

**CKES School Council**  
**Meeting Minutes**

Thursday, April 4, 2019 - CKES Staff Room – 6:30 p.m.

| <i>ATTENDANCE</i>                |                                    |
|----------------------------------|------------------------------------|
| Gina Macleod – Co-Chair          | Andrea Lefebvre – Council Member   |
| Shanna Epp – Co-Chair (regrets)  | Kathleen Coventry – Council Member |
| Gord Miller, Principal           | Melissa Yu Schott – Council Member |
| Janine Blakesley, Vice Principal | Joanne Organ –Secretary/Treasurer  |
|                                  | Guest : Chris Hanlin - GY          |

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| Approval of Meeting Minutes: April 4, 2019<br>Motion: That the minutes from April 4, 2019 be approved as presented<br>Moved by: Melissa Yu Schott      Seconded by: Andrea Lefebvre      Date: May 9, 2019 |
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| <u>SUBJECT</u>  | <u>ACTION</u>         |
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| <b>1. Call to Order</b> – 6:30 p.m.   |                       |
| <b>2. Opening Prayer</b>  |                       |
| <b>3. Guest Speaker</b> - Chris Hanlin, Director of Operations came and talked to council about the work that would be happening at the French First School and the impact it may or may not have on traffic.   |                       |
| <b>4. Approval of Minutes March 7, 2019</b><br>Minutes of last regular meeting held in March were reviewed.<br><b>Motion: That the minutes for March 7, 2019 be approved as presented.</b><br><b>Moved by:</b> Melissa Yu Schott <b>Seconded by:</b> Andrea Lefebvre <b>All in favour</b>                                     | <b>Motion carried</b> |
| <b>5. Approval of Agenda -</b><br><b>Motion: That the agenda be approved as presented</b><br><b>Moved by:</b> Melissa Yu Schott <b>Seconded by:</b> Kathleen Coventry <b>All in favour</b>  | <b>Motion carried</b> |
| <b>6. <u>Principal’s Report</u> (Gord Miller):</b><br><br>March 26 to 29 – VTRA Training<br>March 27 – Heritage Woods Secondary School Concert<br>March 29 – School Growth Meeting<br>April 1 – Reading Recovery Selection Meeting<br>April 2 – Radon Testing Follow Up Meeting<br>April 4 – NET Teams retreat with Grade 6’s |                       |

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| <p>7. <b><u>Planning Calendar Review:</u></b> Reviewed calendar and on track</p>  |  |
| <p>8. <b><u>Financial Update -</u></b> Joanne provided update and will provide copy for next meeting</p>  |  |
| <p>9. <b><u>Old Business:</u></b></p> <p>a) Proposal Review – Council members met and reviewed proposals submitted by staff and more information was required before finalizing the requests. Ron Billingsley provided Gord with quotes for score board and running jersey. Joanne got quotes for popcorn machine from Peacock Sales and online. Kathleen will send a letter to Gord for distribution to teachers on decision.</p> <p><b>Motion: To approve the purchase of a popcorn machine from Peacock Sales not to exceed \$700.00</b><br/> <b>Moved by:</b> Andrea Lefebvre <b>Seconded by:</b> Kathleen Coventry <b>All in favour</b></p> <p><b>Motion: To approve the purchase of the scoreboard for the gymnasium not to exceed \$5000.00 (including shipping)</b><br/> <b>Moved by:</b> Gina Macleod <b>Seconded by:</b> Kathleen Coventry <b>All in favour</b></p> <p><b>Motion: To approve the purchase of running jerseys not to exceed \$500</b><br/> <b>Moved by:</b> Melissa Yu Schott <b>Seconded by:</b> Andrea Lefebvre <b>All in favour</b></p> <p>b) Book Update – Books have arrived for the classrooms. Gord to send Joanne file of logo so council can get a stamp made to say donated by on the books.</p> | <p><b>Kathleen</b></p> <p><b>Motion carried</b></p> <p><b>Motion carried</b></p> <p><b>Motion carried</b></p> <p><b>Gord</b></p> |
| <p>10. <b><u>New Business:</u></b></p> <p>a) Spring School Council Conference – Members to email about what sessions they can attend.</p> <p>b) Letter from ADM – Offered to come to meetings to discuss the letter. Gina to send invitation to our next CKES meeting. Council members will meet prior to next scheduled council meeting. Kathleen will organize a time and email members</p> <p>c) Hiring of Superintendent – Andrea is involved in the hiring process and things are moving along in the process.</p> <p>d) Bike to School Week – May 28-June 3. Students need to register on the website. The city offered to come and do a bike to school celebration with the help of school council/teachers. Janine will contact Glenda and see if she can come to the school and do a presentation.</p> <p>e) Year End BBQ – It was decided that we would forgo the BBQ at the end of the school year and host it during the open house on August 29</p> <p>f) Council Identifiers – Joanne to get name tags for Kathleen and Melissa</p>   | <p><b>Gina/Kathleen</b></p> <p><b>Janine</b></p> <p><b>Joanne</b></p>  |

| <p><b>11. <u>Food for Learning</u></b>– FFL has provided us with a new fridge, stove and microwave. The will be installed on Friday.</p> <p><b><u>Motion:</u> To pay \$100 for the removal of the old fridge and stove</b><br/> <b><u>Moved by:</u></b> Melissa Yu Schott    <b><u>Seconded by:</u></b> Kathleen Coventry    <b>All in Favour</b></p>  | <p><b>Motion Carried</b></p>   |               |                 |               |                 |        |                                |      |         |         |              |              |         |
|--|--------------------------------|---------------|-----------------|---------------|-----------------|--------|--------------------------------|------|---------|---------|--------------|--------------|---------|
| <p><b>12. <u>Building Advisory Committee</u></b> -The building advisory committee met and the 3 schools will out together a summary of concerns about each of their schools. Follow up meeting to be scheduled by Ophelia. Kathleen will distribute the document by email when available</p>   |                                |               |                 |               |                 |        |                                |      |         |         |              |              |         |
| <p><b>13. <u>CEAY</u></b> – During Catholic Education Week, CEAY is planning on joining the Beautiful Breakfast to promote Catholic Education Week. CEAY is looking at budget/projected budget from councils.</p> <p><b><u>Motion :</u> To commit \$1000/year for the next 3 years to CEAY.</b><br/> <b><u>Moved by:</u></b> Melissa Yu Schott    <b><u>Seconded by:</u></b> Kathleen Coventry    <b>All in Favour</b></p>   | <p><b>Motion Carried</b></p>   |               |                 |               |                 |        |                                |      |         |         |              |              |         |
| <p><b>14. <u>School Growth Plan</u></b> – Meeting was March 29. Surveys have all been received from staff, students and council members. Compiled themes and trends. At the next meeting will start to formulate goals for moving forward.</p>   |                                |               |                 |               |                 |        |                                |      |         |         |              |              |         |
| <p><b>15. <u>Next Meeting:</u></b> Thursday May 9, 2019 6:30 pm    Snack duty - Kathleen</p> <p><b>16. Adjournment</b> 8:40 p.m.</p>   |                                |               |                 |               |                 |        |                                |      |         |         |              |              |         |
| <p><b><i>Summary Upcoming Events for CKES Council:</i></b></p>   |                                |               |                 |               |                 |        |                                |      |         |         |              |              |         |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Date</th> <th style="width: 30%;">Event</th> <th style="width: 20%;">Location/Time</th> <th style="width: 30%;">Lead or Contact</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">May 17</td> <td style="text-align: center;">Teacher Appreciation Breakfast</td> <td style="text-align: center;">CKES</td> <td style="text-align: center;">Council</td> </tr> <tr> <td style="text-align: center;">June 12</td> <td style="text-align: center;">Grade 7 Mass</td> <td style="text-align: center;">Sacred Heart</td> <td style="text-align: center;">Council</td> </tr> </tbody> </table> |                                | Date          | Event           | Location/Time | Lead or Contact | May 17 | Teacher Appreciation Breakfast | CKES | Council | June 12 | Grade 7 Mass | Sacred Heart | Council |
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| May 17   | Teacher Appreciation Breakfast | CKES          | Council         |               |                 |        |                                |      |         |         |              |              |         |
| June 12  | Grade 7 Mass                   | Sacred Heart  | Council         |               |                 |        |                                |      |         |         |              |              |         |

| <b>Distribution List for Approved Minutes:</b> |                        |                            |
|--|------------------------|----------------------------|
| Bob Walker, School Council Liaison             | School Council Members | CKES School Administration |
| Superintendent                                 |                        |                            |