receptionist. Please keep in mind, phoning the school should only occur if absolutely necessary and as a last resort.

8. Teacher's Report - Martha Wrubleski

- a) Website - www.haylakesecs.ca
- b) Calendar: Martha will post a colour coded yearly kindergarten calendar for all parents on the website. The official start day for this school year will be September 5th for the Tuesday/Thursday class, and September 6th for the Monday/Wednesday class. Parents will be contacted as to which day their child has been assigned. A monthly calendar will be printed off and be sent home in children's communication folders the week before the beginning of the month. A monthly newsletter will be posted on the Hay Lakes ECS website at the beginning of every month.
- c) Starting Kindergarten: Please send students with a large backpack, non-marking shoes, and a complete set of spare clothes in a labelled plastic bag to be left in the top of their lockers. Hay Lakes ECS supplies all school supplies. Parents who are bringing their children to school are asked to wait until 8:25 am to arrive at the lockers and classroom. The school has requested that the kindergarten class be dismissed from the school at 3:10 pm. Martha will personally walk the bussed students to their busses, and the parent of the day will stay in the boot room or just outside the doors with the students that are to be picked up. If your child is going home with someone other than their parent or authorized person, you need to let Martha know in advance.

- d) Allergies: Although there are no registered students that have noted allergies, Hay Lakes ECS will be a peanut free classroom for the time being because of other severe peanut allergies in the school.
- e) Split Class: There are currently 18 students registered. Martha Wrubleski recommended that we split the class until January or as long as our budget allows. Splitting the class benefits the children with a low student to teacher ratio as they adjust to kindergarten.
- f) Additional Information:
 - i) Picture day is on Wednesday, September 6th. All students will have their photo taken on picture day. Those not scheduled for class that day will come to the school at 9:15 am to have their pictures taken, and will return home with their parents after the photos. The ECS class is normally done first thing in the morning.
 - ii) Field trips: Parents are encouraged to volunteer for field trip supervision. It is required to have 1 parent to every 3 students.
 - iii) Colour Days: Colour days will take place in September and October. Students are encouraged to come to school wearing something that is the colour of the day. Martha will make the parents aware of what colours are on what days on the class calendars.
 - iv) Student of the Day: Being parent of the day means your child is the student of the day. The student will be a special helper, first in line, will present show & tell, etc. For your child's first show & tell, your child is asked to bring something special (up to 3 items) to show and tell about themselves when they are the student of the day.
 - v) Milk Cards: Milk cards are available for purchase by parents for the students to have milk at lunch time. The cost is \$10 for 12 cartons of milk. Students can order chocolate or white milk. If you send money to purchase a milk card, please tape it in or use a baggy with a note so Martha will know to look for it and will know what the money is to be used for. Once the card is used up, it will be stapled in your child's communication book with a note from Martha.
 - vi) Pizza Days & Hot Dog Days: Pizza day takes place once a month. Forms will be available for parents who wish to order pizza for their child. If your child is not scheduled for class on Pizza day, Martha will label and place your child's pizza in the fridge to be warmed up the next day. There will be hot dog days as well. Martha will provide more information as it becomes available.
 - vii) Birthdays: Birthdays are celebrated in kindergarten for students who celebrate birthdays. You are welcome to send in treats for your child's party. Parents are also welcome to attend their child's party. Martha will also provide a small cake and set some time to celebrate your child's birthday with the class.
 - viii) Special Days: The classes will be combined on special days. Special days include Halloween, Christmas, Valentine's Day and Easter.

11. New Business

- a) Beginning this year, we are entering into a new rental agreement with the Battle River School Division. Rent has gone up from \$1/year to \$82.41/student and \$12.90/m² which will be approximately \$2990 for the 2017/18 school year.
- b) Fundraisers: Fundraising covers field trips and special activities. There is no requirement to fundraise; it is voluntary. There usually is a VIP meat fundraiser in the fall, Christmas wreaths and planters in November/December, in the spring be a VIP meat again, as well as Vesey's flower bulbs.

12. Next Meeting

Wednesday, October 18, 2017 at 7:00 pm

13. Adjournment

Meeting adjourned at 7:58 pm