

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

April 6, 2024
Learning Commons – 6:30 pm

IN ATTENDANCE:

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

School Administration: Alethea Wallace, Mia Ouellette

Superintendent : Linda Lamers

Secretary/Treasurer: Monica Lauer

Guest: Dawn Power- Elections Yukon

	<u>ACTION</u>
<p>1. <u>INTRODUCTIONS/ WELCOME TO GUESTS:</u> Monica called the meeting to order at 6:35 pm.</p>	
<p>2. <u>OPENING PRAYER:</u> Shanon provided a prayer.</p>	
<p>3. <u>ADOPTION OF AGENDA</u></p> <p>Agenda for the meeting was previously distributed. Amendments made:</p> <ul style="list-style-type: none"> • Item 8b “Communications Policy Revisions” moved as part of 7b CEAY. • “Interactions with Media – Role of Council Members” will be discussed as part of the In Camera session. <p>MOTION: To approve the agenda as amended. Moved by Kathleen. All in favour.</p>	<i>Carried</i>
<p>4. <u>SPECIAL THANKS/ACKNOWLEDGEMENTS</u></p> <ul style="list-style-type: none"> • Congratulations to Peter van Klaveren (school custodian) on his retirement – thank you for all your hard work and dedication to the school. • Catechesis Students attendance at the Solemnity event last night - so proud of them (Monica). • Participation in recent course from Newman College re: Catholic Education – very informative and worthwhile (Shanon). • To all staff/students for persevering into the last quarter of the school year (Ryan). 	
<p>5. <u>MINUTES FROM PREVIOUS MEETING</u></p> <p>Minutes of the meeting from February 6, 2024 were previously distributed.</p> <p>MOTION: To approve the minutes of February 6, 2024 as presented. Moved by Shanon. All in favour.</p> <p>Council also reviewed action items from the last meeting. ACTION: New Graduation Award – No response has yet been received from the Episcopal Corporation. Monica B to follow up.</p>	<i>Carried</i> <i>Monica B</i>

<p>6. <u>DAWN POWER – SCHOOL COUNCIL ELECTIONS</u></p> <p>Dawn Power (Elections Yukon) attended the meeting and provided council with general information regarding the upcoming school council elections. Polling day is Monday, May 6 but there will also be early voting as well as mail-in ballots available.</p> <p>All details concerning the elections can be found at Elections Yukon website at: 2024 School Council General Elections Elections Yukon.</p> <p>Dawn also reminded everyone that students at the school who are in Grade 12 and are 18 years of age can vote in the election.</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 grade 8 – currently 16 people, only 7 spots available. Discussion with department about potential 4th Cohort. – ThinkFast event April 19-20. Council members indicated their willingness to help with the event. – Field trips – Students recently returned from a field trip to Japan. – Interactive Dome at Yukon University – Immersive experience aching Yukon youth about the brain and toxic drugs. – PD Day May 3 - Theme will be “Reconciliation” – Alethea invited all council members to participate. Will take place at St. Francis. – General Resource Review – A review of all textbooks in the school will be undertaken. Criteria will include a BC curriculum match, content relevance, age-related considerations, social considerations and design elements. The review will include all book rooms and the library. Intend to have a syllabus available for each course that is made available to staff and students and that is held at the Department. General discussion ensued on this issue. ACTION: Alethea to provide council with information as this process moves forward. <p>b. CEAY –</p> <ul style="list-style-type: none"> – Webinars on Our Father - Shanon noted that the Canadian Council of Catholic Bishops is hosting two series of webinars on the Our Father. Further information can be found at: A Great Symphony of Prayer: The Our Father as a Programme of Life - Canadian Conference of Catholic Bishops (cccb.ca). – Catholic Education Week will be held May 5-10 this year. ACTION: Council to forward any ideas for activities that could be undertaken in the school during this time to Monica and Ryan. See ACSTA website (Catholic Education Week (acsta.ab.ca)) for more information. CEAY will be hosting an event on Sunday, May 9. ACTION: Shanon will put up poster information in the school that was prepared for last year’s education week. – Communications Policy Revisions – Draft policy distributed to council by Ryan. A key messages document and procedures document (which have not yet been drafted) will also be updated annually and must be followed as part of the communications policy. ACTION: Any objections to the document by council members should be provided to Monica and Ryan prior to Thursday’s CEAY meeting. Council will be provided with the key messages and procedures documents once they are developed. <p>c. ACSTA – To date, two people will be attending the upcoming SPICE Conference. Speaker this year will be Dr. Brett Salkeld.</p>	<p><i>Alethea</i></p> <p><i>All</i></p> <p><i>Shanon</i></p> <p><i>Monica/Ryan</i></p>

<p>d. Secretary-Treasurer – Bank reconciliation to April 9, 2024 was distributed prior to the meeting.</p> <p>e. Student Government – No issues received from student government for this meeting.</p>	
<p>8. OLD BUSINESS</p> <p>a. Parent Survey – Council previously submitted possible survey questions to Monica for collation. Discussed what further actions should be taken regarding a parent survey. Superintendent advised that the “Our Survey” format for students also contains a parental component that can be accessed. This component allows for up to four (4) customizable questions.</p> <p>MOTION: Monica to choose four questions from those previously provided by council and email to council for their review. The questions then to be provided to the Department as additions to the “Our Survey” survey. Council recommended that CEAY be asked to consider coordinating a survey for all three Catholic schools that focuses more exclusively on the Catholic nature of the schools. Moved by Ryan. All in favour.</p> <p>a. Polarettes Gymnastic Space – Council has not yet received a response to its letter to the Department regarding use of the gymnastics space. ACTION: Department requesting further information related to the school in conjunction with the space request; Alethea to provide the information as requested. ACTION: Kathleen requested that this issue be added to all upcoming council meeting agendas for ongoing updates/discussion.</p>	<p><i>Carried</i></p> <p><i>Alethea</i></p> <p><i>Monica/Ryan</i></p>
<p>9. NEW BUSINESS</p> <p>1. Response to ADM Kelly – All three Catholic school councils are considering writing a response to this letter but have not yet completed this. ACTION: Council will await a copy of the CEAY letter being sent and then draft its own.</p> <p>2. Proposed Amendments to Ed Act – Amendment concerns a private members’ bill re: locally developed courses of study. Council indicated it had no issues with this amendment to the Act.</p> <p>3. Artist in the School – Kathleen is working with Colleen Segriff to consider a possible school mural project - will provide further updates as available.</p> <p>4. Principal Evaluation – Principal will be evaluated this year. ACTION: Superintendent to email evaluation forms to each council member for completion and return.</p>	<p><i>Ryan/Monica</i></p> <p><i>Linda/Council</i></p>
<p>10. IN CAMERA – Council entered into camera at 8:15 p.m. and exited at 8:55 p.m. At that point a motion was put forth and carried:</p> <p>MOTION: No council member is authorized to represent council publicly without the consent of council, and that all media enquiries be forwarded to all council members to determine a response. Moved by Ryan, seconded by Shanon. All in favour – carried unanimously.</p>	<p><i>Carried</i></p>
<p>10. CLOSING PRAYER AND ADJOURNMENT</p> <p>The next meeting will take place on May 7, 2024 at 6:30 pm in the Learning Commons.</p> <p>MOTION to adjourn the meeting made at 9:00 p.m. All in favour.</p>	<p><i>Carried</i></p>