

CKES School Council

Meeting Minutes

Wed., April 3, 2013 - CKES Staff Room - 7:00 p.m.

ATTENDANCE:	
Ryan Sikkes, Chair	Joan Lewis, Sec-Treasurer
Paula Stoker, Council Member	Marj Hlady, Principal
Monica Lauer, Council Member	Gordon Miller, Vice-Principal
Mark Shumelda, Council Member	
Andy Muir, Council Member	
<i>Approval of Meeting Minutes:</i>	
Motion by Chair: That the minutes for April 3, 2013 be approved as amended.	
Moved by: Andy Muir Seconded by: Paula Stoker Date: May 1, 2013	
<u>SUBJECT:</u>	ACTION
1. Call to Order – 7:05 p.m.	
2. Opening Prayer	
3. Approval of Previous Meeting Minutes (February, 2013)	
<p>i) Minutes and action items reviewed and discussed. The following items require further follow-up by next meeting:</p> <ul style="list-style-type: none"> - tables (Andy) and shed/Home Hardware (Ryan) - CDF grant application due in mid-May and letter needed from Whitehorse Knights (Andy) - RPAY survey (Paula) <p>ii) Minutes were amended to reflect Andy and Joan as absent from meeting.</p> <p style="padding-left: 40px;">No further amendments.</p> <p>Motion to Approve Minutes: Motion made by the Chair that the regular meeting minutes for February be approved as amended.</p> <p>Moved by: Paula Stoker; Seconded by: Mark Shumelda. All in favor.</p>	Motion Carried
4. Approval of Agenda	
<ul style="list-style-type: none"> - Agenda was reviewed by all. - Paula proposed adding School Supplies to the agenda in order to provide an update on last year's efforts with school supplies and to review next year's needs for school supplies for Grades 1 through 7. Item on School Supplies was added under New Business. <p>No further additions or amendments were made to the agenda.</p> <p>Motion to adopt the agenda was made by the Chair.</p> <p>Moved by: Monica L.; Seconded by: Andy M. All in favour.</p>	Motion Carried

<u>SUBJECT:</u>	<u>Action:</u>
<p>5. Chair's Report</p> <ul style="list-style-type: none"> - Ryan received two letters of correspondence from parents regarding the new cell phone tower that's located close to the school. This will be raised under new business. - Project for Education Week (April 15 – 19) 'Project: Positive Feedback'. This is geared toward parents as part of Education Week. Information from School Council on 'Project: Positive Feedback' will be sent home in the next School Council newsletter. Council made some suggested changes to the information document. - Addendum to Staffing Protocol for vacancies in Catholic Schools of Whitehorse: Ryan distributed a process document for members to review. Members are asked to review and provide any feedback to him. - Ryan and Paula are preparing items for a Spring School Council newsletter. - Ryan also attended meetings with the Minister and Bishop on behalf of School Council. 	<p>Council</p> <p>Ryan & Paula</p>
<p>6. Principal's Report</p> <p>Marj presented a report on school activities that were held in February and March as well as those upcoming in April:</p> <p><u>In February:</u></p> <ul style="list-style-type: none"> o Feb.12 & 13: School Growth Review Visit o Feb.15 & 16: Basketball Tournament o Feb.19: Lenten Celebration o Feb. 20: PLC/CGC o Feb. 21: PD Day o Feb.26: Lenten Celebration o Feb.27: PLC/CGC with external team o Feb.28: Reports go home <p><u>In March:</u></p> <ul style="list-style-type: none"> o March 26: Holy Week Celebration <p><u>Coming up for April:</u></p> <ul style="list-style-type: none"> o April 4: Wrestling Tournament o April 5: PLC/CGC o April 11: PLC/CGC o April 23: New Life Celebration o April 25 & 26: David Wells 	

<p>7. Old Business:</p> <p>a) School Calendar for 2013-14 Ryan indicated that the start date for school in the Fall is to be August 21. Teachers return on August 14, a week before the students return.</p> <p>b) Lunch Delivery Service Council was approached about a possible school lunch service called 'It's Lunch-time'. The lunch service provides healthy and fresh food choices and are delivered to the school, then purchased by staff and students.</p> <p>Gord followed-up with Staff at the 3 Catholic schools about a lunch purchase service in their school and the general feedback he received was positive but staff did raise a concern that several students would unlikely be unable to afford to purchase these lunches so they'd be unable to participate.</p> <p>Council discussed the pros and cons of having a lunch purchase service in the school including that it may not be inclusive for all students.</p> <p>School Council will revisit the lunch service for possible consideration for next year.</p>	<p>Council & Admin.</p>
<p>8. New Business:</p> <p>a) Stipend to Sec/Treas. (Ryan) Ryan received a question on whether the monthly stipend for Sec/Treas. was issued when the Sec/Treas. was absent. Council discussed and agreed that the stipend for Sec/Treas. is to be treated like a salary and should be issued monthly.</p> <p>Motion to Approve Monthly Stipend for Sec/Treas. The Chair moved that School Council agrees that the salary for Sec/Treasurer is to be issued by way of a monthly stipend.</p> <p>Moved by: Paula Stoker; Seconded by: Andy Muir. All in favor.</p> <p>b) Teacher Leadership Framework (Ryan) The department is preparing a new leadership practice framework for teachers similar to that prepared for School Principals and School Councils. Ryan asked that the members review the framework document and provide him any feedback.</p> <p>c) Catholic Schools in the Media Council discussed Catholic Education in the Catholic Schools of Whitehorse and in light of a recent event that occurred in another Catholic school and through the news media. Council also discussed Catholic school policies and departmental policies.</p> <p>Meetings were also held with the Minister and the Bishop which Ryan was able to attend on behalf of School Council.</p> <p>The Catholic Education Association of Yukon (CEAY) has been developing an internal structure over the past year in an effort to help support Catholic Education in Catholic Schools of Whitehorse while in turn respecting the Education Act of Yukon and Catholic Episcopal Corporation.</p> <p>Discussions on Catholic Education in all Catholic Schools of Whitehorse will continue.</p>	<p>Motion Carried</p> <p>Council</p>

8. New Business (continued):

d) School Council Conference

The Department of Education's Annual Spring School Council Conference will be held between April 18-20 at the Kwanlin Dun Cultural Centre.

All members expressed interest in attending and plan to attend part or all of the sessions if available. Members were asked to register for the conference through the Department of Education.

e) Child Identification Kits (Ryan)

Child ID Kits were donated to the school by the Whitehorse Elks Club as part of Safety Awareness Week. Information on the Child ID kits is being prepared by School Council (Ryan) and will be included in the next school council newsletter.

f) Correspondence from Parents on Cell Phone tower (Ryan)

Ryan received two letters from parents concerning the new cell phone tower located near the school. Ryan's understanding is that the cell phone tower is to be located no less than 250 metres from the school. There is also a public notice in the newspapers about the new towers around Whitehorse and the general public is to contact Bell or the City of Whitehorse if they have any comments.

Ryan will follow-up on this matter with these parents as well.

Ryan

g) School Supplies (Paula)

i) School Supplies for 2012/13 School Year (Grades 1-3) – payments have been received for last year's supplies and all payments are considered complete.

ii) School Supplies for 2013/14 (Grade 1 to 7) - The following items were discussed by Council with school administration.

- Classroom School Supply List needed for each Grade (Grades 1 to 7) - Teachers are asked to provide their final school supply list to Marj. Marj will include this with school year-end items provided to teachers.
- Left-over classroom school supplies from this school year – teachers are asked to note any left-over supplies from this year and to not include these with those needed for next year, if the item is still being used next year.
- Coordinate teacher supplies if possible.
- Prepare a Classroom School Supplies Check List for each classroom teacher
- Cost estimate for bulk school supplies order (early May)
- Letter to go home to parents explaining the standard school supplies and the payment amount (expected to be approx. \$40 per student).
- A form may be needed for student school supplies and payment.

Marj

<ul style="list-style-type: none"> - Paula will draft a letter that would be sent home to parents for review by members and School Administration prior to being sent home. <p>h) School Council Spring Newsletter (Paula)</p> <ul style="list-style-type: none"> - Paula and Ryan are preparing a Spring School Council newsletter. 	<p>Paula & All</p> <p>Paula & Ryan</p>
<p>9. CEAY (Monica and Mark) – Next meeting: April 10</p> <p>10. School Growth Plan (SGP) (Marj) – no further report at this time</p>	<p>Monica & Mark</p>
<p>11. Secretary-Treasurer Report – Joan provided the following report:</p> <ul style="list-style-type: none"> ▪ Budget-to-Actual Report submitted to Council. ○ Main Bank Account Balance (statement date, March 1, 2013): \$ 12,960.14 ○ Special Project Bank Account Balance (School Landscaping Project) (statement date, March 1, 2013): \$ 17,115.16 ○ Total funds held by School Council: \$ 30,072.63 ▪ <u>Other Items:</u> <p><u>Fundraisers:</u></p> <ul style="list-style-type: none"> - Financial statements for each fundraiser event were submitted to School Council. Fundraiser events, except Mabel’ Labels, which is on-going, are considered complete. Any funds raised through these events will be transferred to the separate bank account which holds only funds for the School Landscaping Project. - Total amount raised by School Council fundraisers this year to date: \$ 3644.56 - New bank account opened and electronic bank statement now available. The original old bank account will be closed this week by way of letter from the Chair and Treasurer (two signing authorities for school council). The bank may require an RBC letter to be signed by both co-signers as well. ▪ <u>Other:</u> - Mabel’s Labels – Mark suggested keeping the campaign open until May or June and suggested that Mabel’s Labels be included in the next newsletter and to provide the website address for ordering labels. - Secretary item – Letter from parent. An original letter was received in the mail for correspondence sent to School Council members by email. The original letter will be kept on (confidential) file. 	<p>Joan & Ryan</p> <p>Ryan or Paula</p> <p>Joan</p>

12. **Next Meeting:** Wed. May 1 at 7:00 p.m. Snacks: Joan

13. **Adjourn:** 8:30 p.m.

Summary of Upcoming Events for Christ the King Elementary School Council:

DATE	Event	Location, Time	Lead or Contact
April 10	CEAY Meeting	Vanier Secondary 7:00 pm	Mark & Monica
April 18-20	Spring School Council Conference	Kwanlin Dun Cultural Centre	Lori Choquette
April 25-26	David Wells, CSOW Retreat	Vanier Secondary	Shanon Cooper or Darryl Sheppard
May 17	Staff Appreciation Luncheon	CKES Multipurpose Room	Paula & All
Fri. May 31	Family BBQ	CKES 5-7 pm	Andy & Joan
Thurs. June 6	Grade 7 Grad Mass	Sacred Heart Church & CYO Hall	Paula & All

Distribution List for Approved Minutes:

School Council Members	Father Bleackley, Sacred Heart Church	Mike Woods, Superintendent
CKES Administration	Bishop Gary Gordon	Jane Downing (YESnet)
Lori Choquette, School Council Liaison		