

Hay Lakes ECS Meeting

September 1, 2016

1. Call to Order

Call to order by President Jane Smith at 7:04pm

2. Attendance

Verna Beedie, Tina McLean, Shandell Badree, Yesenia Martinez, Dustin Becker, Tanya Farness, Shaun Beaudoin, Penny Martin, Jenn Lestus, Alyson Skaret, Lisa Waschyshyn, Katreena Lindberg, Martha Wrubleski (teacher), Jon French, Amanda Huebner, Sharmarann Myers, Melanie Wiley (coordinator), Bethan Walter, Leah Gaasbeek, Jane Smith (president)

3. Adopt Agenda

Sharmarann Myers made a motion to adopt the agenda as presented. Seconded by Penny Martin. All in favour. Motion carried.

4. Minutes of May 17, 2016

Penny Martin made a motion to accept the minutes of the May 17, 2016 Meeting as presented. Seconded by Lisa Waschyshyn. All in favour. Motion Carried.

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

- 1) Teacher - Martha Wrubleski
Coordinator - Melanie Wiley
President - Jane Smith
Vice President - Bethan Walter
Treasurer - Jennifer Lestus
Secretary - Leah Gaasbeek
- 2) There are no vacant positions on the board.
- 3) oath of confidentiality and code of ethics was explained and was signed by all new Executive, LAC and Phone committee members
- 4) At this time all in attendance introduced themselves and Melanie Wiley, Lisa Waschyshyn, and Verna Beedie made it known that they are available to sub as parent of the day.
- 5) Minutes of the April 5, 2016 Annual General Meeting are online at www.haylakesecs.ca.

6. Minutes of April 5, 2016

Sharmarann Myers made a motion to approve the minutes of the April 5, 2016 Annual General meeting. Seconded by Jennifer Lestus. All in favour. Motion carried.

7. Treasurer's Report

1) Jennifer Lestus made a motion to declare signers on the Hay Lakes ECS bank account with any two of the 4 members of the executive be signing authority for the 2016-2017 school year. Members who have signing authority will be Jane Smith - president, Bethan Walter - vice president, Jennifer Lestus treasurer and Leah Gaasbeek secretary. Seconded by Penny Martin. All in Favour. Motion Carried.

2) Jennifer Lestus made a motion for the Hay Lakes ECS to have authority to pay bills and buy gifts for the 2016-2017 school year. Seconded by Sharmarann Myers. All in favour. Motion carried.

3) Financial report

Balances as of July 31, 2016.

Chequing account has a balance of \$17,534.38

Savings account has a balance of \$14,600.33

Jennifer Lestus made a motion to accept her treasurer's report as presented.

Sharmarann Myers seconded. All in favour. Motion carried.

8. Coordinator's Report - Melanie Wiley

1) Number of students registered.

Currently there are 22 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 the Transportation department. If your child is on a bus route, but will not be using it until 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 \$100.00 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 \$50.00 each missed day to cover the cost of a substitute. If all parent of the day responsibilities are fulfilled throughout the year, then the \$100.00 deposit will be refunded at the end of the year.

5) Sub 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 are also able to ask a parent to sub for you, with the expectation that you would provide that person with \$25.00 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 at (780)-237-9690. 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.

9. LAC Report

Alyson Skaret and Penny Martin will schedule Parent of the Day as soon as possible when they know the class schedule. They will take into account birthdays, work hours, and family holidays.

Penny Martin requested an email list/phone list so she can contact parents

If you want extra parent of the day time please request that to either Alyson or Penny.

10. Teachers Report - Martha Wrubleski

1) Website - www.haylakesecs.ca

2) Martha Wrubleski explained about bus buddies and will arrange one if you request one.

3) Calendar

Martha will post a colour coded yearly kindergarten calendar for all parents on the website. A monthly calendar will be sent out at the beginning of each new month. The official start day for this school year will be September 6 for the Tuesday/Thursday class and September 7 for the Monday/Wednesday class. 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 labelled plastic bag to be left in the top of their lockers. Students are supplied with all their school supplies. Parents who are bringing their children to school are asked to wait until 8:30am to arrive at the lockers and classroom. The school has requested that the kindergarten class be dismissed from the school at 3:10pm. 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 or just outside the doors with the students that are to be picked up.

5) Allergies

Although there are no students that the parents have noted allergies for, the Hay Lakes ECS is a peanut free classroom as previous students have had allergies and ECS may have contact with them.

6) Split class

We have 22 students registered. Martha Wrubleski recommended that we split the class until March. This would benefit the children as they adjust to kindergarten. Melanie Wiley

made a motion to split the class at least until the end of March. Seconded by Amanda Huebner. All in favour. Motion carried.

7) Additional Information

- a. Picture day is on September 6, 2016. All students will have their photo taken on picture day. A class picture will be taken later on in the school year. Those not scheduled for class that day will come to school at 9:15am and return home with their parents after the photos. The ECS class is normally done first thing in the morning.

- b. Field Trips

Parents are encouraged to volunteer for field trip supervision. It is required to have 1 parent to every 3 students

- c. 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.

- d. Parent of the Day

Being parent of the day means your child is Student of the Day. The student will be a special helper, first in line, etc. For your child's first Show & Tell, your child is asked to bring something special (3 items) to show and tell about themselves on their student of the day.

- e. Milk Cards

Milk cards are available for purchase by parents for the students to have milk at lunch time. The cost is \$ for 12 milk unless prices have changed. Students can order chocolate or white milk. When the card is used up, it is stapled in your child's communication book with a note from Martha.

- f. Pizza days and Hot Dog days

The first pizza day is September 21, 2016 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. There will be hot dogs days as well this year Martha will provide more info as it becomes available.

- g. Birthdays

Birthdays are celebrated in kindergarten for students who celebrate birthdays. You have the option of sending in whatever treats you would like 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

- h. Special Days

The classes will be combined on October 31, 2016 for Halloween. Other special days are Christmas, Valentines and Easter.

11. New Business

The ECS has an EA hired by BRSD this year working with a student in the Monday/Wednesday class.

1. Fundraisers

There is a small issue with our traditional meat fundraiser. For the past two years, the grad class is doing the same meat fundraiser at the same time. This is affecting our sales. Based on this our previous year's treasurer wrote a letter for our current president to present to the 2016-2017 grad committee. After discussion, 2 options were suggested one was see if the grad class will change to a different fundraiser or we could put our meat fundraiser out much earlier than the grad class does. Amanda Huebner made a motion to allow Bethan Walter to research fundraisers, prices and set her own dates for fundraisers. Seconded by Lisa Waschyshyn. All in favour. Motion carried. There is no requirement for parents for fundraising it is voluntary. The fundraising money collected will be used for the students in this year's class and helps fund field trips and special gifts for parents from students.

2. Parent council

Verna Beedie is our Hay Lakes School parent council liaison. Parent council gives information about what goes on in the school and what's happening in the school division as well as school budgeting. They gather Information but have nothing to do with fundraising. Anyone can go to meetings and get involved. They have a facebook page Hay Lakes School Community. The next parent council meeting is September 22, 2016 in the school library.

12. Next Meeting

Tuesday October 18, 2016 @ 7:00pm
Meetings are going to be held bimonthly

13. Adjournment

Meeting adjourned at 8:06 pm