

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

September 5, 2023  
Learning Commons – 6:30 pm

**IN ATTENDANCE:**

**Members:** Desiree Martsinkiw – Chair, Monica Best, Tyler White, Kathleen Coventry, Shanon Cooper

**School Administration:** Alethea Wallace, Mia Ouellette

**Secretary/Treasurer:** Monica Lauer

**Guests:** Linda Lamers - Superintendent, Ryan Sikkes

	<b><u>ACTION</u></b>
1. <b><u>INTRODUCTIONS/ WELCOME TO GUESTS:</u></b> Desiree called the meeting to order at 6:37 pm.	
2. <b><u>OPENING PRAYER:</u></b> Shanon opened the meeting with prayer.	
3. <b><u>ADOPTION OF AGENDA</u></b> Agenda for the meeting was previously distributed. Amendment proposed: <ul style="list-style-type: none"> <li>• New Business – Set up special meeting (Monica B)</li> </ul> <b>MOTION: To approve the agenda as amended. Moved by Shanon, seconded by Tyler. All in favour.</b>	<i>Carried</i>
4. <b><u>SPECIAL THANKS/ACKNOWLEDGEMENTS</u></b> <ul style="list-style-type: none"> <li>• To all teachers beginning the new school year – thank you for all your care and what you do.</li> <li>• To teachers and coaches who are starting up the activities for the students.</li> <li>• Thank you to our Superintendent Linda for providing us so much support at the start of the school year.</li> <li>• To Ryan for agreeing to join the Council.</li> <li>• To Desiree for all her work for the Council.</li> </ul>	
5. <b><u>MINUTES FROM PREVIOUS MEETING</u></b> Minutes of the meeting from June 6, 2023 were previously distributed. Amendment required to section 7 Old Business – remove action regarding Monica Best circulating a draft response – this was already completed. <b>MOTION: To approve the minutes of June 6, 2023 as amended. Moved by Tyler, seconded by Kathleen. All in favour.</b>	<i>Carried</i>
6. <b><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 was provided at the meeting. Items of note included: <ul style="list-style-type: none"> <li>– Current enrolment is 420 students with some waiting lists.</li> </ul> </li> </ul> </li> </ol>	

<ul style="list-style-type: none"> <li>– Alethea Wallace appointed as Principal, Mia Ouellette as Vice-Principal this year.</li> <li>– Working on revamping the school website.</li> <li>– Terry Fox Run to take place on September 20 at 11:09 a.m.</li> <li>– Volleyball is up and running along with many other clubs.</li> <li>– Cafeteria – will require a cook’s helper for the cafeteria to remain open. Superintendent is assisting Administration with finding this position.</li> <li>– Polarettes Gym – Administration keen to acquire the space when the gymnastics club move. Have numerous ideas for programming development. <b>ACTION:</b> Administration to prepare a request regarding the space and provide to the Department. <b>ACTION:</b> Council also to draft a letter to the Department, requesting the space. Kathleen will draft the council letter.</li> <li>– Truth and Reconciliation liturgy taking place September 29 at 10:01 a.m. Orange shirts are encouraged.</li> <li>– Feast Day of St. Francis of Assisi on Tuesday Oct 4 in conjunction with school awards.</li> </ul> <p>b. <b>CEAY:</b> Annual General Meeting to take place on September 27 at 7:00 pm in the CYO Hall. <b>ACTION:</b> Desiree to find council report submitted last year and will provide to Monica/Kathleen for updating in preparation for CEAY AGM.</p> <p><b>MOTION: Council nominates Monica Best and Ryan Sikkes as representatives to CEAY. Moved by Shanon, seconded by Monica B. All in favour.</b></p> <p>c. <b>OH&amp;S Committee:</b> The committee has held a first meeting. A variety of safety drills will be held in the school soon; also updating the Emergency Plan and First Aid kits.</p> <p>d. <b>Secretary-Treasurer:</b> Bank reconciliation to September 5 was distributed prior to the meeting. Monica indicated that the Department will be providing annual funds shortly. Payment to Ryan will be held until he is officially sworn in for council. Discussion also ensued regarding payment of grad folders. <b>ACTION:</b> Add “Payment of Grad Folders” to next meeting agenda.</p>	<p><i>Alethea Kathleen</i></p> <p><i>Desiree</i></p> <p><i>Carried</i></p> <p><i>All</i></p>
<p><b>7. <u>OLD BUSINESS</u></b></p> <p>a. <b>Equity Statement Update</b> – School has added this statement to the website.</p> <p>b. <b>Flags</b> – Alethea will meet with Administrators of the other two secondary schools to determine if they will all have a similar theme for flags flown during the school year. <b>ACTION:</b> Alethea to update council on a plan for the flags when prepared. <b>ACTION:</b> Council to consider flag ideas as well to bring to a future meeting.</p> <p>c. <b>Principal / Vice Principal</b> – As previously mentioned in Principal’s Report.</p> <p>d. <b>Hat Rule Update</b> – <b>ACTION:</b> Administration to speak with new student government (elections are upcoming) about the issue. <b>ACTION:</b> Administration to prepare an anonymous survey for all students and staff to complete on this issue and provide results to Council.</p> <p>e. <b>Council Chair Update</b> – Council to vote on new Chair at the next meeting. <b>ACTION:</b> Monica Best to monitor council email account in the meantime, Desiree to provide her with information to do so.</p>	<p><i>Alethea</i></p> <p><i>All</i></p> <p><i>Alethea/ Mia</i></p> <p><i>Monica B</i></p>
<p><b>8. <u>NEW BUSINESS</u></b></p> <p>a. <b>SFOA student access to experiential programming school website</b> – <b>ACTION:</b> Administration to provide a presentation to council at the next meeting (add this item under “Old Business” for the agenda.</p>	<p><i>All</i></p>

<p>b. <b>Teacher Survey re: School Council</b> – From previous meeting. Keep as item for future meeting agenda.</p> <p>c. <b>Code of Ethics for SFACS members and council</b> – <b>ACTION:</b> Add to next meeting agenda under “Old Business.”</p> <p>d. <b>Set up of monthly meeting dates:</b> Meeting dates for 2023-24 school year will be: October 3, November 7, December 5 (if required), January 9, February 6, March 5, April 9, May 7, and June 4. All meetings begin at 6:30 pm.</p> <p>e. <b>Set up Special Meeting</b> – Some topics were put forward by Monica for a separate informal meeting of council. <b>ACTION:</b> Monica B to determine date for special meeting by emailing council – suggestion of Sept. 26. To be confirmed.</p>	<p><i>All</i></p> <p><i>Monica B / All</i></p>
<p><b>9. <u>IN CAMERA</u></b></p> <p>Not required this evening.</p>	
<p><b>10. <u>ADJOURNMENT</u></b></p> <p>The next meeting will take place on October 3 at 6:30 pm in the Learning Commons.</p> <p><b>MOTION: Made by Desiree for adjournment at 8:54 p.m. All in favour.</b></p>	<p><i>Carried</i></p>