

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

January 10, 2023  
Learning Commons – 6:30 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:**

Mitchell Rudolph  
Bill Willoughby

	<b><u>ACTION</u></b>
<p><b>1. <u>INTRODUCTIONS/ WELCOME TO GUESTS:</u></b> Desiree called the meeting to order at 6:39 p.m. All guests and observers were introduced.</p>	
<p><b>2. <u>OPENING PRAYER:</u></b> Shanon opened the meeting with prayer/reflection.</p>	
<p><b>3. <u>ADOPTION OF AGENDA</u></b>  Agenda for the meeting was previously distributed.  <b>MOTION: To approve the agenda as presented. Moved by Kathleen, seconded by Monica. All in favour.</b></p>	<i>Carried</i>
<p><b>4. <u>SPECIAL THANKS/ACKNOWLEDGEMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Desiree – To all teachers for their work through exam week.</li> <li>• Shanon – Special acknowledgement of Nora Snider, whose written story in honour of Remembrance Day was submitted to the Legion by Mr. McCarron. It is wonderful writing!</li> <li>• Desiree – To Kathleen for the baking that was done for staff prior to Christmas.</li> </ul>	
<p><b>5. <u>MINUTES FROM PREVIOUS MEETING</u></b>  Minutes of the meeting of November 8, 2022 were previously distributed. Spelling of guest name was changed to “Dawn Kelly.”  <b>MOTION: To approve the minutes of November 8, 2022 as amended. Moved by Tyler, seconded by Monica. All in favour.</b></p>	<i>Carried</i>
<p><b>6. <u>PRESENTATION / INFORMATION FROM GSA</u></b></p> <ul style="list-style-type: none"> <li>• An update report was distributed by Mitchell Rudolph, outlining the good things currently taking place at the GSA as well as some concerns the students have. The GSA thanked</li> </ul>	

<p>Council for their support, including funds previously provided. Council encouraged the group to keep them updated on their activities.</p>	
<p><b>7. <u>BUSINESS ARISING FROM THE MINUTES</u></b></p> <p>Any business arising has been added to today’s meeting agenda.</p>	
<p><b>8. <u>STANDING REPORTS</u></b></p> <p>a. <b>Principal/Vice-Principal:</b></p> <ul style="list-style-type: none"> <li>• Principal’s report previously distributed. Items of note included: <ul style="list-style-type: none"> <li>– Enrollment at the school has increased.</li> <li>– Ongoing issue with PA system has been resolved.</li> <li>– First Nation Elders lounge has been created (is within the Learning Commons).</li> <li>– Alethea has inserted a section in her report related to the Student Government and its activities, plus a brief overview of the student clubs in the school.</li> <li>– Temporary school signage has arrived and is waiting to be installed.</li> <li>– Cafeteria – Are in the process of revitalizing nutrition options for the cafeteria, which will now be a not for profit venture. YFNED is providing a cook for 5 days a week; currently determining menu options (students providing input) and students will obtain a punch card for purchasing food in the cafeteria.</li> <li>– January 25 at 11:10 – Christian Unity celebration.</li> </ul> </li> </ul> <p>b. <b>Catholic Education Association of Yukon (CEAY):</b> CEAY will hold a special General meeting on January 17 to review and pass the new bylaws.</p> <p>c. <b>Occupational Health and Safety Committee:</b> Held a meeting in December and submitted their quarterly reports.</p> <p>d. <b>Secretary-Treasurer:</b> Bank reconciliation to January 10, 2023, distributed prior to the meeting.</p> <p>e. <b>Additional Committees:</b> No updates from other committees at this time.</p>	
<p><b>9. <u>OLD BUSINESS</u></b></p> <p>a. <b>Email to Dawn Atkinson-Kelly and Jason-Kelly</b> – A response email has been provided to the Kellys.</p> <p>b. <b>PA System</b> – Issue has resolved, as discussed under item 8(a).</p> <p>c. <b>New Member for CEAY</b> – Still require a second Council member to attend CEAY meetings on behalf of Council.</p> <p>d. <b>Dates of Meetings</b> – Upcoming meeting dates will be: February 7, March 7, April 11, May 9 and Jun 6. All to begin at 6:30 pm.</p> <p>e. <b>Status of name change, documentation etc.</b> - Changes are moving forward. Kathleen noted that the voicemail still has Ryan’s voice – Alethea to change this.</p>	<p><i>Alethea</i></p>
<p><b>10. <u>NEW BUSINESS</u></b></p> <p>a. <b>GSA Support</b> – Desiree will email Council to provide reasoning for previous Council’s decision to give funds to GSA through the CEAY.</p>	<p><i>Desiree</i></p>

<p>b. <b>Fundraising</b> – Discussion of possible options for council to undertake fundraising activities including Pizza days. Alethea provided council with list of parent names who are interested in assisting with school activities. <b>ACTION:</b> Desiree will email Mia to get details of how pizza day is organized and plan a date for council to undertake this. <b>ACTION:</b> Council to consider other fundraising activities before next meeting and discuss at that time.</p> <p>c. <b>Job Description for Principal</b> – Desiree had emailed Katie Gillson for an update on the Principal recruitment timeline. Invited council members to participate on the hiring panel – Desiree will participate, need 2 more members if interested. Posting will close at the end of February. <b>ACTION:</b> Desiree distributed the previous advertisement for the Principal position to council, and will email out to all as well.</p> <p>d. <b>Posting for Position of Principal</b> – It is challenging to recruit for employees at this time in general, and particularly so for educators. After the challenge of the last recruitment, council hiring panel asked Department to consider changes to the posting and hiring process. <b>ACTION:</b> Desiree to provide email to council regarding these suggested changes.</p> <p>e. <b>Polarettes Gym – what’s next</b> – No new updates on Polarettes Gym. <b>ACTION:</b> Council to ask Superintendent at next meeting about what will happen with the space.</p> <p>f. <b>Inviting guests to meetings</b> – Council seeking to invite all student groups/club on a rotational basis, to future council meetings. Will also invite the Minister and Bishop to a future meetings. <b>ACTION:</b> Desiree to begin invitations to student groups, per their availability.</p>	<p><i>Desiree</i></p> <p><i>Council</i></p> <p><i>Desiree</i></p> <p><i>Desiree</i></p>
<p><b>11. <u>IN CAMERA</u></b></p> <p>In-camera session not required.</p>	
<p><b>12. <u>NEXT MEETING DATE</u></b></p> <p>Next meeting to take place on <b>Tuesday, February 7 at 6:30 pm.</b></p>	
<p><b>13. <u>ADJOURNMENT</u></b></p> <p><b>MOTION: Made by Desiree for adjournment at 8:04 p.m. All in favour.</b></p>	<p><b>CARRIED</b></p>