

**St. Patrick's Elementary
Local School Council Meeting
May 16, 2011 - AGM**

Council Members Present: Trina T, James W, Chris R, Leann F, Audrey T, Allen L, Steve M, Denise H, Roman M, Erin G (Teacher rep)

Regrets: nil

Prayer: Deanne opened the meeting with a short prayer.

Discussion Items	Action Item
Adoption of Minutes: April minutes to be carried forward to June Meeting.	
Business Brought by Community Members	
Introductions of everyone around the table	
Administration Report (Deanne P)	
<ul style="list-style-type: none"> • 83% capacity currently – seem to be maintaining students even with a number of transfers of students out of St. Pat's. • Offered a number of new activities for students, funded mostly by PAC (Art in the Schools, Gr. 7's going to Cooking School, Professional Musician coming to do song writing workshop for a week). • The school has worked at standardizing their writing to provincial standards; it has been necessary to adjust the standards and not be so critical with regards to provincial writing. • Provide student services to support social, emotional and behavioral supports. (Social behavior counselling, individual counselling, group support, 7 educational assistants, psych-ed testing, counselling and prof development, OT/ PT contracts). • Personal goal to stabilize and increase enrolment within school. • Fine-tuning with regards to this to utilize computer lab more, new class will be implemented. • Expression of faith unique to a handful of schools. Gr 7 spiritual retreats will be introduced in the fall. Gr. 6 will go until dinner, Gr. 5 for the day. 	

Discussion Items	Action Item
Outstanding Business	
<ul style="list-style-type: none"> n/a 	
New Business	
<ul style="list-style-type: none"> Jim N, Patrick C, Siobahn G each acclaimed to the 3 open seats on Council. Each new member presented a short biography. Cathy L willing to assist in an informal capacity on council next year. Names put forward to chair council – James W nominated by Trina – James accepted role. Decision to discuss the rest of the roles at the June meeting. 	
Chairperson Report (Trina Talarico)	
<ul style="list-style-type: none"> Reconfiguration issue –A multi-school committee tasked with examining the issues submitted a report favoring the move to a k-8 system with 9-12 at St Andrews High School. Structural concerns - a subcommittee of Council took another look at opportunities to temporarily address structural concerns of the Tower Building with respect to its ability to sustain a major earthquake. It was concluded that all interim measures that could be taken, had been taken. Renovations to school – council has made repeated requests for information about progress being made on the renovations, including inviting the Superintendent to two LSC meetings. Attended several ICS Chairman’s meetings as well as a financial budget meeting. Recommendations: Need to explore more system Efficiencies/Challenges with ICS. Need to push agenda for International Baccalaureate program to become part of St. Pat’s curriculum. Need for LCS to stay on top of renovations with ICS. There is an opportunity to explore, provide input and assist ICS to identify opportunities to expand the benefits of the association created through ICS With the Boards decision against reconfiguration, Council will need to come up with some creative and innovative ways to address the awkward grade configuration and the challenges it poses for us. Council is encouraged to look to ICS for support to help us remain a viable and healthy feeder school. 	

Discussion Items	Action Item
Committee Reports	
Policy (James W, Roman M)	
<ul style="list-style-type: none"> • School Configuration Issue <ul style="list-style-type: none"> - September to November - St. Patrick's LSC sub-committee (Trina T, Roman M, James W, Deanne P) gathered and analyzed data re: possible options on school configuration. - November to January - Participation on School Configuration Committee (reps from St. Patrick's, St. Joseph's, St. Andrew's Elementary and St. Andrew's Regional High School). - March to April – Further submissions to the Board of Director and/or Superintendent re: advocacy for K-8 / 9-12. - Outcome: Decision by Board that configuration will not be K-8/9-12 for Victoria ICS system. • Healthy Food Policy completed in November 2010. • Development of Bullying Policy in April/May 2011 (currently in draft – to be reviewed and possibly approved by Local School Council in May or June). • Activity not yet completed: Make contents of Parent Handbook more accessible (insert table of contents, ensure visibility on St. Patrick's website). <p>Recommendations:</p> <ul style="list-style-type: none"> • Openness for further review of/tweaks to Healthy Food Policy and Bullying Policy, but first give some time to see how those policies are working/not working before considering changes. • If School Configuration is to remain K-7/ 8-12, explore with the school administration any possible innovations that would promote continued and full enrolment in grades 6 & 7. • Explore with the school administration any possible innovations that would forge closer links between St. Patrick's and St. Andrew's Regional High School (SARHS). • Decrease barriers for students moving from St. Patrick's grade 7 on to SARHS grade 8 by: <ul style="list-style-type: none"> - Advocating, at the ICS level, for staggered start times between the two schools (eg. SARHS perhaps starting later at 8:50 a.m. and St. Patrick's possibly starting earlier at 8:30 a.m.). - Advocating, at the ICS level, for a two-way ICS bus shuttle between the schools that leaves/arrives at a time that is the most convenient for families/students (organized by ICS or at the least by the two schools, not using resources only from St. Patrick's). 	

Discussion Items	Action Item
Finance (Chris R)	
<ul style="list-style-type: none"> As our financial year does not end until June, it is difficult to fully comment on the balance sheet. We can see that our cash position at March 31, 2011 is significantly lower than the previous year - \$57,000 versus \$504,000. The difference is due to several factors: the Grant of approximately \$223,000 has not been posted yet, accounts payable is \$76k lower and the fact that we have been running a deficit for the year. All other line items appear normal and we continue to reduce our long term debt which should be paid off in a little more than 3 years. <p>Recommendations:</p> <ul style="list-style-type: none"> Increasing our enrollment is the best way to ensure a strong financial picture for the school. We need to ensure a steady interest in the Kindergarten years and also try to retain the kids beyond the grade 4 level. We have an amazing school with excellent staff, parents and programs. We do not want to start cutting back on these programs so we need to encourage enrollment as best as possible. If we kept our expenses the same, it is estimated that a student population of approximately 340 would enable us to get back to a surplus. 	

Discussion Items	Action Item
Buildings and Grounds (Steve M)	
<ul style="list-style-type: none"> • A proper filing system has been initiated for St. Patrick’s School - grounds and facilities maintenance records (ie. Contracts, specifications, invoices, schedules etc.) to house all relevant documents on the school premises. This will ensure ready access to pertinent information for school officials as well as the acting portfolio manager. • In the process of developing a set of standard operating procedures relating to buildings and grounds. • In the process of assembling a comprehensive list of vendors and service providers employed by the school to ensure consistent service. • In the process of implementing the necessary checks and balances required in the system (ie: Inventory control and PO’s). • In the process of evaluating the current contracts relating to the buildings and grounds at St. Patrick’s School to ensure we are getting value for money, the contracts are properly written and administered and all necessary documentation is submitted (ie: WCB coverage, current liability and insurance certificates, criminal record checks and the appropriate qualifications and licenses are demonstrated). • In the process of creating a more standardized contract that can be more easily administered. • On-going communication with ICS regarding the strategic plan and progress relating to it, which will ultimately determine any actions taken and expenses approved for the buildings and grounds at Saint Patrick’s School. ICS is still fully committed to the initiatives laid out in the Strategic Plan unveiled in April of last year and are in the process of selecting a competent project manager who will facilitate the steps necessary to see the plan implemented over the next 3-4 years. • Issues relating to the earthquake preparedness of the school have been revisited and have been forwarded to ICS who are dealing with this as part of the strategic plan. • Exploring economies of scale relating to the purchase of supplies at the school level with potential to work with the other Island Catholic Schools to realize further savings. 	

Discussion Items	Action Item
Marketing / Public Relations (Denise H, Allen L, Leann F)	
<ul style="list-style-type: none"> • Created/implemented adv campaign with new photos & messaging. • Ads in Island Parent, TC, Saanich News, Oak Bay and Vic News. • Poster Advertising for open house created and distributed through volunteers. • Rack Cards produced and distributed to promote St. Pat's. • Facebook page created. • Media coverage – TC – for Christmas Drive Through and CHEK News spotlight. • Hosted Teacher's Back to School Tea/Christmas Party. • Work was started on a communication plan to better inform school community about Council. • Attended Island Catholic School District's marketing meeting. A key development at this level is the hiring of a communications firm to produce a central marketing plan. • Outreach to VIHA to market within Royal Jubilee Hospital resulted in access to all staff bulletin boards where events such as the open house and Christmas donation campaign were advertised. Further opportunities are being explored. • Establishment of an alumni association is well underway with an initial focus on inviting people to share "archival" information. A large amount of old photographs and other material has been assembled and scanned for use on a website. • Discussions have been held with the ICS district about a standard approach for alumni associations. A mock-up website was created. • Attended ICS District marketing meeting. A key development at this level is the hiring of a communications firm to produce a central marketing plan. • Recommendations moving forward: • Continue development of alumni association, with a marketing element celebrating the school's alumni especially those with children at the school. • Establish a formal process to get photos, video from key school events for use both in the school and for marketing. • Establish a regular reporting-out function from the school council to keep the school community informed about upcoming meetings, decision making and outcomes. • Buy a modern display board. • Investigate cost for flat-screen for main school entrance area for ever-changing slide show of photos from school events • Develop a social media strategy. • Amend supplies for staff events. The amount of food/beverage purchased for the September welcome back tea appeared to be just right but there were substantial leftovers at Christmas event. 	

Discussion Items	Action Item
Parish Council (Audrey T)	
<ul style="list-style-type: none"> • Attended parish council meetings – bi- monthly. • Hosted after church coffee after Mass once per month. • Organized school hosting of one of 6 Lenten dinners. • Posted items of interest with regards to the school in the church bulletin. • Liaised with Father Murphy (welcome back BBQ). • Recommendations to continue to be an active part of Parish activities, involve more parents in assisting with hosting coffee after parish. • Meet with new Pastor on his arrival, to see if there are additional suggestion he may have for connecting the school and Parish. 	
Parent Auxiliary ()	
<ul style="list-style-type: none"> • 	

Meeting adjourned.

Next meeting is Monday June 20th @ 7pm (School Library).