

Graduation Committee Meeting Minutes October 22, 2020

1. Welcome by Principal Nolan. Announced date of grad ceremony has been set for **Saturday, May 29, 2021.**
Introduction of staff involved:
 - a. Desmond Nolan – Principal
 - b. Sean Morrison – Assistant Principal – sr high
 - c. Crystal Holdis – Career Counsellor
 - d. Angie Speers – Business Manager

2. Sean Morrison reviewed both Alberta Education Graduation requirements and the 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 have minimum mark of 50% in all courses required to achieve diploma.
 - c. Must not have more than 20% absenteeism in any class.
 - d. Must not be suspended within one week of graduation ceremony.
 - e. Graduation fees must be paid by May 10th of graduating year.

3. Sean Morrison and Crystal Holdis shared they have reviewed all grade 12 transcripts/schedules and have begun meetings with all grade 12’s. Sean and Crystal will communicate regularly with grade 12’s and their parents about progress and concerns.

4. Des Nolan announced the administration’s decision to have a cap and gown ceremony for all future EPC graduation ceremonies including 2021. A sample of the gown, cap and stole chosen was modelled by staff member, and a picture was provided on screen. The cost of cap, gown and stole is \$25.00 to be included within the graduation fees and graduates will keep all three items. Des Nolan reviewed the reasoning behind the decision. School will form committee to implement sizing and ordering of caps, gowns and stoles.

5. Sean Morrison reviewed the 2020 graduation ceremony held at the end of September and shared the details of the “drive up to” grad ceremony. Administration reminded grads/parents regarding the AHS rules for inside/outside gatherings that all schools must adhere to. Administration presented two options for May 2021, anticipating that the current AHS rules may remain the same for the remainder of the school year.
 - a. Option 1 – “drive up to” option again but allowing more family members to walk in with graduates – 10-12 family members was a consideration. Each graduate entering the gymnasium with family and walking up to the stage for the “hand shake” photo with the Principal. Decorating committee to provide a photo op area and entire ceremony to be live-streamed and shared on the EPC Facebook site.
 - b. Option 2 – ceremony to include only the graduates seated in the gymnasium spaced apart and calling each one up to stage for “hand shake” photo with Principal. No family members would be permitted to be in gymnasium due to AHS limitations on large gatherings. Entire ceremony would be live-streamed and shared on the EPC Facebook site. Suggestions for a grad group photo were made, including use of drone, but is dependent on space needed, weather conditions and AHS rules.
Administration addressed questions about AHS possibly lifting some regulations to allow for larger gatherings, Sean informed grads/parents that the Multiplex is booked just in case and planning a larger gathering later would be possible if the rules change. At this time, EPC will move forward with planning with the current rules in place. Sean also addressed questions regarding outside ceremonies, expressed concerns regarding unpredictability of Alberta weather. Further information will hopefully be available from AHS before the next grad meeting in November.

6. Angie Speers reviewed financials of the graduation account and starting balance. Reviewed that expenses for grad ceremony are paid by the graduation committee by raising revenue through grad fees, fundraising and/or donations. Information regarding Buy Low Bucks was shared for individual families to fundraise to assist with grad fees. Any fundraising ideas that grad committee may want to do must be approved by Des Nolan prior to commencing and all revenue/expenses are run through the EPC bank account. Graduation fee amount will be determined at a later date.
7. Angie Speers shared information regarding the Graduation Binders available in the EPC front office for the Grad Chair to sign out that contains detailed information of previous grad ceremonies including financials, seating plans, etc.
8. Des Nolan reminded all grads/parents that no discussions or planning about after party or safe grad may take place on any Aspen View property and that no Aspen View employees may be involved with planning or implementing of such activities.
9. Sean Morrison reminded any grade 12 students that may graduate at the end of Semester 1 to keep in contact with school and fellow graduates for updates/communication regarding grad ceremonies. Sean will ensure that CAVE outreach students and Virtual online learners are provided information as well.
10. Sean Morrison assured grade 12 students will be provided opportunity to suggest themes, songs, colours etc for grad ceremony and the votes for such will be for students only. Reminded students to pay attention for announcements for such votes.
11. Des Nolan and Sean Morrison reviewed roles/responsibilities on the Graduation Committee that need to be filled. At this time, some positions will not be required unless AHS rules regarding large gatherings change. The following positions were filled by:
 - a. Graduation Committee Chair – Helene Prud'Homme
 - b. Budget Lead – Cynthia Christensen
 - c. Decorating Lead – Val Head
 - d. Meeting Secretary – Iris Strembesky
12. Sean Morrison and Crystal Holdis requested that each grade 12 and/or their parent provide 4 photos of each grade 12 and be provided *digitally*, to one of them starting now so they may begin working on the PowerPoint presentation. Photos of differing ages or growing stages are always nice to share.
13. Des Nolan set the date for the next graduation committee meeting to be on Wednesday, November 18th at 6pm. Meeting will be held in gymnasium and the same rules for entering an Alberta school building will apply.