

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

April 18, 2023  
Art Room – 6:30 pm

**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:** Superintendent Linda Lamers

	<b><u>ACTION</u></b>
<b>1. <u>INTRODUCTIONS/ WELCOME TO GUESTS:</u></b> Desiree called the meeting to order at 6:37 pm.	
<b>2. <u>OPENING PRAYER:</u></b> Shanon opened the meeting with prayer.	
<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 Shanon. All in favour.</b>	<i>Carried</i>
<b>4. <u>SPECIAL THANKS/ACKNOWLEDGEMENTS</u></b> <ul style="list-style-type: none"> <li>• Shanon – Acknowledgement of Nora Snider who won the essay competition for BC/Yukon Legion Command. Will receive \$250 and certificate. Shanon will contact Joe Mewett at the Legion to ensure he provides the information to Nora.</li> <li>• Mia– Acknowledgement of Evan Howells, who won the Yukon Science Fair and will be travelling to Ottawa for the Canada Science Fair.</li> </ul>	
<b>5. <u>MINUTES FROM PREVIOUS MEETING</u></b> Minutes of the meeting from February 7, 2023 were previously distributed. Correction to be made – change wording: “coy” to “copy” under #9 (a) Standing Reports and remove blank line item under #4 Special Thanks/Acknowledgements. <b>MOTION: To approve the minutes of March 7, 2023 as amended. Moved by Monica, seconded by Kathleen. All in favour.</b>	<i>Carried</i>
<b>6. <u>BUSINESS ARISING FROM THE MINUTES</u></b> <ul style="list-style-type: none"> <li>• All items listed under section 8 – Old Business.</li> </ul>	
<b>7. <u>STANDING REPORTS</u></b> <ol style="list-style-type: none"> <li>a. <b>Principal/Vice-Principal:</b> <ul style="list-style-type: none"> <li>• Principal’s report previously distributed. Items of note included:           <ul style="list-style-type: none"> <li>– Course selections are completed and have begun to build next year’s schedule.</li> <li>– Technology Refresh (laptops/IPads) will be completed this summer.</li> </ul> </li> </ul> </li> </ol>	

<ul style="list-style-type: none"> <li>– Catholic PD Day on May 1 – <b>ACTION:</b> Alethea to provide Desiree with the agenda; all council members are invited to attend. Desiree to distribute agenda to members.</li> <li>– SFA Culture Day on May 4 (organized by student government).</li> <li>– Red Dress Day May 5.</li> <li>– Mass for the three schools on May 31 being held at St. Francis.</li> <li>– Grad ceremony is June 3 with the grad Mass on May 31 eve.</li> <li>– Received funding as part of Victoria Gold’s Every Student, Every Day fund: \$1500 for table tennis equipment and \$10,000 for music equipment.</li> <li>– School Growth Plan – Alethea distributed school growth plan process document to Council. <b>ACTION:</b> add to next month’s agenda for discussion.</li> </ul> <p>b. <b>Catholic Education Association of Yukon (CEAY):</b> Executive meeting held on April 12. Topics discussed included: revision of CEAY Student Award criteria, May 15-19 is Catholic Education Week and possible ideas for school activities; display posters in the schools re: 5 Marks of a Catholic School; possible showing of “No Greater Love” movie (Mother Teresa) at one of the schools; hiring of a new Administrative Clerk still ongoing.</p> <p>c. <b>Occupational Health and Safety Committee:</b> Annual snow melt on roof and subsequent water runoff into school is continuing, but proactive action by staff has mitigated any flooding. Committee also still dealing with vaping issues.</p> <p>d. <b>Secretary-Treasurer:</b> Bank reconciliation to April 18, 2023 distributed prior to the meeting.</p> <p>e. <b>Additional Committees:</b> No updates from other committees at this time.</p>	<p><i>Alethea / Desiree</i></p> <p><i>Desiree</i></p>
<p><b>8. <u>OLD BUSINESS</u></b></p> <p>a. <b>Fundraising Pizza update</b> – Held another pizza lunch fundraiser in April – raised \$299. Another lunch to be held May 3. Parents who are volunteering are keen to do this again.</p> <p>b. <b>Principal Hiring</b> – Bishop has completed his screening of applications; will set up an interview panel <b>ACTION:</b> Desiree to discuss with Trevor Ratcliffe and will email Council to see who is interested in being on the panel.</p> <p>c. <b>School Handbook</b> – Few more revisions to be made. <b>ACTION:</b> Alethea to send the updated draft to Desiree, for distribution to Council.</p> <p>d. <b>School Survey</b> – Council did not add a question into the survey. Kathleen asked about actions taken after last year’s survey. Administration indicated that yes, areas of concern were reviewed and additional work done by staff. Will be interested to see if efforts made a difference to results of this year’s survey. Linda also noted that a survey available on school buildings. A number of in-person sessions are also being held. <b>ACTION:</b> Desiree to circulate information to Council.</p>	<p><i>Desiree</i></p> <p><i>Alethea / Desiree</i></p> <p><i>Desiree</i></p>
<p><b>9. <u>NEW BUSINESS</u></b></p> <p>a. <b>Linear versus semester discussion</b> – <b>ACTION:</b> Add to new school year meeting agenda.</p> <p>b. <b>Dates for School Council Retreat</b> – Plan to do the retreat in August or September – <b>ACTION:</b> Add to future agenda as a reminder.</p> <p>c. <b>Principal Evaluation Process</b> – Shanon indicated her understanding that council does not have a role in the evaluation process. <b>ACTIONS:</b> Shanon to contact Lori Choquette to confirm this. Desiree will search for further information as well.</p> <p>d. <b>Principal Recruitment</b> – Previously discussed.</p>	<p><i>Desiree</i></p> <p><i>Desiree</i></p> <p><i>Shanon / Desiree</i></p>

<p>e. <b>2023 Graduates</b> – The format of the June 3 ceremony will change slightly to include less speeches. <b>ACTION:</b> Desiree will send out the grad ceremony invitation email to Council.</p>	<p><i>Desiree</i></p>
<p><b>10. <u>IN CAMERA</u></b> Council entered In-camera session at 8:02 pm. Council exited In-camera session at 8:11 pm.</p>	
<p><b>11. <u>NEXT MEETING DATE</u></b> Next meeting to take place on <b>Tuesday, May 9 at 6:30 pm.</b></p>	
<p><b>12. <u>ADJOURNMENT</u></b> <b>MOTION: Made by Desiree for adjournment at 8:12 p.m. All in favour.</b></p>	<p><i>Carried</i></p>