

Graduation Committee Meeting – Oct.23, 2018

1. Welcome by Des Nolan. Introduction of staff involved:
 - a. Des Nolan – Principal
 - b. Sean Morrison – Assistant Principal – sr high
 - c. Brenna Liddell – Assistant Principal – jr high
 - d. Lee Zinnick – grad coordinator
 - e. Angie Speers – business manager
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 will begin meetings next week with all grade 12 students to review marks and credits. Sean Morrison will be communicating regularly with grade 12’s and their parents about concerns and progress.
4. Sean Morrison reviewed the tentative schedule at the multiplex for the day of grad. Schedule can be altered slightly with approval from administration. Once schedule is finalized it will be posted on website.
5. Angie Speers reviewed budget including balance and basic info regarding fees, expenses and fundraising rules/options. Administration reviewed expenses and recommended grad fees stay at \$100.00 per graduate to ensure funds available that are needed. Fees will be finalized at the next meeting.
6. Angie Speers discussed ads that need to be placed in newspapers for bids for photographer and DJ. Submissions can be reviewed at next grad meeting.
7. Mr. Nolan reviewed the contract Debbie Derker has for catering services with the Multiplex. Mr. Nolan indicated graduation committee will be using Debbie Derker for catering the banquet.
8. Mr. Nolan reviewed EPC school fees, all grade 12 school fees must be paid prior to paying grad fees or purchasing banquet tickets. If financial hardship, please contact administration.
9. Mr. Zinnick reviewed roles on the graduation committee that need to be filled. The following roles were filled by:
 - a. Grad Committee Chair – Lorrill Waschuk and Shelly Younker
 - b. Budget Lead – Gwennyth Morrison
 - c. Facilities Lead – Tina Biro
 - d. Banquet Lead – Lorna Peacock
 - e. Decorating Lead – Jessie Congdon
 - f. Meeting Secretary – Colleen Williamson
 - g. Grad Student Reps – students interested to contact Mr. Zinnick
 - h. Grad Teacher Rep – Mr. Zinnick
10. Next Meeting set for Tuesday, Nov 27, 2018