

Graduation Committee Meeting Minutes – October 22, 2019

1. Welcome by Des Nolan. Announced date for Grad ceremony has been set for **Saturday, May 30, 2020.**
Introduction of staff involved:
 - a. Desmond Nolan – Principal
 - b. Sean Morrison – Assistant Principal – senior high
 - c. Brenna Liddell – Assistant Principal – junior high
 - d. Angie Speers – business manager
 - e. Teacher rep/grad coordinator – TBD
2. Sean Morrison reviewed Graduation Ceremony Participation Requirements which can also be found on the EPC website under the “Graduation” tab. Some highlights include:
 - a. Must have 80 credits by end of semester 1 and be on track to earn graduation
 - b. By May 9th must not be failing any classes.
 - c. Must not have more than 20% absenteeism in any class.
 - d. Must not be suspended within one week of graduation ceremony.
 - e. Fees and banquet tickets may not be purchased if not on track and approved by administration.
3. Sean Morrison and Crystal Holdis have begun meetings with all grade 12 students to review transcripts and schedules. Sean and Crystal will communicate regularly with both grade 12 students and parents about concerns and progress.
4. Des Nolan provided brief recap of last year’s Grad. The Multiplex has created a more formal process for the rental of facilities and has requested contracts be signed. Des informed the committee that EPC School will sign the contract for the field house for the Grad ceremony and the Grad Committee will sign the contract for arena/curling rink for dinner and/or dance.
5. Angie Speers reviewed budget including balance and basic information regarding fees, expenses, fundraising rules/options. Information regarding Buy Low Bucks was provided and reminded committee any fundraising ideas must be approved by Des Nolan prior to commencing. Administration is recommending Grad fees remain at \$100.00 but final determination will be made at next meeting.
6. Angie Speers discussed ads to be placed in newspapers for photographer and DJ. Submissions will be reviewed with committee at next Grad meeting. Des Nolan announced EPC will be using Derko’s Catering for catering the banquet if committee wishes to have one. Menu options will be provided at the next Grad meeting for committee to review and choose.
7. Des Nolan and Sean Morrison reviewed tentative schedule for the day of Grad at the multiplex. Schedule will be placed on EPC website under the “Graduation” tab once finalized. Reminder that all grade 12 grads attending must be in field house at 1:00 pm for group photo. No exceptions will be made and photo will not be delayed. Reminded grads that they MUST attend Friday evening rehearsal.
8. Des Nolan discussed banquet dinner will be capped at 700 people due to size of arena. Tickets will be sold through Angie Speers at the school. Initial cap will be 6-7 tickets per grad then requests for additional tickets will be kept tracked of. Dates for tickets sales will be determined at later meeting.

9. Des Nolan informed committee that any extra-curricular activities that may involve alcohol such as a “Safe Grad” may not include any Aspen View employees in the discussion, planning or implementing of. Discussions, meetings or planning of such activities may not take place on any Aspen View property.
10. Des Nolan reminded any grade 12 students that may graduate once completed first semester to keep in contact with school and fellow grads for communications regarding grad. Sean Morrison will stay in regular contact with CAVE teachers to pass along information with those students.
11. Des Nolan reminded students and parents that all outstanding grade 12 school fees must be paid prior to attending Grad ceremonies, purchasing banquet tickets.
12. Des Nolan discussed that all votes for Grad such as themes, songs etc. will be voted on by students only. Reminded students to pay attention for announcements for such votes.
13. Des Nolan reviewed roles/responsibilities on the Graduation Committee that need to be filled. The following roles were filled by:
 - a. Grad Committee Chair: Pat Neumeier
 - b. Budget Lead: Christa Wilkinson
 - c. Facilities Lead: Rod Cunanan
 - d. Banquet Leads: Val Head, Leanne Burritt
 - e. Decorating Leads: Joleen Schulte, Darlene Bertin, Laurie Lohouse
 - f. Meeting Secretary: Shelley Jackson
 - g. Grad Teacher: TBD
 - h. Grad Student Reps: Students signed up with Sean Morrison
14. Des Nolan announced date for next Grad meeting has been set for Wednesday, November 27, 2019 at 6:30pm.