



## SAA Committee Meeting Minutes August 2020

ST. ANN'S ACADEMY  
ESTABLISHED 1880

Date: August 25, 2020 (Zoom meeting)  
Call to Order At: 6:05 pm  
Recorded By: Jacob  
Council Attendance: Jacob, Greg, Alfred,

Admin Attendance: Patrick, Brent, Katherine  
Staff Representative: absent  
Guests Present: none  
Regrets: April, Thomas, Steve, Fr Derrick and Jeanne

Opening Prayer: Greg

Adoption of Agenda: There was no quorum to move a motion adopting the agenda. Greg volunteered to chair the meeting.

Adoption of Previous Minutes: June meeting minute was circulated and approved *via* email prior.

### **Correspondence:**

- No correspondence was received

### **New Business**

#### **Fall Semester Covid-19 Reopening Plans and Operational School Details (Patrick):**

- School is ready to fully reopen and Patrick is working on a reopening plan to be sent out to parents before September 9th resumption day.
- Staff will attend professional development on September 3rd.
- September 8th is the first day back for all staff.
- First day of resumption for students is on September 9th.
- Canteen plans will continue and Ms. Maria Lorraine will be taking over from Mila who recently retired.
- Masses will be celebrated in the gymnasium but only one cohort will be present. The remaining cohorts will join the mass *via* zoom. Fr. Derrick has offered to present holy communion to staff and students by going from class to class. Families interested in mass may join *via* zoom.
- Class room cleaning will be maintained as before, twice a day, before and after school.
- Students to use reusable masks and students who are unable to afford will be provided with one - elementary students will not be required to wear masks but social distancing will be highly encouraged.

- Masks are required for Grades 8-12 and staff but exceptions will be made for those who can't wear one due to medical reasons.
- Cohorts for students and staff will interact as one group. Members between cohorts may also interact together but must maintain the 2-meter distance rule. Staggered lunches, dismissal and recreational times will reduce interaction with other cohorts. Learning groups/cohorts have also been allocated spaces on the playground.
- Busing will be offered in September and there will be protocols for before and after school. Bus driver will maintain a log for tracking purposes.
- There is a potential plan for a town hall meeting *via* zoom as suggested by Greg in September for parents to interact with school in case they have questions or concerns regarding the reopening plan. Patrick will schedule a date and time to be communicated to parents prior to school resumption on September 9th.

**New SAA School Committee Member:** Alfred Achoba from SHC was introduced and welcome to the SAA School Committee.

### **Committee and School Administration's Reports**

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

- Revenue is pretty stable as expenses were down since students have not been in the classroom due to covid-19, utilities were down as well as bus maintenance.
- School end of year financial was strong with a surplus of about \$309,000 ahead of budget as a result of the revenue stability.
- Patrick to refine income streams as a result of the uncertainty posed by covid-19.
- There is a deficit projection of about \$500,000 and the school is looking for ways to mitigate this shortfall especially with a potential challenge of not having international students next year. There is a similar trend in financial deficit from other schools according to Patrick.
- Budget for the next school year to be finalized in September for presentation to the School Committee and approval is expected in October by the CISKD.
- Budget actual numbers are dependent on grants from the province which is being expected. However, a conservative approach will be taken with regards to the proposed budget numbers as increase in the operational provincial grants is not anticipated.

**Pastor's Report: (Fr. Derrick):** None as Father Derrick sent his regrets.

#### **Reports and Presentations:**

Principal's Report: Patrick - no report prepared  
 VP Elementary: Katherine - no report was presented  
 VP High School: Brent - no report presented

**Public Relations, Planning, and Policy (Patrick & Jeanne): No report**

### **Summer Building Maintenance/Project (Patrick)**

- HVAC heat exchanger replacement was completed and cost was at \$ 20,700.
- Front door hardware and doors leading out to the portable were repaired for the safety and security of both staff and students at a cost of \$12,748.
- Plan for seniors' change room is currently on hold as a result of the financial uncertainty posed by covid-19.
- Signage completion is currently on hold. Patrick to look into restarting this project.

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

- Katherine Watson was hired as the new VP Elementary and was introduced to the school committee.
- Joanne Leggett (former VP Elementary) generously agreed to help Katherine transition into her new role, a very kind gesture which was deeply appreciated.
- Anna Marazita, hired to teach Grade 2.
- Hana Choi was hired to teach Grade 6. She was a former student teacher candidate who concluded her practicum at SAA last year.
- Christina Sewell will be moving to Grade 5 to make up the difference with Katherine (VP Elementary) who will also be teaching at this Grade level.
- Kevin Beliveau was hired to teach High School english, religion, drama and psychology.
- English Teachers in High school have now been expanded from 3 to 5.
- A lot of teachers were added to strengthen the religion program.
- Sue Ferguson hired as Certified Education Assistant (CEA).
- Maria Lorraine was hired to replace Mila as the new Canteen Manager.

### **VP High School report (Brent): No report**

### **VP Elementary report (Katherine):**

- No report but Katherine the newly hired VP Elementary provided a brief introduction to the School Committee about her past teaching experience and how she is currently completing a Masters degree in Educational Leadership.

### **Faith Development Team (April): No report**

### **Staff Rep: (None)**

Next Meeting: September 29th, 2020 @ 6pm

Meeting Adjourned: Adjourned at 7:02 PM

Closing Prayer: Hail Mary was recited by members present