

Takhini Elementary School Council
 Meeting Minutes
 School Library
 Thursday, March 12, 2015
 In-camera @ 6:30 pm, regular meeting @ 7:00 pm

Attendance

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

SUBJECT:

ACTION:

<p>1. Call to Order: 7:05 pm. Welcome and introduction of Trevor Ratcliff. Co-Chair Maureen Johnstone</p>	
<p>2. Approval of Agenda: Following addition to be made to agenda: Add an item to the 5. School Growth; 5.1 Support</p> <p>Motion: To accept the agenda with the addition of 5.1. Moved by: Phil Willoughby; Seconded by: Heather Dundas</p>	Vote: Unanimous
<p>3. Approval of Minutes: Adoption of meeting minutes for February 12, 2015 minutes. Maureen read the action items from the minutes and they were appropriately resolved.</p> <p>There was a discussion on the formatting of the meeting minutes; it was decided to move to a point form version of meeting minutes going forward. Recommended changes were suggested by both Maureen and Heather and these changes will be made and then the minutes will be resent to members for review and will be approved at April's meeting.</p>	
<p>4. Community Issues/Items Candice brought up the bussing on/off loading issue. The crosswalk is still an issue, a parent has volunteered at the crosswalk every morning. Discussion on obtaining an honorarium/gift card for this parent for her work on the crosswalk.</p>	

Trevor will run this situation by the Superintendent to determine any liability to the School/Department and find out about any possibility of liability.
Recommendation that this issue be front run by the School and if need be then the School/Administration can approach School Council for support.
This issue can be brought up for question during the Minister's visit in April.

5. School Growth Plan
a. Support

Lisa reported that the School Growth Committee still has to meet before the planned PD Day but the School Growth Plan will be discussed at the next PD Day.

Lisa thanked School Council for their support in sending herself and Katrina to William Roper School in Calgary.

Lisa read an article by Bruce Perry. Lisa reported what she has been doing to implement some of the principles they learned at the William Roper school that is helping the students at need in the school.

She noted Takhini Elementary has some unique needs and bringing in the required resources will mean fewer individuals needing extra help and support in the future. A question was raised about the tracking and measurement of the progress of students after this implementation. Discussion on the different ways of measuring the progress and the difference in behaviour in the school. Trevor suggests looking at a way to quantify this in the School Growth Plan for next year.

Recommendation to bring this forward to the Deputy Minister at the meeting in April.

Lisa suggested the Administration write a letter to the Department to show the measurement of the school's strategies. School Council is ready to support the Administration in getting more support in the school and their initiative.

The goal is to move ahead and for the School to get the required resources and for the students to receive the help they require. This needs to be put down on paper and articulated to the people within the Department to provide the resources.

Discussion on the staff relationship, staff transactions, staff absences, etc. which will also affect the success of the school and its initiatives.

The School Growth plan is a tool that will measure these staffing/administrative growth and work performances as well as school growth.

Positive feedback by Council towards school and administration for their commitment to the school. It was suggested this project be a topic at the School Growth meeting.

Candice asked if getting feedback from parents who have had children in the School go through struggles and how the new initiative has helped them grow within the school would be beneficial. These letters could also be part of the qualitative measurement when being articulated to the Department of Education.

It was suggested that a small report regarding the William Roper school be put into the newsletter as information for the parents.

6. Principal's Report:

Trevor reported that Irene LaPrairie is in the school helping with literacy with Kindergarten and Gr. 1; she has been hired full time. He commented that the school was allowed to take overflow Kindergarten and will be opening with 12 Kindergarten students. Lisa commented that the students who have been going to carving school have had a very positive experience. They are working on finding a new person to help with getting the students down to the carving school.


There has been a challenge with the playground construction and with equipment being left out, this has been addressed.

There will be a new Reading Recovery teacher starting in April.

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

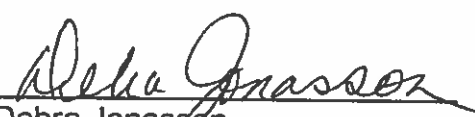
Current account balance is \$8,101.36.

<p>Lisa presented her hotel receipt for the trip to Calgary for reimbursement and Candice submitted the receipt for the purchase of decorations for the Mardi Gras breakfast.</p> <p>Motion: To accept the financial statements of February 2015 as presented. Motion by: Heather Dundas; Seconded by: Malcolm Mills</p> <p>7.1 Surplus Funds Approval Letter Debra informed Council that she received an email from Bob Walker and a reminder that any expenditure of surplus Council funds must be approved by the Minister. Council will need to provide a letter to the Minister requesting permission to spend the surplus funds.</p>	<p>Vote: Unanimous</p> <p>Action: Debra to forward a draft letter addressed to the Minister regarding the expenditure of all surplus funds, to all Members</p>
<p>8. Old Business and Correspondence:</p> <p>8.1 Youth Investment Fund Application/Chimes In the approval of the agenda, Phil will be completing the application and forwarding to Renee for review before sending in the application.</p>	
<p>9. New Business and Correspondence:</p> <p>9.1 AYSCBC Spring Conference Phil will attend the conference in April.</p>	
<p>10. General Discussion Maureen has ordered the t-shirts for the running club.</p>	
<p>10. Adjournment:</p> <p>Motion: To adjourn the meeting @ 8:44 pm. Moved by: Candice Francis; Seconded by: Malcolm Mills</p> <p>Next regular meeting: April 9, 2015 @ 7:00 pm In-camera @ 6:30 pm</p>	<p>Vote: Unanimous</p>



Maureen Johnstone
Co-Chair

Phil Willeyghby
Co-Chair



Debra Jonasson
Secretary/Treasurer

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Katrina Brogdon, Administrator	Jackie Shorty, Guaranteed Rep
Debra Jonasson, Secretary/Treasurer	

SUBJECT:

ACTION:

<p>1. Call to Order: 7:10 pm. Welcome to members. Co-Chair Maureen Johnstone</p>	
<p>2. Approval of Agenda: Following addition to be made to agenda: Add an item to the Old Business and Correspondence; 8.2 Mardi Gras Family Breakfast</p> <p>Motion: To accept the agenda with the addition of 8.2.</p> <p>Moved by: Candice Francis; Seconded by: Phil Willoughby</p>	Vote: Unanimous
<p>3. Approval of Minutes: Adoption of meeting minutes for January 8, 2015 minutes. Debra read the action items from the minutes and they were appropriately resolved. The meeting minutes were accepted as presented by email.</p> <p>Motion: To accept meeting minutes for January 8, 2015 minutes as presented. The Chimes item of 6. Principal's Report and the Buttons action item, 7.1 School Council Budget Allocation to be brought forward in meeting; Bussing action item, 4.1 Loading and Offloading Bussing Issue will be discussed during the agenda.</p> <p>Moved by: Candice Francis; Seconded by: Heather Dundas</p>	Vote: Unanimous
<p>4. Community Issues/Items No new issues.</p>	

5. School Growth Plan
Katrina noted that at the recent Pro-D Day there was some discussion and work on the School Growth Plan. There has not been a meeting recently.

The next Pro-D Day is April 24; this is a School Growth planning day and they will definitely have a meeting before this date regarding the School Growth Plan.

6. Principal's Report:

The student enrollment numbers are stable, 175, although students went in and out during the last month.

Calendar Updates:

Next week Mardi Gras Family breakfast.

On Feb. 19 @ 1:00 pm: there will be a Cancan Dancers performance as one of the teachers is in the Cancan Review.

Feb. 25: The School assembly in the afternoon is moved to 9:30 because of some classes are swimming in the afternoon.

Report cards are going home March 6, rather than February 27.

The next School Council meeting is scheduled for March 12; Katrina will not be here for this date. The decision is to keep the date the same and have the new VP attend in Katrina's absence.

Katrina gave an update on the trip to William Roper School in Calgary. It was an intensive couple of days and well set up for visitors. They had a tour of the school and were allowed to sit in in some of the class rooms. The set up for this school is interesting and is has been a partnership between the Calgary School Board and Family Services for many years now. There are approximately 85 students, grades K-12. About half the students live on-site as they are wards of the State; the rest of the students are bussed in or brought in from all over Calgary. Most students are in primary/intermediate level with a few high school students. Students are there from a year to many years. The goal is to integrate these students back into the regular school system. There is a good transition system for these students to return to their home school system. They were impressed by how seamlessly the Calgary Education Department and the Family Services Centre worked together with the school staff. Everyone in this school is well trained as a trauma informed school. There is 80 staff at the school to meet

the needs of 85 children, all of the staff members of every level are expected to perform positive experiences with all the students and they do this. Katrina and Lisa took in a lot of information in regards to the training these teachers get, it is very expensive training and time consuming, she is unsure if this is something this school will make an investment in but feels there is a lot of valuable information that can be implemented here. There was discussion about creating a classroom to handle the emotional/developmental needs before addressing educational needs. This has not been widely received by other principals and the superintendent as it does not necessarily represent inclusive education.

One item Katrina has been advocating for all year is extra staffing and may not get any further resources as the FTE allocation is based on end of year numbers rather than the current year school numbers. The Department is aware that the school needs more staffing and that is being addressed. Geoff Muldoon is now full-time. There is a new VP for the School, Trevor Ratcliffe will be here until the end of the year. He will work with the Grade 7's in the afternoons. He will be assisting with literacy support. He also gets a hour a day for VP time.

John Wright, retired principal, is volunteering here a couple of days a week, taking a couple of students a week down to Native Expressions to carving lessons, staying and bring them back and helping and in a couple of other areas as well.

Bev Avano has Out Reach Program, Learning Together and does not have a school she can run her program out of and approached Katrina if she could work out of the School and Katrina agreed yes. It is just a morning program. She will work with students in the School that have learning gaps. She begins Monday.

Maureen asked what is next in regards to the trauma training learning that was brought back from the Calgary School. Katrina is looking at training for teachers and will plan it for next year.

Katrina also wants to look at self-regulation for children who need and would benefit from this. She is exploring the idea of how they can fit the two learnings of self-regulation and trauma training into the school to benefit the students.

Action: Phil will take the lead on drafting the letter to the Minister to be sent out in the two weeks. He will have a draft letter to circulate to members by next Wednesday, February 18. He will also invite the new minister to the April meeting to discuss the bussing issue.

<p>School Council will send a thank you letter to the Department for their support and financial contribution towards this training trip for the School Administration. It is the intent of School Council to continue the dialogue with the Department around incorporation of trauma informed practices into Takhini Elementary School. Phil believes there should be some type of measurement, wonders what William Roper school had in place as a measurement that could maybe be transferred to this school if they use the training and implement a program within this school. Katrina talked about the self-regulation profile done at the beginning of the year and how they can use this when implementing this program and then can look again at the end of the year to see if there has been an improvement.</p> <p>Discussion on this program and how to measure the success of implementing the Bruce Perry trauma school training into the school.</p> <p>Maureen asked about the RPAY funds to bring in trainers to train students on playground games. Katrina responded that they had two members from Environment in to talk about outdoor games and Katrina asked if they would be willing to teach some of teachers these outdoor games and they agreed to do this.</p> <p>Update on Partner school in Kenya - Grade 6 class contributed \$600; the poker night contributed \$300; the total from all fundraising was \$1,100 given to John to support their partner school in Kenya.</p>	<p>Action: Katrina and Lisa to submit receipts for their trip to the Calgary school for reimbursement by Council.</p>
<p>7. Treasurer's Report: Debra had forwarded the financial statements for January 2015 by email.</p> <p>Current account balance is \$8,489.41.</p> <p>Motion: To accept the financial statements of January 2015 as presented. Motion by: Malcolm Mills; Seconded by: Candice Francis</p> <p>7.1 Budget Plan – Youth Investment Fund: Discussion on the expenses Council wishes to support and the grand total of all these programs. Right now there is a total of</p>	<p>Vote: Unanimous</p>

approximately \$6,000 dedicated to the current projects and future honorariums. This leaves a balance of \$2,000 at the end of fiscal year.

There was discussion on possibly purchasing hockey jerseys for the school for the next hockey tournament for the students to wear. A recommendation will be made to the School to consider purchasing of school hockey jerseys.

8. Old Business and Correspondence:

8.1 Bussing Issue

Katrina noted that there was a safety course last week for staff. At this course, she brought up the bussing unloading/offloading issue to the principals at this course. She had contact from Stephen Amsbecker, Department of Education, Safety regarding the safety issue and discussion about the unloading/offloading situation. The letters that were also received regarding this issue are tabled with these minutes. The question was asked what the next step should be on Council's behalf. Phil suggests writing another letter to the Minister, especially as there is a new Education Minister and he was not part of the original letters/meetings.

Maureen is drafting a letter to the Department of Education to circulate to members, a thank you letter to the Department for their support in sending Katrina and Lisa to the William Roper School.

Also Katrina and the School will be taking over the management of their own website.

8.2 Mardi Gras Breakfast

Superstore, will as a team, provide all supplies and prepare for the Pancake Breakfast on February 17th.

Malcolm is looking after coffee/tea with Midnight sun.

Superstore will come in and set up all the food.

Dignitaries: As all Council members will be attending, they can also serve and greet.

Heather did make School Council buttons. There was discussion on whether name tags should be used.

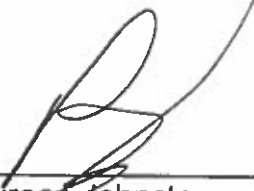
Maureen asked about decorations, some of the classrooms are

Action: Maureen drafting thank you letter to the Department for supporting Katrina and Lisa to attend the William Roper School.

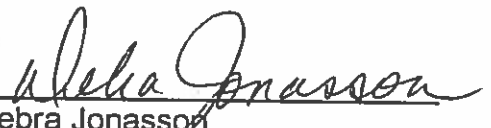
Action: Council to get some decorations. Confirmed that members can attend at 6:30 am to help set up tables. Malcolm will pick up the coffee.

Action: Katrina will put out a notice that serving begins at

<p>making some and Maureen stated that Council can pick up some decorations to decorate. It is advertised that they will start serving at 7:30 am. The contact at Superstore is Darren. Maureen and Candice will purchase decorations. Council has \$300 budgeted to this event. Suggestion that more eggs be ordered rather than the 10 dozen noted; aprons will be purchased for council in similar colours to identify them.</p>	<p>7:30 am. Action: Purchase decorations, aprons and more eggs for the Breakfast</p>
<p>9. New Business and Correspondence: 9.1 Youth Investment Fund Discussion about obtaining some funds from the Youth Investment Fund to help provide funding for the purchase of the hand chimes for the school which would fit into the parameters of the Youth Investment Fund application. Discussion on how much funding to apply for with the Fund and what they should be used for.</p>	<p>Action: Phil will email Katrina tomorrow about the chimes and then once that is confirmed, Phil proposes that Council apply through the Youth Investment Fund for funds for the purchase of a full set of chimes. Phil will get the application completed when needed.</p>
<p>10. Adjournment: Motion: To adjourn the meeting @ 9:13 pm. Moved by: Malcolm Mills; Seconded by: Phil Willoughby Next regular meeting: March 12, 2015 @ 7:00 pm In-camera @ 6:30 pm</p>	<p>Vote: Unanimous</p>



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