

**CKES School Council**  
**Approved Meeting Minutes**  
 Wed., November 3, 2010 7:00 p.m.  
 CKES Staff Room

<b>ATTENDANCE</b>	
Valerie Royle, Chair, Council Member	Julie Hopkins, Council Member
Paula Stoker, Council Member	Marj Hlady, Principal
Les Hickey, Council Member	Gord Miller, Vice-Principal
Monica Lauer, Council Member	Joan Lewis, Secretary-Treasurer
<b>SUBJECT:</b>	<b>ACTIONS</b>
1. <b>Call to Order</b> - 7:00 p.m.	
2. <b>Opening Prayer</b>	
3. <b>Meeting Minutes</b> for October, 2010 - approved as presented.  <b>MOTION: Moved by Valerie Royle, Seconded by Monica Lauer – Minutes of October 13, 2010 meeting approved.</b>	<b>Motion Carried</b>
4. <b>Agenda</b> – Other business added.	
5. <b>Chair’s Report</b> – Valerie Royle is participating on the Staffing Formula Advisory Committee. The committee met with the consultant this week and will meet again next week.  6. <b>Principal’s Report:</b> Marj presented then following report:  <u>October:</u> <ul style="list-style-type: none"> <li>○ Oct. 19: Bible Celebration</li> <li>○ Oct. 20: I.E.P. Reviews</li> <li>○ Oct. 21 &amp; 28: PLC / CGC</li> <li>○ Oct. 25 - 26: School Photos</li> </ul> <u>Upcoming in November:</u> <ul style="list-style-type: none"> <li>○ Nov. 5 &amp; 6: Volleyball Tournament</li> <li>○ Nov. 9: Peace Celebration</li> <li>○ Nov. 18: Science Fair</li> <li>○ Nov. 23: Report Cards go home</li> <li>○ Nov. 25 &amp; 26: Student Parent Teacher Conferences</li> <li>○ Nov. 30: Posada</li> </ul> <u>Other Items:</u> <ul style="list-style-type: none"> <li>● A letter from school council is requested which explains the passes that are required for the Christmas Celebration. The letter can be inserted with the school newsletter to go home with students at the end of November. The letter is needed by Nov.19.</li> </ul>	<b>Val, Marj</b>

● Video of the Christmas Celebration:

A video of the Christmas Celebration was suggested and could serve as a possible fundraiser. All members think this is a very good idea and it would be a great memento as well.

A video would require the permission of parents and guardians.

A permission slip could be inserted with the school's newsletter in September.

**7. Craft Fair (Lead: Paula Stoker)**

- Table rentals are almost fully booked. Paula estimates 60 tables to be rented. Use of the stage was also considered. The preference of some members was not to use the stage in so far as possible this year for general safety reasons.
- A table will be setup in the foyer for the fundraisers (door prizes and the sale of mosaic cards).
- Paula has been collecting and providing receipts to Joan for financial records.
- Council also reviewed and confirmed all remaining tasks including table pick-up, setup and return of the tables to Jack Hulland School.
- Everyone will be assisting the day of the craft fair.
- Special thanks went out to Paula by all for this very well planned and organized event.

**8. School Council Roles, Goals & Guidelines** (Lead: Paula) - Paula prepared a document for review which outlines the roles, goals and guidelines for CKES School Council. Part of the document follows a similar document prepared by Selkirk Elementary School Council which was distributed to all school councils at the recent swearing-in ceremony. Selkirk indicated that the other school councils were welcome to use their document for their own purposes.

Council will review the document prepared by Paula along with sections of the Education Act pertaining to roles and responsibilities of school councils for the next meeting. The Education Act and Regulations are also available on-line (Department of Education website).

School Council will display any final document(s) on School Council Roles, Goals & Guidelines on the School Council Bulletin Board at the front of the school.

**All members**

**9. Christmas Celebration Passes**

Gord and Marj indicated there are approx. 19 students who will be away and not able to attend the Christmas Celebration so these passes (38) will become available for others to use.

Monica is making the Passes and provided a sample for review.

**Monica**

There will be two Christmas Celebrations on Dec. 16 - an afternoon Celebration and the evening Celebration.

The letter from council being sent home with the school newsletter will outline the reasons for the passes and how the passes will be issued. Parents/guardians will be asked to return any passes they do not need so others can use them.

The letter will indicate that there will be two Christmas Celebrations and suggest that people may wish to attend the afternoon Christmas Celebration rather than the evening Celebration.

A question was also raised regarding the number of available exits in the school gym and whether this affects capacity of the school gym. This question would need to be posed to fire marshal and council or Administration may look into this.

#### **10. School Parking & Child Pick-up/Drop-Off**

Children being dropped off at the school in the morning and picked up at the end of the school day continues to be a safety issue.

The school has been providing consistent reminders in the school newsletters each month for quite some time; however, the issue continues to persist.

School council and administration discussed what what could be done further to address this safety issue.

The school and school council have already asked for information from the City about the cross walk and parking areas. The City offered to assist the school by providing the services of a bylaw officer in the morning and afternoon to monitor the area for a period of time.

The RCMP were also contacted and they also offered to provide the assistance of an officer to assist in monitoring the area as well for a period of time.

As school staff are already on duty on school grounds each day already, the efforts of parent/guardian volunteers and school council members will be needed to assist in monitoring the school parking areas and drop-off/pick-up areas as well as talk to parents/guardians who are not utilizing the areas properly.

Volunteers, along with bylaw or RCMP, will explain to people where the drop-off/pick-up areas for the school are located and explain verbally that there is no longer a recognized cross-walk across Nisutlin Drive to/from the old CYFN Building to the school because the CYFN building no longer exists (i.e. it would be "a cross-walk to nowhere" per City of Whitehorse personnel).

The old cross-walk in front of the school will be manned by the above school community volunteers & council members, RCMP and/or Bylaw Officer each morning next week from 8:15-8:30 and in the afternoon from 2:55-3:10.

The school and school council will monitor these efforts and review.

#### **11. Review of Education and School Council Policies**

**School  
Council  
members**

- Council identified at the last meeting the need to review all school policies. A sample of two policies of Department of Education pertaining to public schools, students and school councils were distributed and briefly discussed. The department has approx. 22 policies which specifically pertain to public schools, students and/or school councils. All policies are available on-line.
- Schools also have their own individual school policies and school rules. For CKES, these are made available as part of the CKES Handbook which is available in hardcopy and also on-line. It is also provided to all parents and guardians at the beginning of each school year.
- School Council is required to have its' own Dispute Resolution policy. Council will need to develop this policy this year.
- Also, council will review all existing policies of CKES and Dept. policies which pertain to schools, students, and school council for the next meeting.

**All**

**All**

**12. Secretary- Treasurer Report:**

**Financial:**

- o Budget to Actual statement presented to council.
  - School Council funding under Contribution Agreement for 2010-11 has not yet been provided. Joan to inquire with Bob Walker, School Council Liaison.
  - French Language Grant – Marj has submitted an application for the grant.
  - o Account balances:
    - Main Bank account balance: \$ 8323.43
    - Special Project Account (school landscaping project) account balance: \$ 4127.84
- Budget-to-Actual statement also provided for Landscaping project.

**Other Items:**

- Name tags & Cards - School Council recommends getting name tags and name cards as part of their visibility and communication with the parent/guardian community. Joan to follow-up on acquiring name tags and name cards (business cards).
- Catholic Education Conference – Vanier Secondary High School administered expenses associated with past conferences and CKES school council will reimburse Vanier after the conference.

**Joan**

**18. SUMMARY UPCOMING EVENTS:**

DATE	Event	Time/Location	Lead or Contact
Wed. Nov. 10	Pick up Tables at Jack Hulland School	3:30 pm	Paula & All
Sat. Nov.13/10	Craft Fair fundraiser	CKES gym 9:30/10:00	Paula

19. **Next Meeting:** Wed. Dec. 1, 2010: 7:00pm

20. **Adjournment:** 9:00 p.m.

**Other Information:**

■ **School Council Member Lead on Committees & Events**

*Staffing Allocation Advisory Committee – Valerie Royle*

*Policy Review Committee – Les Hickey*

*Busing Committee – Julie Hopkins*

*Yukon Food for Learning Program – Julie Hopkins*

*Joint Council & CEAY Meeting – Food – Paula Stoker, Julie Hopkins*

*Catholic Education Assoc. of Yukon (CEAY) – Monica Lauer, Valerie Royle*

*Grade 7 Grad Mass – Julie Hopkins (Paula & Val to assist)*

*Family BBQ - Joan Lewis*

*Staff Appreciation Lunch – Paula Stoker*

*Fundraiser Event – Paula Stoker*

*Council Website – Joan Lewis*

*Bulletin Board – Paula Stoker*

*Christmas Celebration Matters & Passes – Monica & Val (Lead), all council members to assist as necessary*

**Distribution List for Approved Minutes:**

School Council Members	Father Bleackley, Sacred Heart Church	Bob Walker, School Council Liaison
CKES School Administration	Bishop Gary Gordon	Jane Downing [YESnet]
Mike Woods, Superintendent		

**CKES School Council Financial Statement**  
**CKES Craft Fair Fundraiser Nov. 13/10**

<b>Revenue</b>	<b>Amount</b>	<b>Total</b>
Tables & Cards	\$ 2,031.00	
Door Prizes	\$ 421.00	
		<b>\$ 2,452.00</b>
		Bank deposit
<b>Expenses</b>		
V. Falle Refund	\$ 30.00	
Printing of Cards (Arctic Star)	\$ 191.63	
Advertising - (2) 2 week Yukon News Ads	\$ 116.82	
		<b>\$ 338.45</b>
<b>Total Revenue</b>		<b>\$ 2,113.55</b>
		Profit