

Hay Lakes ECS Meeting

August 27, 2015

1. Call to Order and Welcome

Meeting called to order at 7:05pm by President Jane Smith

2. Members and Staff in attendance

Martha Wrubleski, Avey Christiansen, Kim Nordin, Marie-Paule Pare, Tammy Knull, Amy Evenson, Mellissa Nordin, Sarah Flasha, Bobby Soosay, Shandell Badree, Melissa Welda, Amy Monchak, Charissa Scott, Nicole Beaudoin, Kim Hummel, Lori Steinwand, Gina Young, Jane Smith, Jenny Preston, Tamara Morris

3. Agenda- additions and Deletions

Charissa Scott made a motion to adopt the agenda as presented. Seconded by Mellissa Nordin. All in favour. Motion carried.

4. Minutes of April 9, 2015

Marie-Paule Pare made the motion to accept the minutes of the Annual General Meeting on April 9, 2015 as presented. Seconded by Mellissa Nordin. All in Favour. Motion Carried.

1. Introduction of teacher and executive

Teacher- Martha Wrubleski

President – Jane Smith

Vice President- Jenny Preston

Co-coordinator- Melanie Wiley

Co-coordinator- Gina Young

Secretary – Lori Steinwand resigned

2. Election of vacant positions if any

As Lori Steinwand resigned, Melissa Welda was elected by acclamation for Secretary Position

Marie-Paule Pare volunteered for Phoning Committee as Melissa Welda is now the Secretary

Mellissa Nordin volunteered to assist Amy Evenson as LAC

3. There was no transfer of positions

4. Oath of confidentiality and code of ethics was explained by Gina Young

And was signed by all new Executive, LAC and Phone Committee Members

5. Treasurer's Report – Tamara Morris

1. No Financial Report was available.

2. Paying bills and buying gifts throughout the year:

Signing authority for cheques shall require the signature of any two (2) of the following four members of the Hay Lakes ECS Society: President Jane Smith, Vice President

Jennifer Preston, Treasurer Tamara Morris or Secretary Melissa Welda. Charissa Scott made a motion for the Hay Lakes ECS to have authority to pay bills and buy gifts for the 2015-2016 school year. Seconded by Mellissa Nordin. All in favour. Motion Carried

6. Co-ordinator's report – Gina Young

1. Number of Students Registered.

Currently, there are 20 students registered.

2. Bussing Info

Some parents may have been contacted regarding bussing for their child. Those who have yet to be contacted should receive a call soon. If parents have questions, they are encouraged to contact Battle River School Division Office and ask for Transportation Department. If your child is on a bus route, but will not be using it till later in the year, please discuss this with your bus driver so they can plan their routes accordingly.

3. Policy Guidelines and Procedures.

Documents for parents are posted on the website at www.haylakesecs.ca the full Policy, Guidelines and Procedures Manual is available in a binder located in the Classroom.

4. Parent of the Day and 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 their scheduled Parent of the day and cannot find a suitable replacement, they will be charged a fee of \$50 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.

5. Sub Parent volunteers and fees

If you are unable to make it for your turn as Parent of the Day, you may switch days with another willing parent. You are also able to 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.

6. 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 or you can text her. Parents are also encouraged to send messages in their child's communication journal. If needed, parents may also call the school directly and leave a message with the receptionist. Please keep in mind, phoning the school should only occur if absolutely necessary and as a last resort.

7. LAC REPORT

Parent of the Day Schedule will be complete as soon as possible based on the Class Schedule Martha Wrubleski provides Amy Evenson and Mellissa Nordin.

8. Teacher's Report – Martha Wrubleski

1. Web Site – www.haylakesecs.ca

2. Bus Buddies

Martha noted that Grade Four students will be mentoring ECS students as reading buddies. If requested Martha will find a reading buddy that is also on your child's bus to be a Bus Buddy. Please contact her to arrange this.

3. Calendar

Martha will post a colour coded yearly kindergarten calendar for all parents on the website. The official start dates for this school year will either be September 3 or 4. Parents will be contacted as to which day their child has been assigned.

4. Starting Kindergarten

Please send students with a large backpack, non-marking shoes, and a complete set of spare clothes in a labeled plastic bag to be left in the top of their locker. Parents who are bringing their children to school are asked to wait until 8:40am 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 personally makes sure the bussed students are where they need to be and the parent of the day will stay in the boot room with students that are to be picked up.

5. Allergies

We have a peanut allergy in our classroom this year as a result we would like to have a peanut free classroom. Mellissa Nordin made a motion to have the classroom peanut free. Seconded by Melissa Welda. All in Favour. Motion carried.

6. Split Class

As we have 20 students registered as of today it was suggested that we split the class for a minimum of 3 months, if not longer based on funds. This would benefit the students as they adjust to attending kindergarten. Marie-Paule Pare made a motion that we split the class for 3 months and re-visit at the next meeting. Charissa Scott seconded the motion. All in Favour. Motion Carried.

7. Additional Information

a) Picture day is on September 8. All students will have their photo taken on picture day. Those not scheduled for class that day will come to school at 9:30 and return home with their parents after the photos. The ECS class is normally done first thing in the morning. Martha will provide more information when it becomes available.

b) First Field Trip will be October 6 to Safety City in Edmonton. The entire class will attend. Parents can volunteer for supervision.

- c) 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. No colour day on Picture day.
 - d) Being Parent of the Day means your child is Student of the Day. The student will be a special helper, first in line etc. Your child is also asked to bring something to show and tell about themselves on their Student of the Day, after the first 3 days of kindergarten.
 - e) Milk Cards are available for purchase by parents for the students to have milk at lunch time. The cost is \$10 for 12 milk unless prices have changed Students can order chocolate or white milk. When the milk card is used up, it is stapled in your child's communication book with a note from Martha.
 - f) Pizza Days – our first pizza day is September 16 and takes place every month. Forms will be available for parents who wish to order pizza for their child. If your child is not scheduled for class that day, Martha will label and place your child's pizza in the fridge to be warmed up the next day.
 - g) Birthdays are celebrated in kindergarten. You have the option of sending in whatever treats you would like for your child's birthday. Parents are also welcome to attend their child's birthday party. Martha will also provide a small cake and set some time to celebrate your child's birthday with the class.
8. **New Business**
Fundraisers- We will be doing VIP Meats fundraiser over Thanksgiving. Jennifer Preston is hoping to have forms handed out by October 5-9.
9. **Next Meeting**
October 22, 2015 @ 7pm
10. **Adjournment**
Meeting adjourned at 7:50 pm