

# Robert Service School Council Meeting

18/Dec/24 5:30 PM

**Location:** RSS Art Room

## **Attendees:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Ashley Bower-Bramadat    | <input checked="" type="checkbox"/> Angela Edmunds (Zoom)  |
| <input checked="" type="checkbox"/> Brent McDonald (Zoom)    | <input type="checkbox"/> Brenda Butterworth-Carr (Zoom)    |
| <input type="checkbox"/> Helen McCullough                    | <input type="checkbox"/> Jody Beaumont                     |
| <input checked="" type="checkbox"/> John McDonald            | <input type="checkbox"/> Lisa Perry                        |
| <input checked="" type="checkbox"/> Molly MacDonald          | <input checked="" type="checkbox"/> Richard Poirier (Zoom) |
| <input checked="" type="checkbox"/> Shirely Paraluman (Zoom) |  |

## **Agenda**

1. Call to Order (Co-Chairs) at 5:30pm
2. Review and Approval of Agenda (additions or deletions)  
Moved to approval John, Seconded by Molly
3. Review and Approval of Nov 27/24 Minutes (errors or omissions)  
Quorum approval not available for review; added to Jan 22nd agenda.
4. Delegations N/A
5. Reports
  - 5.1. Joint TH/RSS report  
**Ashley delivered the update:** Updates are:
    - No new staffing updates at this time; position posted and waiting to be filled.
    - For events and programs: It's a busy week with Christmas preparations. January 6th marks the first day back, and exam week for high school will be January 13th.
    - There will be a Professional Development Day with breakout sessions soon.
    - TOC could participate in January 20<sup>th</sup> PD activities, and Ashley will send an email to include them.
    - For the second semester, starting January 21st, a post-secondary trip is planned for mid-to-late March, with fundraising efforts underway for a trip to Calgary. The trip is scheduled for March 31st – April 4th. RSS will be the only school with TOC participation.
6. Business Arising from the Minutes
  - 6.1. RSS Council Financials and Reporting: update
    - John: No discussion about money being clawed back. Not all funds provided were used, and unaware of any claw back
    - Brent: The agreement mentions that unused designated funds must be returned, though the language is unclear.

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- Molly: There is room for advocating to keep the funds. When we received funds we were still identifying expenditure projects. Did not finalize till after deadline.
- Ashley: Questioned if the school council needs a work plan.
- Brent and Molly to discuss options for retaining the funds. Item to be added to the next agenda

6.2. Orange Shirt Day t-shirts for staff and students: update  
Lisa/Jodie not here to be back on next meeting agenda.

6.3. Teachers on Call Recruitment initiatives: update

6.3.1. Meeting w/ RSS/YG HR/TH

- Molly: Regarding TOC support, TOC recruitment night was not of interest, but there is interest in professional development options for TOCs.
- Ashley: Discussed special education and the future of a new handbook that will better reflect the Dawson Area for TOCs. The timeline for completion is next school year. The TOC package, including resources and books, is being developed with Tara's assistance.
- Angela: TOCs should have their own personal copy of handbook, not just access to classroom copy

6.3.2. Letter to TOCs

- Molly: The stipend (not a wage). YG payment for TOCs (from 2023) is based on categories: \$164, \$202, and \$264/day. Discussion was : **\$200 per day** will make a motion at the January meeting
- Molly to send an email to the council to confirm the final decision. The total number of TOCs may be up to 5.
- Molly/Ashley: Job shadowing for TOCs will be for one day only, not more

6.3.3. Resource pkg for TOCs

- **Ashley:** Will work on the related tasks

6.4. RSS Council appointment process: update

Shirley and Brent appointed (Richard to check and get back tomorrow to know about the status)

6.5. RSS Council Admin support

6.5.1. Oath of confidentiality – If Rohini wishes to continue, the oath needs to be notarized.

6.5.2. Payment/cheque/rate/hrs – Molly will send the job advertisement to Rohini including the pay rate.

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## 6.6. Supporting experiential learning at RSS

### 6.6.1. Cheque for Angela?

- John will write and send the cheque to RSS with receipts to be presented.
- Funds must be spent by the end of the school year (before March 31st). If necessary, funds may be carried over.
- **Action:** Angela to discuss with Sonja about the possibility of carrying over funds.
- If Ashley provides a letter outlining the intended use of the funds maybe the deadline could be waived.
- The cheque will be provided by December 19th.

6.6.2. Letter to YG re supporting RSS experiential education –Brent not available for this part of meeting

6.6.3. Council applying to community development funding- Richard not present

## 6.7 Food for Schools Questionnaire (see attached)

Angela answered the questionnaire.

## 7. New Business

### 7.1 Review Personal Electronic Device policy (see attached)

- **Angela:** Data from the staff survey shows 25 responses, indicating that most staff feel devices are not a distraction and can be used during breaks. Regarding student device use, 50% say no, with the majority indicating a negative impact. There is consensus that limitations should be in place for device use, with suggestions for use only before or after school and during breaks.
- **School councillor** to propose a pilot workshop for Grade 10 students on cellphone awareness. Concerns were raised about the ability to contact family, but students can use school phones for this. More feedback will be gathered from high schoolers.
- For second semester (starting Jan 21st), updated cellphone guidelines will be tried:
  - **K-7:** No phones during the day; phones may be used after school or in emergencies via school phones.
  - **8-9:** Phones allowed during lunch (12:15–1:00), but not during class or in pockets after 1:00 PM. A grace period will be allowed in the first week; from the second week, phones will be taken to the office if used improperly. Locks will be provided for lockers.
  - **Medical Exceptions:** Students with learning plans that include music for concentration may use headphones; this will be discussed with parents and updated in learning plans.
- **Angela:** To contact Selkirk School about their established cellphone policy, aiming to have a plan in place by Jan 21st. This will be added to the next agenda for review.

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- **Email to Caregivers/Guardians:** No issues raised by administration; students see phones as a distraction and want more consistency. Teachers would like to incorporate devices like iPads for lessons, but there is only one iPad cart and two laptop carts for all students.
- **Ashley:** Survey responses indicate that phones are seen as a distraction, with concerns over mental health and bullying on social media. A cell phone awareness program, alongside resources on electronic addiction and alternatives like lunchtime clubs (e.g., beading), will be encouraged.
- **Angela:** Suggested staff should only use phones during break or prep time, keeping phones tucked away while attending to students. Phones may be used for documentation if necessary but should be put away immediately afterward.

### 7.2. School Council website updates (Angela)

- Updated the screen and picture at the top.
- Posted a letter from the School Council, including the updated email address and list of members.
- Removed personal phone numbers and replaced with a centralized email address.
- Meeting page updated with the list of meetings.
- **Action:** Molly is in the process of adding minutes for the last two years, which will be posted on the website.
- Past policies were removed from the website but can be requested if needed.
- Discussed whether the Covid letter is still necessary on the website.
- It will be cleaned up in the new year
- Continuing with website updates, focusing on meeting minutes and policy cleanup.

### 7.3 End of year/holiday communication to parents/staff

#### Canva and Poster Creation:

- Discussed using Canva for creating posters for FB/Instagram and brochures. Angela invited Molly for a student account on Canva to create the poster.

### 8. Correspondence

#### Emails from Richard Poirier:

- **Dec 5, 2024:** Request for School Council Meeting Minutes (2014-2024) due to audit. Social council needs to review minutes for all Yukon schools.
- **Dec 11, 2024:** Special Report on 2022-2023 Graduation Rates. **Action:** Add to next agenda.
- **Action:** Ashley and Angela to join and discuss upcoming events on January 22nd.

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## 9. Upcoming Dates

**Next RSS Council Meeting: Jan 22<sup>nd</sup>**

## 10. Adjournment

John to move end the meeting and Molly second. (7:02 pm)

## 11. Roundtable