

St. Luke School CSCC Meeting Minutes
November 18th 2025, 6:30pm
St. Luke School Library

Order of Business:

1. Call to Order @ 6:32

2. Welcome Council and Guests

In attendance: Vice Principal Pek, Principal Lord, Melanie, Chad, Breanna, Kady, Janel, Kristin, Kenekchukwu, Andrea Long, Alyssa

Regrets:

Regrets: Amanda, Janet, Rebecca

3. Opening Prayers- Led by Vice. Principal Pek

4. Old Business

- **BBQ Motion** – passed via email. Vote was sent out via email on October 27, 2025 to increase the amount passed for the BBQ Griddle. All voted in favor to spend an additional \$60.49 for a total of \$610.49 to be taken out of the general account.
 - The BBQ was purchased from Costco and delivered to the school. Kristin asked if anyone would be able to help to set it up. Alyssa offered that Travis could help to set up.
 - **Action Item**- Kristin to send an email to coordinate BBQ setup
 - **Propane tank purchase/storage**
 - **MOTION**: Alyssa set forth motion to spend up to \$100 to purchase a propane tank, Elizabeth seconded the motion, from the general account. Motion passed
 - **Action Item**: Alyssa to purchase propane tank for school BBQ.
- **Indoor recess bin upgrades**
 - Principal Lord got a list from the school of what the teachers would like as well as which classrooms do not have bins at including game of Trouble, Uno, magnet blocks.
 - **MOTION**: Kady brought forth motion to spend up to \$300 for indoor recess bins , motion seconded by Janel from the general account. Motion passed.
 - **Action Item**: Alyssa will purchase the supplies needed for the bins and aim to have it done in the next few weeks

5. Fundraiser Reports

School Clothing sale:

- Melanie does not have the exact total but looks like we may have sold more than last year with last year's profit being a little more than \$500 so the profit should be around the same.

- There have been inquiries about exchanging sizes- unfortunately they cannot be refunded but Melanie is speaking with the vendor to see what they can do.
- Maybe look at doing used clothing for St Luke next year. In the future it is easy to revive the store, but we have to meet the minimum number of sales that they need
- **Cowboy's Caviar-** Kady- \$6555.00 total in sales. **Total profit is \$2185.00** Get 5\$ back on each package of jerky.
 - Date expected for delivery- company is waiting for the cheque then it will be 3-5 business days after that. Principal Lord has sent in the invoice so depending when the division issues the check, should be in the next few weeks
- **Trustee Meeting-** Alyssa went to the meeting. The theme of the meeting was Christian Hope let by Father Matthew which was really good. They also did a survey during the meeting to get ideas for future ideas/themes. They had some students open the evening by doing a dance with traditional jingle dresses. The tour of the school was great, over 700 students attending but the way it is set up doesn't ever feel like that many people in the school. It has a greenhouse, science room and lots of great spaces. Doesn't even feel like a school and has a great atmosphere.

6. Upcoming Fundraisers Updates

- **Healthy Hunger-** has been going well
 - Amanda has asked that if the parents of Grade 8 students want to do a healthy hunger lunch set up to get ahold of Amanda to contact the vendor and get a date
Action Item: Kristin and Janel will look at possible dates and coordinate with Principal Lord and let Amanada know
- **Doughnut Sale-** Kristin
 - There is a signup sheet at the back for volunteers for the donut sale with 30 min time increments so it will be less time commitment for everyone.
 - The cost of the donuts is \$1.40 each. At the volleyball tournament, they charged \$3.00 per donut and there didn't seem to be any complaints. Melanie will make up a poster and indicate that the profits will go towards indoor recess bins
 - Sales to be at the front entrance of the school, Kristin has a dome that can be used as a display so people can see the donuts before purchasing.
 - Shelly will have Ducan put the tables out
 - Grade 8's will be there- doing a jar guessing game so may be able to help as well
 - Melanie will get a float (decided later in the meeting that we will have a float that is left within the safe for future use)
- **Grade 8 update-** Janel
 - Bottle drive went very well although there were only 14 Grade 8 students that came out to help. The profit made was approximately \$940.
 - Jewelry sale- so far made about \$500,
 - Guess jar at the three-way conferences - \$1.00 per guess and will win a \$20 gift card

- The volleyball tournament concession made \$979 (\$244 was made over the lunch hour selling leftovers from the volleyball tournament). Still have an extra 100 cookies, maybe will do a lunchtime sale
- Virtual bottle drive has made around \$666 so far- \$400 for the boys and \$266 for the girls
- Sent a survey form home and have received 31 out of 43 forms to find out what sort of interest there is for fundraising- 10 out of 31 received prefer to pay out of pocket, will just pay \$350 and not do any fundraising. Still waiting for 10 surveys
- Beard the teacher raffle- need 8x10 photos of teachers, whoever has the longest beard would then have to wear a beard. Only 1 teacher would have to wear it- Could think of making it a classroom competition?
- Will not be selling hot drinks at the sale anymore- only sold very few at the vball tournament
- Should we have a living float with a cash box that lives in the office and is only for CSCC – would be room in the safe.
- **Action Item:** Melanie to get a float for the Donut sale which will then be kept in the safe and used whenever CSCC requires a float
- **Grade 4 Bake Sale-** Melanie
 - 14 parents so far have signed up (roughly 50 kids), Kristin will help bake if needed.
 - Suggested for Melanie to see if other parents could help from other grade 4 classrooms as well since that seemed to work good last year
 - Melanie to contact Erin Gratton to see about set-up for the Christmas Liturgy
 - All the teachers expected to be there, so they may be able to help
 - Liturgy- hoping to start at 6:30, will likely be an hour or so. The bake sale will be right after
 - Kristin has flour and OATS that were donated by another parent at GM mills

6. Financial Report

- Review of account balances
 - **General- 6346.35\$** - General Account
 - **Healthy Hunger account-** 5447.89 (currently, but lots of Healthy Hunger cheques still to come in)

7. Administration Report

Provided by Principal Lord:

Staffing – We have hired 1.5 EAs – welcome to Ms. MacNeil and Mrs. Osiyemi!

- Ms. Macneil- a half-time person, Principal Lord still advocating for more time.

Core French Language Programming – Parent Info Night on December 2

- Will be led by French consultants and superintendent

October PLD – staff did PD according to their Grade – example, primary teachers participated in Literacy PD.

We completed our **CAT4 testing** with all Gr 7s.

Cameras – have been installed in the courtyard area. We are also looking at a couple hallway cameras by the middle bootroom bathrooms, due to some consistent vandalism.

- 5 cameras installed in courtyards, 2 bikes stolen in last 6 months; argument for cameras- the tarmac is a hidden space so make sure kids/bikes protected. Principal Lord has also gotten permission for cameras in the hallway outside of the bathroom, there has been a lot of vandalism in the bathrooms. Other schools like George Vanier have 30 cameras inside and outside of school

Lockdown Drill – our SRO would like to try a drill where kids don't know the exact time. They will know the date and whether it's in the morning or afternoon.

Halloween – tried the hallway for costume parade. Worked really well! Kids enjoyed the dance.

November PLD – staff worked on Progress Reports

St. Luke Volleyball Tournament – seemed to go very well! Thank you to staff and parents for organizing and running the tournament – especially Mrs. Baron! Proceeds go to Gr 8 camping.

- 400 people over 2 days- went well, St. Luke ended up winning one of the tournaments

Looking Ahead:

Three Way conferences this week

November 28 - Progress Reports

December 2 – Core French info night

December 9 – Noon Festival of Carols

- provide music during the lunch hour for those who want to listen. Principal Lord should have details tomorrow- choir from grade 3-8, one of the songs is Last Christmas

December 16 – St. Luke Advent Liturgy at Holy Spirit

December 17 – Band Concert in PM

December 19 – Last day before Christmas holidays!

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.
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.

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?

- Technology – more Chromebooks and iPads. Thank you for the set that was purchased in September!
- 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.
- **Gr 8 Farewell Photos** – the price has increased to \$16.65 including tax. We currently have 41 Gr 8 students.

Indoor Recess Bins:

Gr $\frac{2}{3}$, $\frac{4}{5}$ and 6/7 do not have any indoor recess supplies.

Other requested items: Uno, Connect 4, decks of cards, Lego, magnet tiles (this was mentioned three times), building blocks (mentioned numerous times), STEM games., Trouble game.

9. New Business

- Kitchen update- some deficiencies in the kitchen. The oven does not work. The burners work but the oven part was not working. Elements were repaired prior to it being donated- Although the CSCC may not use it often, sometimes the staff may use the oven- so should look at getting it fixed
 - **Action Item:** Melanie suggested she would have someone come have a look at the oven.
- One of the outlets does not work.
 - **Action Item:** Shelly to talk to Duncan about outlet that does not work
- The Fridge/Freezer could use a deep clean and deodorize
- Could use some napkins
 - Rebecca and Melanie did inventory of kitchen supplies 2 years ago. Could just replenish as we need them

A question was asked about one of the Hertz bus drivers, Henry, who has been away. There have been no updates. One member mentioned that their kids have really noticed his absence. Principal Lord will send a message to Hertz to inquire.

11. Next Meeting Date

- **January 8th 2026 at 6:30 pm** library –
 - **Action Item:** Principal Lord will invite the trustees to see if they would like to come
 - **Action Item:** Melanie will refill out the form with the division that indicates the dates of our upcoming meetings

12. Adjourn @7:32 pm