

**ST. FRANCIS OF ASSISI CATHOLIC SECONDARY SCHOOL COUNCIL
MEETING MINUTES**

November 8, 2022
Learning Commons – 7:00 p.m.

IN ATTENDANCE:

Members:

Desiree Martsinkiw, Chair
Monica Best
Tyler White
Kathleen Coventry
Shanon Cooper

School Administration:

Alethea Wallace
Janet Clarke
Mia Ouellette

Secretary/Treasurer:

Monica Lauer

Guests:

Dawn Atkinson-Kelly
Jason Kelly

	<u>ACTION</u>
1. <u>INTRODUCTIONS/ WELCOME TO GUESTS:</u> Desiree called the meeting to order at 7:12 p.m.	
2. <u>OPENING PRAYER:</u> Shanon opened the meeting with prayer/reflection.	
3. <u>ADOPTION OF AGENDA</u> Agenda for the meeting was previously distributed. MOTION: To approve the agenda as presented. Moved by Tyler, seconded by Kathleen. All in favour.	<i>Carried</i>
4. <u>SPECIAL THANKS/ACKNOWLEDGEMENTS</u> <ul style="list-style-type: none"> • Desiree – To all volleyball coaches – and congratulations to the senior boys team who won the Supervolley. Volleyball championships are upcoming on Nov 24. • Alethea – To everyone who helped with the feast on October 12. 	
5. <u>MINUTES FROM PREVIOUS MEETING</u> Minutes of the meeting of October 4, 2022 were previously distributed. Monica noted spelling change required under Standing Reports (a) Principal, second bullet – should read “St. Francis of Assisi...” MOTION: To approve the minutes of October 4, 2022 as amended. Moved by Tyler, seconded by Monica. All in favour.	<i>Carried</i>
6. <u>BUSINESS ARISING FROM THE MINUTES</u> Any business arising has been added to today’s meeting agenda.	
9. <u>NEW BUSINESS</u>	

<p>a. Policies/Processes: Dawn Atkinson-Kelly / Jason Kelly</p> <ul style="list-style-type: none"> Dawn and Jason gave a short presentation about an issue involving their child at the school. They are seeking information to their questions, particularly concerning the lack of a more definitive process to follow in relation to this incident. They also asked about adequate staffing and security cameras. They have asked Council how to move forward with their request for further information. Council indicated it would follow up on their concerns and review information/questions. <p>ACTION: Dawn and Jason will provide Council with an email containing their questions and concerns. Council will review the questions and provide a response. Desiree noted that she is away from Nov 16-28 but would still discuss with council. Council will invite Dawson and Jason to another council meeting, as required.</p>	<p><i>Desiree / Council</i></p>
<p>7. <u>STANDING REPORTS</u></p> <p>a. Principal/Vice-Principal:</p> <ul style="list-style-type: none"> Principal's report previously distributed. Items of note included: <ul style="list-style-type: none"> St. Francis Feast Day was a success. Ongoing issue with PA system in the FrontRow classroom speakers (they are not working). This is a safety issue and must be fixed. <p>ACTION: Desiree to contact previous Chair, Ian Davis, to see if a document was drafted for this issue.</p> In the process of creating an Elders lounge. <p>b. Catholic Education Association of Yukon (CEAY): CEAY held an Executive transition meeting on October 17. Discussion topics included the bylaws update process, action plan and budget for 2022-23 and priorities, and attendance at upcoming ACSTA AGM on Nov 18-20.</p> <p>c. Occupational Health and Safety Committee:</p> <ul style="list-style-type: none"> Alethea made aware that there were no lights in the teacher parking lot this evening. Will put in a trouble ticket on this. (Later in the evening, the lights were on). Earthquake, hold & secure and fire drills were held and went well. First aid training for staff this month. <p>d. Secretary-Treasurer</p> <ul style="list-style-type: none"> Bank reconciliation to November 8, 2022, distributed prior to the meeting. Monica noted that the Council's annual contribution to the Catholic PD Fund was not made last year, so Council will provide funds for both years. This will limit available funds for Council to spend this school year. Discussion ensued regarding fundraising. <p>ACTION: Alethea to provide a list to Council of parents who indicated they were interested in helping to create a fundraising committee.</p> <p>ACTION: Desiree to add this issue to the agenda for next meeting.</p> <p>e. Additional Committees</p> <ul style="list-style-type: none"> No updates from other committees at this time. 	<p><i>Desiree</i></p> <p><i>Alethea</i></p> <p><i>Desiree</i></p>
<p>8. <u>OLD BUSINESS</u></p>	<p><i>Desiree</i></p>

<p>a. School Council Conference Nov 3-5 – Desiree attended a portion of the conference. ACTION: Desiree will send out her notes to Council as well as distribute formal notes that will be provided by the conference organizers.</p> <p>b. Bishop attending meetings – Monica had previously requested that the Bishop be formally invited to attend Council meetings. ACTION: Desiree will develop a schedule of meetings and prepare a letter to invite key stakeholders (Bishop, Minister) to specific meetings in the year.</p> <p>c. New Members – swearing in and paperwork submitted – Desiree has submitted paperwork to the Department; awaiting approval from the Minister’s office so that Kathleen and Shanon can be sworn in.</p> <p>d. New member for CEAY – Will still require a second Council member to attend CEAY – will determine this once Shanon and Kathleen have been sworn in.</p> <p>e. Contribution to school jerseys – Council unable to contribute currently, but looking at future fundraising efforts to assist with such requests.</p> <p>f. Status of name change – documentation etc. – Alethea received some sign proofs and work on this is proceeding. Have also requested financial assistance from the available departmental capital funding.</p>	<p>Desiree</p>
<p>9. NEW BUSINESS</p> <p>b. Christmas Appreciation - Staff – ACTION: Council will provide baked goods for the Dec 9 staff meeting. Desiree will send out an email to Council on this.</p> <p>c. Council communication with parents and staff – Kathleen suggested Council send out information about the new Council (photos, bio etc.). ACTION: Council members to send information to Kathleen. Kathleen to amalgamate and provide to Alethea/Janet to post in upcoming news email and on website.</p> <p>d. List of school extracurricular activities - Kathleen requested that a list be provided of extracurricular activities at the school, that could be distributed to parents for their information. ACTION: Alethea/Janet to create list and will also add this to the school website.</p> <p>e. Religion Education Fees – Monica clarified that these fees enable the schools to provide distinctive, faith-based education and contributes to: curriculum support materials for Religious Education (Kindergarten through Grade 12); resources for classroom and school-wide liturgical celebrations; Grade 7 to 12 student retreats; and faith formation for students and staff. Council also suggested that highlights of what has been purchased throughout the year with these funds be provided to parents/guardians, so they are aware of how the funds are being used.</p> <p>f. Hiring of Principal – Deferred to next meeting.</p>	<p>Desiree</p> <p>Kathleen/ Alethea/ Janet</p> <p>Alethea / Janet</p>
<p>10. IN CAMERA</p> <p>Council entered in camera at 8:56 pm. Council exited the in-camera session at 9:23 pm with a motion moved by Desiree.</p>	
<p>11. NEXT MEETING DATE</p> <p>No formal meeting to take place in December unless required. However, Council will discuss items by email. Next meeting will be Tuesday, January xxx, 2023.</p>	

12. ADJOURNMENT

MOTION: Made by Desiree for adjournment at 9:24p.m. All in favour.

CARRIED
