

Takhini Elementary School Council  
Meeting Minutes  
School Library  
Thursday, Thursday May 14, 2015  
In-camera @ 6:30 pm, regular meeting @ 7:00 pm

**Attendance**

<b>Present:</b>	<b>Guests:</b>
Phil Willoughby, Co-Chair	Doug Graham, Minister of Education
Malcolm Mills, Member	Trevor Ratcliff
Heather Dundas, Member	Lisa Evans
Maureen Johnstone, Co-Chair	Angela Gayle
Katrina Brogdon, Administrator	Jacqueline Carew
	<b>Regrets:</b>
	Candice Francis, Member
Debra Jonasson, Secretary/Treasurer	

**SUBJECT:**

**ACTION:**

<p><b>1. Call to Order: 7:02 pm.</b></p> <p>Phil welcomed everyone and asked everyone to introduce themselves. He thanked Mr. Graham for attending.</p> <p>Discussion about the First Nation Guaranteed Rep for School Council; it was noted that there currently isn't one.</p> <p>Mr. Graham will speak to the Kwanlin Dun Chief about the opening for a First Nation guaranteed representative at this school.</p>	
<p><b>2. Presentation to Minister of Education, Mr. Doug Graham</b></p> <p>Mr. Graham explained his purpose in getting to all school councils is to listen and work with them.</p> <p>Heather began the School Council presentation on SWOT (Strengths, Weaknesses, Opportunities and Threats) by looking at the internal strengths of the school. She noted positive changes and commitments that have been made in Takhini school.</p>	

Maureen spoke to the internal weakness that Council has noted in the school. Lisa mentioned a concern about protocol for students coming in from another jurisdiction; they do not come with the resources they need and the resources are not presently in the school for their needs.

Trevor noted another issue with transient (and overflow) students; parental engagement is much more difficult in school activities and the community. Lisa noted a huge issue with absenteeism as well, especially in the primary grades. Phil, Malcolm and Maureen all related stories about considering moving their children from the school because of learning disruptions that occur within the school. Lisa noted that coming from Elijah Smith school she had not previously witnessed the kind of physical abuse by students that has taken place at Takhini in school.

Phil continued by discussing the external threats that Council sees for the school. Mr. Graham asked what percentage of transient students is at the school. Katrina noted that 65 students entered the school after school began last fall, some of these have left and then returned again. Most of these students are from out of territory. She estimates about 40% of the students are transients.

Malcolm presented the external opportunities that Council feels could support the school and make it a better environment for students and teachers. Malcolm noted that base-line numbers do not actually reflect what the school deals with throughout the school year.

Trevor asked if an exit survey was done with the previous Principal and Vice Principal when they left three years ago; he feels it may be worth looking into to see what was in it. Lisa noted how having a couple of extra staff join the school this year has made a large difference in the school, along with the training that they received during the trauma school visit in Calgary.

Malcolm feels that the staff are working in a constant alarm state because there are so many 'fires' on a daily basis that need to be dealt with. There are aggressive parents required to be dealt with by staff. Angela mentioned that there have been violent issues in her classroom which is a Grade ½ class.

Katrina noted, as out-going principal, that there are many great things about this school, the staff are a great asset and this school has a supportive Council. She loves the school and her job, but she is worried about her health because of the stress, lack of sleep and long hours that she needed to put in at this school. She feels there has to be support from the Department when there are students being violent to staff. It has become an unsafe work environment. Katrina feels there needs to be a bridge between the school, Department and parents to make this a safe school.

Phil asked for feedback from the Minister after listening to the presentation. Mr. Graham did not realize the extent of the situation that was outlined tonight. He noted the Department will be coming up with a policy on safety which has been left in a large part to individual schools. He stated there needs to be a policy that lays out the bare minimum allowed within a school and then if this is breached, the Department has to provide the school with resources to deal with these issues.

He noted there will be additional EA's added to the roster for next year; improving the number in Kindergarten through Grade 3. Mr. Graham stated there will be an EA allocation committee again; this work has already started.

He noted that the College also needs to become involved in this issue as they are part of the situation with the transient students being brought in.

He feels it is important to get teachers out to get the training that is required.

The Department does note the safety issues but cannot currently promise more resources than what the school has now. There was discussion about the method how resources are assigned and how to try to resolve this. Phil noted that as school is designated an overflow school then there should be a different set of measures for assigning resources and Mr. Graham agreed with this. Discussion on how to bring more resources to the school and the options that may be available. A question was raised asking if there was an opportunity to work with the NWT and possibly set up a liaison with them regarding the transfer of students. Mr. Graham noted that he has approached them before and there is no chance of this as they will not engage. Mr. Graham will come back next month if he has more input for the Council.

<p><b>3. Approval of Agenda:</b> Agenda was accepted with the changes/deletions and deferments.</p> <p>Mr. Doug Graham, Minister of Education, add to agenda.</p> <p>3. Adoption of Minutes – Deferred to next meeting.</p> <p>4. Community Issues/Items – Deferred to next meeting.</p> <p>5. School Growth – Deferred to next meeting.</p> <p>6. Principal's Report – Deferred to next meeting.</p> <p>8.1 Bussing Issue – Deferred to next meeting.</p> <p>8.2 Youth Investment fund – Deleted from agenda.</p> <p><b>Motion:</b> To accept the agenda with the noted changes.</p> <p><b>Moved by:</b> Malcolm Mills; <b>Seconded by:</b> Maureen Johnstone</p>	<p><b>Vote: Unanimous</b></p>
<p><b>3. Approval of Minutes:</b> This item was deferred to the next meeting.</p>	
<p><b>4. Community Issues/Items</b> Deferred to next meeting.</p>	
<p><b>5. School Growth Plan</b></p> <p>Katrina will obtain a copy of the old discipline policy to look at. It was noted that the school needs some teeth from the Department to deal with violent issues.</p> <p>It was agreed to defer the School Growth and Community items.</p> <p>There is another meeting May 26 to meet with Simon re: school review.</p>	
<p><b>6. Principal's Report:</b></p> <p>Katrina provided only a short verbal report.</p> <p>Katrina noted that capital project proposals have been submitted.</p> <p>The Innovation Grant was submitted, the school is asking for more sound equipment and now the possibly of a set of hand bells.</p> <p>The school is just finishing Cultural Week, the theme was to keep it low key and it was. They had some successful activities, with very successful presenters and workshops. Teachers and staff helped with the organization.</p>	

Running club is going well, members have completed a couple of runs and more are upcoming.

Katrina noted a change; on May 29th there is a multi school-wide elementary track meet for Grade 5/6 students and they will do alternative track meet exercises. Takhini School has instead decided to do an in-house Takhini School "real" track meet. Some of the teachers will be setting this up, and it will have relays, individual runs, shot put, long jump, and high jump. It will be for Grades 4-7 and the goal is to get them to all participate in at least 3 activities. The school is hoping to make it an annual event if it is successful.

Big events coming up: Kindergarten Orientation on June 5; School Review on May 26; Grade 7 Farewell Assembly on June 12<sup>th</sup>. Katrina noted that they would like Council attendance at the graduation assembly. It begins at 10:30 am. June 9, is the year end event and she would like Council attendance at this event as well.

Discussion about having school policy that administration staff meet with the family when a new student enters the school and having the Department aware of this policy so they can advise new families of the procedure is for entering this school.

The School Review is on track, All teachers and staff have an opportunity to speak with Simon and the Team. The Team is made up of teachers/administrators from other schools, one First Nations representative and a couple of parents.


Most of the postings for vacant positions are done and have gone out, one needs to go out yet. Katrina noted all the placements for the upcoming year.

Staff were told by the Superintendent that Vice Principal time can be increased, but that time needs to come out of internal staff time as no extra time will be allocated.

Takhini is hoping to host a counselling practicum student next year for 10 hours a week at the school. Waiting for approval from the Department for this placement.

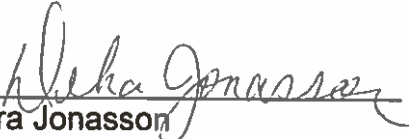
<p>Katrina did not have current enrollment numbers as the enrollment program was not working; however there are approximately 160 students currently enrolled.</p>	
<p>7. <b>Treasurer's Report:</b> Debra had forwarded the financial statements for April 2015 by email.</p> <p>Current balance is 6,538.16.</p> <p><b>Motion to adopt the April 2015 financial statement as presented by email.</b>  <b>Moved by: Heather Dundas; Seconded by: Maureen Johnstone</b></p> <p>Budget Plan – deferred</p>	<p><b>Vote: Unanimous</b></p>
<p>8. <b>Old Business and Correspondence:</b></p> <p><b>8.1 Bussing Issue</b> Defer to next meeting.</p> <p><b>8.2 Youth Investment Fund Application/Chimes</b> This item was deleted from the Agenda as the application was rejected.</p>	
<p>9. <b>New Business and Correspondence:</b></p> <p>9.1 Grade 7 Farewell - June 12<sup>th</sup>:</p> <p>Discussion on what School Council can do for the Grade 7 class. Maureen asked for a list of Grade 7 students that will be graduating, Jacqueline will provide the list, there are about 15-18 students.</p> <p>Council discussed what they could do for the students. The decision was to give a \$15 gift card to Mac's Fireweed to every student.</p> <p><b>Motion to give Mac's fireweed gift certificates to the Grade 7 students as a farewell gift, to a maximum of \$400.00</b></p> <p><b>Motion by: Malcolm Mills Seconded by: Heather Dundas.</b></p>	<p><b>Action:</b>  <b>Jacqueline to supply Maureen with a list of Grade 7 students.</b></p> <p><b>Vote: Unanimous</b></p>

<p>The staff will be recognizing Katrina's departure.</p> <p>Jaqueline noted that the school in the past has recognized volunteers in the school, teachers present a list of volunteers that have helped them throughout the year, then their names are added to the year-end program and envelopes are prepared with a small gift inside and presented to them at the year-end event.</p> <p>June 12 – Year End BBQ: Phil asked if Council does anything to support this event. Maureen noted not at this time; they will wait to hear a request from Katrina first.</p> <p>9.2 Principal Transfer</p> <p>Maureen noted that the posting is out, the competition closes May 19. Phil and Maureen meet Penny on the 20th to short list the applications and interviews are scheduled the following week. Probably a week thereafter, they should know the successful candidate. They are hoping to have some overlap at the school with Katrina and the successful candidate.</p>	
<p><b>10. Adjournment:</b></p> <p><b>Motion:</b> To adjourn the meeting @ 8:54 pm.  <b>Moved by:</b> Malcolm Mills; <b>Seconded by:</b> Heather Dundas</p> <p><b>Next regular meeting:</b> June 11, 2015 @ 7:00 pm  In-camera @ 6:30 pm</p>	


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Phil Willoughby  
Co-Chair


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Debra Jonasson  
Secretary/Treasurer

**Financial Statement as of May 31, 2015**

**Takhini Elementary School Council**

Regular Meeting

11-Jun-15

School Library

For the period beginning July 1, 2013 to June 30, 2014

**Contributions:**

Opening Balance	5,088.78
YTG Funding Agreement for (2014-2015)	6,125.00

**Deposits**

Yukon Government-Reimbursement for Fall Conference	300.00
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<b>TOTAL</b>	<b>11,513.78</b>
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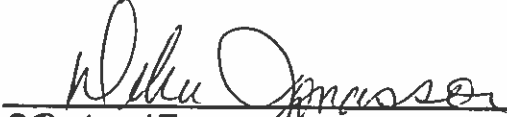
**Expenditures:**

	<b>May</b>	<b>Year to Date</b>
Honoraria:		
Council Members	450.00	\$3,075.00
Secretary / Treasurer	150.00	\$1,300.00
Miscellaneous		\$1,086.99
Bank Charges	3.75	\$167.38
<b>TOTAL</b>		<b>5,629.37</b>

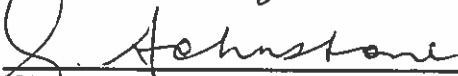
Amount of **cheques not rendered** **225.00**  
(Chq #222 - \$62.50; #223 - \$50.00; #225 - \$50.00; #227 - \$62.50)

<b>BALANCE:</b>	<b>6,109.41</b>
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Certified Correct

  
Secretary / Treasurer

Certified Correct

  
Chair

Date: June 11/15



## Chequing

4 Jun 2015

CAD Chequing 09950-1015122

Show All Transactions for May 2015

Date	Description	Withdrawals	Deposits	Balance
22 May 2015	CHEQUE - 224	150.00		6,109.41
22 May 2015	CHEQUE - 228	62.50		
22 May 2015	CHEQUE - 221	62.50		
15 May 2015	CHEQUE - 225	50.00		6,384.41
15 May 2015	CHEQUE - 223	50.00		
6 May 2015	CHEQUE - 217	50.00		6,484.41
1 May 2015	MONTHLY FEE	3.75		6,534.41

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