

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

February 7, 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 :** Linda Lamers, Superintendent

	<b><u>ACTION</u></b>
<p>1. <b><u>INTRODUCTIONS/ WELCOME TO GUESTS:</u></b> Desiree called the meeting to order at 6:40 p.m. The guest and two observers were introduced.</p>	
<p>2. <b><u>OPENING PRAYER:</u></b> Shanon opened the meeting with prayer.</p>	
<p>3. <b><u>ADOPTION OF AGENDA</u></b></p> <p>Agenda for the meeting was previously distributed. Item #7 to be removed, as it was part of last month's meeting.</p> <p><b>MOTION: To approve the agenda as amended. Moved by Kathleen, seconded by Monica. All in favour.</b></p>	<i>Carried</i>
<p>4. <b><u>SPECIAL THANKS/ACKNOWLEDGEMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Desiree – To all students who attended the Arctic Winter Games – Team Yukon did an amazing job!</li> <li>• Desiree – To the teachers who are organizing the grad this year – thank you for your work in organizing meetings, fundraising etc..</li> <li>• Alethea – To all the coaches of students who attended the AWG; particular congratulations to the boys basketball team who won gold and to the girls basketball team who won silver.</li> <li>• Kathleen – A general thank you to all the staff for their ongoing great work at the school.</li> </ul>	
<p>5. <b><u>MINUTES FROM PREVIOUS MEETING</u></b></p> <p>Minutes of the meeting of January 10, 2023 were previously distributed. Kathleen requested that, in future, draft minutes be provided to council members within a week after the meeting.</p> <p><b>MOTION: To approve the minutes of January 10, 2023 as presented. Moved by Monica, seconded by Tyler. All in favour.</b></p>	<i>Carried</i>

<p><b>6. BUSINESS ARISING FROM THE MINUTES</b></p> <p>Any business arising has been added to today's meeting agenda.</p>	
<p><b>7. STANDING REPORTS</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>– Course selection and staffing is underway.</li> <li>– Grade 7-8 parent information night on Feb 13</li> <li>– Student Government organizing a Valentine's Day dance (Feb 14)</li> <li>– Shrove Tuesday pancake breakfast Feb 21.</li> </ul> </li> </ul> <p>b. <b>Catholic Education Association of Yukon (CEAY):</b> CEAY held a special General meeting on January 17 and the new bylaws were passed. Next Executive meeting taking place on Feb 13. Meeting also held with AYSCBC – Katherine Williams will be distributing minutes to CEAY members.</p> <p>c. <b>Occupational Health and Safety Committee:</b> Was made aware of the failure of the lockdown button; requested replacement which was completed.</p> <p>d. <b>Secretary-Treasurer:</b> Bank reconciliation to February 7, 2023, distributed prior to the meeting.</p> <p>e. <b>Additional Committees:</b> No updates from other committees at this time.</p>	
<p><b>8. OLD BUSINESS</b></p> <p>a. <b>Fundraising</b> - Council to undertake organization of pizza days – first date will be Wednesday, March 1 at 11:45. Shannon will help oversee. Next dates will be April 5 and May 3. <b>ACTION:</b> Janet to speak with Tanner about when pizzas are ordered, etc. and provide information to Kathleen. Shanon also noted that she is obtaining more information on whether the school can hold raffles for future fundraising activities.</p> <p>b. <b>Polarettes Gym</b> – No update on this issue at this time. <b>ACTION:</b> Desiree to follow up with Trevor on this.</p> <p>c. <b>GSA Funds</b> – <b>ACTION:</b> Desiree to discuss further with CEAY.</p> <p>d. <b>Invitation of Student Government to meeting</b> – Janet to pass on invitation to the student government representative(s) to attend next council meeting on March 7.</p> <p>e. <b>Council Bios</b> – Kathleen still requires photos from Monica and Tyler for this. Janet will post to school website.</p> <p>f. <b>Status of name change, documentation etc.</b> - Changes are ongoing – voicemail has been changed, other small items still to be completed. Large change will eventually be the gym floor.</p>	<p><i>Kathleen/Shanon/ Janet</i></p> <p><i>Desiree</i></p> <p><i>Desiree</i></p> <p><i>Monica, Tyler, Kathleen, Janet</i></p>
<p><b>9. NEW BUSINESS</b></p> <p>a. <b>Online Bullying – Email to parents</b> – Email was sent by the school to parents, reminding parents to ensure they are aware of their child's online activity. A number of situations of online bullying have occurred that have required these reminders to the school community. The school will bring in future speakers to discuss how to stay safe with social media, etc.</p>	

<p>b. <b>Grade 7 Orientation</b> – Kathleen suggested that Admin consider what parents will want to know about the school when providing this orientation - what are the available student clubs, what is it like being in the school, etc.</p> <p>c. <b>Every Student, Every Day Support from Council</b> – School will be applying to the Breakfast Club of Canada for funding in order to hold a breakfast bar in the morning at the school. The school counsellor will supervise this.</p> <p><b>MOTION: To support the application by St. Francis for the Breakfast Club of Canada grant. Moved by Kathleen, seconded by Tyler. All in favour.</b></p> <p>d. <b>Orientation – Theology of the Body</b> – Monica provided the council with a followup presentation on the history and meaning of the teaching on the theology of the body. <b>ACTION:</b> Monica/Desiree to discuss further as needed, and may be discussed further at a future meeting.</p> <p>e. <b>Communication</b> – Shanon requested that Council share phone numbers, email addresses and be added to a phone tree in case of emergency/critical incident event. <b>ACTION:</b> Monica to send out a list of contact information for council. <b>ACTION:</b> Alethea to add Shanon to the email list for distribution of school newsletters.</p> <p>f. <b>Meeting of School Councils</b> – Taking place tomorrow, Feb. 8. Desiree to attend virtually – meeting taking place at the Tourism Information Centre building.</p> <p>g. <b>Job ad Principal of St. Francis</b> – Discussed and agreed with the draft advertisement as previously circulated. <b>ACTION:</b> Desiree to confirm that the ad was previously sent to the Bishop by the Superintendent and is in agreement with it as well.</p> <p>h. <b>Atkinson-Kelly Request</b> - After discussion, Council indicated that it is satisfied with the process the school is following on this issue. <b>ACTION:</b> Will send a note to the parents indicating that they may follow up with Superintendent Linda Lamers.</p>	<p>Carried</p> <p>Desiree / Monica</p> <p>Monica / Alethea</p> <p>Desiree</p> <p>Desiree</p>
<p><b>10. <u>IN CAMERA</u></b></p> <p>Council entered In-camera session at 8:20 pm. Council exited In-camera session at 8:54 p.m.</p>	
<p><b>11. <u>NEXT MEETING DATE</u></b></p> <p>Next meeting to take place on <b>Tuesday, March 7 at 6:30 pm.</b></p>	
<p><b>12. <u>ADJOURNMENT</u></b></p> <p><b>MOTION: Made by Desiree for adjournment at 9:17 p.m. All in favour.</b></p>	<p><b>CARRIED</b></p>