



ST. ANN'S ACADEMY  
ESTABLISHED 1880

## SAA Council Meeting Minutes June 2020

Date: June 30, 2020 (via Zoom meeting)  
Call to Order At: 6:10 pm  
Recorded By: Thomas  
Council Attendance: Thomas, Jacob, Jeanne, Greg, Steve, Chris, April, Fr Derrick

Admin Attendance: Patrick, Joanne, Brent  
Staff Representative: absent  
Guests Present:  
Regrets:

Opening Prayer: Fr Derrick  
Adoption of Agenda: Moved by Chris, seconded by Jeanne, agenda was adopted  
Adoption of Previous Minutes: May meeting minutes circulated and approved via email

### **Correspondence:**

- Correspondence received from a parent regarding a disciplinary proceedings (from earlier in the spring)

### **New Business**

#### **School Council Membership and Participation (Steve)**

- Vacancies in council reps from parishes (4 vacancies after June)
- Thomas' term for Holy Family has ended
- Chris is "retiring" from council (for SHC) after many long years of service to the school
- Fr Derrick has asked a few candidates from SHC in mind that he is in discussions with
- No known interest from new members from OLPH and SJV
- Jacob agreed to take on the Secretary role
- April agreed to take on the Facilities/Maintenance role
- Jeanne agreed to take on Vice Chair role

#### **CISKD Informational Meeting with Council Chairs (Steve)**

- School Council will be renamed to be known as "School Committee" as of September
- CISKD governance model still being worked on

#### **Quarantine and learning at home models: (Patrick)**

- Remote learning model has shown some advantages of using full laptops vs Chromebooks

- Motion by Jeanne, seconded by April to amend the in-school technology policy documents and change the suggested device recommendations to allow for all types of laptop operating systems with a continued preference for Chromebooks - motion carried
- Patrick to amend the policy document and send a letter to families

## **Committee Reports**

### **Financial Report: (Greg)**

- May financials contained a very subdued amount of operational expenses
- Last installment of all government grants came in, along with last of the tuition income so revenue is at 96% of budget and on track
- No concerns with expenses and tracking to have a good healthy position of revenue vs expenditures
- Expenses due to Covid protocols ended up being very minor and less than expected
- Moved by Greg, seconded by Jeanne to adopt the financial report as presented

### **Pastor's Report: (Fr. Derrick)**

- First Communion and Confirmation members and families have been in touch with Fr Derrick through Zoom meetings and emails
- First Communion this Saturday - July 4th
- Confirmation dates still to be determined but in the summer/fall

## **Reports and Presentations:**

Principal's Report: Patrick - presented verbally

VP Elementary: Joanne - presented verbally

VP High School: Brent - presented verbally

### **Public Relations, Planning, and Policy (Patrick & Jeanne)**

- Development of any further school policies is still on hold awaiting guidance on governance of which policies may be set at the school level vs CISKD level

### **Building Maintenance and Transportation (Chris)**

- Approval in place on the two big projects - exterior door hardware/security and HVAC Rooftop Units
- Obtaining quotes on the chain link fencing project on lower field for safety of students and keeping balls and sporting equipment on the property

### **Staffing Update (Patrick)**

- Thank you to the retiring members of our school community for the many years of dedication and hard work: Delphine, Mila, Helen, Joanna
- A personal thanks to Joanne Leggett for getting me up and running as a new Principal and making my first two years smoother by sharing your knowledge and experience

- Goals for staff next year: Religion Curriculum, Student Assessments and Progress Reporting, Mental Health (Covid related initiatives)
- External postings for vacant positions were not actually placed externally (outside of CISKD) but that has been remedied now
- Staffing contracts are being handled centrally via the CISKD office in a digital format now, need to ensure good communication between CISKD and SAA Administration on the status of formal signed contracts or changes to staffing status
- Celebration of the students proceeded via Zoom and emails and presentations as best we could given the quarantine circumstances

#### **VP High School report (Brent)**

- Dropoff of school materials went very well and efficiently all things considered
- Academic Awards ready to send to families via email
- Athletic Awards email/presentation already sent
- Sports programs for September still awaiting guidance, but are still up in the air if they would happen with competitive play between schools
- Elective options for next year were sent to students and families with the new program for sampling all electives for grades 8 and 9 with normal selection of preferences for grade 10
- Unsure on delivery options for Choir, Jazz Choir and Band but they are in the class schedules

#### **VP Elementary report (Joanne)**

- Thank you to everyone for the kind words and support
- Student items return went very well and thank you to all the staff who helped out above and beyond expectations
- Schedules for September are pending the new model and staffing changes
- Orders for supplies for next year
- Grade 7 Awards were a recorded presentation and sent out to families, and medals were presented in person
- Grade 7 Graduation video was exceptional and big thanks to the staff who participated and organized
- Farewell to staff was challenging given the quarantine protocols - thank you to all who helped out with the arrangements

#### **Faith Development Team (April)**

- Has been on hold with the Covid protocols
- Still looking for reps for each grade and help with a meet and greet for new families
- April and Danielle to meet in the next couple of weeks to restart some of the team initiatives
- Looking for information on the new CISKD curriculum and program. (Patrick to forward materials to April)

**Staff Rep: (Thomas)**

- No report as staff have signed off and started holidays
- Thank you to all the wonderful and dedicated staff and enjoy the break

Next Meeting: August 25th, 2020 @ 6pm

Meeting Adjourned: Moved by Chris - adjourned at 8:58 PM

Closing Prayer: Fr. Derrick