

VANIER CATHOLIC SECONDARY SCHOOL COUNCIL
Tuesday, October 22nd, 2013 - VCSS Library – 7:30pm

Meeting Minutes

ATTENDANCE:

Members:

Paul Flaherty (Chair)
 John Berg
 James Mooney

Regrets:

Dianne Tait
 Terry Prenoslo

Secretary/Treasurer:

Yolande Cherepak

School Administration:

Ryan Sikkes
 Kyle Janzen

Guests/Parents:

Andy Hureau
 Richard Cherepak

SUBJECT:

ACTION

1. OPENING PRAYER

The Chair opened the meeting with a prayer, the Our Father.

2.ADOPTION OF AGENDA

Motion to approve the agenda with the following additions: CEAY Update

Moved by: John Berg **Seconded by:** James Mooney

**Motion
Carried**

3.ADOPTION OF PREVIOUS MEETING MINUTES (Sept 16, 2013)

The minutes of the September meeting were reviewed. One amendment was made (correction of the spelling of the name, Matichak, in two places.)

Motion to approve the minutes as amended.

Moved by: John Berg **Seconded by:** James Mooney

**Motion
Carried**

4.BUSINESS ARISING FROM MINUTES

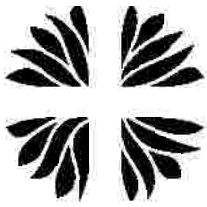
- **One Heart Policy Feedback** – The Chair clarified with Yukon Education that they will also receive the public feedback on the policy.
- **Student Awards and Scholarships** – School Administration will need to initiate contact with the Elks Association in the spring in order to receive the Elks Award.
- **In-camera Process** – Council decided that a process be developed for in-camera discussions.
ACTION ITEM: The Chair will contact Yukon Education about proper in-camera procedures.
- **Religious Ed Curriculum** – A link to the CEAY website was put on the VCSS website.
ACTION ITEM: Administration to contact Ms. Matichak to notify her of this action.

Chair

*School
Admin*

<p>5.PRINCIPAL’S REPORT</p> <p>Principal Sikkes highlighted items from the Principal’s Report (attached) with the following additional comments:</p> <ol style="list-style-type: none"> 1. Enrolment is up to 379 students from 370. 2. School Administration would like to thank Anilee Ault who acted as the administrative assistant last spring and throughout the summer until the position was filled. Alexandria (Alex) Sullivan is now the new administrative assistant. 3. Events Calendar - Additional activities: <ul style="list-style-type: none"> - November 21st – Screening of the film, Cold Paradise, for the entire student body. The film highlights the Filipino community. - The Legislative Assembly Page Program begins October 31st. Eight (8) students from Vanier will be participating. <p>School Wide Writes program – A Vanier learning assistant will be pooling the results of the School Wide Writes into a database to be accessed at a later date.</p> <p>Suggestion for future information in Principal’s Report: Council requested regular updates on how things are progressing in the school (ie. student academic performance, absenteeism) ACTION ITEM: School Administration will present, at the next meeting, a template for this reporting including potential topics and timing of reports.</p>	<p><i>School Admin</i></p>
<p>6. SCHOOL GROWTH PLAN (SGP)</p> <p>School Administration presented a draft of a five-stage process to use for implementing a current plan, while also preparing for the next year’s plan (attached). Other models for a SGP were discussed including splitting the school (ie. Grades 8/9 and Grades 10/11/12).</p> <p>Council was in favour of the process that was presented.</p> <p>The composition of the SGP working committee was decided. The committee will have a total of ten (10) members and will include two (2) representatives of each stakeholder group: parents, students, school administrators, council members, and staff. The first priority will be to create this working committee.</p> <p>ACTION ITEM: Initiate a call-out for committee members through the following means: the November school newsletter; within the school (staff and students); and the school website.</p> <p>ACTION ITEM: Develop a special website to facilitate the recruitment and selection of committee members.</p>	<p><i>School Admin</i></p> <p><i>School Admin</i></p>
<p>7.ONE HEART DOCUMENT FEEDBACK</p> <p>ACTION ITEM: Provide the feedback, from both the public meeting and Open Heart website, to Yukon Education and the Episcopal Corporation, along with a pre-ample from Council.</p>	<p><i>Chair</i></p>
<p>8.OTHER</p> <p>a) Financial Update</p> <p>The Secretary/Treasurer presented the following report:</p> <ul style="list-style-type: none"> - The bank balance as of October 22nd, 2013 is \$7,829.63 The closing ledger balance is \$6,359.63 which includes outstanding honorarium cheques and the Vanier BBQ donation. <p>The Yukon Education funds have been received.</p>	

<p>ACTION ITEM: Prepare an annual budget for the 2013/14 school year and present at the next council meeting.</p>	<p><i>Secretary/ Treasurer</i></p>								
<p>b) Fall School Council Conference</p> <p>Several council members will be attending various sessions throughout the conference.</p>									
<p>c) Meeting Dates</p> <p>The following dates have been proposed for monthly meetings (Tuesdays):</p> <table data-bbox="203 485 560 619"> <tr> <td>Nov 12</td> <td>March 11</td> </tr> <tr> <td>Dec 10</td> <td>April 8</td> </tr> <tr> <td>Jan 14</td> <td>May 13</td> </tr> <tr> <td>Feb 11</td> <td>June 3</td> </tr> </table> <p>ACTION ITEM: Members to contact the Chair if they have any scheduling conflicts.</p>	Nov 12	March 11	Dec 10	April 8	Jan 14	May 13	Feb 11	June 3	<p><i>Council Members</i></p>
Nov 12	March 11								
Dec 10	April 8								
Jan 14	May 13								
Feb 11	June 3								
<p>d) Guest questions/comments</p> <p>None</p>									
<p>School Administration provided the following additional information:</p> <ul data-bbox="203 877 1323 1144" style="list-style-type: none"> - There will be a PD Day on May 9th with speaker, Dr. Michael Downie. This date may be changed to May 2nd, in which case School Administration will notify School Council. - The First Nation Cultural Application is due November 1st. The Chair's signature will be required on this application. - A fee of \$59.00 was charged to Principal Sikkes' Weebly account in order to set up the One Heart Policy Feedback website. <p>Motion for Council to reimburse Ryan Sikkes for the website fee in the amount of \$59.00.</p> <p>Moved by: James Mooney Seconded: John Berg</p>	<p>Motion Carried</p>								
<p>11.ADJOURNMENT</p> <p>Meeting was adjourned at 8:35pm.</p>									



Vanier Catholic Secondary

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Ryan Sikkes, *Principal*

Kyle Janzen, *Vice-Principal*

School Council Meeting October 22, 2013 Principal's Report

1. Enrolment as of September 16, 2013

- Enrolment by grade:
 1. Grade 8 – 61
 2. Grade 9 – 68
 3. Grade 10 – 72
 4. Grade 11 – 77
 5. Grade 12 – 85
 6. Ungraded – 16Total – 379

(Class Size Maximums: Grades 8 & 9 – 26; Grades 10-12 – 28)

2. Staff

- Mme. Richard will be taking a maternity/parental leave from February – November 2014.

3. Activities and Events

- See attached calendars

4. School Growth Plan

- A draft growth plan process is attached for council's consideration.
- This process will hopefully be a template for the process from one year to the next.

5. Assessment and Evaluation

- Staff are considering scholarly articles on Assessment and Evaluation – see attached.
- This will be focus of Oct 25 PLC

6. Facilities

- Small gym flooding
- Corrosives cabinet in science prep room

November 2013

Activity Calendar

Oct 2013							Dec 2013								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5			1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14		
13	14	15	16	17	18	19	15	16	17	18	19	20	21		
20	21	22	23	24	25	26	22	23	24	25	26	27	28		
27	28	29	30	31			29	30	31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 27 12:00 AM Dawson Invitational Volleyball	28 All Day Event Review Week	29 All Day Event Review Week All Day Event Grade 9 Retreat Loc: Mt. Mac	30 All Day Event Review Week	31 All Day Event Review Week All Day Event Hallowe'en	Nov 1 All Day Event Review Week All Day Event Last Day Term 1 All Day Event X Block = 3 All Day Event Gr. 8 Dance - Hallowe'en theme	2
3	4 All Day Event Try-a-trade day 9:00 AM First Day Term 2	5 3:30 PM KIAC Art Enrichment Loc: Dawson 3:30 PM Staff Meeting	6 12:00 AM KIAC Art Enrichment Loc: Dawson	7 12:00 AM KIAC Art Enrichment Loc: Dawson	8 12:00 AM KIAC Art Enrichment Loc: Dawson All Day Event X Block = 5 7:30 AM Term 1 Report Cards due 11:00 AM Remembrance Day Ceremony	9 12:00 AM KIAC Art Enrichment Loc: Dawson
10 12:00 AM KIAC Art Enrichment Loc: Dawson	11 8:45 AM Remembrance Day - School Closed	12	13 All Day Event Report Cards and Newsletter Mailed	14 All Day Event Super Volley Semi Finals	15 All Day Event PLC All Day Event Super Volley Finals	16
17	18	19	20	21 9:00 AM Catholic Admin Meeting	22 All Day Event X Block = 7 All Day Event Sea of Pink	23
24	25	26	27 All Day Event Gr.12 retreat Loc: Mt.Mac	28	29 All Day Event X Block = 7 All Day Event Women in Trades	30

Vanier Catholic Secondary School

DRAFT - School Growth Plan Re-development Process

Stage 1 – Planning (Oct/Nov 2013)

Who: School Administration, School Council (all), Teacher Representatives

Tasks:

- Review current plan
- Review most recent review report
- Review quantitative achievement data
- Review Yukon Education Plans (Department and PSB)
- Development of Composition of SGP Working Committee
- Strike SGP Working Committee

Stage 2 – Data Gathering (Nov/Dec 2013)

Who: SGP Working Committee

Tasks:

- Inventory of available data
- Definition of needed data
- Development and execution of instruments to collect needed data
- Review of all data
- Analysis of all data

Stage 3 – Goal Setting and Selection (Jan/Feb 2014)

Who: SGP Working Committee

Tasks:

- Create 3 goals
- Prioritize goals
- Select single goal for following school year
- Present goals to School Council for approval

Stage 4 – Goal Development and Planning (Mar-Jun 2013)

Who: School Administration and Staff with oversight of School Council

Tasks:

- Develop objectives and strategies for current goal
- Define measures and targets

- Determine resources and training required
- Determine PD Schedule (Staff meetings, PLCs, PD Days)

Stage 5 – Implementation and Monitoring (Sept 2014 – June 2015)

(Stage 1 begins again concurrently)

Who: School Administration and Staff with oversight of School Council

Tasks:

- Ensure Goal is being addressed in Long Range Plans and Curriculum Plans
- Develop and deliver units and lessons that incorporate goals
- Create and administer common assessments if appropriate
- Design and collect data using other instruments as necessary
- Implement PD Schedule
- Goal implementation is Standing Agenda Item on regular meetings:
 - Administration Meetings
 - Staff Meetings
 - Council Meetings