

Takhini Elementary School Council
 Meeting Minutes
 School Library
 Thursday, January 8, 2015
 In-camera @ 6:30 pm, regular meeting @ 7:00 pm

Attendance

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

SUBJECT:

ACTION:

<p>1. Call to Order: 7:04 pm. Welcome to members.</p>	
<p>2. Approval of Agenda: Following changes to be made to agenda: Add an item to the Principal's report; 6.1 Raise the issue of the removal of boxes on side of school; 6.2 Speak to the concern of the Safety Sash for the cross walk at the school and bring back information on these issues. Add Item under Treasurer's Report: 7.1 School Council Budget; what is our budget for the upcoming year, what are we planning to contribute to this year?</p> <p>Motion: To accept the agenda with the changes.</p> <p>Moved by: Candice Francis; Seconded by: Heather Dundas</p>	<p>Vote: Unanimous</p>
<p>3. Approval of Minutes: Adoption of meeting minutes for November 20 and December 11, 2014 minutes. Maureen suggested removing the personal information regarding Will's illness from the meeting minutes for her confidentiality.</p> <p>Nov. 20 – Change spelling of Amanda Bartle's name in minutes.</p> <p>Motion: To accept meeting minutes for November 20 and December 11, 2014 minutes as presented with the changes noted.</p> <p>Moved by: Candice Francis; Seconded by: Malcolm Mills</p>	<p>Vote: Unanimous</p>

<p>4. Community Issues 4.1 Loading and Offloading Bussing Issue Katrina has not spoken to the Department yet about this issue and Phil has not spoken with Whitehorse Elementary as yet either. Both will action these items for the next meeting.</p> <p>Malcolm asked Katrina about the crosswalk lights in front of the school. He noted that they had not been working and Katrina has already reported the issue to the City of Whitehorse.</p>	<p>Action: Katrina to speak with the Department of Education and Phil to speak with Whitehorse Elementary regarding the issue of bus loading and unloading the possibility of having a bus pull out installed.</p>
<p>5. School Growth Plan Phil asked if there are updates regarding the School Growth Plan; Katrina noted that there are new dates for the School review which are May 26 & 27.</p> <p>Katrina wanted to know if SC wants to know if SC wants to change meeting date for May so they can discuss the School Review. One option is to have a special meeting on the Tuesday, May 26, to meet with Simon which is the first day of the School Review to allow discussion with him. This would be an in-camera meeting. Council could keep May 14th as a regular meeting and then a special in-camera meeting on the 26th to meet with Simon.</p> <p>Katrina contacted Simon by text to get a confirmation of date and time. Simon texted back to confirm that he will meet with School Council on the 26th of May.</p> <p>No other school growth meetings are planned at this time.</p> <p>Katrina also presented a School Calendar for members. This calendar is an administrative version.</p>	

6. Principal's Report:

Katrina noted all of the upcoming School activities which are listed on her report.

Katrina noted that the \$.25 garage sale was a huge success with the students and the CBC interview went well. The Department thought it was wonderful and were enthused by the interview.

Katrina and the staff have many upcoming meetings.

Katrina noted there are a lot of things coming up in January.

There will be School Spirit Assemblies, celebrating student achievements. There is a Good Deed box, box made by Geoff Muldoon in which students/teachers can write on slips of paper when someone is caught doing well and enter these people in the draw, there will be draws each month.

Katrina is having a RPAY trainer coming out to train some of the older students on playground games which they can then implement on the school ground with other students.

Student Leadership – They are promoting Playground helpers, Recycle helpers.

Skiing and Snowshoe Program starts next week at lunch time. Katrina asked if anyone knows of any small sized ski boots that are available for donation, they are needed.

Science Fair is on February 26. Students will be presenting projects. Heather will assist by helping provide some judges for the Fair.

The next Dress up day is January 23; next theme is Sports Dress up day.

Family Literacy night on night of January 27 – big event.

Family breakfast is February 17 – will need School Council's assistance with this breakfast as volunteers. Mardi Gras Breakfast.

Fundraiser for Kenya school partner; it will be volleyball fundraiser event, open to community, on Saturday, January 31, 2015. Katrina also asked council if they have or know of any services that can be donated for this event.

Action: Heather to help provide judges for the Science Fair on February 26.

Action: School Council to organize and serve Family Breakfast on February 17.

She explained they are charging for people to play volleyball and will also have silent auction items and a potluck dinner. Katrina will be sending out an email invitation.

Katrina noted that the 3-way interviews are butted up against the Heritage Day holiday because of the way the calendar falls this year.

Katrina stated that the school's focus for Pro-D days is looking at priorities and organization around classroom structure within the school, i.e. self-regulation. Phil asked if there is opportunity for Council members to be present when they do a report to staff or Pro-D day regarding the Calgary School trip.

Staffing: Will is gone the rest of the year. Katrina to look at the staffing, scheduling and hiring a replacement. Katrina is looking at utilizing staffing already in place and moving schedules around to accommodate this, not sure of the timeline for finding a replacement right now.

Denise Waldner, EA is also leaving, January 28 is last day, looking at hiring someone to replace her at this time.

Maureen asked about the hand-chime proposal, Katrina answered that a set was borrowed for the concert and they still have these chimes. Council is looking for her to come back with a follow-up regarding the purchase of a complete set of these hand chimes for the school. Katrina will bring back to Council or have the teacher come back to Council herself with an updated proposal.

175 is the current student population. There are two new students from Singapore.

Heather mentioned that she noticed that teachers out front were only wearing small safety sashes that were difficult to see and felt this was not enough visibility for their safety when they are out by the street with the bus loading and unloading. Katrina noted that the school does have safety vests and she will remind the teachers to wear the vests.

Action: Katrina will follow up with the teacher requesting funding to purchase a set of chimes as to whether this proposal is still required.

Heather asked about the possibility of getting the wooden boxes along the Normandy Road side of the School removed. Katrina did not know the history of the boxes except that they were used for recycling. Heather gave a brief history of the boxes; they were used as a community recycling centre. A concern is that a child could be placed into a box and locked in as the lock hasps are still on the box. Candice will talk to wood shop at Challenge and see if they want to come up and take them apart and take away.

Katrina wanted to ask about a sea can, what the costs are for a 20 ft. sea can. Phil did some price checking and \$3,000-\$3,500 is the cost for one. Malcolm suggested that another option is contacting a firm in Prince George which has empty shipping containers that can be bought for \$800 and up; if there is someone who has an empty trailer coming up the highway, it could be picked up. Katrina would like to get one for the school. Malcolm also suggested talking to Asset Control to see if YG possibly has some containers here already or may know how to obtain one. Phil emailed a contact about the possibilities of getting a sea can.

The question was raised about the need for a popcorn maker and Katrina noted that Amanda found a used, large popcorn maker on Buy and Sell and they have purchased it for the School.

Candice asked about the After School Program, Katrina was to follow up and will need to do that yet.

Amanda Bartle is in charge while Katrina and Lisa are away on course and there will be a sub for her position.

Action: Candice to speak with the wood workshop at Challenge to find out if they would be willing to dismantle the boxes and take them away.

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

7. **Treasurer's Report:** Debra had forwarded the financial statements for December 2014 by email.

Debra had asked all members to give their name and address for the T4A report.

Current bank account balance is \$9,469.35

Motion: To accept the financial statements of December 2014 as presented.

Motion by: Maureen Johnstone; Seconded by: Candice Francis

7.1 Budget Allocation for School Council:

Council has committed up to \$1,200 for the Calgary school trip. The hand chime cost is about \$800; the whole octave set is \$1,300. Heather that this is dependent upon the teacher who runs the program and to make sure that she will be around to keep the hand chime program in place and make the expenditure worthwhile to the School.

Maureen also wants chat about the t-shirts for the running team. Discussion on how much funding will be required to purchase new t-shirts, and decided that Council would spend approximately \$350 for new shirts.

Mardi Gras breakfast will be approx. \$300-\$400.

Estimated total of \$2,750 to be spent by Council on School projects.

Council also contributes to one of the BBQs, and talked about also the possibility of donating something for graduation. Phil suggests allocating \$250 to this event.

Maureen recommends bringing this forward to the next meeting and also to start getting the t-shirts done. Malcolm suggests having a t-shirt made for Maureen as well.

Malcolm asked if Council has made a contribution to the literacy night in the past. It was confirmed that this has not been done in the past.


Vote: Unanimous

Action: Debra to follow up with the TD Bank on the cheque order as they are not here yet.

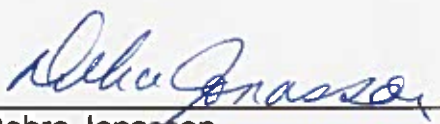
Action: Bring forward the Council's budget to next meeting to start making arrangements to purchase t-shirts.

<p>Heather was wondering if there is wondering if there is a specific t-shirt or something similar that represents the Council members while representing School Council at School events. Candice suggested a lanyard with a name tag or a large button to wear. Possibility of having special buttons made for School Council, no personal names but identify as a council member. Maureen will research the options for a new button for council members.</p>	<p>Action: Maureen will research the possibility of a button design that Council members can wear at School functions to identify themselves. Council will dialogue this idea through email and in the short term will use Heather's button maker to make 8 buttons to be worn on Literacy night.</p>
<p>8. Old Business and Correspondence:</p> <p>Heather wants to know how Council is going to review the action items from the previous meeting. A suggestion was made to have the action items discussed at the in-camera meeting and then any action items that need to be deferred will be addressed in the regular meeting and the completed items will be finished. Also, it was suggested that adding the action items to the agenda at the same point as the reviewing the minutes for approval so they are dealt with.</p> <p>Discussion about the new email and how to access it. Debra will monitor this email and will send the password to all members for access.</p>	<p>Action: Debra will send the password to the new email account to all members so they access to it.</p>
<p>9. New Business and Correspondence:</p> <p>February 17, Mardi Gras breakfast: Phil recommends Council should agree to a budget allocated to the spending amount and an idea of how the breakfast will look, who can help and how. Maureen explained how it has been handled in the past. She feels it should predominantly handled by Council and getting some parent volunteers to help.</p>	

<p>She explained that in the past Superstore has been invited in to prepare the breakfast.</p> <p>Discussion about how to handle the logistics of preparing the breakfast within the School. The first option will be to ask Superstore if they are interested in coming into the School to do the breakfast again and if not them maybe Independent Grocers would be interested.</p> <p>Maureen suggested that each member think about who can help contribute and can be invited to the breakfast as a dignitary as well.</p> <p>Heather suggested a donation letter; Maureen will forward a signed donation letter from Katrina to members for use. Malcolm suggested setting the budget to a certain level and then see how much can be obtained through in-kind donations.</p> <p>Discussions on whether there should be some decorations.</p> <p>Discussion on how the set-up is done and at what time.</p> <p>Malcolm can get Midnight Sun to provide the coffee, he will confirm by email.</p>	<p>Action: Maureen to approach Superstore and see if they will do it again this year. Maureen to email Council the result and if Council needs to then they start the planning to do the event themselves.</p> <p>Action: Maureen will forward a donation template letter to Heather that can be used to obtain donations.</p> <p>Action: Malcolm to contact Midnight Sun about supplying coffee for this event and inform Council by email.</p>
<p>10. Adjournment:</p> <p>Motion: To adjourn the meeting @ 9:13 pm. Moved by: Candice Francis; Seconded by: Malcolm Mills Next regular meeting: February 12, 2015 @ 7:00 pm In-camera @ 6:30 pm</p>	<p>Vote: Unanimous</p>



Phil Willoughby
Co-Chair



Debra Jonasson
Secretary/Treasurer