

Takhini Elementary School Council  
 Meeting Minutes  
 School Library  
 Thursday, April 9, 2015  
 In-camera @ 6:30 pm, regular meeting @ 7:00 pm

**Attendance**

<b>Present:</b>	<b>Guests:</b>
Phil Willoughby, Co-Chair	Trevor Ratcliff
Malcolm Mills, Member	Lisa Evans
Candice Francis, Member	
Heather Dundas, Member	
Phil Willoughby, Co-Chair	<b>Regrets:</b>
Katrina Brogdon, Administrator	Jackie Shorty, Guaranteed Rep
Debra Jonasson, Secretary/Treasurer	

**SUBJECT:**

**ACTION:**

<p>1. <b>Call to Order:</b> 7:03 pm.          Welcome to guests.          Co-Chair Phil Willoughby</p>	
<p>2. <b>Approval of Agenda:</b> No additions to the agenda.</p> <p><b>Motion:</b> To accept the agenda as presented.</p> <p><b>Moved by:</b> Candice Francis; <b>Seconded by:</b> Malcolm Mills</p>	<b>Vote: Unanimous</b>
<p>3. <b>Approval of Minutes:</b> Adoption of meeting minutes for February 12, 2015 minutes and March 12, 2015.</p> <p>Action items: Debra to change the signature name and reprint the letter to the minister regarding surplus funds and get Phil to sign and then forward the letter to Bob at the Department for approval from the Minister.</p> <p><b>Motion:</b> To accept the meeting minutes for February and March 2015 as presented.</p> <p><b>Moved by:</b> Heather Dundas; <b>Seconded by:</b> Candice Francis</p>	<b>Vote: Unanimous</b>
<p>4. <b>Community Issues/Items</b>          Candice noted the letter posted on the school doorway regarding Northern Safety Network training out on the road by the school and wondered if it was a result of the bus loading issue with the school. Phil responded that this is yearly routine training that they engage in. There was discussion on whether they could be approached to set up some of their training in front of the school and to help with the issue of the loading/offloading issue at the</p>	

school. There was also discussion on the problem of having this training set up in a school zone and some of the safety issues associated with this. It is worth noting that School Council or the School could ask them for assistance in the future with training students, if it is decided this would be beneficial or feedback from them regarding the traffic situation on the street in front of the school to support any bussing loading/offloading issues.

Heather has a couple of items to add:

1) The doubling of the highway near Takhini is a possible future project and the Takhini North Residential community is considering a sound barrier request for Takhini residential area. There is also a consideration of an overpass or underpass for pedestrians to cross the highway.

2) The College is planning a redesign/reshaping of the reserve lands, this is a project that is upcoming in the future. The school should be aware of what may happen to the greenspace near the school and how it may be developed and how this will affect the school in the future. Also, the Disc golf club is looking at building a golf place in the area as well. There is also an option of building a road between the highway and Range Road.

There was a discussion about the small lake that is currently on the edge of the school grounds as a result of melting snow and also the mud from the playground construction. There have been issues with kids getting wet and muddy. Property Management was out last year to look at it but noted there was not a lot they can do. It was suggested that Property Management come in and pump the water out of the low spot and get rid of it, Katrina will call them to have this done.

Katrina noted that there is a lot of dog poo all over the playground at this time. There was some discussion on this issue and possibilities of deterring this problem. Katrina will be looking at getting signs to place around the school yard.

**Action:** Katrina to call Property Management to come and drain the water from the edge of the school grounds.

**Action:** Katrina to look at getting signs for the yard regarding dogs on the school year.

**5. School Growth Plan**

Phil asked Katrina to let Council know what the School Growth looks like and what it entails. Katrina noted there is a planning day on April 24<sup>th</sup>; she would like to see some School Council members attend for input. The School Growth Committee looks at the areas of the school that are looking good and the areas that need to be addressed and worked on, they set the goals for the school and where the school wants to go in the future.

There was some discussion on the literacy program and the use of the calming room. Katrina noted there has been a decline in the need for the calming room, students have been responding well to this room and the need for it has been greatly reduced. They are currently working the informed trauma approach into the School Growth Plan; Phil asked if School Council can assist in any way to support this initiative. Also the School Council will be meeting with Simon from the Department on May 26 to discuss the school review. School Council members are invited to attend the Pro-D day in May; Phil will send out email with the information and get a response/commitment from Council members that can attend this day.

**Action:** Phil to forward email to all Council members regarding attendance at the Pro-D Day in May.

**6. Principal's Report:**

Katrina did not have attendance numbers, she noted that a couple of students have left and a couple new students have come in, the attendance is stable around 176 students. She talked about some of the students coming in that had more resources and support in a previous school and then this school is challenged to get resources for these students. There was some discussion on the cap for the number of students allowed into the school, as this school is an overflow school, unsure of what the cap for students is at this time. There was discussion about EA FTEs in the school and how the need for them is important and how they have helped within the required classrooms. 1.7 EA's are assigned to this school. 16 FTE teachers are slotted for next year. Phil asked if 16 FTE teachers are satisfactory given the school numbers, Katrina noted that the ideal situation for the school would be the time allotted to VP duties needs to be a minimum of .5 in a solid block to help in the school. There was a lot of discussion on the schools status as an overflow school and the effects of the transitional students that go in and out of the school and the high needs that are associated with these students. Phil made the suggestion of promoting the trauma school pilot project for the school and part of this pilot project would be the requirement of a full time VP for the school.

The playground is still a work in progress; work has come to a standstill again. Trevor had to call Property Management to let them know that the contractor is not practicing good safe practices on the playground.

The Wrestling tournament is next week, many students have signed up for this event.

Running club has events scheduled every Friday in May. They are doing lots of running.

Grade 6; Lego Robotics on the 28th of April.

Youth Social Justice event on the 30th of April, Takhini can take up to 30 kids, Katrina is a presenter.

Culture week is May 4-7 – The Feast is on the 7th of May and dancers will be performing. The Opening Ceremonies are on the 4th, Katrina would like a member from School Council to be there for opening ceremonies @ 9:00 am and the feast starts at 11:30 on the 7th, she would also like a member to attend this event.

New Website will be up and running next week.

Katrina's trip to Africa – Katrina did a presentation on her trip as it is school related. A book was made in collaboration with the school in Africa; the book is called Anna and Melon. This book is one of the nicest books that the school in Africa had in their library and the students there were very excited by it.

Katrina gave a small slide presentation and information on the area and the school system there.

**7. Treasurer's Report:** Debra had forwarded the financial statements for March 2015 by email.

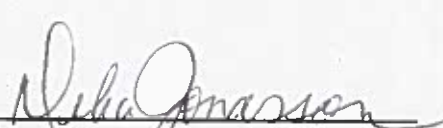
Current account balance is \$7,061.56.

Budget – deferred

<p>-Surplus funds approval letter – This letter was discussed earlier;</p> <p>Motion: To forward the surplus funds letter to the Minister for approval once the signature name has been changed to Phil and Phil signs the letter.</p> <p><b>Motion by:</b> Phil Willoughby; <b>Seconded by:</b> Heather Dundas</p> <p><b>Motion:</b> To accept the financial statements of March 2015 as presented.</p> <p><b>Motion by:</b> Phil Willoughby; <b>Seconded by:</b> Heather Dundas</p>	<p><b>Vote: Unanimous</b></p> <p><b>Vote: Unanimous</b></p>
<p><b>8. Old Business and Correspondence:</b></p> <p><b>8.1 Bussing Issue</b> Defer to next meeting and hope to discuss with the Minister during his visit.</p> <p><b>8.2 Youth Investment Fund Application/Chimes</b> The application has been submitted for 50% of the cost of the hand chimes. Council is current waiting for a response.</p>	
<p><b>9. New Business and Correspondence:</b></p> <p>No new business.</p>	
<p><b>10. Adjournment:</b></p> <p><b>Motion:</b> To adjourn the meeting @ 8:51 pm. <b>Moved by:</b> Candice Francis; <b>Seconded by:</b> Malcolm Mills</p> <p><b>Next regular meeting:</b> May 14, 2015 @ 7:00 pm In-camera @ 6:30 pm</p>	<p><b>Vote: Unanimous</b></p>



Phil Willoughby  
Co-Chair



Debra Jonasson  
Secretary/Treasurer