**Minutes**

Holy Family School Council Meeting

Mon, Sept 12, 2022, 1900-2100h

Attendance:

Members:

* Gina Anderson Maria Gray, Principal
* Lisa Christensen Patti Oxford, Vice-Principal
* Shirah Davis Invited guests: Daniel Harms,

 Carrie Gillis

* Amy Fry
* Secretary/Treasurer: Erin Spiewak
1. Opening prayer (MG)
2. Welcome and ice breaker
	1. Round table and Introductions
3. New council housekeeping (AF):
	1. Meeting date/time
		1. MG will continue to post/publish date on website calendar and newsletter to encourage attendance
		2. Meetings will continue to be the first Mondays of the month at 7pm
	2. Selection of Chair
		1. Discussed the role but Chair was not confirmed. Defer to next meeting until 5th member is determined
	3. Secretary/treasurer:
		1. Complete the motion to have ES as Secretary/Treasurer.

Motion to appoint ES as school council secretary/treasure (1st by LC/ 2nd by GA). Motion carried

Action: ES to contact DOE to sign appointment paperwork

* 1. Discussed the different committees and regular tasks, but members were not assigned to roles. Defer to next meeting until the 5th member is appointed
		1. CEAY: 2 representatives – ED will be attending next meeting
		2. Student Busing Committee – one rep
		3. Newsletter – monthly submission
		4. Facebook page – administration
	2. Swearing in
		1. Only SD attended the swearing in ceremony at Berginia Centre

Action: AF to invite Lori Choquette to a meeting to complete the oath. LC, AF, GA still need to be sworn in

* 1. Honorauria
		1. Members receiving honourarium must complete the form circulated for CRA
	2. Two people attended the meeting who were interested in joining school council. At the end of the meeting, one person will be selected to fill the 5th spot.
1. Financial update (ES)
	1. Bank Statement balance – $4528.68
	2. Will be receiving YG contribution soon $5860.00. Financial statements from 2021-2022 were approved by DOE
	3. ES have an overview of expenses and activities that school council ran or participated in

Action: ES to contact Scotiabank to update signing authority

1. No In-camera session
2. Parental communication and concerns
	1. None but AF reviewed how parent concerns should be addressed when school council members are approached by parent with concerns
3. Principal’s report (MG/PO)
	1. School is almost at full capacity
	2. New Type one diabetic diagnoses at the school. Monitoring and treatment heavily involves the parent at the school. The student requires temporary support from student services and short term transition plan. No response from student support services – Karen Campbell, and Marilyn Markie-Forrester. Formal training required for staff

Action: AF to draft letter to DOE student services to request additional support for student in the school

* 1. All teaching positions are full. So pleased with amazing staff
	2. Still have outstanding 1.75 EA position to be filled but no qualified applicants yet. Still

no TOCs answering call.

* 1. One family is concerned about delay in learning disability assessments. The wait time to receive assessment for new student diagnosis from the department’s support services is unsatisfactory. School Council members have not heard from concerned parent yet
	2. Volleyball – Grade 7s season has started. First tournament starts next week
	3. Property Management has been notified of inadequate fencing near the front parking lot/bus loop. Temporary fencing will be in place before freeze up. Permanent fix will occur in spring. Kids are crossing in front of cars and extremely unsafe.
	4. First school liturgy happening Wednesday coordinated by Mr. Colaci and Grade 1s
	5. Back to school BBQ was a success. Thank you to school council for organizing
	6. Yukon School administrators conference happening in Dawson this week. It focused on a book study about collective equitable in the schools
	7. Question asked of Bill 304 implementation at HF: Inclusivity at elementary school is being addressed already. Gender neutral bathroom exists. Some schools have developed action plans, but HF is meeting mandate. Open to explore other visions/options
1. St Francis outgoing council request to CEAY
	1. Past Chair informed HF of the delay in recruiting and hiring principal in timely manner for this school year. School council is concerned that they could not recruit a suitable candidate because the catholic criteria requirement was not met despite candidates having strong administrative experience. Catholic requirement screened out qualified candidates. St. Francis school council is requesting that CEAY lead a review of the principal job description poster and seek legal clarity in the role of the Catholic Episcopal Representation of Whitehorse (1962 agreement) in hiring school administrators. The CEAY AGM is Sept 28th – location of AGM TBA. Hoping HF school council members can attend and support this initiative
2. Pizza lunch
	1. Discussed options for ordering pizza. Will try Boston Pizza for October lunch and school will sponsor first lunch from student school supplies funds. Cost is $6.50 per meal (no drink)

Action: ES to coordinate lunch with school

1. Outstanding items from last year
	1. Every Student, Every Day grant for outdoor classroom
		1. Cash flow spreadsheet outstanding and requires input from YG property management – Special Projects Manager. YG is funding a portion of the outdoor classroom
		2. Celebration when construction completed (October)

Action: GA to purchase firepit from Duncans. Invoice will be sent to ES for payment

1. Fundraising ideas (Defer until October)
2. Community building ideas (Defer until October)
	1. Friendly competition(s) with CKES? Food Drive/building structure
3. Spelling Bee
	1. Youth Investment Fund applications are due Oct 1. Support from the school to host the Spelling Bee again

Action: GA to submit application to support the event

Next meeting date: October 3rd at 7pm.

Actions items:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Item Description** | **Lead** | **Completed** |
| CDOE/HPW: snow removal near school | Clarify who is responsible for clearing snow with equipment near school | Next year |  |
| Picnic tables | Require clear coat before winter |  |  |
| Formalize School Council Members (oath) Secretary/treasurer paperwork | Invite Lori Choquette to a meeting to complete oaths/paperworkES will organize contract signingMembers sign honourarium form (if receiving) | ES |  |
| Update bank sign authority | Letter to Scotiabank and complete forms | ES |  |
| Letter of Support to Student Support Services | Training and transition plan for new student recently diagnose with Type 1 diabetes. | AF |  |
| October Pizza Lunch | Coordinate pizza lunch with Boston Pizza, order forms etc. | ES |  |
| Fire Pit | Purchase from Duncans and write cheque from school council account | GA |  |
| Youth Investment fund | Complete application for Spelling Bee by October 1. | GA |  |
| Ongoing | Air quality report for the school – follow up with Chris Hanlin (November). Who is testing and when at HF? Request to review the report. | AF | Done. Correspondence saved to Drive for future reference |
|  | Ensure follow up meeting with 3 catholic school occurs. Planning for long term growth of catholic education in Whitehorse. Request report from Building Advisory Committee | JW |  |
|  |  |  |  |