

CKES School Council

Meeting Minutes

Tuesday, November 10, 2009 7:00 p.m.

CKES Staff Room

ATTENDANCE

Valerie Royle, Chair, Council Member	Marj Hlady, Principal
Paula Stoker, Council Member	Judy Prevost, Vice-Principal
Les Hickey, Council Member	Joan Lewis, Secretary-Treasurer
Monica Lauer, Council Member	Regrets: Julie Hopkins, Council Member Tom Booth, Property Management

SUBJECT:	ACTIONS
1. Call to Order - 7:00 p.m.	
2. Opening Prayer	
3. <u>Meeting Minutes</u> for October 13, 2009: Approved as presented by council <u>MOTION:</u> Moved by Valerie Royle, Seconded by Les Hickey – Minutes of October 13, 2009 meeting approved. CARRIED.	
4. <u>Agenda</u> – amendments made to the proposed agenda as follows: - Guest from Property Management regarding Landscape Planning had to cancel. - School Travel Planning added	
5. <u>Principal's Report:</u> Marj presented the following report: <u>October:</u> <ul style="list-style-type: none"> ○ Oct. 21: IEP Reviews ○ Oct. 26-27: School Photos <u>November:</u> <ul style="list-style-type: none"> ○ Nov. 10: Peace Celebration ○ Nov. 13-14: Volleyball tournament ○ Nov. 17: Reports go home ○ Nov. 18-25: Vertical PLC ○ Nov. 19-20: Parent-Teacher-Student Conferences ○ Nov. 29: Youth Mass ○ Dec. 1: Posada ○ Dec. 17: Christmas Concert 	
6. <u>Recycling Program – Application for Recycling Grant (Paula)</u> - Paula submitted the application in coordination with the school (Marj) for the recycling program grant through the Dept. of Environment. Paula contacted the	

Department of Environment to follow-up and the department indicated that they anticipate that the application should be processed and approved by the end of October but it could take longer. Paula will follow-up again with the department at the end of October.

- Paula and Marj finalized a location for the recycling shed, which is outside the school next to the grade 7 classroom.
- Paula is coordinating the construction of the Recycling Shed with Russ Tait at Vanier High School, including trying to coordinate the grant application/approval with Vanier's need to schedule the ordering and purchase of materials and student construction schedule, which will be a challenge.

Paula

8. Landscape Planning

Guest from Property Management had to cancel. The time allotted was used as a brainstorming session on school landscaping needs and requirements.

- Prior to meeting Property Management provided Val with some items to consider as part any school landscape plan as follows:
 - Location of Trees: trees need to be a minimum 6 ft. apart in order to provide ample room for lawn mowers to get around them.
 - PM recommends drought resistant trees
 - General maintenance consideration: easy maintenance of trees and flowers
- Suggestions by council and administration:

It was agreed by council and administration that there was a strong desire to have a welcoming and inviting appearance to the school when students and the public approach the school.

Ideas discussed:

- Staggered front lawn (the hill area adjacent to the front of school)
 - shrubs along the front of school, below and adjacent to front windows or other areas
 - flower boxes and/or flower beds in different areas
 - benches – wired, anchored type
 - fencing – replace part or all of the existing steel fencing and/or weave greenery through the steel fencing to help serve as with wind barrier and improve its appearance.
- Specific Concerns and Requirements:
 - School Staff require constant visibility of students on the playground at all times (no obstructions) and in high traffic areas around the school, including locations where students are being dropped off or picked up. High traffic areas are where the buses are approaching or leaving the school and where they are parked as well as each location where students are being picked-up or dropped-off at the school.
 - The Big Toy also needs to be replaced due to its age.

<p>9. Christmas Craft Fair Fundraiser — Paula provided council with the following update and request for volunteers:</p> <ul style="list-style-type: none"> - 46 tables booked - Request for assistance with the following tasks: > Need 5 volunteers per council member to help with setup of tables and cleanup - Delivery of tables – pick up tables at from Jack Hulland School & deliver to CKES > Option 1: use A-1 delivery - Les to get quote > Option 2: Volunteers with trucks > Pick up tables - 6 pm Friday, return to Jack Hulland at 4 pm Saturday. - Pictures with Santa – photographer (Joe), Santa to arrive at 10:30 (Val) - Tree – Paula and Monica to provide tree and decorations - Fundraiser table – sale of mosaic card-s, guessing jar, draws for any donated items - Decorations for hallway - Signs for jar, Santa Photos, cards - Advertisements placed around town & the Yukon News 	<p>Paula, Leading with All assisting as needed</p>
<p>10. School Travel Planning Letter received from Parks and Recreation regarding a travel plan program including an invitation to participate in the program. Although it sounds like a very interesting program, council decided to defer participation at this time due to several other commitments by council. Val to respond to P&R.</p>	<p>Val</p>
<p>11. Mosaic Cards – The mosaic cards will be available for sale at the craft fair as part of the fundraiser. Council members and volunteers will assist the day of the fair. Marj also suggested the mosaic cards be made available for purchase during the parent-teacher-student conferences and members will coordinate their availability.</p>	
<p>12. Calendar on website: Joan provided an update on the school calendar. Some difficulty being experienced using the supplied Microsoft Publisher program file which is used by the school to make its' annual calendar for the school newsletter. It is the desire of council and administration to have an annual school calendar created and available on the School website. There have been difficulties experienced using the Publisher program and converting it to pdf, YESnet requires at least a file in pdf because they use Apple computers (and software) not Microsoft programs, thus causing compatibility issues. Also, Joan only has the basic Adobe Reader program at home (the free downloadable version off the internet) not the full Adobe Reader (Editor) version. Therefore, without full benefit of this program, there will be software limitations, or technical support from outside school council. Joan will continue to investigate the matter along with Monica Lauer.</p>	<p>Joan, Monica</p>
<p>13. <u>Secretary - Treasurer's Report:</u></p> <ul style="list-style-type: none"> • <u>Financial:</u> Budget statement presented to council <ul style="list-style-type: none"> ○ Budget has been broken out into two sections in order to maintain the accounting for new financial reporting structure for this year. Budget is maintained for April 1/09 to June 30/09 and then for July 1/09 through June 30/10 for ease of accounting by the treasurer and for reporting back to council. 	

- School Council Funding Agreement grant:

Grant amount of \$5624 received. Additional amount of \$1406 still pending (after April 1, 2010).

Total amount grant in budget is \$7030 (15 month reporting cycle) for this year.

- General budget items discussed. Council requested the recycling grant be included in the budget. A budget item will be added for the recycling grant under revenue and expenditure. Receipts to be submitted for financial reporting purposes at year end.

- Bank account balance (as of Nov. 9/09): \$12,239.53

9. SUMMARY UPCOMING EVENTS:

DATE	Event	Location & Time	Information &/or Contact
Nov.10	Christmas Craft Fair & Fundraiser	CKES school gym 10 am – 3 pm	Paula Stoker 633-2724

10. Next Regular Meeting: [Tues. Dec. 8 at 7:00 p.m.](#)

11. Adjournment: 8.30 p.m.

Distribution List for Approved Minutes:

Bob Walker, School Council Liaison	School Council Members	CKES School Administration
Penny Prysruk, Superintendent	Father Bleackley, Sacred Heart Church	Jane Downing [upload to CKES website]