

**VANIER CATHOLIC SECONDARY SCHOOL COUNCIL**  
**January 13<sup>th</sup>, 2015 - VCSS Library – 7:30pm**

**Meeting Minutes - FINAL**

**ATTENDANCE:**

**Members:**

Edith Elder (Chair)  
 Michael Lauer  
 Maureen Long  
 Dianne Tait  
 Shanon Cooper

**School Administration:** Ryan Sikkes

Jeanette Gallant

**Secretary/Treasurer:** Yolande Cherepak

**Guests/Parents:**

Lorraine Taillefer  
 Tjitske van der Eide

Marguerite Kuiack  
 Cynthia Matechuk

Father Kieran Kilcommons

**SUBJECT:**

**ACTION**

**1. OPENING PRAYER**

Sister Edith opened the meeting with a prayer at 7:32pm ~~with a prayer.~~

**2. BOUQUETS TO:**

- Maria Trainor, ~~Moira~~ Maura Sullivan and Kim Hart for the Christmas celebration.
- Jud Deuling for having been chosen for MP Ryan Leef's 'Unsung Hero Award'.
- The secretary-treasurer for her good work.
- The Chair for her resilience during a difficult time.
- Vanier students for their performances at the talent show, and to Alumni who joined in school activities.
- Vanier staff who showed support for each other at a difficult time, that is, the passing of a fellow Yukon Ed teacher.

**3.ADOPTION OF AGENDA**

**Motion to approve the agenda with the following changes:**

- Add 6.4 *MOU Update* and 6.5 *Cafeteria – Presentation by parent*
- Move CEAY to Item 6.6

**Moved by:** Michael

**Seconded by:** Maureen

**All in favour**

***Motion Carried***

**4.ADOPTION OF PREVIOUS MEETING MINUTES (December 9<sup>th</sup>, 2014)**

The draft minutes of the December 9<sup>th</sup>, 2014 meeting were reviewed.

**Motion to approve the minutes with the following amendments:**

- Remove a student's family name under Item 2.
- Remove 'Seconded by:' under Item 11.

**Moved by:** Maureen

**Seconded by:** Michael

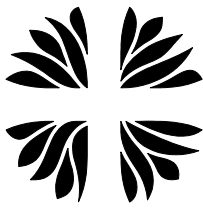
**All in favour**

***Motion Carried***

<p><b>5. BUSINESS ARISING FROM MINUTES –</b></p> <ul style="list-style-type: none"> <li>• The secretary-treasurer sent out the new annual budget to the Yukon Ed School Liaison Officer on December 12<sup>th</sup> 2014 and followed up with an email on January 9<sup>th</sup>, 2015. No response received to date. No further action required at this time.</li> <li>• The Chair wrote congratulatory letters to students.</li> </ul>	
<p><b>6. REPORTS</b></p> <p><b>6.1 Secretary-Treasurer</b></p> <ul style="list-style-type: none"> <li>• The bank balance is \$6362.98. The ledger balance is \$6178.98 which includes cheques issued at this meeting.</li> <li>• T4A information and council member donations forms were submitted to Yukon Ed Finance electronically and originals sent by mail on January 4<sup>th</sup>, 2015.</li> </ul>	
<p><b>6.2 Principal/Vice-Principal</b></p> <p>School Administration highlighted items from the Principal’s Report with the following additions:</p> <ul style="list-style-type: none"> <li>• The religious ed coordinator gave a description of the upcoming Christian Unity Celebration which is connected to Christian Unity Day, and which will involve other Christian communities, as well as a music ministry.</li> </ul>	
<p><b>6.3 SGP &amp; PLC</b></p> <p>School Administration gave an update on the School Growth Plan, as well as Professional Learning Communities (PLC) with this additional information:</p> <ul style="list-style-type: none"> <li>• There is continued high attendance at these optional PLCs.</li> </ul>	
<p><b>6.4 MOU Update</b></p> <p>Question and discussion about the status of the MOU and how it will move forward in the absence of a Bishop. Correspondence between Yukon Ed and Catholic School Council chairs was referenced.</p> <p>If there is no Bishop within a year, an administrative Bishop will be appointed by the Papal nuncio and that person will have the authority to move along certain issues, including the MOU.</p> <p><b>ACTION:</b> Post the September 17<sup>th</sup>, 2014 correspondence between Yukon Education Deputy Minister and the Catholic School Council chairs on the VCSS website council pages.</p>	<p><b>Secretary-Treasurer</b></p>
<p>Question and discussion about the Yukon Ed Hiring Policy. The Chair referenced the Hiring Policy revisions which were done in April 2014, and described the Bishop’s role in reviewing pastoral references with no involvement in hiring teachers unless requested by the Principal.</p> <p><b>ACTION:</b> Communicate in writing to the DM to clarify the Bishop’s involvement in hiring administrators (ie. being on the interview team) and teachers, and ask if there is any documentation related to this.</p>	<p><b>Chair</b></p>







# Vanier Catholic Secondary

16 Duke Road, Whitehorse, YT Y1A 4M2  
Phone: (867) 667-5901 Fax: (867) 393-6370  
[www.vcss.ca](http://www.vcss.ca)

Ryan Sikkes, *Principal*

Jeanette Gallant, *Vice-Principal*

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## School Council Meeting January 13, 2015 Principal's Report

### 1. Enrolment as of January 7, 2015:

	January 2015	December 2014	June 2014	September 2013
Grade 8	67	67	66	60
Grade 9	68	68	72	66
Grade 10	75	75	72	73
Grade 11	73	72	74	74
Grade 12	76	75	93	82
Secondary Ungraded	19	19	17	15
<b>TOTAL</b>	<b>378</b>	<b>376</b>	<b>394</b>	<b>370</b>

As of November 30, there were 75 students in Grade 7 at CKES and HFES  
(Class Size Maximums: Grades 8 & 9 – 26; Grades 10-12 – 28)

### 2. Staffing

	September 2014	September 2013	September 2012
Administration	2.0 FTE	2.0 FTE	2.0 FTE
VCSS Teaching Staff	28.0 FTE	30.0 FTE	31.0 FTE
SRP Teaching Staff	3.5 FTE	3.0 FTE	3.0 FTE
<b>TOTAL Teaching Staff</b>	<b>33.5 FTE</b>	<b>35.0 FTE</b>	<b>36.0 FTE</b>
Educational Assistants/RT	9.75 FTE	8.5 FTE	8.5 FTE
Office Staff	2.5 FTE	2.5 FTE	2.5 FTE

SRP = Young Offenders Facility, Youth Achievement Centre, Riverfront School, Room 1 Resource Room

- Staffing Changes:
  - Semester 2 Changes
    - Dave Thomson has some counselling time
    - Marcia LaLonde has increased to 1.0 FTE
    - Paula Stoker will be departing as backfill for Sylvie Ouimet
    - Status of Tanis Giczi (acting YTA President) is unclear
  - Education Leave – Marcia LaLonde was granted a year's leave for the 2015-2016 school year.
  - Our assigned educational psychologist has left Yukon Education for private practice, no replacement yet.

### 3. Teaching and Learning

- The school days before Christmas were quite calm, smooth and productive (until the last day, of course!)

- Term 2 / Semester 1 concludes on January 16 followed by one week of exams. Term 3 / Semester 2 starts on January 26.
- New courses in Semester 2 include Sr. Leadership and Sr. Info Tech
- Course selection will begin in late February for the 2015-2016 school year.
- We are considering the implications of having an additional period from 3:30-4:45 each day to increase programming flexibility.
- Reviewing (informally) our School Based Team procedures and communication protocols.

#### 4. Activities and Events

- See attached calendars for Jan/Feb
- Christian Unity Celebration – January 26 @ 2 pm
- Ash Wednesday Celebration – February 18 @ 11 am

#### 5. Facilities/Capital/Budget

- Cafeteria operator agreed to stay until the end of January. School administered a survey to help give them feedback.
- Ventilation work in metal shop has not yet proceeded.

#### 6. School Growth Plan

- School Review Report was received and posted on website.
- Need to recall School Growth Plan Steering Committee and recruit new students.
- See Jeanette's report

#### 7. Professional Learning Communities

- See Jeanette's report

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Dec 28</b></p> <p><b>All Day Event</b> Christmas Holiday</p>	<p><b>29</b></p> <p><b>All Day Event</b> Christmas Holiday</p>	<p><b>30</b></p> <p><b>All Day Event</b> Christmas Holiday</p>	<p><b>31</b></p> <p><b>All Day Event</b> Christmas Holiday</p>	<p><b>Jan 1</b></p> <p><b>All Day Event</b> Christmas Holiday</p>	<p><b>2</b></p> <p><b>All Day Event</b> Christmas Holiday</p>	<p><b>3</b></p>
<p><b>4</b></p>	<p><b>5</b></p>	<p><b>6</b></p> <p><b>11:00 AM</b> Epiphany Celebration <b>3:30 PM</b> Staff Meeting</p>	<p><b>7</b></p>	<p><b>8</b></p>	<p><b>9</b></p> <p><b>2:00 PM</b> X = PLC</p>	<p><b>10</b></p>
<p><b>11</b></p>	<p><b>12</b></p> <p><b>All Day Event</b> Review Week <b>All Day Event</b> Gadzoosdaa Review Team Here <b>2:45 PM</b> French Explore Presentation (Gr. 11/12)</p>	<p><b>13</b></p> <p><b>All Day Event</b> Review Week <b>3:30 PM</b> Department Heads <b>7:30 PM</b> School Council</p>	<p><b>14</b></p> <p><b>All Day Event</b> Review Week</p>	<p><b>15</b></p> <p><b>All Day Event</b> Review Week <b>9:00 AM</b> Catholic Admin Team Meeting</p>	<p><b>16</b></p> <p><b>All Day Event</b> Review Week <b>All Day Event</b> End of S I/T II <b>2:00 PM</b> X = 4 <b>3:00 PM</b> Move desks to gym</p>	<p><b>17</b></p>
<p><b>18</b></p>	<p><b>19</b></p> <p><b>All Day Event</b> Exams</p>	<p><b>20</b></p> <p><b>All Day Event</b> Exams</p>	<p><b>21</b></p> <p><b>All Day Event</b> Exams</p>	<p><b>22</b></p> <p><b>All Day Event</b> Exams <b>7:00 PM</b> CEAY Meeting</p>	<p><b>23</b></p> <p><b>All Day Event</b> Exams</p>	<p><b>24</b></p>
<p><b>25</b></p>	<p><b>26</b></p> <p><b>All Day Event</b> First Day of Semester II <b>2:00 PM</b> Christian Unity Celebration</p>	<p><b>27</b></p> <p><b>8:00 AM</b> S I / T II Marks Due</p>	<p><b>28</b></p> <p><b>9:00 AM</b> Trax - Submission of grades <b>1:00 PM</b> Tentative - Soir de Semaine concert</p>	<p><b>29</b></p> <p><b>All Day Event</b> Fire Drill at some point <b>All Day Event</b> Class Photos</p>	<p><b>30</b></p> <p><b>All Day Event</b> Fire Drill at some point <b>2:00 PM</b> X = 6</p>	<p><b>31</b></p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 1	2	3 3:30 PM Staff Meeting	4	5 All Day Event Administrators' Meetings	6 All Day Event Administrators' Meetings 2:00 PM X = PLC	7
8	9	10 3:30 PM Department Heads 7:30 PM School Council	11	12	13 2:00 PM X = 6	14
15	16	17 7:00 AM Shrove Tuesday Pancake Breakfast	18 11:00 AM Ash Wednesday Celebration	19 9:00 AM Catholic Admin Team Meeting 1:00 PM Van de zvo us	20 All Day Event Heritage Day	21
22	23	24	25	26	27 2:00 PM X = PLC	28



## **School Growth Plan and PLC Update:**

**Jan. 9, 2015**

**Our Inquiry:** How will an all-school focus on improved writing instruction influence student performance?

### ***What are we learning?***

- On December 12, teachers provided feedback on our PLCs by listing highlights and areas for support. The compilation is attached to this report.
- We also reviewed the key ideas of our PLC times which teachers are now expected to apply in their classrooms

### ***How's it going?***

- We notice that many teachers seem hesitant to put these ideas into practice and we are hopeful that with a balance of pressure and support, we will see these addressed in the coming semester

### ***What's next?***

- Sandra Herbst will be facilitating demonstration lessons on February 9 with a focus on co-constructing criteria and providing peer feedback; staff are expected to observe and participate in professional conversations about the lessons
- The next three PLC sessions will involve discipline teams working together to accomplish goals of the SGP