

St. Luke School CSCC Meeting Minutes
September 3rd 2026, 6:30pm
St. Luke School Library

Order of Business:

1. Call to Order @ 6:30 pm
2. Welcome Council and Guests
 - In attendance: Principal Lord, Vice-Principal Pek, Nicole Menzies , Bre, Janet, Amanda, Janel, Kady, Alyssa, Chad
 - Regrets: Kene, Melanie
3. Opening Prayers- led by Principal Lord
4. Old Business
 - Contact list updates- Alyssa
 - Updated contact list: to make sure that everyone's info is fine, confirmed that everyone has been getting the emails. Updated list to include new office coordinator Michele Herperger and new school representative Nicole Menzies
 - Volunteer call-out: Melanie sent an updated survey to those who volunteered last year to see if they are interested in volunteering throughout the year. The survey was also uploaded to Edsby. Chad mentioned that there was roughly 12-13 who had responded already
 - It was requested that we remove Batoche from volunteer list as this is not a fundraiser led by CSCC but by Grade 4 parents.
 - **ACTION Item**: Melanie to remove Batoche from the volunteer survey
 - It was also suggested that going forward, could send out a general request for volunteering and not have the activities listed as this may get more responses and those thinking of volunteering won't feel the pressure to pick something right away
 - Volunteer coordinator – Chad brought forth the idea for a volunteer coordinator to see if anyone would be interested in the role.
 - This person would be responsible for keeping an up to date list for volunteers as well as putting out several call-outs for volunteers throughout the year. This person would then work with the leaders of different fundraisers to help get volunteer lists going
 - It was also suggested that when we are then going through fundraisers, for each fundraiser, have a template for what to do, at the start of each year. And then have someone in charge of each event which is similar to what was done last year. Alyssa suggested that there should be a fundraiser summary for most if

not all of the fundraisers that were done last year which are located in the Google Drive.

- **ACTION item:** Alyssa will look at trying to re-organize the Google Drive so it is easier to find the past fundraiser information. Alyssa will also send a link to everyone with the Google drive information again within the next correspondence and will ensure everyone has access
- Bulletin Board CSCC info update -Alyssa
 - The information on the bulletin board (which is located by the pit of the main entrance) needs to be updated. Looking to see what everyone would want to include
 - Decided that we will list the CSCC names on the bulletin board. Chad will provide a little introduction which can be posted within an upcoming newsletter to introduce himself to the school community and try to encourage new membership to CSCC
 - **ACTION item:** Alyssa to update CSCC member information on the bulletin board
 - **ACTION item:** Chad to write intro for next school newsletter to forward to Alyssa to add to newsletter information
- Goals review
 - Went through then at the AGM in June:
 - Our council function to **support community and learning** will remain top priorities through fundraising and events.
 - Act on plans to **expand school playground** as school enrolment grows
 - **Prioritize Student and Staff Wellness-** support toward student and staff wellness initiatives, with the goal of supporting the staff's existing well-being initiatives by providing resources that promote well-being, connection, and a positive school environment.
 - Fundraising goals: has usually been ~12,000 dollars; we will continue to try to meet or exceed this goal
 - It was asked if we want to change any of the goals? It was felt that they are fairly generic which is a good thing and that we will continue with them at this time
- Playground expansion – update on what will be provided by school division
 - Principal Lord reached out the school division as previously CSCC were told that once the school had hit a certain number of students, they would help support a new playground expansion. They will pay \$80,000 towards the expansion. This amount will likely only get the project started and allow for preparation of ground
 - It was clarified that there is no timeline for when the contribution from the school division needs to be used
 - Initiative for the school to lead the new playground – when did it last time it was its own committee. CSCC will need to curtail regular school fundraising to allow the money to go to the playground initiative
 - It took around 2 years last time (roughly 8 years ago), recognizing that there was a lot of surface work that needed to be done along with 2 new playground structures.

- Principal Lord stated that playground companies have reached out to her with information. Bre also stated that her husband works in civil engineering and that she could look into potential prices- likely cost of 100,000-400,000 (as per her husband). Her husband also does a lot of grant work and may be able to help with that. Playworks is the company that did the playground last time.
- Likely better to get the scope of how much money will be needed, what grants are available for it before getting committee going. In terms of what is needed? Swings seem to be a popular item. Last time, they had playground companies come to do presentations during meetings to see what was available, then had mockup boards set up so families could vote on what they thought would be the best. Once we have this information, we could put a call-out for a committee.
- **ACTION Item:** Principal Lord will reach out to Joel at the school division and other school principals to get an idea of who they used and possible cost. Bre will speak with her husband to see if there is any information he can provide for the next meeting and Chad has reached out to a contact that works with the ministry of education and will look into potential corporate sponsorship through Federated Co-op and Cameco

5. Upcoming Fundraiser- BBQ Meet the Teacher

- Thursday Sept 10
 - Principal Lord has booked tables and chairs for the event already; Grade 8 students can help to set up day of
 - Start time: 5:30 pm, (was done around 7pm last year). Should keep it simple with hotdogs, chips, pop, juice. Did veggie cups last year but that was a lot of work.
 - **ACTION Item:** Janet to drop off propane tank to the school prior to the BBQ
 - **ACTION Item:** Alyssa will make BBQ poster and send to Principal Lord to post along with an attendance survey. Alyssa to also make signup sheet for volunteers
 - **ACTION Item:** Chad (and/or Janet) offered to do the shopping for the event. Alyssa will send numbers, if there are any located within the drive of what was used last year

6. Other Fundraisers

- Volunteer Coordinator (discussed above)
- Healthy Hunger
 - Amanda met with Principal Lord and picked all the dates. Emails will likely go out within a week. All of the vendors have been secured except for one
 - Chad asked if someone should shadow Amanda to be able to take it over next year? Amanda stated that it is very easy and self-explanatory. The website will show all past lunches and how much money has been made from them
 - It was noted that CSCC should push for a couple more members on the CSCC (hopefully Kindergarten or Grade 1 parents).

- **ACTION Item:** Janet will make up a poster to help recruit some parents to join council. Could specifically be sent to parents in the younger grades. Could include what some of the fundraiser roles would entail so people have a better understanding of what they are signing up for.
 - It would be helpful for Healthy Hunger to have the same parents (2-3) coming more regularly because they know what to do instead of having to explain what they have to do each time
 - Last year, Tricia Buchanan and Chelsea Taman were able to help more regularly
 - **ACTION Item:** Alyssa to include a write-up on Healthy Hunger within the newsletter to describe what it is and where the money goes
- Fall fundraiser
 - Possibly moving to spring? Doing a book fair during the three-way conferences during November so was decided we will move the fall fundraiser to do it in the spring instead
 - Three-way conferences
 - November 19, 20th and will include a book fair
 - Principal Lord will have to depend on parent volunteers to help run the book fair, which should be pretty easy
 - Books will be set up Thursday during the day and then 3:30-7:30 pm that evening, which will likely be the busiest time. Also Friday morning will be running
 - Will run a donut sale during three-way conferences as well
 - **ACTION Item:** Alyssa to include info from donut sale (amount sold) within the next meeting agenda
- Bingo date – Feb 3rd and 4th tentatively booked but can move the date if needed
 - Noted that it was mainly the younger kids that attended last year
 - Have a lot of the bingo books put together from last year
 - Last year there was not a set leader coming up to the Bingo- Melanie got some of the planning going and Alyssa/Bre took over getting the actual bingo day ready closer to the event
 - Janel/Janet will coordinate it this year
- Clothing sale?
 - Decided that we should do the clothing sale every other year also noting that we have grown by 100 kids
 - Very easy to get the sale going again and there is no minimum amount that needs to be purchased. Would be ideal to have sample sizes to be able to try on at the next sale. It was suggested it could also include a clothing swap for parents who have sizes that their kids have outgrown
- Easter Basket
 - Will do it for next meeting

6. Financial Report

- Review of account balances

- General account: \$7181.80 – carried forward from last year
 - **MOTION:** Amanda brought forth motion to spend up to \$3500 to purchase 6 new Chromebooks, Kady seconded the motion. Motion passed, money to be taken from the General account.
- Healthy Hunger Account: \$3418.71
 - Will need money for 20 classrooms this year which will equal \$8000 for all the classrooms (last year from 18 classrooms for \$7200). Made around \$10,000 from Healthy Hunger last year so this should be enough
 - Will need to talk about recess bins in the future as there are 2 new classrooms this year
 - Noted that the school still has not received one of the cheques from Subway for the June pool day
 - **MOTION:** Janet brought forth motion to commit \$400 from each classroom for a total of \$8000. Chad seconded the motion. Motion passed, money to be taken from the Healthy Hunger account
 - It was also noted that last year we put money towards pool busing. This year we may subsidize bus costs to go for skiing as well if needed

7. Administration Report

Provided by Principal Lord:

Start Up – Incredibly professional staff have been wonderful to work with thus far. 60 new registrations not including Kindergarten. Our current school population is 545 approx. We have 20 classrooms. Last year at this time, we had 460 students.

Staffing – Still in flux – We welcomed back Ms. Behla, and two new teaching staff: Ms. Szevoldt and M. Fenske. We have an 11th classroom on the English side approved, but the division is waiting to see if there are teacher redundancies in other schools before we can hire anyone. We also need to hire one more release teacher and four more EAs.

- couple of schools on the bubble who may lose a teacher so a redundant teacher may get moved here
- have 6 release teachers. Mme. Kennedy is still on leave and likely be retiring end of November.
- The school division approved 8 EAS (possibly 9). When Principal Lord came to St. Luke there was only 1.5 EA's

Fire Drills – our goal is to have four drills by October. We are required to have six per year. We will do the other two next spring. Our lockdown drill is not yet scheduled.

Meet the Teacher Night – September 10 – Instead of formal presentations in the classrooms it will be more of a come-and-go. We will not be doing formal introductions in the gym to start off.

The Gr 7/8 new initiative: thought it would be a neat opportunity to try something different. This initiative was done before at a school in Regina and one of the teachers that's here at St. Luke now did it and thought it was great. It also gives a chance to have all the grade 8's in the room at once to talk about high school. Will be a trial for this year

Busing: Bus parking changes. Principal Lord found out last Friday that the school would be getting a 6th bus. The bus loop is hard to deal with at just 5 buses. At other schools, buses would park along long streets, instead of crowding 6 in the bus loop. This will be what St. Luke looks at doing going forward. The buses will line the street along Emmeline and then parents can use the bus loop to pick up

- Question was asked about who is going to keep the bus loop going and that it may get gridlocked? Principal Lord stated that as soon as the buses leave now, parents are using the bus loop and it seems to flow well. She will put a message up on Edsby in hopes of getting the message out
- Question was also asked if the city had given notice that they were going to be putting in permanent crosswalks? It was set to have started in mid- August but it hasn't stated yet, not sure if/when it will
- It was noted that with the change, the school would need to pay for the updated signs with the city which could cost ~\$2000

Looking Ahead:

September 22/23 – School Photos

September 29th – Orange Shirt Day at school

September 30th – no school for the National Day of Truth and Reconciliation

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

1. Literacy goal – By June 2027, 80% of all Gr 1-8 students (except students with IIPs or EAL) will be at or above grade level in reading.
2. Outdoor Education – teachers will be choosing two units from our Outdoor Education book. Students can expect to spend more time outside this year, especially with our limited gym availability due to 20 classrooms.

Key Benefits for Student Well-Being

1. Stress Reduction & Mental Rest
2. Physical Health & Motor Skills
3. Enhanced Focus & Academic Engagement
4. Social & Interpersonal Growth
5. Resilience & Self-Efficacy
6. Environmental Stewardship

8. School Wish List

- Technology – more Chromebooks and iPads.
- School-wide retreat – we will be asking the GSCS Foundation for a grant. We would like to bring in Face to Face Ministries, but a school our size will cost close to \$2000
 - Question was asked when this is? In spring
- Adding to our Playground – our school division has committed to providing \$80,000 to get the ball rolling.

9. New Business

- 2 new school trustees: Kay Day and Bonita Elliott. They are very interested in coming to school events. Would like to know when the next meeting is and they will try to attend
- Question was asked how the money collection is coming for agendas? It hasn't started yet. The school has already run out of agendas given the increased number of students so needed to order more
- Principal Lord found out that Co-op is increasing their price on milk. Previously the cost was \$1.00 before but now milk will cost 1.15 so wondering what she should sell for?
 - It was suggested that could do it that if buy so many tickets, you get a few extra tickets but will increase the cost a bit

11. Next Meeting Date

- October Meeting : October 15th. 2026 at 6:30 pm
- **ACTION item:** Alyssa will send out a survey prior to the next meeting in October to see what days work best for everyone for ongoing meetings

12. Adjourn @7:57 pm