



Edwin Parr Composite School

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Grad 2022 Organizational Meeting Agenda

Wednesday, October 20th, 6:30 pm EPC gymnasium

Grad Date is set for Saturday, May 28th, 2022

Meeting Minutes

- 1) Welcome by Assistant Principal Mr. Morrison. He announced that the date of the 2022 grad ceremony has been set for Saturday, May 28, 2022.
- 2) Introduction of staff involved:
 - a. Desmond Nolan – Principal (Not in attendance)
 - b. Sean Morrison – Assistant Principal – Sr. high
 - c. Brenna Liddell- Assistant Principal- Jr. High
 - d. Crystal Holdis – Career Counsellor
 - e. Paula Gabourie – Business Manager (Not in attendance)
- 3) Overview of the Organizational meeting.
 - a. **Sean Morrison:** Explanation of the Alberta Education Graduation requirements and **EPC's Grad Policy** in regards to who is on the Grad List and the requirements that need to be met to graduate from high school. This information 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 attend 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.

For more information, contact either Sean Morrison or Des Nolan through the school.

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. There are 106 Graduates currently on the list.

Sean Morrison assured that grade 12 students will be provided opportunity to suggest themes, colors, etc. for the grad ceremony. **The votes for such things will be for students only.** He reminded students to pay attention for announcements for such votes. Information will be shared with students at the CAVE.

4) Brief Recap of grad 2021

- Discussion on what we did. The graduate plus a specified number of guests would enter in the south west doors of the gym, go through a ceremony, and exit the North West gym door. The gym would be decorated and the ceremony would be live streamed. The specified number of guests would be determined closer to the date of the ceremony and would be based on any restrictions/guidelines in place at that time.
- EPC' graduation is now a cap and gown ceremony. These are ordered and organized by EPC. Students get to keep their cap and gown. This year will cost \$21.60. Parents expressed concern in regards to the quality of the gowns. The school will check on different options from that company.
- Scenarios Grad could potentially look like:
 1. Graduation ceremony would be run as it has for the last two years. The graduate plus a specified number of guests would enter in the south west doors of the gym, go through a ceremony, and exit the North West gym door. The gym would be decorated and the ceremony would be live streamed. The specified number of guests would be determined closer to the date of the ceremony and would be based on any restrictions/guidelines in place at that time.
 2. Graduation is run at the multiplex with students on stage masked. Space would be limited to $\frac{1}{3}$ their capacity and spectators would have to show proof of double vaccination and be masked. This would also apply to any graduates who are over 18 years old and possibly over 12. Depending on the Multiplex's ability to support a live stream, we may be able to live stream this option.
 3. Graduation is run in the school gym with all grads sitting in chairs on the floor in front of the stage, no spectators as $\frac{1}{3}$ capacity would have to be followed which would only allow 1 guest per graduate. This would be live streamed.

****These are only suggestions- How graduation will look will be decided at the Nov 17th grad meeting and will be based on covid rules in place.****

Note: This year, the graduates will take part in decorating and set up for graduation. They will be excused from their classes that day.

5) Financial Information for the Parents and the Grad 2022 committee:

The bank balance is currently \$2085.26. 2021 grad fees were \$70. Note: when deciding on grad fees, they cannot be more than \$135 and caps and gowns will be included in the fee. The decorator last year was \$5000 and the photographer was \$1587.00. There was no facility rental. \$1000.00 must be left in the bank account for the next graduating class. Graduation fee amount will be determined at a later date.

6) Selection of Committee lead members

a. Grad Committee chair:

Primary Responsibilities:

- Chair and run the grad committee meetings (with assistance from EPC staff)
- Coordinate the activities of the other grad leads as they relate to grad matters
- Communicate with both the school and the various committee chairs on any outstanding issues or needs that the committee has in regards to Grad 2021

b. Budget lead:

Primary Responsibilities:

- Communicate with the EPC business manager, Paula Gabourie, in regards to the monies available to the Grad 2021 committee and helping to set the framework for a budget
- May involve assisting with / coordinating any additional fundraising activities as decided upon by the committee

c. Decorating lead(s) :

Primary Responsibilities:

- Coordinate with the banquet leads on decorating the arena area, as well as planning on how to decorate the main lobby and fieldhouse for the grad ceremony
- Purchasing, gathering and organizing anything that deals with decoration; involves a lot of coordination between the leads, people who want to help out, student volunteers, etc...

d. Facility lead(s) :

Primary Responsibilities:

- Contact the chair rental company and facilitate drop off, set up and pick up of chairs if fieldhouse in the multiplex if that is the facility being used.
- Rental of the multiplex is taken care of by Mr. Morrison (booking has already been done)

e. Meeting Secretary:

Responsibilities:

- Record the minutes of the Grad Meetings and provide that information to either Tara Jardine or Tammi Douglas so that it can be uploaded to the EPC website.

F. Grad Student Reps: (Will do this from the school not the meetings)

Primary Responsibilities:

- Communicate with the rest of their Grad classes on what they want, as it is their Grad, in terms of theme, songs, setup, etc... Usually this is done through a closed Facebook group and TV's (TV system Mr. Morrison)
- Help communicate any requests from the Grads to the committee and from the committee to the Grads

G. Grad Teacher Rep and Bios lead: Mr. Morrison, Mrs. Holdis

Sean Morrison reviewed roles/responsibilities for the Graduation Committee that need to be Filled. The following positions were filled by:

- a. Graduation Committee Chair – Penny Smith
- b. Budget Lead – Kelly Swan
- c. Decorating Lead – Rachel Ramey
- d. Facility Lead- Todd Dutchak
- d. Meeting Secretary – Monica Dahl
- e. Grad Student Reps- Sophia Smith, Gracie Dahl, Annie Berger and Abby Grant

There was a suggestion to have a fundraising lead. Mr. Morrison expressed that all fundraising dollars are EPC monies. All fundraising activities must go through Mr. Nolan for approval. Any money raised through fundraising will be used for the entire graduation class; not individual graduates. Please see below for Aspen View Administrative Procedure 520 SCHOOL-GENERATED FUNDS Fundraising Section.

Aspen View Administrative Procedure 520 SCHOOL GENERATED FUNDS

1. Fund raising

1.1 Fund raising activities which involve students or staff must be approved and Supervised by the principal and directed towards the support of an identified

1.1.1 Authorized school activity.

1.1.2 Approved capital project.

1.1.3 Recognized charitable cause.

1.2 Acceptable forms of fund raising include

1.2.1 The sale of a usable product.

1.2.2 The provision of a worthwhile service.

1.2.3 Participation in activities in support of charitable causes.

1.2.4 Participation in activities that benefit student skills or health (e.g., read-athon, walk-a-thon).

1.3 No person involved in a fund raising activity shall benefit financially from that activity.

1.4 Fund raising activities shall not interfere with the regular operation of the school.

1.5 Funds are not to be raised in excess of the project requirement; however, if fundraising activities generate excess funds, that money may be directed to another authorized project.

7) Next Meeting Date: Wednesday November 17 @ 6:30 pm EPC gym.