

**St. Luke School CSCC Meeting Agenda**  
**March 4, 2025 6:30 pm**  
**St. Luke School Library**

**Order of Business:**

In Attendance: Tamara Resch, Kady, Melanie, Elizabeth, Kristin, Alyssa, Principal Lord  
Regrets: Kenechukwu, Amanda, Curtis Pek, Janet, Janel, Rebecca

1. Call to Order @ 6:34 pm

2. Welcome Council and Guests

- Guest- Michelle Christopher GSCS Trustee
- Introductions were provided to Mrs. Christopher

3. Opening Prayers – Mme. Lord

4. Old Business

- CSCC Handbook- feedback
  - Had been emailed out to CSCC members prior to meeting for feedback. Principal Lord was able to provide some feedback on spelling/grammar changes.
  - The intention of the handbook is to send it out at the beginning of the year or if someone new is joining the CSCC.
  - Clarified that it will provide guidance for new members as it was noted by several members in attendance including current chair Melanie that when they first joined CSCC, they weren't sure what their role on council was, so Melanie drafted a St. Luke CSCC Handbook
- CSCC Constitution
  - Amendment was accepted by the board.
  - Final version is located in the google drive under operations information at:  
[https://drive.google.com/file/d/1pG1us4STa3v7ncZPIFeDXQpBKPFr2WoT/view?usp=drive\\_link](https://drive.google.com/file/d/1pG1us4STa3v7ncZPIFeDXQpBKPFr2WoT/view?usp=drive_link)

**ACTION Item – Alyssa to send final draft of CSCC constitution out with meeting minutes**

5. Fundraisers Updates

- Bingo Night Report- Janel and Janet
  - Janel provided a summary in an email to Melanie(chair) and Alyssa (Secretary) which Melanie summarized for the meeting in Janel and Janet's absence.
  - The Bingo Night was a huge success with revenue being over \$2500.
  - Parents donated all the prizes- they had regular prizes as well as good neighbor prizes if someone by you won which went really well.

- Janel has provided a great overview of what went well/what could be improved as a summary which has to the Google drive for future reference under Committee Reports
- The RSVP sent out from Principal Lord had a response that 120 people were attending. Staff/volunteers set up seating for 162 people and there were roughly 210 people in attendance.
- Sask lotteries grant of \$420 can be used to help to cover expenses?
- It was great to have staff involved and SafeShip Nurse involvement at the event  
**ACTION Item- Janel and Janet to still submit receipts to Principal Lord for reimbursement**
- Easter Basket Fundraiser- leader, charity ideas
  - Melanie has gotten the fundraiser started, with teachers/staff already indicating what baskets they want to do. There will be 15 baskets in total.  
**ACTION Item- Principal Lord to share fundraising letter asking for donations and/or parent volunteers to assemble the baskets**
  - One change was suggested- putting the baskets on the tables for 3-way conferences, which were done last year and seemed to be helpful
  - Kristin shared based on last year that she had discovered a fast way of assembling ticket books (staples on both sides of books). Also suggested it would be helpful to have a parent in each class to assemble the baskets and we should try to recruit parents. (e.g. could do a night where parents can help).
  - Principle Lord suggested that there me be kids at Holy Cross who would likely volunteer to help, which also could be an option.
  - With the length of time between three-way conferences and Easter (~ 1 month) there is concern about sales being for 1 month during the school day. Solution: sell tickets during three way conferences on March 20 and 21<sup>st</sup> then for additional week prior to Easter
  - Will start accepting donations for baskets right away with deadline being March 17<sup>th</sup> then can assemble baskets on 18<sup>th</sup> and 19<sup>th</sup>  
**ACTION Item: Volunteers for March 18<sup>th</sup> in the afternoon starting at 12:30 to assemble baskets. 2 CSCC members have already volunteered**
  - After we look at what we get in from the easter raffle- then will decide on the charity (half of the profits will go to charity as in previous years).
    - Suggestions for charities – Global gathering place, Prairie Harm Reduction, Ground Zero (transitional housing for youth)
  - Last year we donated to the food bank and possibly haven house

## 6. Reports:

- Staff Appreciation- Liz
  - Week of Feb 10<sup>th</sup>- 14<sup>th</sup> – staff was excited to go each day and see what their surprises/goodies were
  - Stayed under \$80/day. What was provided included: Monday- coffee/eat, mini muffins Tuesday- chili and sides to go with, Wednesday- meat/cheese, crackers

Thursday-veggies/dip, potatoes salad, Friday- valentine's treats

- Idea for next year- have little sticky notes from kids (care partners could help) from each student to put on the teacher's door

## 6. Financial Report

- Review of account balances
  - General account has a balance of \$6242.52 (no expenses have been submitted for Bingo yet so this will go down)
  - Health hunger account- \$7235.51
  - The question was asked if we have ever had an annual goal for what the CSCC wants to fundraise for the year?
    - This was talked about at the last meeting, and it would be nice to set a financial goal. Last year, CSCC fundraised \$12 000 (between healthy hunger lunches and various other fundraisers), the previous year was roughly the same. \$12 000 could be the goal for this year. It was noted that the current balances in the account do include money from last year as well as a carry-over. Knowing our goal could help us to decide if we need to do any additional fundraisers or if we can save fundraiser ideas for next year. Roughly 13000 to date this year but ~\$3000 was carried over from last year
    - It was also suggested that it is nice to know what the fundraisers are being put towards and let the school community know why we are doing the fundraisers. In doing so, it would be good to know what is needed at so good at the beginning of the year and what our fundraising goal for the year is.
  - The parent council has a tradition of giving each classroom 400 per class, which comes out of the Healthy Hunger account for something fun to do in June. Otherwise, the teachers only get \$20 per child in the school budget. Busing is expensive and sometimes teachers must go to the parents to supplement costs if needed, which is not ideal
  - Without healthy hunger fundraising this would likely mean classrooms would only get 1 trip/year. Teachers do try to share buses if they can to maximize the amount of field trips.
- Review fundraising goal
  - See above

## 7. Administration Report

- **Gr 8s toured Holy Cross on February 6.**
- **Storytelling Month** – we had a knowledge keeper visit us on Monday, Feb 10. Most classes were able to attend a session with her.
- **February 11** – Claudine Arcand, a Quebecois musician, spent the day with French immersion students. We also participated in the PR Relay Meet that night. Every one of our teams qualified for the finals.
- **Throughout February** – we held a Black Futures/History scavenger hunt around the school. We also held an assembly, led by the Gr 8 leadership team, who spoke about being a light for others. They did an amazing job! I introduced Muskwa and the Courage to Care initiative to the school.

- **French immersion students** – Gr 5/6 - prepared French speeches for Concours oratoires. We invited English classes to work on speeches as well as an optional activity. One Gr 6 French Immersion student will be representing St. Luke at the citywide competition.
- **Spirit Week** – this had great participation!

### Looking Ahead:

- Feb 26 – Pink Shirt Day – We All Belong hands. We also purchased Pink Shirt Day resources for the staff.
- March 7 – Ski trip – please see wish list
- March 10 – PLD – the staff will be doing special training in Positive Learning Behaviours as we will be receiving some job-embedded support from the school division in the spring. St. Luke is 1 out of 6 schools who is getting this. After the PLD, they will be in the school for a few weeks afterwards providing support
- March 13 – Carnaval
- March 20/21 - 3- Way Conferences and reading assessments for Gr 1-3 are completed.
- March 28 – Report cards go out.

### **Learning Goals** – Three main learning goals this year:

1. Literacy goal – By June 2025, 80% of all Gr 1-8 students (except students with IIPs or EAL) will be at or above grade level in reading.
  2. Staff Faith Formation – we will be using a series of videos called Search, that come with guiding questions throughout the year.
  3. Social Emotional Learning in the Classroom – this is our major focus for the year. Staff will be doing a book study, using the book “Relationship, Responsibility and Regulation”, that uses trauma-informed practices to help students regulate their emotions. Staff attended a PD before school began, and we will be receiving job-embedded support in the spring. We also plan to introduce land-based education (one unit) as studies show that getting outside in nature is beneficial to mental wellness
- Question was asked about some students having outdoor gym class? This is mostly because there is not enough gym time, so students are getting more gym time by going outside- parents /kids are enjoying
    - One positive from covid was that it increased spending more time outside
    - Some classes have been forced to have more outside gym time- next year it will be more paired gym classes.
  - Question was asked if the school has looked into a gym curricular teacher? Principal Lord stated that this has been considered but that having a physed release teacher doesn't relieve teacher of a prep. Some schools have hired a phys ed specialist

### 8. School Wish List

- Ski Trip
  - o The school is short by 4 kids going on the ski trip. Principal Lord has asked if CSCC could offset the cost of \$200 if they don't get an additional 4 kids to go.
  - o Question was asked if there any kids who can't afford to go who could then go? Principal Lord has given parents notice that they could possibly subsidize if

someone couldn't go because of cost and to reach out to her but as of today's date, no one has reached out. Numbers had to be provided a few weeks ago so the \$200 would likely not allow additional kids to go

- School wide retreat
  - o The school received a \$1200 grant which will likely be used for supplies as Mme Macpherson Chambers will be leading the retreat this year
- Bus costs for swim day and tri-school track meet (track meet with all 3 schools at Gordie howe complex) for grade 4 and up which they have been doing for the last 3-4 years. Busses are \$130 each and would need 5 or 6 buses for the meet. Last year CSCC paid for buses to go to Tri-school track meet
- Principal Lord asked if CSCC would consider paying for Grade 8 grad photos as in the past. Cost would be \$15/child with around 40 kids to equal \$600

**ACTION Item- CSCC to vote/discuss paying for Grade 8 grade photos at next meeting**

- Was the unexpected cost of busing all the kids to church in September due to rain. Total cost was ~ \$1200. Principal Lord has spoken to Holy Spirit who has committed to helping with bussing costs in the spring
  - Question was asked if the priest from Holy Spirit would ever come to St. Luke. Likely would but it was a last-minute decision this year. It is also a different experience to bring them to church

**ACTION Item- Alyssa to send out vote within email to pay \$200 for ski trip costs for the school**

Addendum: Alyssa sent out email for a vote for ski trip as above: MOTION Passed with 7 votes in favor to pay up to \$200 for ski trip costs for the school.

## 9. New Business

- Trustee meeting-
  - Melanie attended- the keynote speaker father Matthew talked about practicing faith and how sometimes people may not be acting in a way that is sharing their faith.
  - Meeting was not what Melanie expected. The last meeting she attended included budget talks but both budget talks and current structure of the school division was not spoken about although likely people there were hoping for a few updates.
  - The next trustee meeting is on May 21<sup>st</sup>, hosted at St. Luke School
  - Question was asked by the trustee in attendance what they were expecting to hear at the meeting
    - Faith was discussed but there was no way to implement this as a CSCC member although the reflection was very positive
    - Expecting to have more administrative information provided
    - It was a good reflection but was hoping to have something more practical to implement
- Public access to agenda and minutes
  - Changed the process up for a bit with sending the agenda, now sending it earlier to members prior to the meeting.
  - In January, we shared highlights on Edsby instead of the full minutes. Full minutes are posted in the hallway on the community bulletin board for anyone to see.

- It was brought forth to see if we can be more transparent with the meeting minutes and agendas etc. as everyone in the school community should have the right to read the minutes.
- The highlights are more of a summary of the meeting for a quick read and also includes the CSCC email address to be able to contact with concerns
- Going forward, we could also add the highlights of the meeting in the newsletter as well as Edsby?
- It was asked if the newsletter should we be added to the St. Luke website? Edsby is most accessible and the website is hard to update and needs to be done by admin, Principal Lord does not have access update it

**ACTION Item: Principal Lord to work with Mrs. Kammermayer on updating the website**

**ACTION Item: Melanie or Alyssa to provide highlights of meeting to be posted in the Newsletter and Edsby**

#### 10. Next Meeting Date

- Wednesday April 2<sup>nd</sup> 6:30pm

#### 11. Adjourn @ 7:47pm