

## **Hay Lakes ECS Meeting Agenda August 28, 2019**

### **1. Call to order**

The meeting was called to order by president, Pam Ritchie, at 7:03 pm

### **2. Attendance**

Martha Wrubleski (Teacher), Miranda Odland (Co-ordinator), Elise Schultz (Bookkeeper), Pam Ritchie (President), Mindy Kennett (Vice President), Leah Gaasbeek (Treasurer), Avey Christiansen (Secretary), Amy Monchak, Derrick Lukin, Katelyn Lukin, Alyssa Hansen, Crystal Johnson, Janelle Ingwersen, Sherry Zrosner, Nilena Zwick, Levi Blanchard, Shantelle Blanchard, Cheryl Wagar, Tracy Tylosky, Elise Schultz, Billy Thompson, Emily Manning, Dinorah Eelhart

### **3. Adopt Agenda**

It was noted we needed to add in signing authority under the treasurer's report. A motion was made by Mindy Kennett to adopt the agenda as amended. Amy Monchak seconded this motion. All in favour. Motion carried.

### **4. Minutes of May 23, 2019**

Mindy Kennett motioned to accept the minutes from the May 23, 2019 meeting. This was seconded by Derrick Lukin. All in favour. Motion carried.

### **5. Introduction of the Teacher, Co-ordinator and Executive Board Members**

- a) Teacher - Martha Wrubleski  
Co-ordinator - Miranda Odland  
Bookkeeper - Elise Schultz  
President - Pam Ritchie  
Vice President - Mindy Kennett  
Treasurer - Leah Gaasbeek  
Secretary - Avey Christiansen
- b) Nilena Zwick was elected by acclamation as LAC coordinator
- 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](http://www.haylakesecs.ca)

### **6. Treasurer's Report - Leah Gaasbeek**

- a) Dinorah Eelhart 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 2019-2020 school year. Members who have signing authority will be Pam Ritchie (President), Mindy Kennett (Vice President), Leah Gaasbeek (Treasurer), and Avey Christiansen (Secretary). Seconded by Mindy Kennett. All in favour. Motion Carried.
- b) Cheryl Wagar made a motion to pay bills, buy gifts, and pay any Hay Lakes ECS expenses during the year. Seconded by Mindy Kennett. All in favour. Motion carried.
- c) Financial Report: Balances as of July 31, 2019  
Checking Account: \$15,243.49  
Savings Account: \$33,371.60

### **6. Coordinator's Report - Miranda Odland**

- a) Number of students registered: Currently there are 20 students registered.
- b) Bussing info: Some 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

Miranda. Parents can get set up for bussing for their child by submitting a form to the Battle River School Division Office (1-800-262-4869) 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 (a grade 4 student who will walk your child to the kindergarten classroom), please talk to 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](http://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, 2019. There will be a list of parents who are willing to fill in as substitutes for POD. If you would like to be on the substitute list, talk to Martha or Miranda.
- 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.
- 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](mailto: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.
- g) Billy Thompson made a motion to split the class for the first part of the year until at least Christmas (based on the 20 students). Seconded by Mindy Kennett. All in favour. Motion carried.

## **7. LAC report**

Parents will be asked to sign up to bring snacks to class parties (Halloween, Christmas, Valentines Day, Easter). Parents will be able to sign up online using the app Sign-up Genius. Snacks will be treats, meat, veggies, or juice. Nilena will send out a link to sign up with signup genius so you can sign up.

## **8. Teacher's Report**

- a) Website: [www.haylakesecs.ca](http://www.haylakesecs.ca)
- b) Remind: Martha will be using the Remind app to send important updates to parents.
- c) 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 5<sup>th</sup> for the Tuesday/Thursday class, and September 6<sup>th</sup> for the Monday/Wednesday class. September 5<sup>th</sup> is early dismissal, so kindergarten will end at 2:10 pm. Parents will be contacted shortly 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.
- d) Starting Kindergarten: Please send students with a large backpack, non-marking shoes, and a complete set of spare clothes (including underwear) 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.

- e) Allergies: Although there are no registered students that have noted allergies, Hay Lakes ECS, the parents have decided the classroom should be peanut-free. It's ok to send tree nuts to school, but please do not send peanuts or peanut butter.
- f) Additional Information:
  - i) Field trips: Parents are encouraged to volunteer for field trip supervision. It is required to have 1 parent to every 3 students.
  - ii) 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.
  - iii) 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. Show and tell will begin on the 3rd day of kindergarten.
  - iv) Milk Cards: Milk cards are available for purchase by parents for the students to have milk at lunch time. The cost is \$10 for 10 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.
  - v) Pizza Days & Hot Dog Days: Pizza day usually 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 may be hot dog days as well. Martha will provide more information as it becomes available.
  - vi) 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.
  - vii) Special Days: The classes will be combined on special days. Special days include Halloween, Christmas, Valentine's Day and Easter.
  - viii) If your child will be absent from school, please send both Martha and your bus driver a text message.

## **9. Old business - none**

## **10. New Business**

Fundraisers: Fundraising covers field trips and special activities. There is no requirement to fundraise; it is voluntary. In the past the kindergarten has done meat orders, pointesettas, and bulbs in the spring. It was decided to try VIP meat for the fall.

## **11. Date of Next Meeting**

Thursday, October 17, 2019 at 7:00 pm

## **12. Adjournment**

The meeting was adjournment at 7:57 pm