

**St. Andrew's Regional High School**

**Local School Council**

**DRAFT Minutes**

**September 28, 2022** – approved October 26, 2022

**Present:** Angela Grohovac (AG), Euan Skinner (ES), Steve Pearse (SP), Renee Derksen (RD), Katherine Thiessen-Wale (KTW)

**Regrets:** Father Eduardo Santos

**Principal:** Glen Palahicky (GP)

**Guests:** Ciaran McLaverty (CM), Victor Araujo (VA), Antje Helmuth (AH) – joined at 6:45 p.m.

Quorum achieved

**Call Meeting to Order:** AG at 6:36 p.m.

Welcome to Victor Araujo, a prospective LSC member, who introduced himself as a parent of daughter Ava in Grade 9, with two other daughters who will attend SARHS in future. Roundtable of introductions.

Peter Rose (PR), another prospective LSC member, was unable to attend due to a prior commitment.

**Opening Prayer:** GP

**Approval of Previous Minutes:** Motion by SP, seconded by RD to approve June 2022 minutes. Motion carried.

**Approval of Agenda:** No additions or deletions to agenda; AG moved to accept, seconded by ES to approve. Motion carried.

**New Business:**

**New Council members:**

- Antje Helmuth, partner of prospective new Council member Peter Rose, arrived.
- AG nominated VA to be on council. X 3 No objections. Unanimous vote.
- AG nominated PR to be on council. X 3 No objections. Unanimous vote.
- Welcome to new members VA and PR, bringing the number of members on council to 7. Two-thirds of council members are Catholic, so the required ratio is satisfied.

**Portfolio selection:**

- Deferred to the next meeting when PR can be present.
- The portfolios represented on council include:
  - Chair - AG
  - Secretary - KTW
  - Finance – at the last meeting, SP was slotted into this portfolio; Lise Derzaph at ICS provides the information required;
  - Policy & Procedures – RD has assumed this role;

- Parent Support Group (PSG) Liaison – AG put forward her name as she will be attending PSG meetings on behalf of the Sports Committee; PSG meetings are on the first Wednesday of the month;
- Human Resources – most of the work associated with this role happens in May – attending interviews, etc. when staff resignations or retirements occur / staffing is ideally in place by mid-June;
- International Student Liaison – this role entails checking in with Mr. Durkan to support international student events, etc.
- Nomination Committee - between February and April is the time when the vacancies on council are determined and the person in this portfolio would be figuring out how to form next council, liaise with council, determine bios and applications of prospective candidates, etc.
- Building & Grounds – ES has assumed this role.
- GP raised the question of whether it would be possible to consider Marketing as a portfolio; AG indicated that while there used to be a marketing position, it was removed in approximately 2014 because the functions were to be handled by ICS on behalf of all of the schools. As well, when Tri-Council meetings were held (between SARHS, St. Patrick’s and St. Joseph’s LSCs), marketing was a topic covered during those meetings. It was noted that the ISC staff member involved focuses primarily on fundraising efforts, but less on promoting SARHS to the community and parishes. It may be timely to reconsider adding marketing back as a LSC portfolio, noting that it is a different matter to promote three schools, as opposed to one.
- **To Do:** Portfolios to be tabled to the next meeting, and AG will speak to the Superintendent to see whether marketing may be added back in as a LSC portfolio.

Parent Support Group (PSG) – Parent Education night:

- GP advised that the PSG will be considering whether a parent education night is to be offered. Is there need for a parent education piece once or twice a year – e.g., someone could give talks on topics of interest. For example, approximately 65% of scholarship funds are not being accessed; how to obtain post-secondary scholarship funding for special needs students.
- CM indicated that PSG has in the past organized educational events including drugs & alcohol awareness night, internet safety, and emergency preparedness. Scholarship information has generally been addressed at Grad Information meeting (for Grade 12s), however there could be a separate evening event to talk about it, perhaps co-ordinated with university/college information night. The Scholartree website and Education Planner are tools that allow information to be provided to students.
- CM noted that presentations to students (as opposed to parents) are well covered by the Grade 8 and 9 curriculum, as the Physical and Health Education (PHE) course contains a health education component and the school’s police liaison officer attends to speak to students on drugs & alcohol and safety topics.
- **To Do:** AG can ask whether PSG thinks LSC should do something. AG: Grade 10s need to start thinking ahead about learning opportunities. Volunteerism, etc. can start being done well before Grade 12.

In response to ES statement about the value of Tri-Council meetings and the possibility of re-engaging the elementary schools, AG will reach out to see if the other LSCs would be interested.

Sports field:

- GP noted that with the completion and opening of the new addition and performing arts wing, which is beautiful, the next target is to enhance the field. Leah McKenzie has indicated that fundraising that took place would allow \$1.2 million for sports field. A consultant indicated that cutting into the bank would be very expensive, therefore the current thinking is that rather than a full-sized field, a smaller field with turf could be achieved. The field is very uneven after the removal of portables, so there is some urgency to getting the work done. However, the company that did the consulting work initially (Scott Murdoch Designs, a landscaping design company), have said they don't have the capacity to take on the work. They have passed on other possible names to contact. Artificial turf experience would be an asset.
- **To Do:** CM will reach out to Lakehill Soccer Club, which did their own field 6 to 7 years ago, and UVic to see who has done the work on fields.  
AG will call Trevor Mann to see what Don Mann Excavating may be able to do.

### **Old Business:**

PIP hours tracking: The matter of who should do the tracking is tabled to the next meeting.

### **Reports:**

#### Chairperson's Report:

- AG: In early July, LSC member Sandi Riddett indicated that her grandson would be moving schools and therefore she would not be returning to council, leaving only 5 voting members. AG spoke to prospective members over the summer and attended the September PSG meeting, welcoming two new members tonight.
- In late August, AG sat on the hiring committee for the new teacher positions, and the successful candidates accepted the positions.

#### Teacher's Report:

- N/A

#### Principal's Report:

- GP: Seeking Truth, Reconciliation and Healing is the theme for all Catholic schools in BC.
- Students and staff have settled in well. Enrolment is up by 10 students from last year, with a total of 387 students. International program has regained strength.
- Staff retreat on Sept 6<sup>th</sup> at Camp Pringle was a good way to welcome new staff and introduce them to the school.
- Opening Mass was fully attended, and parents are welcome to attend masses anytime.
- COVID protocols are similar to June. Masks are optional – some students and teachers still wear them. We have maintained the best filters we can and ventilation is as good as it was previously.
- Bathroom renovations were completed – thank you to End of the Roll, which donated new tiles for the new bathrooms. Construction is wrapping up and occupancy permit will be granted soon.
- Thank you to parents for attending Meet the Staff and the Sports Information meeting. As well, the Grad Parents' Information Night was well attended.
- Thank you to those writing letters to Saanich about students' safety on Mackenzie Avenue - the markings/decals on the street are new and seem to be effective.

#### Human Resources:

- As above, AG participated in interviews of new staff in late August.

Finance:

- N/A

Parent Support Group:

- AG attended the September 7, 2022 PSG meeting, which was an information-only meeting for prospective members. Several parents expressed interest and discussed fresh ideas for fundraising.
- Finances of the PSG are healthy, and they are looking forward to starting Hot Lunch in mid-October.

Policy:

- RD reviewed the issue raised at the June LSC meeting by a parent expressing concerns about dress code policy. LSC's recommendations were reviewed by GP, and it is recommended that the policy re physical education uniform be revised to remove mention in section 1.4 of how physical education teachers grade their students, and state in section 1.6 that all instances of non-compliance with the Dress Code throughout the school will be treated as matters of student conduct, which is separate and distinct from students' grades and reports of their achievement in courses.
- Motion by AG, seconded by KTW to adopt the policy as stated; all in favour (Carried).
- As a secondary issue relating to the handling of the correspondence above, the LSC bylaws state that "interested parties may attend council meetings" (section 6.4), and that "individual persons or delegations wishing to be heard by the council must make their request in writing, at least two days prior to the meeting" (section 6.6). Regarding communications protocol, it is recommended that when a request is sent to a member of the LSC or the Council Chair, the member or Chair will circulate it among council members and acknowledge receipt to the requestor; the requestor will have an opportunity to speak to their topic at the next Council meeting.
- Upon discussion, it was recognized that when requests are made by email, the email should be sent to the chair, or the chair's designate.
- Motion by AG, seconded by SP to adopt the recommended communication protocol with the change that the request should be sent to the council chair or designate, who will acknowledge receipt; all in favour (Carried).

International Liaison:

- N/A

Building & Grounds:

- ES met with CM to review the equipment that is on site. ES offered to get involved in work relating to sports field.
- CM thanked SP for all of the grounds and maintenance work he has undertaken around the school voluntarily.
- CM outlined that while in the past there was a list of things that needed to be fixed as they broke, there is now a more organized means of having inspections and maintenance performed routinely.

Fire inspection by CanTech. Boiler inspection is usually done mid-September. Ventilation – MERV 13s are used now. When the renovation was done the electrical system was retrofitted. Other things reviewed annually are elevators – the old elevator only goes to 2 floors but is no longer needed. Other things are done periodically – for example, the fans in the gym are cleaned every 3 years. All of the information is organized now so regular reviews are undertaken on schedule. Things on the list that remain to be done: roof inspection every few years, testing of water, etc. are contracted by head office.

AG reminded council members that reports should be in on the Monday before the meeting to enable inclusion in the agenda.

Next LSC Meeting : October 26 at 6:30 p.m.

Adjourned at 7:35 p.m.