

Takhini Elementary School Council
 Meeting Minutes
 School Library
 Thursday, December 11, 2014
 In-camera @ 6:30 pm, Regular meeting @ 7:00 pm

Attendance

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

SUBJECT:

ACTION:

<p>1. Call to Order: 7:08 pm. Welcome to members.</p>	
<p>2. Approval of Agenda: Change date of next meeting to January 8, 2015. No other additions to the agenda.</p> <p>Motion: To accept the agenda with the change.</p> <p>Moved by: Candice Francis; Seconded by: Malcolm Mills</p>	Vote: Unanimous
<p>3. Approval of Minutes: October 9, 2014 and October 23, 2014 Meeting minutes October 9, 2014; 4. Community Items: Guest presentation, remove 'aves' in the middle of the sentence this is a typing error.</p> <p>October 23, 2014 minutes; Change the spelling of Candice's name.</p> <p>Motion: To accept meeting minutes for October 9 and October 23, 2014 as presented with the changes noted.</p> <p>Moved by: Heather Dundas; Seconded by: Candice Francis.</p>	Vote: Unanimous
<p>6. Principal's Report:</p> <p>Moved Principal's report up to the #4 position so Katrina could leave early.</p> <p>The enrollment is 169 students for this month. Katrina is very proud of all the clubs that are active within the School, the after school sports are sponsored by Skookum Jim Centre.</p>	

She commented on the great job done by the children playing the hand bells at the Christmas concert earlier today.

Noted that the concert was today; next week is carol singing in the morning from 9:00 to 9:15, Monday to Thursday. Friday the caroling will start at 10:45 with a longer caroling time and then there will be the gift basket give away.

Next Friday afternoon there is a whole school swim.

Next Thursday at 1:00 pm is the .25 garage sale of donated items. The students bring their money and they can do some 'shopping' for Christmas gifts. There will also be a cake walk.

December is busy but January will slow down some.

The staff have started the Foundation Skills Assessments for the school standardized testing.

Lisa and Katrina were approved for their leave to visit the School in Calgary.

Facility issues; the playground construction is officially halted until spring. The curtains for the stage are old and difficult to be repaired because of their size and age. They are trying to get these replaced. Katrina has put in a request to have the stage replaced next year. They are hoping to have sea cans for storage and then can use the stage for classroom space for dancing/music .

The School will be have a hazardous building assessment done this weekend, they perform a walk through to make sure the building is safe and to see if there are any hazardous materials around and if they are safely being stored.

Two staff members have their contracts extended; Dennis MacKay is extended to the end of the year and Lois Johnson, reading recovery teacher, her contract is extended to March 12. Katrina finished her Procurement 101 course.

Some staff members going out for non-violence intervention courses next week.

Phil commented on the Christmas concert and noted that it was very well done and enjoyable.

Phil asked how Will is doing. Katrina commented that she is currently on long term medical leave; Katrina is not sure when she will be back and how long she will be off. She is concerned about this issue and about Will's health. Lisa Evans has taken over a lot of the VP duties to help out for now. Jeff Muldoon was hired as an intermediate LA teacher (.5) for the rest of the year but has been helping to cover Will's classes in the mornings.

Phil mentioned the letter that was required by Katrina for after school activities, Katrina will forward the letter to Phil.

Action: Katrina to provide Phil with the draft letter regarding the after school activities so that Council can sign off on it.

Phil brought up school calendar, there have been requests from parents to have a calendar go home; Katrina will put out a January through June calendar at the beginning of January.

Action: Katrina to produce a school calendar that goes out to all parents at the beginning of January that includes January through June.

Phil thanked Katrina and staff for their efforts and for working through a very difficult week.

Katrina made some comments about some of the difficult issues faced this week.

Malcolm asked if Will could receive flowers, Katrina noted that she does not want flowers. Heather suggested that a card could be sent and possibly puzzles, etc.

Noted that they had their staff party Saturday night and that it was a very good turnout and it was a great event.

Phil asked if there was any more information about the bussing issue. He was unable to come up with any info and Katrina has not have time to address this issue. Malcolm did have a bus driver with a bus go through the parking lot loop to test it and she said it would not be a safe option, especially with children onboard; this would not be an option for the bussing issues.

Katrina noted that then we need to look at having a retrofit done at the school to accommodate the loading and unloading of students. Phil noted that this item will be deferred to the next meeting.

3. Approval of Minutes: Continued.

Council returned to the approving of the November 20 meeting minutes.

Corrections: Page 2. 3rd paragraph: change 'has' to 'have' the

busses moved.

Page 2, 6th paragraph: 'Heather also suggested having.....and determine ___the turning, the word 'if' needs to be inserted.

Page 2. 5. Principal's report. Paragraph 2: Change 'staffs' to staff. Paragraph 6: Katrina to draft letter needs to be made an 'action' item.

Page 3. Paragraph 7: Motion: 'his' venture changed to 'this' venture.

8. Banking: This item should be made an action item.

8.3 Amanda Bartell Presentation: Change wording regarding the discussion on the popcorn maker and it should be noted that the decision is not Candice's to make but she would look at whether the one at her work is available for sale and then a decision could be made from this.

9. Heather suggested the wording of this discussion should be better reflected with the following: 'She also asked if there is currently any connection between the College and the School in regards to using their bouldering wall. Some discussion on this and its feasibility.

Heather open to looking into what is available for the School to use at Yukon College in regards to using their facilities for School activities.'

Heather will look into getting information on this and then provide this information to Katrina for her review.

Phil does not believe it is necessary to bring this information back to Council before forwarding to Katrina, Candice feels that cc'ing council in the email when she sends this information to Katrina will be sufficient.

Discussion about how many students at the School would be children of students of the College and if this link would help with the idea of accessing some of the facilities that the College has.

Phil does not want Katrina to feel that this issue is one that needs to be pursued but that the option is there and Council can help support if required.

Debra will make the above noted changes to these meeting

Action: Debra will

<p>minutes and then bring back to next meeting for signing.</p> <p>Motion: That the November 20 meeting minutes be corrected sent out for review and then brought back to the next meeting for signing.</p> <p>Moved by: Malcolm Mills; Seconded by: Heather Dundas</p> <p>Council members requested the meeting minutes be sent out a week after the meeting has occurred for follow-up, corrections, changes and review of action items. It was also agreed to add Katrina to the meeting minute's list.</p> <p>Heather suggested taking the action items from every meeting and have them sent out right after the meeting as separate action items list, set apart from the meeting minutes. Candice suggested that for now, we use the meeting minutes and look for the highlighted Action items on the minutes and not have a separate Action items list sent out.</p>	<p>make the noted changes to the meeting minutes, forward them to members for review and bring them back to the January meeting for approval.</p> <p>Vote: Unanimous</p> <p>Action: Debra to forward the meeting minutes to all members one week following the meeting date.</p>
<p>4. Community Issues:</p> <p>4.1 Loading and Offloading Bussing Issue</p> <p>Discussion on how to go forward on this issue and who to approach on having the retrofit done to accommodate the loading and unloading, unsure of how to approach this issue and where it should be forwarded to, is it a capital expense/which budget would it come from. This project is a huge expense and would need to be included in a capital budget, which it is currently budget time now with YG for next year.</p> <p>Malcolm suggests a follow up letter to the Department to ask how we go forward with this issue.</p> <p>It was also suggested that Council send a supplemental letter to</p>	

<p>Highways as well as it may involve more than one department. Phil would like to move ahead faster and would also like to involve Katrina in this process as well.</p> <p>Malcolm offered to ATIPP the information on the Whitehorse Elementary school parking lot retrofit to review the information on their project. Malcolm mentioned that he could ATIPP this information on behalf of School Council. Discussion on obtaining this information and how would it affect Katrina and her position within the Department, Council wants to be careful not to put her in an awkward position by giving her any of the information received in the ATIPP request. Phil feels that we should allow the fact finding from Katrina's side to unfold first. He is not in disagreement with getting this information through ATIPP but the timing is not quite right and feels Council should allow the process to unfold this route first. Council will wait before requesting the ATIPP information. Malcolm suggested that if anything changes before the next meeting and if any information is wanted or required then Malcolm will go through ATIPP and get the information wanted.</p> <p>Will bring forward to next meeting and go forward.</p>	<p>Action: Phil will do a follow up email with Katrina to ensure that she does a fact finding mission to find out more information from the Department on how to proceed with this issue. He will also attempt to contact the Principal of Whitehorse Elementary as well.</p> <p>Action: This item is to be brought forward to the next meeting agenda.</p>
<p>5. School Growth Plan: Defer to next meeting and keep ongoing on Agenda.</p>	<p>Action: This item is to be brought forward to the next meeting agenda.</p>
<p>7. Treasurer's Report: Debra had forwarded the financial statements for October and November 2014 by email.</p> <p>Motion: To accept the financial statements of October and November 2014 as presented.</p> <p>Motion by: Candice Francis; Seconded by: Malcolm Mills</p> <p>7.1 T4A Information:</p> <p>Debra asked Council members if they had given their SIN information to the Department or if they needed to complete the forms sent out by the Department. All members confirmed they had given their T4A information when they were sworn in. Debra to follow up with the Department if the forms are required.</p>	<p>Vote: Unanimous</p> <p>Action: Debra to follow up with the Department if T4A form information is required.</p>
<p>8. Old Business and Correspondence:</p>	

<p>Phil has the letters at home regarding the bussing issue, will bring them to the next meeting for filing.</p> <p>Malcolm will remind Katrina to bring a follow up for the hand chimes with Dorothy.</p> <p>Candice did speak with Amanda about the popcorn popper and Amanda will look into purchasing other used machines and bring this back to school council. Some discussion on the viability of having this machine in the school.</p>	<p>Action Items: Phil to bring letters from home for filing.</p> <p>Malcolm to remind Katrina to bring follow up for hand chimes request.</p> <p>Amanda to get back to Council regarding the results of her fact finding mission on purchasing a used popcorn popper.</p>
<p>9. New Business and Correspondence:</p> <p>Meeting minute's format: Everyone likes the new format, will use highlighting for Action items and names assigned to them. Will continue to use this new format.</p> <p>9.1 Heather has another item: A get well card for Will;</p> <p>Suggestions on what could also be given as a get well gift, Malcolm suggested an iTunes card and have both brought to the school to give to Katrina who could forward them to Will.</p> <p>Motion: To purchase a \$25 iTunes card and get well card for Will.</p> <p>Motion by: Malcolm Mills; Seconded by: Candice Francis</p> <p>Candice offered to pick up the gift card and card and drop it off to Katrina by Monday.</p> <p>9.2 Council Get Together:</p> <p>Heather wanted to know if members wanted to meet for a Christmas cheer gathering before Christmas if time restraints allowed for it or maybe have one next year if not possible this year. Or Council members could wear Christmas hats and bring cookies/goodies to the school one morning to spread some</p>	<p>Vote: Unanimous</p> <p>Action: Candice to purchase iTunes card and get well card and deliver to the school on Monday.</p>

DRAFT - A G E N D A
TAKHINI ELEMENTARY SCHOOL COUNCIL
Regular Council Meeting
December 11th, 2014
School Library
7:00 PM

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes: Minutes of Regular Meetings, October 23 and November 20, 2014
4. Community Issues
 - 4.1 Loading and offloading bussing issue
5. School Growth Plan
6. Principal's Report
7. Treasurer's Report
7.1 T4A Info
8. Old Business and Correspondence *- letters - phil*
9. New Business and Correspondence
10. Adjournment:
Next regular meeting: *January 8, 2015*
~~December 11th, 2014~~



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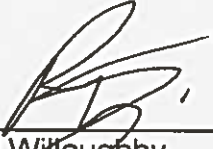
10 Dec 2014


CAD Chequing 09950-1015122

Show All Transactions for the last 2 weeks

Date	Description	Withdrawals	Deposits	Balance
5 Dec 2014	CHQ PRINTING FEE -CHQ/DEP ORDER	121.93		10,506.85
1 Dec 2014	MONTHLY FEE	3.75		10,628.78

<p>Christmas cheer to the staff and school. Members felt that coming into the school and doing a quick thing to thank the staff would be agreeable by all. Decided to do a veggie/fruit tray on Monday and bring it to the staff lounge for the staff on behalf of School Council.</p> <p>Motion: To purchase fruit and veggie trays up to \$50 to be delivered to the school for Monday.</p> <p>Motion by: Malcolm Mills; Seconded by: Candice Francis</p> <p>Phil will pick up the trays and deliver them to the school.</p>	<p>Vote: Unanimous</p> <p>Action: Phil to purchase fruit and veggie trays and deliver to the School on Monday, December 15.</p>
<p>General Discussion:</p> <p>More discussion on Communications between the Administrator and School Council and it will be followed up with.</p>	
<p>10. Adjournment:</p> <p>Motion: To adjourn the meeting @ 9:15 pm.</p> <p>Moved by: Heather Dundas; Seconded by: Malcolm Mills</p> <p>Next regular meeting: January 8, 2015 @ 7:00 pm</p> <p style="text-align: center;">In-camera @ 6:30 pm</p>	<p>Vote: Unanimous</p>


 Phil Willoughby
 Co-Chair


 Debra Jonasson
 Secretary/Treasurer