

CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL

Catholic School Advisory Council Meeting

Proud Home of the Crusaders.

Tuesday, September 16, 2025,
6:30-8:00 pm
Library Learning Commons

Facilitators: Elected Co-Chairs, G. Lankowski, A. Gordon
Recorder: Elected Recorder

MEETING AGENDA

Land Acknowledgement, Prayer & Introductions	A. Gordon, G. Lankowski
CSA Council Chair:	
1. Review of June Meeting	G. Querin
Budget Report:	
2. CSAC Budget Report & Accomplishments	G. Lankowski
Introductory Activities:	
3. CSAC Executive Appointments	G. Lankowski
4. CSAC Handbook & Council By-Laws	G. Lankowski
Principal's Report:	
5. Student Enrolment Report Update	G. Lankowski
6. Liturgical Calendar	G. Lankowski
7. CSAC Web Standards	G. Lankowski
8. CSAC Meeting Dates 2025-2026	G. Lankowski
Committee Activities:	
9. CSAC Committees (Fundraiser, Yearbook, Playground)	G. Querin, T. Bolton
10. Year End Gathering Review	G. Querin, T. Bolton
11. School Fundraiser 2025-2026	G. Querin, T. Bolton
12. Spirit Wear Campaign	G. Querin, T. Bolton
Financial Requests:	
13. Teacher Requests	M. Forestell, A. Gordon

<p>Next Meeting → Tuesday, October 14, 2025 6:30 – 8:00pm</p>
--

**CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL
CATHOLIC SCHOOL ADVISORY COUNCIL**

"Proud Home of the Crusaders."

Minutes of the Meeting

Tuesday, September 16, 2025,
6:30-8:00 pm
Library Learning Commons

Facilitators: Elected Co-Chairs, G. Lankowski, A. Gordon
Recorder: Elected Recorder

Present: Gary Lankowski, Andrew Gordon, Greg Querin, Tristan Bolton, Courtney Bradshaw, Shyenne Tester, Michelle Letwin, Marla Lecuyer, Luiz Mendes, Julia Kelly, Olia Nikolaets, Jenn Goncalves

Regrets: Michael Forestell, Sunday Onifade, Gerald Moore, Mariana Silva, Bruno Goncalves, Samuel Shekadin, Chantelle Ridley, Himanshu Jog

Land Acknowledgement & Prayer were led by Andrew Gordon
Introductions were led by Gary Lankowski

Catholic School Advisory Council Chair:

1. Review of June Meeting Minutes
 - (a) Council budget
 - (b) Enrollment and staffing changes
 - (c) Fundraisers will have to be decided early in 2025/2026 school year
 - (d) Playground approved and year end BBQ overview (did not end up happening due to weather)
 - (e) Teachers request new yard balls to be paid for by CSAC

Budget Report:

2. CSAC Budget Report & Accomplishments
 - (a) Gary discussed the updated CSAC budget
 - (b) The current balance for each budget line is as follows:

Opening Balance	\$5,495.85
Fundraising (4000)	\$0
CPIC Grant (4030)	\$0
Council General (4010)	\$5,095.85
PRO Grant (4040)	\$400.00
Play Structure (5080)	\$5,125.89
Yearbook (5070)	\$0
Council Funds Balance	\$5,495.85

- (c) A copy of the September Budget Report is included with the minutes.

Introductory Activities:

3. CSAC Executive Appointments
 - (a) Greg Querin and Tristan Bolton as Co-Chairs
 - (b) Courtney Bradshaw as Secretary
 - (c) Marla Lecuyer as Treasurer
 - (d) Syenne Tester as Council Corner Author

4. CSAC Handbook & Council By-Laws
 - (a) The CSAC Handbook is posted on our school website
 - (b) The CSAC Handbook is also included in our shared Google folder
 - (c) Our Council does not have By-Laws currently; we may want to consider drafting Council By-Laws this year

Principal's Report:

5. Student Enrolment Report Update
 - (a) We have 478 students enrolled at Canadian Martyrs CES currently
 - (b) There are 21 classes at the school with 8 classes assigned to portables
 - (c) We had 52 JK registrations for the 2025-2026 school year; we have 4 FDK classes with 24.8 students per class
 - (d) We have 7 primary classes (G1-3) and 19.1 students per class; 10 junior and intermediate classes (G4-8) and 24.5 students per class
 - (e) Our G1-8 class average is 22.3 students per class and our K-8 class average is 22.8 students per class
 - (f) All classes G1-8 are straight grade classes; there are no split classes this year

6. Liturgical Calendar
 - (a) Gary shared the Liturgical Calendar with Council members at our meeting
 - (b) The Liturgical Calendar includes school liturgies, class visits RE sacramental preparation, confessions, the grade 8 retreat at Mount Mary, Catholic Education Week, and Graduation
 - (c) The Liturgical Calendar also includes sacramental celebrations at the church, enrolment masses at the church, sacramental meetings for parents/guardians at the church and other celebrations including Christmas and Easter
 - (d) We share the St. Anthony Daniel Church Bulletin weekly via our communication platform for families, and we include parish functions and events in our monthly school newsletters

7. CSAC Web Standard
 - (a) All elementary schools are required to have on their school website (1) a welcome letter, (2) meeting dates for the current academic year, (3) meeting minutes for the current academic year, (4) a list of Council members for the current academic year, (5) the CSAC Handbook, and (6) a nomination form
 - (b) A copy of the CSAC Web Standard is included in our shared Google folder
 - (c) Gary will ensure that all required documents are included on our school website throughout the school year

8. CSAC Meeting Dates 2025-2026
 - (a) October 14, 2025
 - (b) November 11, 2025

- (c) December 9, 2025
- (d) February 10, 2026
- (e) April 14, 2026
- (f) May 12, 2026
- (g) June 9, 2026

Committee Activities:

9. CSAC Committees

- (a) Yearbook – Mike Forestell as staff member to handle concerns
- (b) Playground – grants we can apply for, and we can have specific fundraisers for this. Subcommittee will be needed
- (c) Spook-A-Thon – will plan a sub committee meeting next week, after fundraiser outline meeting is completed

10. Year End Gathering Review

- (a) Year-end gathering did not happen due to weather for the second year in a row
- (b) Discussed the possibility of canceling it as the weather is too unpredictable in late June, and having these events at Meet the teacher night instead
- (c) Also discussed doing something earlier in May to mid June potentially indoors or something easier cancel without losing deposits etc
- (d) We will touch base on this again in December or January

11. School Fundraiser 2025-2026

- (a) Need a completed outline of what fundraisers and events will be happening throughout the schoolyear. Must be submitted to Gary by around Thanksgiving
- (b) Gary will send dates of the nutrition free days to Greg or Tristan
- (c) We will need to have a Spook-A-Thon sub-committee meeting via Zoom or WhatsApp to start planning, as we cannot delay this until the next in-person meeting in October

12. Spirit Wear Campaign

- (a) We have decided to use the same company as last year for the fall ordering window and ask for feedback on this from parents/staff regarding price, speed of delivery, etc and any other concerns parents may have.
- (b) Will potentially use the same company for the spring launch depending on the feedback
- (c) \$1500 was approved in June 2025 meeting for the new students, as well as the JK students, to receive a Canadian Martyrs school t-shirt

13. Additional Topics:

- (a) council asked if there is any update on the 7-12 school that will be opening next year; response from Gary and Andrew is there is nothing to share yet, they will let parents know as they get information --- A small acknowledgment will be included in the next news letter letting parents know there will be complete transparency, and questions will be answered once the school has the answers to give
- (b) Some council members shared feedback they have heard from other parents about concerns with the change and having grade 7s with grade 12s; Andrew/Gary will share this with the board

Financial Requests:

14. Teacher Requests

- (a) Outdoor equipment for the schoolyard at break times – teachers will be asked what they need as well as indoor items for indoor recesses
- (b) Council suggested we ask the families for donations of board games/toys (gently used) and decide what will still need to be purchased

The meeting adjourned at 8:07 pm.

Greg motioned for adjournment and Tristan seconded the motion.

**Next Meeting → Tuesday, October 14, 2025
6:30-8:00pm**

SCHOOL COUNCIL BUDGET REPORT
Canadian Martyrs Catholic School 2025-2026

September 2025

		Credit	Debit
Council Funds Opening Balance		\$5,495.85	
Fundraising: <u>Cat 4000</u>	Opening Balance	\$0	
	Closing Balance	\$0	
CPIC Grant: <u>Cat 4030</u>	Opening Balance	\$0	
	Closing Balance	\$0	
Council General: <u>Cat 4010</u>	Opening Balance	\$5,095.85	
	Closing Balance	\$5,095.85	
PRO Grant: <u>Cat 4040</u>	Opening Balance	\$400.00	
	Closing Balance	\$400.00	
Council Funds Current Balance		\$5,495.85	
Play Structure: <u>Cat 5080</u>	Opening Balance	\$5,125.89	
	Closing Balance	\$5,125.89	
Yearbook: <u>Cat 5070</u>	Opening Balance	\$0	
	Closing Balance	\$0	