

CKES School Council

Meeting Minutes

Wed., May 1, 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: <i>That the minutes for May 1, 2013 be approved as amended.</i> Moved by: Monica Lauer Seconded by: Paula Stoker Date: August 27, 2013	
SUBJECT:	ACTION
1. Call to Order: 7:10 p.m.	
2. Opening Prayer	
3. Meeting (In-Camera) – In attendance: Vice- Principal, three school council members, parent and child.	
<p>7:30 p.m. – Chair resumed regular meeting. All in attendance.</p> <p>4. Review and Approval of Previous Meeting Minutes (for April, 2013) The minutes of April’s meeting were reviewed. One amendment made (spelling of a person’s name).</p> <p>Motion to Approve Minutes as Amended: Motion made by the Chair that the regular meeting minutes for April be approved as amended.</p> <p>Moved by: Andy Muir Seconded by: Paula Stoker. All in favor.</p>	Motion Carried
<p>5. Review and Adoption of Agenda Agenda reviewed. No items added.</p> <p>Motion made by the Chair to adopt the agenda.</p> <p>Moved by: Mark S. Seconded by: Monica L. All in favour.</p>	Motion Carried
<p>6. Chair’s Report</p> <ul style="list-style-type: none"> - Ryan attended meetings with the Minister of Education and the Bishop on behalf of School Council. - Project for Education Week (April 15 – 19) ‘Project: Positive Feedback’. This is geared toward parents as part of Education Week. Information on ‘Project: Positive Feedback’ will be sent home in the next School Council newsletter. - Addendum to Staffing Protocol for vacancies in the Catholic Schools of Whitehorse: Ryan distributed a process document for review by members. Members are asked to review and provide him with feedback, if any, and he will compile any comments for distribution. 	Ryan

<u>Subject:</u>	
- Ryan and Paula will prepare the items for the upcoming Spring School Council newsletter.	Ryan & Paula
<p>6. Principal's Report</p> <p>Marj presented a report on the school's activities that were held in February and March as well as those upcoming in April:</p> <p><u>In April:</u></p> <ul style="list-style-type: none"> ○ Apr 4: Wrestling Tournament ○ Apr 5 & 11: Professional Learning Community / Canada Games Centre ○ Apr 14: Youth Mass ○ Apr 18: Rotary Review ○ Apr 19: Rotary Music Festival/DI Showcase ○ Apr 23: New Life Celebration ○ Apr 25: Heritage Fair ○ Apr 26: David Wells ○ Apr – June: Grade 7 transition <p><u>Coming up in May:</u></p> <ul style="list-style-type: none"> ○ May 9: Run for Mom ○ May 15: IEP Reviews, Badminton Tournament ○ May 17: Planning Day <p><u>Coming up in June:</u></p> <ul style="list-style-type: none"> ○ June 6: Grade 7 Grad Mass ○ June 7: Sports Day ○ June 14: Morning Staff Prayer and Final Celebration 	
<p>7. <u>Old Business:</u></p> <p>a) CDF Grant Application - Ryan to look into the requirements for applying for the grant.</p> <p>b) School Supplies</p> <ul style="list-style-type: none"> - List of School Supplies needs to be prepared for grades 1-7. - Letter to be prepared and sent home with students (in May and August). Paula to prepare and ask teachers to send home with students. <p>c) Debrief of School Council Conference</p> <p>The members who attended the conference found all the various presentations very well presented, diverse and very informative. The Roundtable discussions by the various school councils were informative and a good learning opportunity for new members and the experienced members as well.</p>	<p>Ryan</p> <p>Paula</p>
<p>8. <u>New Business:</u></p> <p>a) Family BBQ - Friday, May 31 – 5:00 – 7:00 p.m.</p> <ul style="list-style-type: none"> - List of tasks were discussed. All members will be attending and are able to assist the day of the BBQ. - BBQ Order Forms should go home with students next week. Joan to prepare the forms and 	

<u>Subject:</u>	<u>Action:</u>
<p>distribute them to the teachers with a request to send home with students along with occasional reminders to return them to school by May 21.</p> <ul style="list-style-type: none"> - The annual BBQ is expected to be another successful year! <p>b) Grade 7 Grad Mass – Thurs. June 6, 7:00 p.m.</p> <ul style="list-style-type: none"> - Paula is preparing a letter for parents/guardians of the Grade 6 students explaining the Grad Mass Reception and required food items to be provided for the reception or a donation of \$10 in lieu of a food item. Letters will be sent home next week. - Most members indicated that they are available to assist with set-up and clean up for the reception as well. <p>c) Staff Appreciation Luncheon – Fri. May 17 - Noon</p> <ul style="list-style-type: none"> - Menu and food items to be provided by members were discussed. Approx. 50 staff expected to attend. - Gord offered to set up the tables and chairs in the Multi-purpose room (11:00). - Paula, Joan, Monica and Ryan are available to assist with the luncheon and clean up. <p>d) Excellence in Education Award</p> <p>School Council discussed submitting a name for the Excellence in Education award this year. Ryan will prepare and submit a proposal for the award.</p>	<p>Joan</p> <p>Paula</p> <p>All</p> <p>Gord</p> <p>Ryan</p>
<p>9. CEAY</p> <p>The recent CEAY meeting was very productive and well run by the Chair. Also noted was the Blue Prints Conference scheduled for the Spring, 2014 – it will be held in Kananaskis. David Wells will be presenting at the conference.</p> <p>10. School Growth Plan (Marj)</p> <p>Upcoming meeting next week. A final review document is expected to be completed soon.</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): \$ 17,112.49 ○ Total funds held by School Council: \$ 30,072.63 ▪ <u>General Information:</u> - Budgets for the upcoming School Council Events (Grad Mass, Staff Luncheon, Family BBQ) - Members were reminded to submit receipts for reimbursement of any necessary purchases for these events. - Financial Year-End (June 30) - Upon receipt of the last bank statements for the year ending 	

June 30, a Financial Statement will prepared by the Treasurer/Joan, as required (and signed by the Treasurer and the Chair). It is reviewed by School Council and accepted at their annual AGM (early in the school year, Sept or Oct). The financial statement is then submitted to the Department of Education. Upon approval, a new Contribution Agreement for School Council funding is then sent to the School for agreement (signing) by both the School and School Council. The operational funding (grant) is then issued by the department to the School Council for the new school year.

12. Next Meeting: No regular meeting scheduled, unless a meeting is necessary. A year end Social is planned and Andy offered to host a BBQ and will get back to everyone on a proposed date.

13. Adjournment: 9:20 p.m.

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

DATE	Event	Location, Time	Lead or Contact
Fri. May 17	Staff Appreciation Luncheon	CKES Multipurpose Room	Paula
Fri. May 31	Family BBQ	CKES 5-7 pm	Andy & Joan
Thurs. June 6	Grade 7 Grad Mass	Sacred Heart Church 7:00 pm & Reception at CYO Hall	Paula

Andy

Distribution List for Approved Minutes:

School Council Members	Bishop Gary Gordon	
CKES Administration	Albert Trask, ADM Public Schools	Jane Downing (YESnet)
Lori Choquette, A/School Council Liaison		