

Hay Lakes ECS Meeting

May 23, 2019

1. Call to order

Call to order by vice president Lindsey Gerber at 7:10 pm

2. Attendance

Martha Wrubleski (Teacher), Lindsey Gerber (President), Miranda Odland (Vice President/Coordinator), Elise Schultz (Treasurer), Amy Evenson (Secretary), Jamie Ozust, Danielle Duncan, Ashley Schnurer, Andrea Nickel, Bethan Walter, Jessica Malott

3. Adopt Agenda

Andrea adopted the agenda as presented. Miranda seconded. All in favour. Motion carried.

4. Minutes of April 11, 2019

Bethan made a motion to accept the minutes of the April 11, 2019 meeting as presented. Elise seconded. All in favour. Motion carried.

5. Treasure's Report

Financial Report

Chequing account has a balance of \$56,921.84

Savings account has a balance of \$33,324.38

Elise made a motion to accept the treasurer's report as presented. Bethan seconded. All in favour. Motion carried.

A new accountant will be hired before year end August 31 2019.

6. Teacher's Report

Year End Activities

-Report cards will be distributed June 14, 2019

-Birdhouse building for the students and a special helper will be held June 3, 2019.

-Community Helpers field trip around town will be May 30, 2019.

-Grad prep times are:

-Setup tables and chairs, etc. 4:00pm

-Decorating 5:00pm (Thank you Danielle Duncan for offering to do centerpieces)

-Cooking (BBQ) 5:30pm

Parents are asked to bring a salad or platter. Martha Wrubleski will send out a sign-up sheet.

7. Coordinator's Report

Fundraising

Vesey's is delayed. Orders will arrive by the end of next week.

Vesey's total \$969.50

VIP Meat total \$494.50

Davidson Orchards fundraiser is scheduled for September.

Miranda presented the board and parents with a proposal to update the ECS Handbook regarding the field trip policy, as well as conflict resolution.

Ashley made a motion to add to the field trip that any volunteers attending a field trip must obtain a VS check. She read the proposed change aloud. Please see attached policy change, page 1. Jessica seconded. All in favour. Motion carried.

Miranda made a motion to add, in it's own category, a section on conflict resolution. She read the proposed policy aloud. Please see attached policy change, page 2.

Bethan seconded. All in favour. Motion carried.

8. Old Business

We exceeded our expectations for the spring fundraisers again. Great job ECS!
The Spring Tea was a success. Thank you to all who helped with this!

9. New Business

None

10. Next Meeting

10. Adjournment

The meeting was adjourned at 8:04 pm

Proposed amendment to Field Trip Policy

For review & approval by Society

We hereby propose the addition and clarification of Vulnerable Sector check requirements in relation to field trips, as detailed below (Point 3, in bold):

POLICIES AND PROCEDURES: Field Trip Policy

FUNCTION: Field trips shall be included to enhance the program, expand the children's awareness about their world and encourage parent involvement.

POLICY: ECS Children shall have the opportunity to participate in all field trips unless monies due are not paid. Siblings are not part of the ECS program and therefore not eligible to participate in field trips.

GUIDELINES:

1. When registering their child at Hay Lakes ECS, parents give consent (and acknowledge risks) for their child to participate in field trips or activities involving bus transportation under the supervision of the Hay Lakes ECS teacher.
2. The teacher is responsible for the overall supervision and safety of students during a field trip, thus the teacher will send a note for each field trip home for parents to sign and return to the teacher to ensure parents are aware of field trips and for the teacher to verify student medical concerns and ensure up to date emergency contact information.
3. The teacher will arrange for adult supervisors on each field trip (1 adult supervisor to 3 kindergarten students) and review safety procedures with adult supervisors. All adult supervisors shall obtain and provide a vulnerable sector (VS) check from the RCMP to be permitted to attend/supervise field trips.
- 4 The responsibility of adult supervisors is to take reasonable steps to reduce the risks of injuries to students.
5. The teacher will have a list of students (including any medical concerns and emergency contact information), a cell phone and first-aid kit (or have access to one).
6. In the event of an accident or illness of a student, medical treatment, if necessary will be promptly sought and the parents/guardians notified as soon as possible.

Proposal to amend Safety Policy AND add new Conflict Resolution Policy

For review & approval by Society

We hereby propose moving Guideline Point 7 from existing Safety Policy to new standalone policy – Conflict Resolution Policy, as detailed below:

POLICIES & PROCEDURES: Safety Policy

GUIDELINES:

Point 7 - Parents or guardians shall follow due process regarding discipline concerns: first, contact the teacher. In most cases, the issue can be resolved through open dialogue between the parents and the teacher. After three or more unsuccessful attempts to resolve the issue between parent and teacher, it is then appropriate for the issue to be brought forward to the program coordinator. The coordinator may then arrange a meeting of the parents/guardians, teacher and coordinator to discuss and hopefully resolve the issue. Finally if the issue remains unresolved, if necessary, the executive may be contacted.

Proposed change

Create a new Policy and Procedure: Conflict Resolution

POLICY:

In the event a conflict or issue arises, parents or guardians shall adhere to the following process guidelines so that a productive resolution may be found.

GUIDELINES:

Step 1. Contact the Teacher regarding the conflict. In most cases, the issue can be resolved through open dialogue between the parents and the teacher.

Step 2. After 3 unsuccessful attempts to resolve the conflict/issue between parent and teacher, the issue is to be brought forward to the program coordinator. The Coordinator may then arrange a meeting with parents/guardians, teacher and coordinator to discuss and hopefully resolve the issue.

Step 3. If the issue remains unresolved, if deemed necessary the executive will be contacted to provide further assistance.

Step 4. In the event steps 1 through 3 were not able to resolve the issue to all parties satisfaction, the Coordinator will then arrange for the appropriate outside resources to be accessed.

Under no circumstance should a parent or guardian contact Battle River School Division or Alberta Education directly for conflict resolution support. It is important to remember that Hay Lakes ECS is a private run program and therefore has no connection to Battle River School Division beyond leasing space from them. Our society guidelines, policies and procedures are set forth to be our primary resource in all safety and conflict resolution matters.