

St. Lucy School Council Meeting Minutes

Wednesday, November 26, 2025

In Attendance:

Liz B, Melissa S, Cassandra B, Karli L, Kylie C, Amie H (Assistant Principal), Danielle K (Principal), Angela C

Call to Order: 6:32 pm

1) Welcome/Introductions

2) Opening Prayer (read by Liz B) and Land Acknowledgement (read by Karli L)

3) Adoption of Agenda:

- Motioned by Cassandra B
- Seconded by Melissa S

4) Adoption of Minutes (from August 29, 2025, meeting):

- Motioned by Cassandra
- Seconded by Melissa

5) Principal Report:

-Overview

- Started the year with 368 students, currently at **399 students**.
- New trustee- Leah Fiorello came for a tour of the school. Leah highlighted some updates and changes that may benefit the school.
- Superintendent and Trustee would like to attend a future Parent Council meeting. Danielle will provide dates.
- The Reading Egg and Matific online programs were purchased for students, but participation is down in evening log-ins. The program is not as well-suited for K-Grade 2. Log-in information is provided in agendas.

-Social Justice:

- Ben Stelter Foundation Fundraiser- Grade 5 Candy Cane sales begin in December.
- Food Hamper donations will be collected until December 12. St. Lucy is currently collecting for 13 families, potentially 14. A local business is prepared to donate 4 hampers, and the church is providing gift cards. Parents can also offer gift cards. Staff are not being asked to bring in gifts this year.

-School Activities Summary:

- No volleyball tournament this year, facilitating a volleyball skills club instead.
- Spirit club is active.

- Mental Health Team is active.
- Glow Girls program, facilitated by KARA, is active.
- Social Skills groups for the boys (Grades 3 and 4) are active.
- Choir is active.
- Christmas Concert is December 10th, 6:00 pm at St. Charles.
 - It is a Christmas Liturgy this year.
 - 2 tickets max per family.
 - Kindergarten classes are doing their own concert on an afternoon with special activities included.
 - Capacity at St. Charles is 700.
 - Donations to the Food Bank are encouraged for the concert.
 - Children are to sit with their teachers and their classes. Parents will sit around the church.
 - **Admin** is sending home a survey to gauge how many families plan to attend the Liturgy, as some families expressed that they may not participate due to location.
 - A separate letter will be sent home regarding the front row raffle. Raffle will be for reserved seats, not necessarily front row, due to the setup of the kids.
 - Kindergarten will still run a front-row raffle for their concert. This is where most of the money was made last year for fundraised dollars.
 - Reserved Parking spot raffle may be a better option for the liturgy, as the children will be sitting in various pews. Must also consider the parking flow.
- Hip Hop Class
 - The Artist in Residence program has been very popular.
 - Seeing strong participation levels across students.
- **Budget**
 - School growth plans were bumped to the end of December.
 - The district would like St. Lucy to report the budget. See Figure 1.1.
 - All funds are going to staffing. MDT team, EBS, TABTs, SLP, utilizing an integrated inclusive model. 5 EAs onsite from 11 last year.

School Council	
	Budget
Division Allocation	\$2,561,994
Fixed Staff Costs	(\$2,463,996)
Other Staff Costs	(\$10,175)
School Revenues	\$59,000
Operating Expenses	(\$123,900)
Ending Balance	\$22,923

Figure 1.1

6) Old Business/New Business:**Old Business:**

- Feedback from Demo of Learning
 - Cookie (therapy dog) was popular with parents and kids.
 - Not a lot of foot traffic in the gym, would be best to move the booths to another space next time (perhaps front hallway).
 - 12 people wrote their names down expressing interest in attending SAC meetings.
 - 12 people said they would attend online meetings due to various barriers (childcare, evening routines, etc.).
 - Council would like to revisit the Teams option again. A Google survey can be sent to families to determine if parents want to attend via Teams.
 - Council would have to provide a slideshow at the beginning of each Teams meeting to explain the rules and expectations of attendees.
 - Meetings could be held in a hybrid model, offered both in person and online.
 - One parent suggested bringing back Confetti Cookies; this may be a fundraising idea.
 - One parent said that they recognize that the parent council is paying for field trips and were appreciative.
 - **Karli** will create a Google Form to be sent out to the school community to gauge interest in online meetings. **Administration** will distribute the survey.

New Business:

- Discussion: Do we need to add a new meeting because of the strike and cancellation in October?
 - According to the bylaws, there is an understood expectation to hold five meetings per school year. Council requires clarification on this rule. **Danielle** will speak with a colleague who better understands these expectations and report back to the Council.
 - **Danielle and Amie** will look at the Bylaws.
 - Council will tentatively add a June meeting to the schedule. We will table this and review it in January 2026.
- ACE Grant was submitted.

7) Future meetings:

Wednesday, January 14, 2026

8) Meeting adjourned @ 7:09 by Liz B.

Parent Advisory Association Meeting (Fundraising/Casino) Minutes
Wednesday, November 26, 2025

1) Call to order @ 7:09 by Liz B.

2) Adoption of Agenda:

- Motioned by Cassandra
- Seconded by Melissa

3) Adoption of Minutes (from August 29 meeting):

- Motioned by Cassandra
- Seconded by Melissa

4) Financial Report for School Council (Fundraising)

- Currently at \$4679.75
- Making good money from Healthy Hunger sales.
- Mabel's Labels is only making \$100. Account is open for now. We may not continue, as the school supplies now come with name labels when purchased from the school's contact. Council will continue to assess and reevaluate.

5) Funding Requests

- See below.

6) Old Business/New Business:

Old Business: Review PAA Guidelines

- Fundraising guidelines were provided on August 29, 2025. Casino account is at \$87,279.82. Next Casino is scheduled for Q4 2026.
- PAA still owes approx. 1300 for last year. Sitting at an estimated 86,000 in available funds until Q4 2026.
- PAA must divide the casino funds into yearly expenditures: field trips, busing, wish lists, and consumables.
- **Danielle:** The teachers do not necessarily need anything right now. The priority is technology and insurance for a therapy dog (Cookie).
- **Liz B:** Funding requests must be sent prior to the upcoming parent council meeting. Emails are insufficient and cannot be considered an opportunity to vote on spending, as we must ensure that parents have a say in how money is spent. Therefore, do not buy anything until approval is provided by the SAC. The invoices must be sent in advance of the end of the year.
- **Danielle:** Teachers have been told to spend their budgets before March.
- **Liz** emailed PAA guidelines to Danielle, and will email them to Amie.

New Business:**- Bottle Drive Planning**

- The bottle drive was originally cancelled due to the strike. There was some talk about the Grade 5's running a bottle drive for the Ben Stelter Foundation. However, the Grade 5's are now selling candy canes instead.
- Bottle Drive will be rescheduled for the spring, as there are many active requests at the school right now.
- In addition to having the trailer on site, we may also request that the bottle depot open an account for us.
- We hope to have a contest to increase participation and advertise within the community. The contest will be held on the day that the trailer is in the parking lot.
- **Cassandra:** Beverley bottle depot can pick up the bottles from the home.
- **Danielle:** Candy or food sales do very well. Perhaps the council might consider other food or treat fundraisers.
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-Little Caesars Fundraiser

- **Kylie:** Currently, the group has raised 60% of its goal, \$270 raised of \$450. Not as popular as hoped.
- **Angela:** Most sales last year came in at the end.
- Last year, the sales period was extended.
- Confetti Cookies might be a better fit. We will revisit this in future meetings and discuss a potential Confetti Cookie fundraiser near Easter.

- Christmas Concert Front Row Raffle

- We will raffle off prime side seats at St. Charles in a Front Row Raffle.
- Our raffle gaming account is active; **Liz** is the contact and will open a license. **Liz** will also prepare the advertisement for the school.
- \$2.00 per entry.
- Tickets will be sold for one week: Dec 1-5, and the draw will be held on Dec 9.
- Winners will be escorted to their seats.
- Next year, we may consider raffling a private parking spot in front of the school for morning drop off, potentially on a monthly basis.

7) Financial Report: Casino Account

-Council must take out approximately \$1272 to finish paying for field trips from the 2024-2025 school year.

-Current funds must last until our next Casino date in Q4 of 2026.

-Last year, the council spent over \$59 000. Therefore, we will need to scale back on spending to be mindful of cash flow.

-Last year, 8 teachers went over budget. Field trips were underspent in the Grade 4s. The goal is to ensure that all funds are spent equally among all students.

-Please encourage staff to keep the funds equally rounded (i.e., 2 Trips x \$10.00, 5 Trips x \$5.00) to help with budget calculations.

Yearly Budget Goals (Casino):

Technology and computers, as the school just lost 40 Chromebooks.
 Field Trips
 Bussing/Transportation

Yearly Budget Goals (Fundraising):

Shrove Tuesday
 Family Dance
 Fun Day Lunch
 Patrol Party
 Bibles
 Reading Prizes

8) Administration Funding Requests

2025- 2026 SAC Staff Wish List (CASINO FUNDS Approved)

Item	Cost	Decision
IPads (10 for documentation or AAC-inclusive kiddos)	\$4800.84	Approved
IPad Cases	\$365.82	Approved
25 Chromebooks	\$10, 125 (approx)	Approved
Field Trips	\$20.00/student x 400 students	Approved
Artist in Residency	\$3562.50 (match the grant)	Approved
Marketing	\$1000	Approved
Library Books	\$800	Approved
Grade 6 Field Trip	\$900	Approved

Figure 1.2

All items above in Figure 1.2 have been **approved**:

-Motioned by Cassandra
 -Seconded by Melissa

2025- 26 SAC Staff Wish List (FUNDRAISED DOLLARS Approved)

Item	Cost	Decision
Patrols Lunch Treat	\$250	Approved
Therapy Dog Insurance	\$1200	Approved
Bibles	\$1700	Approved

Figure 1.3

All items above in Figure 1.3 above have been **approved**:

- Motioned by Cassandra
- Seconded by Melissa

Wish List Items to be Reviewed at a Later Date:

- Bussing and transportation costs.
- Clay classes.
- Snack fridge*.
- Wonder Room items.

*Food costs can be paid for when required for life necessities. Council will explore whether the Snack Fridge can be covered by funds to ensure that the food stays fresh.

9) Next meeting Jan 14 2026

10) Meeting adjourned @ 8:10 pm by Liz B.