

## Vanier Catholic Secondary School Council

Wednesday September 14, 2011

7:30 pm

### Minutes

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**In attendance:**

Paul Flaherty  
Lori Choquette  
Shari Worsfold  
Damien Burns  
Tracey Johnson  
Ed Frison  
Lina Radziunas

**Regrets:**

Dianne Tait  
Mark Connell

**Guest:**

Deb Bartlette, Dean of Applied Arts, Yukon College

**1. Opening Prayer**

Council opened with the Lord's Prayer.

**2. Adoption of Agenda**

Damien requested that Newsletters be added to the agenda and Shari requested a discussion on School Fees. With those additions, it was Moved by Damien, seconded by Lori to adopt the agenda.

**3. Adoption of June 14, 2011 Minutes**

The meeting time should have been the 14<sup>th</sup> not the 21<sup>st</sup> as noted in the minutes. With that change, it was Moved by Lori, Seconded by Shari to adopt the minutes as presented.

**4. Business Arising From the Minutes**

Ed noted a draft of the discipline policy is in progress. The principal's report will address the school growth plan and capital plan. Paul had followed up with a letter on the Capital plan.

**5. Dual Credit Opportunities**

Deb Bartlette, Dean of Applied Arts, Yukon College gave Council an overview of this pilot program, which permits high school students to take entry level academic programs (providing they have the pre-requisites) for credit. The courses available are English 100, Psychology 100, History 140, and Computer

Science 128. The department will pay for tuition and the student is responsible for fees and books. It was generally felt that this will be a popular program.

Council discussed ways that the College could promote the new program with students as well as improve transition from high school to College, say for example through the College's "Stay for a Day" program.

**6. Principal's Report**

Ed reviewed his report and school activity calendar.

He also highlighted that the school will be moving towards assessments and evaluations based on prioritized learning outcomes. Notice will be given to parents in October with the interim reports as well as in the newsletter.

B.C. has done away with optional provincial exams, with the exception of the current five mandatory BCPEs.

**7. Catholic Education Association of Yukon Update**

Since our last meeting CEAY hosted a farewell for Ryan Sikkes.

A contractor, Jennifer England, has been hired to facilitate a strategic planning process. She is currently interviewing stakeholders in preparation for an October meeting. Stakeholders include CEAY members, parishioners, administrators, and the Bishop. Jennifer will be at the meeting on September 19<sup>th</sup> to explain the process.

**8. Other**

- **AGM (September 20)**

Vanier is hosting. Dianne is chairing in Paul's absence although Paul will supply a report. Tracey to take minutes.

- **School Review (September 28-30)**

Ed passed out the School Review Schedule. Council members were encouraged to attend September 28<sup>th</sup> from 11:30 to 12:30 (lunch provided) to participate in the Review team's work. Council will be asked to comment on the school's plan.

Lori encouraged Council to take advantage of the "Innovation in Schools" program which has funds for improvement projects related school growth plans.

- **School Council Conference (October 20 - 22)**

Paul forwarded email from Department and encouraged Council members to attend if possible.

- **Newsletters**

Damien requested that Council members be emailed the school newsletters so they can keep up to date with school news and activities.

- **School Fees**

It was asked why some workbooks have a separate cost and why they are not considered the same as a textbook ? The concern is that some parents may not be able to afford what could be a valuable teaching aid for students. Ed is looking into this with the Department and noted that the school will cover the cost when financial hardship is an issue (if brought to administration's attention).

**Next Meeting**

October 5 (moved to the 12<sup>th</sup>)

November 16<sup>th</sup>

December 7<sup>th</sup>

The meeting adjourned at 10:00pm

School Council Meeting  
September 14, 2011  
Principal's Report

1. Enrolment as of September 12, 2011
  - Enrolment by grade:
    1. Grade 8 – 76
    2. Grade 9 – 74
    3. Grade 10 – 86
    4. Grade 11 – 80
    5. Grade 12 – 89
    6. Ungraded – 26(Class Size Maximums: Grades 8 & 9 – 26; Grades 10-12 – 28)  
Total Enrolment: 431
  
2. Staffing
  - New and Temporary
    1. Lina Radziunas – VP and Essentials Humanities + ELL
    2. Kelly Bukowski – ELL, PE, Skills
    3. Jenny Darling – Science, Outdoor Ed.
    4. Phillip Dorian – Science, Entrepreneur (Short-term for Brian Findlay)
    5. Kyla Greve – Home Economics, Foods, Textiles
    6. Dorota Kozuchowska – Learning Assistance, Skills (until Christmas)
    7. Bill Willoughby – Humanities, Library
  - Returning From Leaves
    1. JD Caudle – Math, Science
    2. Denise Chisholm – Math, PE, Religion
    3. Kyle Janzen – Art, Psychology, Humanities
    4. Joe Canary – IT, Humanities, Photography
    5. Maura Sullivan – Skills, Essentials Math/Science
  - Change in Assignment
    1. Katrina Brogdon – VP, Counseling
    2. Nicole Morgan – Counseling
    3. Tamara Schaefer – Library (Janet Clarke on leave)
  
3. Activities and Events
  - See attached calendar
  
4. School Growth Plan
  
5. Assessment and Evaluation
6. School Gym Strip
  
7. Facilities
  - The fuel leak from last Spring has been fixed and the portable is up and usable.

- Handicapped washroom has been completed according to specifications
- New door installed for Ms. Radziunas' office.
- Minor repairs are on-going from Property Management.
- No capital projects were undertaken as discussed by Building Advisory committee and Mr. DeBruyn.

**Vanier Catholic Secondary School Council**  
**Wednesday October 12<sup>th</sup>, 2011**  
**7:30 pm**  
**Minutes**

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**Members Present:**

Paul Flaherty  
Dianne Tait  
Shari Worsfold  
Damien Burns  
Mark Connell  
Ed Frisson  
Katrina Brogden  
Lina Radziunas  
Tracey Johnson

**Regrets:**

Lori Choquette

**1. Opening Prayer**

Paul led Council in prayer.

**2. Adoption of Agenda**

It was Moved by Shari, Seconded by Dianne to adopt the agenda as presented.

**3. Adoption of September 14, 2011 Minutes**

Corrections: Lina was present, Mark had sent his regrets. It was Moved by Damien, Seconded by Shari to approve the September minutes.

**4. Business Arising From the Minutes**

Ed noted the discipline policy is being updated at the same time as the school handbook.

Regarding the pilot Dual Credit College program proposed by Yukon College, Katrina is working with Deb Bartlette, Dean of Applied Arts on finalizing procedures for the program. Time is of the essence and there is still much work to be done on the program. Presentations about the dual credit opportunities will hopefully be given to students by the College in November.

**5. Principal's Report**

Ed's report attached. Council and administration discussed communication and feedback so far regarding the new learning outcomes/assessments for students.

**6. Catholic Education Association of Yukon Update**

With Lori taking a new role with the Department, Vanier needs a new Council rep on the CEAY.

Damien to get back to Paul.

Mark reminded Council of the dates for the evaluation of Circle of Caring II and strategic planning process. November 1<sup>st</sup> is scheduled for a review of the CEAY mandate/roles and responsibilities with all stakeholders in CEAY. Brainstorming a new vision for CEAY will occur on November 26<sup>th</sup>, starting at 9am, at Vanier. This will be a large forum for all including grads, parishioners, etc. Finally, on November 29<sup>th</sup> & 30<sup>th</sup> there will be a CEAY meeting to sort through the input and develop a draft strategic plan. Jennifer England hopes to present the draft plan to CEAY towards the end of December.

## 7. Other

- **Feedback from AGM**

AGM went well and there is no specific feedback for Vanier to action.

- **Parent Feedback/Inquiries:**

### **Notifications**

Timely notifications regarding school events were discussed. Ed noted that school uses all methods in an effort to reach parents – mail, email, the school's automated voice system, newsletters, and links on the school website are all used, and still there are difficulties reaching everyone on time. They will however keep trying to keep everyone informed.

### **Fees**

School fees were discussed as there has been some confusion expressed regarding the amounts and reasons for fees.

Administration to send out an explanation and breakdown of the fees to parents.

### **Information on Vanier students attending class at other schools**

Administration noted students usually attend classes elsewhere due to scheduling conflicts or because they can get programming that Vanier isn't/can't offer. Usually two or three students are attending classes elsewhere; more would definitely raise a flag which would be discussed with Council.

- **Feedback from School Review**

It was a good engaged discussion. Council members who attended said it would have been helpful to have had the questions ahead of time.

Paul to give Judy Arnold feedback on the process.

- **School Council Conference**

Paul reminded Council of the upcoming School Council conference. A presentation on building resilience in students is part of the conference this year.

- **Yukon College Invitation**

Paul passed along an invitation from Yukon College for Council to tour the College. Some possibilities included a tour followed by the Council meeting on-site. Paul to look into the week of November 21<sup>st</sup> (not a Wednesday or Friday).

- **Meeting Dates**

November 16th

December 7<sup>th</sup>

The meeting adjourned at 9:10 pm

School Council Meeting  
October 12, 2011  
Principal's Report

1. Staffing
  - New and Temporary
    - Dominic Gibson – out on medical leave for balance of school year
    - Natalie Mumford – Temporary contract to replace Mr. Gibson
    - Simon Vincent – Temporary contract as an EA replacing Ms. Mumford.
    - Practicum Students from St. Mary's University arrive Oct. 22.
  
2. Activities and Events
  - See attached calendar
  - Highlights – Staff Mass on Sept. 21
    - YTA Conference Sept. 22 & 23
    - Terry Fox Run Sept. 28
    - Food Drive Oct. 5
    - Thanksgiving Celebration Oct. 7
    - Grade 10/8 Retreats Oct. 12 7 17
    - Wake & Bake Production Oct 19
    - Sr. Volleyball trip to Red Deer Oct 20-23
    - Dawson Invitational Oct 27-29
  
3. School Review
  - The review process was thorough and positive. The review team said we have great goals to work toward, but should take longer to achieve them than what is set out in our growth plan. The team indicated that our main strength is the sense of community not only with the staff but also with the students. They felt that the common ground we share with our faith truly helps to create and maintain a healthy and productive atmosphere in the school.
  
4. Assessment and Evaluation
  - Our school is continuing to grow towards more effective methods of assessment and evaluation. It was quite heartening to hear both keynote speakers at the recent YTA Conference emphasize the same important issues we are tackling. Although the staff is experiencing extra stress related to changing from one assessment paradigm to another, all are on board with moving forward. The admin team is working to mitigate the stress levels of staff and are supporting individuals and departments as needed. We recognize that an extended timeline is necessary. However, our focus is the students and we will continue to do our best to meet their individual needs.

**Vanier Catholic Secondary School Council**  
**Wednesday November 16th, 2011**  
**7:30 pm**

**Minutes**

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**Members Present:**

Paul Flaherty  
Dianne Tait  
Ed Frisson  
Katrina Brogdon  
Lina Radziunas  
Tracey Johnson

**Regrets:**

Lori Choquette  
Mark Connell  
Damien Burns  
Shari Worsfold

1.     **Opening Prayer**  
The Council opened with the Lord's Prayer.
  
2.     **Adoption of Agenda**  
The agenda was approved as presented.
  
3.     **Adoption of October 12th, 2011 Minutes**  
It was Moved by Dianne, Seconded by Paul to adopt the October 12<sup>th</sup> minutes.
  
4.     **Business Arising From the Minutes**  
Katrina reported that Yukon College gave a talk on their new dual credit program to a small group of interested students.
  
5.     **Principal's Report**  
Ed's distributed the Principal's report.  
  
Katrina added that Yukon Women in Trades is happening in November and the Sea of Pink Anti Bullying Campaign will happen November 18<sup>th</sup>.  
  
Paul has drafted a letter on behalf of the building advisory committee to the Department. Wheelchair access in particular remains a high priority issue.
  
6.     **Catholic Education Association of Yukon Update**
  - **Feedback from November 1<sup>st</sup> planning meeting** – the meeting was well attended and the discussions were great. Staff at Vanier was encouraged to attend.

Two meetings were held after the 1st; a planning session on the 17<sup>th</sup> to cover off what didn't get finished on the 1<sup>st</sup> and a second meeting for all of the Catholic

- **VCSS Council CEAY Representative** – Paul to let Katie Shewfelt know he is the Vanier CEAY representative.

7. **Other**

- **School Council Representative** – due to Lori's resignation we'll need another School Council member. Administration to send out notice to parents that there is an opportunity to join Council. Paul to send requirements. Parents to apply with a brief note about why they are interested.
- **Feedback from School Council Conference** – Paul spoke about Dr. Hammond's talk on resiliency and the link between lack of resiliency and risky behaviour. Resiliency is related to the amount of support for the student. He advocated evaluating student's resiliency through a survey. Paul to forward notes from Conference discussions.

Conference attendees also discussed extending council terms – however, there needs to be a balance between giving people enough time to become comfortable and effective in their roles and scaring new people off with a longer term.

- **Leadership Committee Opportunity (volunteer to replace Ryan Sikkes)**  
Dianne Tait to join discussion on developing a leadership framework. Next meeting November 30th
- **Yukon College Invitation (December 8<sup>th</sup>)**  
Yukon College has confirmed the 8<sup>th</sup> from 11:30am to 1:15pm to meet and tour the College.
- **Parent Feedback/Inquiries** – n/a
- **Next Meeting Date:** December 7<sup>th</sup>

The meeting adjourned at 9:00 pm

## Principal's Report

### 1. Staffing

- New and Temporary  
Rosalind Schmitke; Temporary for 1<sup>st</sup> semester replacing Melanie Bonar

### 2. Activities and Events

- See attached calendar
- Highlights – Grade 8 V-ball Tourney on Nov. 4&5
  - Grade 12 Retreat; Nov. 7
  - PARTY program for 901; Nov. 8
  - Remembrance Day Ceremony; Nov. 10
  - Yukon College Dual Credit Presentation; Nov. 16
  - Report Cards out; Nov. 17
  - Super Volley Championship Nov. 17&18
  - Yukon V-ball Championship; Nov. 24&25
  - Advent Mass; Nov. 28

### 3. Assessment and Evaluation

- Report Cards using performance markers for Grade 8 and 9 as well as comments directed toward a focus on learning outcomes have gone out. Hopefully feedback will be positive. Suggestions from parents will be included in staff discussions for future refinement.

### 4. Building Advisory

- The committee met for a review of our capital projects and their status. Due to the lack of response from the facilities director responsible for Vanier, it was decided to write a letter to Christie Whitley asking for her assistance in resolving the issues. Paul Flaherty wrote a letter on behalf of the school and Council.

### 5. Student Suspensions

We have had a recent rash of “fight club” style incidents at the school during lunch break and after school. The discovery of the fighting was due to videos being posted to YouTube. These same videos allowed us to accurately track down those students directly involved. The fighting resulted in suspensions for 9 Grade 8 students, 1 Grade 9 student, and 2 Grade 10 students. Plans are being made to coordinate programming and speakers to address this and other negative behaviour

**Vanier Catholic Secondary School Council**  
**Wednesday December 7th, 2011**  
**7:30 pm**

**Minutes**

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**Members Present:**

Paul Flaherty  
Dianne Tait  
Ed Frisson  
Katrina Brogdon  
Lina Radziunas  
Tracey Johnson  
Damien Burns  
Shari Worsfold

Guest: Lori Choquette, Department of Education School Council Liaison

**Regrets:**

Mark Connell

1. **Opening Prayer**

The Council opened with the Lord's Prayer.

2. **Adoption of Agenda**

Paul noted Minister Kent is not able to attend tonight's meeting. Diane added School Council Leadership Questionnaire. It was Moved by Diane, Seconded by Damien to approve the agenda with those changes.

3. **Adoption of November 16th, 2011 Minutes**

The description of the CEAY planning dates were changed as follows: the meeting on the 17<sup>th</sup> was used to finish topics from the 1<sup>st</sup>, and the purpose 26<sup>th</sup> meeting was to include feedback from all of the Catholic community. It was Moved by Dianne, Seconded by Paul to adopt the November 16<sup>th</sup> minutes.

4. **Business Arising From the Minutes**

Ed and Paul have a meeting planned with Mike Woods, Christie Whitley and Cyndy Dekuysscher, Director of Finance, regarding building issues.

5. **Principal's Report**

Ed's highlighted items on the Principal's report, particularly the issue of needing to equalize school minutes to 57,000. This will require dismissing school early a few days. Some potential dates are March 2<sup>nd</sup> (prior to AWG) and January 27<sup>th</sup> (exam week) at 1:30pm.

Ed also met with Judy Arnold and an official copy of the Review of the School Growth Plan will be available soon.

He noted that the Department is looking to create a panel of teachers to create common assessments of Yukon results following the cancellation of mandatory BCPEs.

6. **Catholic Education Association of Yukon Update**

Dianne reported the Catholic community retreat to discuss strategic planning and the role of CEAY in facilitating and defining Catholic education was well attended. The strategic plan draft is tentatively scheduled for January delivery.

Lori to ask the facilitator, Jennifer, to confirm dates and Dianne is to find out next steps and communicate to others.

7. **Other**

- **School Council Representative** – Paul reported one person Cecilia Fraser (former chair of CKES) has indicated an interest in joining Council. It was Moved by Dianne, Seconded by Damien that VCSSC recommend to the Minister of Education the appointment of Cecilia Fraser to the School Council. Tracey is to send the motion to Lori Choquette.
- **Student Dominican Republic Trip** – It was Moved by Damien, Seconded by Shari that VCSSC approve the allocation of \$2500.00 from Council's budget for the Dominican Republic Trip, subject to approval by the Minister of Education. Paul/Tracey to send notice of motion to Lori Choquette and Minister.

It was suggested that the amount required for Ministerial approval be discussed with the Minister of Education.

- **School Council Leadership Questionnaire** – Dianne noted this is follow-up on what was discussed at the School Council conference. The purpose of gathering feedback on “what effective school councils do” is to develop a guide for new Council members. Council is to review and give Dianne feedback by December 14<sup>th</sup>.
- **Parent Feedback/Inquiries** – n/a
- **Meeting Dates:**
  - Thursday February 2<sup>nd</sup> (subsequently Paul requested the meeting be changed to January 31<sup>st</sup> instead)
  - March 22<sup>nd</sup>
  - April 12<sup>th</sup>
  - May 3<sup>rd</sup>
  - June 7<sup>th</sup>The meeting adjourned at 9:20 pm

## Principal's Report

### 1. Staffing

- New and Temporary  
Rosalind Schmitke; Temporary for 1<sup>st</sup> semester replacing Melanie Bonar

### 2. Activities and Events

- See attached calendar
- Highlights – Grade 8 V-ball Tourney on Nov. 4&5
  - Grade 12 Retreat; Nov. 7
  - PARTY program for 901; Nov. 8
  - Remembrance Day Ceremony; Nov. 10
  - Yukon College Dual Credit Presentation; Nov. 16
  - Report Cards out; Nov. 17
  - Super Volley Championship Nov. 17&18
  - Yukon V-ball Championship; Nov. 24&25
  - Advent Mass; Nov. 28

### 3. Assessment and Evaluation

- Report Cards using performance markers for Grade 8 and 9 as well as comments directed toward a focus on learning outcomes have gone out. Hopefully feedback will be positive. Suggestions from parents will be included in staff discussions for future refinement.

### 4. Building Advisory

- The committee met for a review of our capital projects and their status. Due to the lack of response from the facilities director responsible for Vanier, it was decided to write a letter to Christie Whitley asking for her assistance in resolving the issues. Paul Flaherty wrote a letter on behalf of the school and Council.

### 5. Student Suspensions

We have had a recent rash of “fight club” style incidents at the school during lunch break and after school. The discovery of the fighting was due to videos being posted to YouTube. These same videos allowed us to accurately track down those students directly involved. The fighting resulted in suspensions for 9 Grade 8 students, 1 Grade 9 student, and 2 Grade 10 students. Plans are being made to coordinate programming and speakers to address this and other negative behaviour

**Vanier Catholic Secondary School Council**  
**Tuesday January 31<sup>st</sup> 2012**  
**7:30 pm**  
**Minutes**

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**Members Present:**

Paul Flaherty  
Dianne Tait  
Ed Frisson  
Katrina Brogdon  
Lina Radziunas  
Tracey Johnson  
Damien Burns  
Shari Worsfold  
Mark Connell

**Guests:**

Scott Kent, Minister for Education  
Lori Choquette, Department of Education School Council Liaison  
Cecilia Fraser

**1. Opening Prayer**

Paul led Council in prayer.

Katrina and Ed addressed how Administration, Staff, and students are responding in the wake of the tragedy involving the Rusk family.

Paul thanked the staff for their hard work during this difficult time.

**2. Adoption of Agenda**

The agenda was adopted as presented.

**3. Meeting with the Minister**

Minister Kent offered his condolences to the school community on the loss of the Rusk family and offered whatever support necessary from the Department. He also thanked the Council, Administration, and staff for their hard work during this difficult time.

The following issues were discussed with the Minister:

- short term and long term maintenance and facility plan to alleviate space pressures which have been building for years and are now exaggerated with the new immigrant population
- Vanier would like to build a chapel and offer more programming
- consultation on a long term facility plan
- support from Department and staff allocation to include Catholic teachings in the curriculum (Mike Woods has been a good advocate for school).

- support for dual credit program with Yukon College
- infrastructure needs for special needs or at-risk youth in the school
- professional development time for teachers regarding the faith component in Catholic schools
- role and meeting schedule of CEAY
- increasing experiential programming

4. **Adoption of December 7th, 2011 Minutes**

It was Moved by Diane, Seconded by Shari to approve the minutes as presented.

5. **Business Arising From the Minutes**

Dianne was unable to attend the Leadership Committee.

6. **Principal's Report**

Ed's highlighted items from the Building Maintenance report and Principal's Report attached.

7. **School Growth Plan**

Ed noted the plan will be available for review by Council and questions/comments next meeting.

8. **Catholic Education Association of Yukon Update**

Paul reported themes arising from the planning process: facilities, addressing societal impacts on education, building Catholic leadership, and overseeing policy in Catholic education.

Mark said the draft Strategic plan is currently being refined by consultant and school Chairs, for approval by executive in mid-February and presentation by April.

9. **Secondary Programming Advisory Committee Update**

Lori, Paul and Ed have been participating on this committee. Work teams are on-going on the topics of technology, experiential programming, and trades and apprenticeship.

10. **Other**

- **Dominican Republic Trip**

Mark thanked Council for their financial support, which was matched by CEAY. The support allowed Mark to help 3 students financially as well as contribute to a local Dominican Republic initiative to bring kids to high school. In June Students will be presenting their trip report to School Council and the Minister.

- **Meeting Dates:**

March 22<sup>nd</sup>  
 April 12<sup>th</sup>  
 May 3<sup>rd</sup>  
 June 7<sup>th</sup>

The meeting adjourned at 9:10 pm

**School Council Meeting  
January 31, 2012  
Principal's Report**

1. Activities and Events

- See attached Calendar
- Highlights
  - Epiphany Mass – Jan. 6
  - Basketball season very successful, Sr. Boys and Girls teams Gold and Silver in Skagway
  - End of Semester 1 – Jan. 20; Exam week Jan. 23-27 and start of Semester 2 – Jan. 30
  - Report Cards out on Feb. 3
  - Basketball Season wraps up by February
  - Arctic Winter Games – Mar. 3 start

2. Arctic Winter Games

- Vanier is designated as both a venue for Arctic Sports and as accommodation. Virtually all rooms are being used as sleeping quarters. Staff and students will be packing up their classrooms on March 2. Athletes will be arriving at 4:00 that day.

3. Staffing

- Ms. Rosaline Schmidke has been extended with a slight increase in time to the end of June. Ms. Sylvie Ouimet has taken a voluntary reduction in time from 1.0 to .857 for the remainder of the year.
- Has been hired on a temporary contract until the end of June as itinerant teacher for YOF and Riverfront. This position will be re-posted in June after roles and relationships become more clearly defined.

4. VCSS External Review Report

- Please see attached report. (report will be given as a hard copy at this meeting.) This report has been presented to staff and the school-based members of the SGP Committee have met to discuss what is next. Based on comments by Judy Arnold and the contents of the report, it was determined that we will need to reduce the scope of our SGP and specify a clearer target(s) based on the Literacy goal. We will be asking Ashraf Mahoumed from the Dept. to generate statistical data from standardized tests given in Grade 8, 9, and 10 to provide a baseline for us to determine what specific areas of literacy need to be focused on so as to increase student performance in the Grade 10 mandatory exams. The staff will look at the data and determine as a whole group what these areas are and what strategies could be used to address them. The SGP committee will continue to meet to collate data and provide structure to the strategies developed by the staff.

## 5. Facilities.

- Please see the attached report from Cyndy Dekuysscher. Those items in *italics* have been completed. We have cleaned out the mezzanine in the gym to prepare for AWG. If possible, have a look at the utilizable space that is there. If we could get approval to make the necessary changes to this part of our facility, it would greatly enhance our opportunity to offer programming here. As you know, we are operating at capacity with no room for additional programs or students. We still do not have a chapel even though it has been agreed to in principle that we should have one. Our next concern is that we are going to have to send Catholic students away if our class sizes remain at maximum. Staffing allocation is another issue that, due to our status as a Catholic School, needs to be addressed equitably along side other schools that have 'special' designations such as French Immersion.

## 6. Critical Response

- Although we are dealing with a tragic incident that has greatly impacted our school community, I am proud to give praise to the entire staff here at Vanier for the outstanding way in which this was, and is being, managed. Everyone, from the Admin Team to the teachers, counselors, support staff, office staff and pastoral staff, has been calm and present to the students and each other. Thank you also to the superintendent, the communications office and the critical response team at the Department of Education for their support.

## Building Maintenance Report

Ed

At our meeting of December 8, 2011 a number of facility concerns were raised with regard to Vanier School. I have reviewed these concerns and would offer the following:

### 1) Clearing of snow:

a) *Not cleared in front of the garage - as we discussed, the decision to put up the garage was a programming one and, as such, funding will be required to assist with the snow clearing beginning next school year. For the remainder of this year, the contractor will continue to clear the snow from the front on an as needed basis.*

b) *Lack of snow removal at exit doors and walkways - In the event of a substantial snow fall, PMD's main priority for all YG buildings (including schools) is the main front entrances. Once all main entrances of all YG buildings have been cleared then the grounds staff will return to complete the remainder of the snow clearing. Dependant upon the amount of snow, this could take a day or*

*two. In discussions with PMD regarding your concerns it has been brought to my attention that the grounds crew find it difficult to clear walkways as there are apparently no sidewalks between the exit doors. This is something that Gord will work with you on for next summer. In the meantime, the grounds crew will continue to do their best to keep the area cleared of snow.*

The other difficulty that the grounds crew are encountering when attempting to clear snow is that the staff are parking around the back which makes it fairly congested when operating a bobcat. As well, there is a debris on the ground behind the shop that, again, makes it difficult for the grounds crew to do a good job. This is something that Gord will work with you on for next summer. In the meantime, the grounds crew will continue to do their best to keep the area cleared of snow.

2) Winch on the Basketball Hoop in the large Gym: I had initially thought this would be a simple "call the electrician", however access to the hoop, keys, etc all became an issue. PMD has committed to getting this fixed ASAP, if it is not fixed already. While Chic and Gord were both over at Vanier they also noticed that just prior to Christmas one of the glass basketball hoops in the main gym was broken. We have asked PMD to order the backboard and provide us with the expected delivery and replacement date and I will update you when I get the information.

3) Install new light switch into new office: *At the meeting, it was identified that this project had been outstanding since June. When I asked for all outstanding Work Requests, Vanier did submit one on Sept 8th for this project. That one was rejected by PMD with the comment that this was a duplicate request and the original request was in progress. This project is now showing as completed on September 30, 2011. If there is another lighting project that is required there may have been some confusion and you will need to resubmit another work request.*

4) Replace Basketball Structure in Small Gym: I have asked PMD to confirm that the structure is broken at the same time that they fix the winch in the large gym. If it is indeed broken we will bring the project forward from 12/13 and issue a Work Request and have a Project Manager assigned. Once that is done we will receive a timeline for the replacement. I will keep you updated on this.

5) Propane Smell: Please contact PMD to have sensors placed in the areas of concern. Once the source has been identified, we will have PMD begin work on addressing the problem. I would ask that you keep both myself and Gord updated on this issue. Health & safety is a top priority and we want to ensure that problems are addressed.

6) Drains in the Art Room: Gord will work with you and PMD to get this issue resolved.

7) IAQ issues in the shop: The origin of IAQ issues are sometimes hard to determine. Gord will work with you and PMD to identify what the actual issues are. Once this has been done then we can proactively plan to address the issue.

8) Handicap access to the back door: We had discussed an interim solution for this winter such as possibly putting a small ramp with plywood down. Gord is fully familiar with various temporary options that could be done until you can have a permanent solution so I will have him work with you. I believe you mentioned just requiring a cement slab so that a wheelchair could exit the building in the event of an emergency and that the funding would come from your SIR budget. This would not need to be a "Handicap access" for use by the public - just an emergency one. Gord will work with you on this to ensure that no building code violations occur.

I think I have covered off your concerns and look forward to working closely with you on addressing all of the concerns over the upcoming months.

Happy New year

Cyndy

**Vanier Catholic Secondary School Council**  
**Tuesday March 27th 2012**  
**7:30 pm**  
**Minutes**

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**Members Present:**

Dianne Tait (chair)  
Ed Frisson  
Katrina Brogdon  
Lina Radziunas  
Tracey Johnson  
Damien Burns  
Shari Worsfold  
Mark Connell

**Guest:**

Tjiske Van Der Eide

**Regrets**

Paul Flaherty  
Ceceila Fraser

**1. Opening Prayer**

Council opened the meeting with the Lord's Prayer.

**2. Adoption of Agenda**

The agenda was adopted as presented.

**3. Adoption of January 31<sup>st</sup> 2012 Minutes**

It was Moved by Diane, Seconded by Shari to approve the minutes as presented.

**4. Business Arising From the Minutes**

- Damien is unable to attend the busing meeting. A council rep. is unavailable to attend
- A letter from the Minister confirmed the appointment of Cecilia Fraser to School Council. Congratulations, Ceceila!

**5. Leader in Education/Innovation Grant proposal**

Brian Findlay demonstrated to Council teaching which incorporates his iPad and the school's Wifi connection to an Apple TV projector. This allows him to display notes and drawings he would normally write on the board, add to those notes as discussion takes place in class, and then digitize everything into a PDF file for posting on his webpage. Students have immediate access after class, even when they are away from school.

Administration would like Council's support to submit an Innovation Grant of approximately \$6,000 for 3 iPad's and 3 mounts for Apple TVs.

After discussion, Council decided to submit a proposal to outfit up to 22 classrooms for \$1750.00 per classroom, or \$38500.00 total. Although there was some discussion regarding whether Vanier should give students access to iPads as well it was decided to pilot it as a teaching tool before expanding access to students.

It was so moved by Damien with changes, seconded by Shari to approve the Innovation Grant proposal.

6. **Principal's Report**

Ed passed out the new school calendar and highlighted items from the Principal's Report including the Grade 7 Transition plan and an updated version of the Globe 11 program description.

It was moved by Shari and Damien to offer a new updated version of Globe 11

7. **Catholic Education Association of Yukon Update**

Mark reported CEAY's new Draft Strategic Plan will be mailed out and reviewed by the Executive by April 11. Communication to members and stakeholders will follow approval by Executive.

8. **Other**

- **Feedback on Leadership Practices for School Council**

Dianne suggested that this last item be moved to April 12<sup>th</sup> meeting.

- **Meeting Dates:**

April 12<sup>th</sup>

May 3<sup>rd</sup>

June 7<sup>th</sup>

The meeting adjourned at 9:30 pm

School Council Meeting  
March 27, 2012  
Principal's Report

1. Activities and Events

- See attached Calendar
- Highlights
  - Basketball Championships; Gr. 8 Boys – Gold, Girls – Bronze; Junior Boys – Silver and 4<sup>th</sup>, Junior Girls – Silver and Bronze; Sr. Girls – Silver, Sr. Boys – Gold
  - Arctic Winter Games, good representation of Vanier students in the games and winning medals
  - Parent/Teacher Interviews were well attended
  - School Celebration – Stations of the Cross; Holy Thursday at 11:00 am
  - Term 3 ends on April 13<sup>th</sup>
  - Week of April 16-20; Outdoor Ed winter campout, New Life Mass, DART tests for Gr. 8, Report Cards, Dominican Rep. Trip leaves
  - Week of April 23-27; Gr. 7 Transition, DART 9, SledEd Trip, Gr. 9 parent info meeting, DR Group returns
  - PD day on April 30
  - Grad Retreat
  - Think Fast

2. Arctic Winter Games

- All the packing and set-up for the games went quite well. The school was generally treated ok during the games and little damage was sustained. Thanks to Nicole Morgan, Dwayne Stoker, and Natalie Mumford for being here throughout the games and working hard for the athletes and our school.

3. Staffing

- The new staffing formula has been provided for us and sees us with a projected enrolment of 405 students compared to last years projected of 431. This has resulted in a reduction of 1.0FTE staff from 32.4 to 31.4 teachers. More detailed plans on how the school will be staffed and programs offered will be provided in April.

4. VCSS External Review Report

- We have not been able to get the data we require from the Dept. at this time. Hopefully it will be available soon and the SGP committee can meet.
- We will be administering the Resiliency Survey this week to generate additional data to incorporate in our review.

5. Facilities.

- Gord DeBruyn will be meeting with Paul and me this week to discuss capital projects to be completed over the summer.

6. Grade 7 Transition Plans

- See attached

7. New program for next year

- We would like to offer a new updated version of GLOBE 11. Please refer to handout. This will require Council's approval.

8. Innovation Grant Application and Presentation

- Thank you to Brian Findlay for the presentation and work on the application.

## Vanier Catholic Secondary School Council

Thursday April 12, 2012

7:30 pm

### Minutes

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#### **Members Present:**

Damien Burns  
Paul Flaherty  
Tracey Johnson  
Dianne Tait  
Ed Frison  
Katrina Brogdon

#### **Regrets**

Mark Connell  
Lina Radziunas  
Cecelia Fraser  
Shari Worsfold

#### **Guest**

Superintendent, Mike Woods

#### **1. Opening Prayer**

Council opened the meeting with the Lord's Prayer

#### **2. Adoption of Agenda**

It was Moved by Dianne, seconded by Damien to approve the agenda as presented.

#### **3. Adoption of March 27, 2012 Minutes**

It was Moved by Damien, seconded by Dianne to approved the minutes of March 27<sup>th</sup> 2012, as presented.

#### **4. Business Arising From the Minutes**

Since a Vanier representative was unable to attend, we don't have an update on the bussing meeting. Ed noted the City wants to encourage bus ridership amongst students so they are piloting a program to give out bus passes to students. Paul to get an update from Dee.

#### **5. Principal's Report**

Ed spoke to the highlights on his report (attached), including: the Dominican trip is leaving next week, and Outdoor Ed, Sled Ed, Grad retreat and Think Fast are all coming up. The staffing plan has been challenging with people leaving for maternity and others returning from leave, but he hopes to have it finalized by next meeting.

The next School Growth Plan meeting will be held on April 30 (PD day). Dianne and Shari will be invited and Judy Arnold will be present.

**6. Catholic Education Association of Yukon Update**

The Strategic Plan circle of Caring III was passed by the Executive and will go the membership. Paul noted the plan will be shared with the Minister as per CEAY's commitment.

Giving CEAY Scholarships to students was also discussed and Vanier will receive \$600 dollars to award to eligible students

Mark is arranging for one of the speakers from the last Blueprints Conference to address our Whitehorse Catholic forum, April 25-27<sup>th</sup> 2013.

The Religious Ed. Coordinator position has been discussed with the Bishop, as Mark will be going back classroom teaching.

**7. Other**

• **Grade 12 Students attending class in other schools**

Katrina and Ed spoke to the issue of "school shopping". On occasion it is necessary for some students to take courses that are not offered at Vanier however, there is some evidence that a few students are doing it simply to avoid taking Religious Ed 12.

While it is technically correct they don't need Religious 12 to graduate from high school, Katrina and Ed noted that it is difficult to build school spirit and community if students are not taking the majority of their courses at Vanier. Ways to encourage students to take the majority of their Grade 12 courses, including Religious Ed 12, at Vanier were discussed.

Mike stated the Department has a policy which allows students choice in schools (with Department approval). However in this case Council has a policy and the Department will support Administration in its implementation.

The Administration and Secretary-Treasurer left and Council members went on to discuss the following topics:

- Principal review with Mike Woods
- School Council Leadership framework input

**School Council Meeting**  
**April 12, 2012**  
**Principal's Report**

1. Activities and Events
  - See attached Calendar
  - Highlights
    - Dominican trip
    - Sled Ed Trip
    - Outdoor Ed Winter Camp
    - PD day on April 30
    - Grad Retreat
    - Think Fast
2. Staffing
  - Staff plan for 2012/2013 as discussed
3. School Growth Plan
  - We will be using our PD day on April 30 to formulate a focused target for Goal #1 for our plan. The goal deals with improving literacy through increased student engagement. The day will result in a new Target statement that specifically identifies strategies the staff will work on. Council representatives have been asked to participate in the morning sessions.
4. Facilities.
  - Gord DeBruyn met with Paul and me recently to outline approved Capital projects for the summer. They are as follows:
    1. Complete repainting of exterior
    2. Replacement of basketball backboard assemblies in the small gym
    3. Plumbing Upgrade (unspecified as to details)
    4. Purchase of 100 full lockers and move of existing small lockers to gym change rooms.
    5. Accessibility ramps at back exit doors
    6. Possible repair of stage floor and facing walls if painting is underbudget.
    7. Re-keying of entire school, both internal locks and exterior doors. Arctic Winter Games will pay due to loss of full set of keys during games.
5. Grade 7 Transition Plans
  - Visited both feeder schools and chatted with Grade 7's. Very nice groups and looking forward to them coming. Course selections for them will be done in the week of April 23 – 27.



**Vanier Catholic Secondary School Council**  
**Thursday May 3, 2012**  
**7:30 pm**  
**Minutes**

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**Members Present:**

Paul Flaherty  
Dianne Tait  
Ed Frisson  
Lina Radziunas  
Tracey Johnson  
Shari Worsfold  
Mark Connell  
Cecilia Fraser

**Regrets**

Katrina Brogdon  
Damien Burns

**1. Opening Prayer**

Council opened the meeting with the Lord's Prayer.

**2. Adoption of Agenda**

It was Moved by Shari, Seconded by Cecilia to adopt the agenda as presented.

**3. Adoption of April 12<sup>th</sup>, 2012 Minutes**

It was Moved by Cecilia, Seconded by Shari to approve the minutes as presented.

**4. Business Arising From the Minutes**

A school bus meeting will be held May 9<sup>th</sup> at 7pm. Paul will be out of town and asked Council members to check their schedules and attend if possible in his place. Chair for Committee, Scheduling, and City Bus Pilot project are on agenda.

**5. Principal's Report**

Ed highlighted items from the Principal's Report/School Calendar:

- Think Fast with Dominican presentation this weekend
- Beauty & the Beast – Ed to send email to Council on show times
- Six teacher positions have been posted.

Ed passed out the VCS School Profile and Council discussed the data on enrolment, absenteeism, and IEP numbers. Ed to provide First Nation enrolment numbers next meeting and Council to discuss how to reach out to First Nation community.

The link between course offerings and student enrolment was discussed. Ed noted that Music and French enrolment is low and he would like to use the historical data to determine course offerings.

The Chair of CEAY, the Religious Coordinator, and Administration met to discuss how the Religious education work/allotment can be divided (currently high school has 1 position and elementary .8 of a position) and formalizing job descriptions. They are also exploring the possibility of funding a clerical position for CEAY.

Building Advisory Committee – there was lots of progress made last meeting, although nothing new to report on renovations to the shop and possible asbestos issue. Next meeting will take place the week of the 7<sup>th</sup>.

**6. Catholic Education Association of Yukon Update**

Paul to follow up regarding presenting the new Strategic Plan to the Minister.

**7. Other**

- **Graduation Gifts**

It was Moved by Shari, Seconded by Dianne to provide \$1,000 towards grad gifts. Ed to advise whether the gift go towards key fobs or graduation folders.

- **School Council Conference**

Paul reported on the agenda which included discussions on the School Calendar, Administration Evaluation Committee, and Leadership Practices Frameworks for school councils.

- **Meeting Dates:**

June 7<sup>th</sup>

The meeting adjourned at 10:05 pm



**Vanier Catholic Secondary School Council**  
**Thursday, June 7<sup>th</sup>, 2012**  
**7:30 pm**  
**Draft Minutes**

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**Members Present:**

Paul Flaherty  
Dianne Tait  
Damien Burns  
Ed Frisson  
Lina Radziunas  
Tracey Johnson  
Shari Worsfold  
Mark Connell  
Cecilia Fraser  
Katrina Brogdon

**1. Opening Prayer**

Council opened the meeting with the Lord's Prayer.

**2. Adoption of Agenda**

It was Moved by Dianne, Seconded by Cecilia to adopt the agenda as presented.

**3. Adoption of April 12<sup>th</sup>, 2012 Minutes**

It was Moved by Cecilia, Seconded by Dianne to approve the minutes as presented.

**4. Business Arising From the Minutes**

No one was able to attend the busing meeting. Ed noted the pilot City bus program has 10 to 15 kids participating and seems to be going well.

Administration will bring First Nation enrolment numbers forward in September.

**5. Principal's Report**

Ed highlighted items from the Principal's Report/School Calendar and Staffing report.

Mark showed a video presentation on the Dominican trip and thanked Council for its support. With the money Council donated, Vanier was able to subsidize the trips of two students as well as contribute \$5,000 in donations to help rural Dominican kids attend high school. A total of 16 students and five staff went on the Dominican trip and Mark felt it was one of the most successful trips from the point of view of student engagement.

## 6. **Catholic Education Association of Yukon Update**

Dianne wrote to Val Royle regarding next steps with the Strategic Plan. Also, an MOU is being developed with the Department to fund the Strategic Planning initiatives.

## 7. **Other**

- **School Council Elections**

Paul reminded Council that Elections are this fall and asked that Council members send him an email regarding whether they are going to run or not. Nomination forms are available at the office and are due in late September. Promoting Council elections through the Church bulletin, at mass and the CEAY pamphlet was discussed. It was suggested that a representative from the Filipino Community should be on Council.

- **AGM Dates**

Paul to canvass the other schools to find a suitable date and confirm with everyone. One possibility is the week of October 24<sup>th</sup>.

- **Discussion of 3:30 Meeting**

Administration, the Bishop, Council, Mike Woods, Catharine Mackwood and almost all the teachers attended a special meeting at 3:30pm today regarding Vanier's hiring policy and direction. Representatives from the teachers were able to ask questions of the Bishop and Paul. After some discussion, it was noted that this seemed like the start of a conversation, and more was needed to develop a common understanding regarding the meaning of Catholic Education in the context of Vanier. Paul invited Council to send ideas/feedback from the meeting to him.

- **Meeting Dates:**  
September 13<sup>th</sup>

The meeting adjourned at 10 pm

