

**ST. JOSEPH'S LOCAL SCHOOL COUNCIL**  
**AGM Minutes**  
**Tuesday, May 23rd, 2023**

**Call to Order**

The meeting was called to order by Erika Dalla Torre at 6:35 pm in Mrs. James' classroom on Tuesday, May 23rd, 2023.

**Present**

Erika Dalla Torre, Teresa Evangelou, Charles Hogg, Allison Menzies, Fr Alfredo Monacelli, Keefer Pollard, Brianna Shereck, Renita Silva, Brian Untereiner, Stephen Wauthy

**Minutes Prepared By**

Renita Silva

**1.0 Welcome**

Erika welcomed all present.

**2.0 Opening Prayer**

Fr Alfie led the prayer.

**3.0 Approval of Agenda**

The agenda was approved by Charles and Teresa.

**4. Standing Agenda Items**

**4.1 Chair's Report - Attached**

- Erika provided a summary of the year including staff interviews and new hires
- Attended and led LSC meetings, the CISDV AGM, and a Tri-Council meeting
- Fulfilled Chair duties.
- Thanked members for their time and Charles, who will be leaving after serving 6 years on the LSC.

**4.2 Administrator's Report - Attached**

- Pre-pandemic normal at the school which meant the students were back at school masses. Students are actively involved with singing and reading.
- Based on the foundation skills assessment results, teachers wanted to see improvement in intermediate math and piloted a new math resource this year.
- There was a return to Fine Arts with the musical Peter Pan Jr.
- Choir performed at various venues.
- Good turnout for athletics and sports.
- Thanked teachers, EAs, LSC members.
- Fr. Alfie has a project to reuse the patch near the parking lot for two more years.
- Keefer thanked Brain and wished him the best in his new position.

#### **4.3 Secretary's Report**

- Renita provided a summary of fulfilled duties.
- Thanked Charles for his time on the LSC and all members for their time and hard work.

#### **4.4 Finance Report - Attached**

- Charles went through school budget with Keefer and provided input.
- Supported the budget for the PSG by coordinating between the LSC and PSG.

#### **4.5 Buildings and Grounds Report - Attached**

- Allison provided an overview of completed projects.
- Went over projects in process.
- Brian added that in the Pre-school and Daycare, heater units were purchased and installed.
- Thanked Erika for her work in her role and Charles for his work throughout the past years.

#### **4.6 PSG Liaison's Report**

- Stephen met with the PSG on April 20th for the budget.
- Thanked Charles for his six years and appreciated measures he put in place and also thanked the PSG for their time and talents.

#### **4.7 Marketing and Uniform Report - Attached**

- Teresa reported that five uniform sales were held.
- Reported duties including reviewing the uniform policy, formed part of focus group to discuss changing for gym class.
- Survey was sent out to parents regarding changing into gym strip in order to receive feedback.
- Made \$3000 on uniform sales.
- Upcoming uniform sale on May 26th.
- Neat Uniforms to hold fitting day on May 31st.
- Thanked volunteers who supported the uniform sales.
- Thanked Charles and LSC members.

#### **4.8 Parish Liaison's Report**

- Brianna worked with Fr Alfie to determine Parish Liaison' role.
- Communicated with parishes so they were aware of events at the school such as the Tiki Fun Fair.
- Enjoyed being part of the Council and thanked members.

Erika opened the floor to questions regarding the reports.

- No questions.

#### **5.0 Elections**

### **5.1 Existing Members**

- Erika Dalla Torre, Teresa Evangelou, Allison Menzies, Brianna Shereck, Renita Silva, Stephen Wauthy

### **5.2 Vacant Position**

- Finance - left by Charles Hogg

### **5.3 New Member**

- Kian O'Higgins (elected by acclamation)
- Kian introduced himself. Erika thanked him for putting his name forward for the position.

### **6.0 Adjournment**

Erika adjourned the meeting at 6:55 pm.

### **7.0 Next Meeting**

To be held in September 2023. Third Thursday of the month at 6 pm.

## **CHAIR REPORT - SCHOOL YEAR 2022-2023**

- ✚ Started the year off with interviews of EA and teacher's positions. Resulting in filling all the positions.
- ✚ Concluded the year with interviews for VP's position.
- ✚ Attended and led 6 LSC meetings.
- ✚ Attended CISDV AGM in November 2022.
- ✚ Attended one Tri-Council meeting at St. Andrew's High School.
- ✚ Attended all the duties of the Chair position:
  - Setting Agenda
  - Following up on action items
  - Supporting Administration
  - Supporting Council Members in their role
- ✚ Supported Nomination Committee in reviewing applications and finding successful applicant.

It's been my privilege to serve our Council this past year.

I would like to thank all of you for your time, effort, and passion, especially this challenging past year.

I wish you a relaxing and blessed summer.

In Christ,

Erika Dalla Torre

## **Principal's Report**

May 23, 2023

The big news at St. Joseph's School for the 2022-2023 school year has been a return to normal following the COVID-19 pandemic which disrupted school life for two years. We are returning to full strength and in the process of renewing all our routines and practices.

One exciting way we are seeing a return to normal is the resumption of school masses with all the children attending. Whereas they were very passive watching liturgy by livestream, they are once again fully active participants and the well-trained readers along with the enthusiastic singing of the students is inspiring. Thank you, Father Alfie for your pastoral care of us and for presiding over our liturgies.

Students continue to work hard at their studies and are growing in skill and knowledge. Teachers have identified improvement in intermediate math skills as an educational focus. This year they piloted a new intermediate Math resource and will be using what they learned from it in future math instruction. Thank you, all the teachers for your daily work bringing forth the academic gifts of our students.

This year we have 20 students with IEPs, 22 students on Student Support Plans and 17 students designated as English Language Learners.. We have three Learning Support teachers in the school and nine education assistants. Thank you to Mrs. Brenda Bella, our Learning Support Co-ordinator and her team of teachers and Education Assistants. Your hard work helping our most vulnerable learners is most appreciated.

The return of Fine Arts was welcomed this year! Thank you to parent Adrienne Grange who directed the well-received Broadway Junior musical, Peter Pan. Thank you also to the many staff members and parent volunteers who made this production a huge success!

The choir had a successful year also with performances at the B.C. Legislature, the Greater Victoria Performing Arts Festival, a choral concert at St. Andrew's Cathedral and a performance at the Malahat Skywalk. Our award-winning dance program has continued under the direction of Ms. Grace Higgins, and Mr. Kegalj will be showcasing the band students work at an upcoming concert. Our visual art was also presented at the Independent School Art show with displays organized by Miss Anne Johnson and Mrs. Marian Caffrey. Thank you to all the teachers who support Fine Arts at St. Joseph's.

We had an explosion of athletic activity this year. We had a huge turnout for Cross-Country, and avid participation in Rugby and Ultimate Frisbee. A successful season in Basketball and Volleyball, with our Boys Basketball team placing very well in the city standings, was followed by an enthusiastic badminton season with two of our students entering the city finals. Our students brought eight trophies to St. Joseph's from the Knights of Columbus Basketball and Soccer competitions and the Timberwolves are once again burning up the track during Track and Field season. Thank you, Mr. Zuback and the many coaching teachers who are giving so generously of their time to encourage our athletes and give them these important sports opportunities.

At this AGM, I would like to offer a special thank you to all the School Council members and Parent Support Group members. Your efforts are what enable us to create the wonderful place that is St. Joseph's School.

Respectfully submitted,  
Keefer Pollard, Principal  
St. Joseph's Elementary

## Local School Council Treasurer's Report

Charles Hogg

Thank you to everyone who has allowed me to contribute to the Local School Council over the last six years. It has been a real pleasure.

The role of the Treasurer is to review and provide input on the school budget. Since much of the budget is set by policy and labor agreements, the scope of this input is limited. To fulfill this mandate, I meet regularly with the principal of the school to review the financial statements, ask questions, and report, gather input and answer questions on the budget at the Local School Council meetings.

A secondary role is to support the budget process for the Parent Support Group. All fundraising activities carried out by the PSG need to be approved by the Local School Council. During the uncertainty of COVID, it was very difficult to determine what activities were possible. To manage this uncertainty, the PSG fundraising approval process was adjusted to approve a range of possible activities, of which only some would be run depending on circumstances. This allowed the PSG to carry on fundraising and to have flexibility through out the year. This approach to approving fundraisers has been maintained since. The only change in the past year is to include estimates of volunteer time required to support the fundraiser.

## **Building and Grounds Annual Report 2022-23**

### **Completed Projects from the 2022-2023 School Year:**

- Replaced the 2 large hot water tanks
- Purchased new snow removal attachment
- Gym girls washroom replacement of toilets and capping the excess stalls (enabling them to become changerooms)
- Main Boys bathroom drain pipe replacement

### **In progress projects:**

- Childcare garden/Outdoor classroom project
- Roofing/flashing/gutters on gym roof
- Updates to the female gym washroom/change room (removal of wallpaper, painting walls, lighting, etc)
- Updates to the male gym washroom/change room (new hooks, refinishing bench, filling holes, etc)
- Replacement of fire panel

Thank you all for a wonderful year, it's been great!

God bless,

Allison Menzies

## Uniform Report

- Five uniform sales were held
- Review of uniform policy with slight modifications to the policy. Please see previous reports.
- Focus meeting held with staff to discuss concerns of students changing for gym class. Discussion to change policy back to pre-COVID. Ongoing discussions were held and the decision was to survey the parents. A survey was sent out the week of May 15<sup>th</sup>. Survey results will provide feedback to move forward with this item.
- Boleyn Relova parent volunteer has stepped down in April (children are at St. Andrews this fall). A new parent volunteer is Michaela Padilla, who will organize sales and volunteers.
- May 26<sup>th</sup> will be our last sale. We continue to collect used uniforms for a sale in September.
- May 31st Neat Uniform will be holding a fitting day at the school.

No further updates to present. It has been a great year and we have wonderful parent volunteers who make our sales successful. It has been a pleasure serving in this role this last school year.

Teresa Evangelou