

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

*February 6, 2024
Learning Commons – 6:30 pm*

IN ATTENDANCE:

Members: Monica Best (Co-Chair), Shanon Cooper, Tyler White / **Regrets:** Ryan Sikkes, Kathleen Coventry

School Administration: Alethea Wallace, Mia Ouellette

Superintendent : Linda Lamers

Secretary/Treasurer: Monica Lauer

Guest : Jody Peters

	<u>ACTION</u>
1. <u>INTRODUCTIONS/ WELCOME TO GUESTS:</u> Monica called the meeting to order at 6:32 pm.	
2. <u>OPENING PRAYER:</u> Shanon provided a prayer.	
3. <u>ADOPTION OF AGENDA</u> Agenda for the meeting was previously distributed. Additions to the agenda: <ul style="list-style-type: none"> • Jody Peters – Update on Music Program (added after adoption of agenda) • 7(b) add words “and Communications Policy Feedback” <p>MOTION: To approve the agenda as amended. Moved by Tyler. All in favour.</p>	<i>Carried</i>
4. <u>PRESENTATION REGARDING MUSIC PROGRAM</u> - (This was previously an agenda item for the January meeting). Jody noted that, given the significant increase of students in the music program, they wish to begin attending adjudicated festivals in future. Program is requesting Council’s assistance in determining fundraising ideas to restart the Band Parents’ Association. It was noted that a meeting would be held tomorrow at 5:30 with parents of music students re: upcoming band trip to Juneau. ACTION: Add this item to next month’s meeting agenda.	<i>Monica B</i>
5. <u>SPECIAL THANKS/ACKNOWLEDGEMENTS</u> <ul style="list-style-type: none"> • Long Service Awards – congratulating this year’s staff recipients. • P.A. System – thanking Council and Superintendent for their efforts – the P.A. system is fixed. • Flood Response – thanking students and staff who assisted with moving all books out of the Learning Commons. 	
6. <u>MINUTES FROM PREVIOUS MEETING</u> Minutes of the meeting from January 9, 2024 were previously distributed.	

<p>MOTION: To approve the minutes of January 9, 2024 as presented. Moved by Shanon. All in favour.</p> <p>Council also reviewed action items from last meeting.</p>	<p><i>Carried</i></p>
<p>7. <u>STANDING REPORTS</u></p> <p>a. Principal/Vice Principal Report – Alethea previously circulated the principal’s report. Items of note included:</p> <ul style="list-style-type: none"> – Waiting list for 2024/25 – currently 11 students for Grade 8. – Grade 7 Parent information night – Feb 15 @ 6:30 pm. – Black History Month – presentation at FH Collins on Feb 12 @ 9:00 am. – Shrove Tuesday Pancake Breakfast – Feb 13. – Ash Wednesday Liturgy – Feb 14. – Mia provided council with literacy test results – overall a great result. – Drum Making – intend to make 10 drums next year as a school project. All students will participate. <p>b. CEAY – Executive meeting on Feb. 15. Communications Policy feedback – draft policy was previously sent to Council. Discussion of suggested changes ensued. ACTION: Send any other comments to Monica or Ryan before Feb. 15.</p> <p>c. ACSTA – Monica travelling to Edmonton on Friday to attend Education Symposium. She also participates on the Advocacy Committee. The committee could develop wording for CEAY on a variety of topics. Monica asked what topics Council might see as needed. Suggestions included virtues and permeation. ACTION: Council to send any other topic suggestions to Monica B.</p> <p>d. Secretary-Treasurer – Bank reconciliation to February 6, 2024 was distributed prior to the meeting. General ledger balance amended to \$4,181.80 tonight, given that Ryan and Kathleen did not attend this evening’s meeting. Tyler’s honorarium would be held back and used instead toward cost of baking provided to school staff at Christmas.</p> <p>e. Student Government – Representatives advised that the stalls between the urinals in the washrooms were removed and not returned. ACTION: Superintendent to investigate this issue and provide information to Administration.</p>	<p><i>All</i></p> <p><i>Linda</i></p>
<p>8. <u>OLD BUSINESS</u></p> <p>a. Cafeteria – Letter sent to Superintendent. A meeting on the issue will take place on Feb 8. Will advise Council of outcome. Alethea also advised that the flooring in the cafeteria will be replaced.</p> <p>b. Polarettes Space –Letter was drafted and sent to Minister – awaiting response.</p> <p>c. Parent survey – Previously, Council was to review the Alberta & BC parent survey questions and choose their top 15. ACTION: Tyler and Shanon to provide their top choices to Monica B. Monica will amalgamate all responses and bring to the next meeting.</p> <p>d. New Graduation Award – Letter written to the Episcopal Corporation to discuss possible support for the award – awaiting response.</p>	<p><i>Tyler/Shanon/ Monica B</i></p>
<p>9. <u>NEW BUSINESS</u></p>	

<p>School Growth Plan (SGP) – Plan document previously provided to Council. Information about the Plan will be posted on the school’s website. ACTION: Monica B to send her comments on the Plan to Alethea to assist with making the concept clear and understandable, define the terms, and provide references to the source documents.</p> <p>a. New Name for Room 1 – Written description of the purpose of this room was distributed. Two names were chosen as possible options. ACTION: Alethea to present name options to the Department for further discussion.</p> <p>b. 2024 – 2025 School Calendar – Draft calendar distributed this evening; Superintendent indicated a further revised version has been approved and will be sent to Council. Calendar items of note included a welcome week in August for new teachers which has again been added to the calendar. This requires an adjustment by schools to meet total instructional minutes. Alethea has added seven minutes to each day to meet this requirement. There are also ongoing discussions with other high school Administrators re: scheduling to allow for the possibility of cross attendance. All information is due to the Department by February 29. Alethea also noted that schools will not know when sports tournaments will be held until early May (Sports AGM is held on April 30 where the dates are determined). She did indicate that holding sports tournaments last year in the middle of the week saw the number of rural teams participating increase from 5 to 31. ACTION: Superintendent to ensure new version is sent out to all council members.</p>	<p><i>Monica B</i></p> <p><i>Alethea</i></p> <p><i>Linda</i></p>
<p>9. IN CAMERA – Not required at this time.</p>	
<p>10. CLOSING PRAYER AND ADJOURNMENT</p> <p>The next meeting will take place on April 2, 2024 at 6:30 pm in the Learning Commons.</p> <p>MOTION: Made by Monica B. for adjournment at 8:30 p.m. All in favour.</p>	<p><i>Carried</i></p>