

**St. Luke School CSCC Meeting Minutes**  
**January 8<sup>th</sup>, 2026, 6:30 pm**  
**St. Luke School Library**

**Order of Business:**

1. Call to Order @ 6:34 pm

2. Welcome Council and Guests

In attendance: Principal Lord, Chad, Janet, Rebecca, Melanie, Breanna, Alyssa, Liz, Amanda, Kenechukwu, Vice-Principal Curtis Pek

Regrets: Kady, Janel, Andrea Long

3. Opening Prayers- by Principal Lord

4. Old Business

- BBQ Storage (tank purchased?)
  - Alyssa has purchased the tank. It was \$50 for the tank and roughly \$29 for the propane;
  - **ACTION Item:** Alyssa to drop off receipt next week for reimbursement for the propane tank and reach out to Janet to store the propane tank
- Oven repair- The oven has been looked at. The burner has turned on but the fan isn't running.
  - **ACTION Item:** Melanie looking at getting the part for the oven to have it fixed.
  - If it can't fix it, then maybe will get a new one. Will keep everyone posted
- Indoor recess bins –
  - It was difficult to get all the items on the list for the \$300 as some of the requested items were magnet blocks which are pricey and we had to buy 3 whole new bins. Alyssa already submitted a receipt for a little over \$295 but also purchased some building blocks which cost around \$35. To get more of the wish list items it was suggested that we could put a call out to the school community to see if anyone has any Lego or magnet blocks that they would be willing to donate for the recess bins
  - **MOTION:** Amanda brought forth motion to spend additional 35\$ on recess bins (up to \$335 total) for the indoor recess bins. Janet seconded the motion. Motion passed.
  - **ACTION Item:** Alyssa will put a call into the school community in newsletter for Lego and magnet blocks. They can be dropped off at the office and Alyssa will pick up to clean.
- Gift card for Core French survey
  - **MOTION:** An email was sent out on December 17, 2025 for CSCC members to vote to give \$50 to the school to purchase a gift card for those who fill out the

survey for core French to be entered in a draw. 5 members voted yes. Motion passed.

#### 5. Other Reports

- Cowboy's Caviar
  - Kady provided an update at the last meeting
  - Check has been deposited and is in the financial report for this month
- Grade 4 Christmas Bake Sale
  - The bake sale made around \$1100. Was a good success. Will still likely need another \$400-500 so will likely have to do another sale. Popcorn sales or ice cream sandwich sale was suggested.

#### 6. Upcoming Fundraisers Updates

- Healthy Hunger- Amanda-
  - Additional \$1200 cheque to be deposited that just arrived today
  - March 6<sup>th</sup> date has yet to be secured with a vendor. It has been asked if the Grade 8's could possibly have that date. They are currently having a date in January as well.
  - With the 3 new additional classrooms, CSCC will need an additional \$1200 over last year for a total of \$7200 for all the classrooms. If we give up an additional date, we may end up being short. It was decided by members that the CSCC will keep the hot lunch date for March 6<sup>th</sup>.
  - The Grade 8's could maybe have a hot lunch in May/June as we typically only have 1 in May and 1 in June with all the field trips that happen around that time.
- Bingo Night February 11th 2026
  - Coming up fast, lands on a Wednesday. It was discussed that maybe could break up the roles so it is not so much for 1 person to do on their own (e.g. 2 people leading for the canteen, 1 lead for the prizes, 1 lead for bingo cards/license application). Last year it was a struggle to get volunteers so it was suggested that we should send out the request for help earlier. Principal Lord said that there will be teachers there to help again like last year.
  - Will also need to get the Sask lottery application going. Since Janel did it last year, Melanie will ask if she minds doing the application again. The lottery license from last year is already in the drive
  - Alyssa volunteered to help with a part of it, either helping with the lottery license or the prizes
- Staff appreciation week-
  - Liz will lead again. It was asked what the big hits were? Anything is usually good but may be helpful to give staff a heads up that stuff was coming. In past years (possibly before COVID) they alternated between snacks and homemade items (e.g. someone brought cinnamon buns, one day was soup and buns, then snack, then junk food). Last year, the budget was \$500 for the week. Since there are so much more staff, likely will need to increase the budget. Will increase to \$1000 but don't necessarily have to spend that much

- **MOTION:** Amanda brought forth motion to spend up to \$1000 on staff appreciation week. Janet seconded the motion. Motion passed.
- Liz was also hoping to have little appreciation notes for all the teachers which could probably be done with care partners
- Easter basket fundraiser-
  - Went through the process of the fundraiser. Usually requires helping to assemble the baskets and put them out, organizing volunteers for selling the raffle tickets. Planning likely won't have to start until March.
  - Breanna to lead the fundraiser. Melanie, Liz, Amanda and Alyssa all offered to help as needed

## 6. Financial Report

- Review of account balances

General Account- \$7145.95

Healthy Hunger-6349.52 (\$1200 that is going to be deposited)

## 7. Administration Report

Report provided by Principal Lord:

### **Looking Back/Currently:**

**Staffing** – 50% teacher for small group math support in middle years, to address large class sizes. Welcome back, Mrs. Resch!

- 4 more students enrolled this week which puts the school well over next level for another teacher. It is going to be used for math support for grades 5/6 and up and will provide kids with some extra support who may be struggling in math.
- Suggestion from CSCC member if it is possible to make a new class as St Luke has 4 out of the 7 classes that are over 33 students in the Saskatoon Catholic school division. The school division tries not to do new classes mid year as a lot of changes with teachers/classrooms etc. and can be hard on students/families.
- Usually feel it the most struggles with math instruction –
- If student numbers keep growing- Principal Lord will ask for another 50% for help with writing English

**Core French Language Programming** – Parent Info Night on December 2. Survey was sent out, then we contacted families directly who did not participate. Very positive indications that the desire for Core French is strong. We will hear about final results hopefully by the end of January.

- Board presentation on Monday- will know end of January what the board decides

**Cameras** –hallway cameras by the middle boot room bathrooms have been installed, due to some consistent vandalism. They have already proven very useful.

**Schools Win Twice** – only made \$1385 (we typically get over \$2000 as a profit). We were the fifth highest in sales, however. This will have implications on being able to support a schoolwide swim day in June and the track meet in May.

- 5<sup>th</sup> highest in sales in whole school division. Will not pay for busing- Made need busing support for those 2 days; have to pay for lifeguards so might only do the swim day in the afternoon and that could save on costs
- One member suggested that we could we ask the parents if everyone to bring \$2.00 to offset the costs a little bit
- Another member suggested that maybe they could move the date of school wins twice as it may be hard right before Christmas recognizing that a lot of people may just not be able to support it right now

**Noon Festival of Carols** – 45 students and three teachers went to TCU Place and performed 4 songs. We are so proud of the hard work of our choir!

**St. Luke Advent Liturgy** at Holy Spirit. Other than having to open the chapel due to lack of seating, it seemed to have gone very well!

- lots of attendance, had to open up the chapel. Next year may have to limit the Christmas concert to K-3

**Band Concert** on Wednesday Dec 17<sup>th</sup>. Postponed until January 13<sup>th</sup>.

**Artist in Residence** – will need 2-3 parents to sit on the committee.

- Judy Cook, an elder has agreed to join. Principal Lord will meet with Amber (artist in residence) and Judy on Jan 26<sup>th</sup>. Principal Lord will be putting out the call for parents to sit on the committee which will need to meet twice/month for 4 months
- Amber will be at the school all day every day for 4 months where they will incorporate land based learning (Judy Cook will come a couple times a month)- may do a big project at the end

**School Blessing** – took place on January 6<sup>th</sup> with Fr. Michael.

Ribbon Skirt/Shirt Day – lots of learning happened

### **Looking Ahead:**

Gr 9 Transitioning begins. Grade 8s will start process with getting registered with HS

January 14<sup>th</sup> – Hot Lunch

January 26<sup>th</sup> – PLD

January 29<sup>th</sup> – Kindergarten Parent Information Night- will need a rep. Melanie will attend

January 30<sup>th</sup> – Hot Lunch

Feb 1-7 – French Education Week – we will be having some special presentations, where we will also include the English students.

- School division got funding for special presentations- spectaculaire shows so will have three of those throughout the rest of the year

**Learning Goals** – We will have three main learning goals this year:

1. Literacy goal – By June 2026, 80% of all Gr 1-8 students (except students with IIPs or EAL) will be at or above grade level in reading.
  - Currently sitting at 76%
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 “Body and Brain Brilliance.” This is a workbook for staff to further their own knowledge, but it also comes with units for primary students and middle year students. We also plan to introduce land-based education (one unit) as studies show that getting outside in nature is beneficial to mental wellness.
4. We also plan to raise the Treaty 6 Flag in our gym at some point. Teachers will be teaching their Treaty Units this fall, to get the ball rolling. We are working with our FNMI consultant to make a plan. This will happen on May 1<sup>st</sup> – FNMI consultant has moved on so will be looking for someone else to help with it

#### 8. School Wish List

**Artist in Residence** – we had asked for \$24,000 but received \$21,000. We will need to pay for some materials and for the Traditional Knowledge Keeper. The school will access \$2000 for the knowledge keeper, but we wondered if parent council could donate \$1000 for art supplies for the students?

- Not needed for now but will get program up and running and then see once the time gets closer if this is needed or not.

**Technology** – I would like to buy a new smartboard for Mrs. Cowan’s class. I also purchased 2 cameras. I would like to use the school’s reserve funds.

- Approved by CSCC- Melanie signed the letter from Principal Lord to approve the purchase for up to \$4000 from the reserve fund

**School-wide retreat** – we will be asking the GSCS Foundation for a grant but if we bring in a company to lead the retreat, they often cost around \$1400.

- They did a staff led one last year, was only \$400 but it was a lot of work
- Would likely need about \$300 from CSCC

**Gr 8 Farewell Photos** – the price has increased to \$16.65 including tax. We currently have 41 Gr 8 students. (was 15.00 previously, 42 grade 8’s now) likely about \$750

We might need to start talking about raising funds to add to the playground.

#### 9. New Business

- CSCC Cash Handling policy
  - It was developed to have procedures in place, especially now that there is a CSCC float. It was noted by a member that they thought this was already in place and that members should already be following these procedures. Having it in the

CSCC handbook will help with clarity. Will be added to handbook if approved by CSCC. The treasurer will handle the money and keep it in the building at all times. If the float leaves the school, it will be brought by school representative (e.g. use for the bake sale during the liturgy). Principal Lord stated that there have been occasions where money has left the school to be counted but this provides clarity for everyone on expected policies. It was suggested that having a laminated card with bullet points of the policy to stay in the cash box may be helpful for members and parents as well.

- Since there will be an update to the handbook, it was suggested to also add in that any expenditures under \$200 do not need to be voted on
- **ACTION item**: Melanie will make the highlights of the cash handling policy to add to the cash box and will also add changes to the handbook once approved by council
- **ACTION Item**: Alyssa to send out a copy of the new CSCC cash handling policy with the meeting minutes for CSCC members to review and approve for the addition to the handbook

#### 11. Next Meeting Date

- February 3rd 2026- Tuesday
- **ACTION Item**: Alyssa to add in the next meeting dates in the email sent to CSCC members/volunteers with the meeting minutes and cash handling policy

#### 12. Adjourn @ 7:34