

Hay Lakes ESC Meeting

August 28, 2018

1. Call to order

Call to order by President, Lindsey Gerber, at 7:00 pm

2. Attendance

Martha Wrubleski (Teacher), Melanie Wiley (Co-ordinator), Lindsey Gerber (President), Miranda Odland (Vice President), Elise Schultz (Treasurer), Amy Evenson (Secretary), Jaimie Zietarsky, Bethan Walter, Jessica Mallot, Danielle Duncan, Beth Schultz, Nadine Brown, Colleen Kerr, Tamara Morris (past Treasurer), Ashley Billingsley, Barb Ellis, Roberta Steedsman, Mike Schnurer, Ashley Schnurer, Mindy Kennett, Kayla Wilson, Amy Smith, Amanda Barthel, Jamie Oszust, Andrea Nickel

3. Adopt Agenda

Tamara Morris made a motion to adopt the agenda as presented. Mindy Kennett seconded. All in favour. Motion carried.

4. Minutes of May 31, 2018

Jaimie Zietarsky motioned to accept the minutes as circulated from the May 31, 2018 meeting. All in favour. Motion carried.

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

- a) Teacher - Martha Wrubleski
Coordinator - Melanie Wiley
President - Lindsey Gerber
Vice President - Miranda Odland
Treasurer - Elise Schultz
Secretary - Amy Evenson
LAC - Jaimie Zietarsky & Bethan Walter
- 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 – Elise Schultz

- a) Ashley Billingsley 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 2018-2019 school year. Members who have signing authority include, Lindsey Gerber (President), Miranda Odland (Vice President), Elise Schultz (Treasurer) and Amy Evenson (Secretary). Roberta Steedsman seconded. All in favour. Motion carried.
- b) Ashley Billingsley made a motion to pay bills, buy gifts, and pay any Hay Lakes ECS expenses during the year. Seconded by Amy Smith. All in favour. Motion carried.
- c) Financial report: Balances as of July 31, 2018
Checking account balance - \$9585.67
Savings account balance - \$33188.56
Elise Schultz made a motion to approve her treasurer's report as presented. Seconded by Mindy Kennett. All in favour. Motion carried.

7. Coordinator's Report – Martha Wrubleski

- a) Number of students registered: Currently there are 25 students registered.
- b) Bussing info: Most parents have been contacted regarding bussing for their child. Those who registered with Hay Lakes ECS after May will not have been registered with BRSO transportation by

Melanie Wiley. 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 Wrubleski and she will arrange it.

- c) Policy guidelines and procedures: There is a policy and procedure binder located in the ECS classroom on 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, 2018.
- 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 or whatever you negotiate 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) as she usually 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) Remind: Martha will be using the Remind app to send important updates such as snow days, etc.
- 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 4th for the Tuesday/Thursday class, and September 5th 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.
- d) 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. There will be a brief meet and greet at 8:15 am for parents to introduce themselves to new teachers. An assembly will follow the morning announcements.
- e) Allergies: Although there are no registered students that have noted allergies, Hay Lakes ECS the parents at the meeting were in consensus that we will be a peanut free classroom because of other severe peanut allergies in the school.

- f) **Split Class:** There are currently 25 students registered. The class will be split for the entire 2018-2019 school year with 13 children in one class and 12 in the other. Classes will be determined as soon as possible.
- g) **Additional Information:**
 - i) **Picture day** will be in October. More information to come.
 - ii) **Field trips:** Parents are encouraged to volunteer for field trip supervision. It is required to have 1 adult to every 3 children. The first field trip will be October 2nd at Safety City.
 - 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 let parents know 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 (starting Sept 10), 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 items must be non-violent and not scary.
 - 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. Please send a cheque payable to Hay Lakes School or \$10 cash and write a note in your child's communication journal, if you wish to purchase a milk card for your child. If there is a balance remaining on a milk card, it will carry over to grade one the following year.
 - vi) **Pizza Days & Hot Dog Days:** Pizza days may not be available this year as the pizza coordinator has stepped down and no one has filled her spot as of yet. Martha will send out information if pizza becomes available in the future. If available, hot dogs will be sold similar to milk. You can purchase a card for \$10 for 8 hotdogs.
 - vii) **Birthdays:** Birthdays are celebrated in kindergarten for students who celebrate birthdays. You are welcome to send in treats for your child's party. Birthday party dates will be noted on the monthly calendar. Parents are also welcome to attend their child's party. Martha will also provide a small cake for the birthday child
 - viii) **Special Days:** The classes will be combined on field trips and Halloween.

11. New Business

Fundraising covers field trips and special activities. There is no requirement to fundraise; it is voluntary. Bethan Walter made a motion to send VIP Meat forms home before Thanksgiving and sell Holiday wreaths and arrangements leading up to Christmas. Jaimie Zietarsky seconded. All in favour. Motion carried.

12. Next Meeting

Wednesday, October 16, 2018 at 7:00 pm

13. Adjournment

Meeting adjourned at 7:39 pm