



ST. LUKE CATHOLIC SCHOOL ADVISORY COUNCIL

AGENDA AND MINUTES

General Information	
Date: Tuesday September 16, 2025 Time: 6:30 to 7:30 p.m. Location: St. Luke Learning Commons	Attendees: Melinda Hannusch; Shani Pregelj; Virginia Young; Jennifer Steffler, Candice Dunstan, Pamela Youngberg; Tara De Souza; Amy Meginbir, Michelle LeDuc; Amanda Kuntz, Christine Newton Regrets: Theresa Devine; Anthony Oladele; Seun Adetunji, Violet Zawada Kuzio, Denise Acton;

AGENDA				
Item #	Item / Description	Responsibility	Time	Notes & Minutes
1	Welcome	Melinda	2 min	
2	Prayer and Acknowledgement	Melinda	5 min	
3	Approval Of Agenda	Melinda	2 min	Approved by
4	Orientation Session	Amanda	10 min	- Review of Role of CSAC (Catholic School Advisory Council) WCDSB AP Memo School Council Catholic Schools Handbook - Highlights from the handbook were reviewed by Amanda with the meeting attendees.
5	Election of Positions	Melinda	10 min	- Chair/ Co-Chair - Melinda, Virginia - Nominated by Shani, Virginia - Treasurer - Shani, Amy (shadow) - Nominated Melinda, Amy - Secretary - Pamela, Candice (back-up) - Nominated by Pamela, Candice - Parish Rep - Theresa (TBC) - Nominated by Melinda

				● Staff Rep - Michelle LeDuc ● Community Rep - Denise Acton ● Committees? - Potential Committees: Events, Fundraising, Greening Action: - Melinda to follow up with Theresa on parish rep role.
6	Principal's Report	Amanda	20 min	School Summer Updates: ● lockers / hooks ○ lockers were 23-24 years old and in disrepair ○ one of the last schools with lockers ○ replacement estimate was \$50K ○ cost of hooks was covered by the board ● 2 accessible picnic tables added outside This year at St. Luke School: ● 502 students ● 29 teachers, 4 ECEs, 10 support staff ● 23 classrooms ● Added a class the last week of August (6A), teacher has been hired Concerns related to traffic in the school parking lot. Parents are encouraged to "do the drive to 5". Parking lot traffic needs to be slowed/reduced. Any questions related to busing should be addressed to STSWR: https://www.stswr.ca/. Encourage bike/walk buses and tap into resources from school travel planners. Theme Book for year is I am One: A Book Of Action by Susan Verde, intertwined with Ontario Catholic Graduate Expectations
7	Fundraising for this Year	Melinda	15 min	Dance-A-Thon Annual Fundraiser will be held on Halloween (October 31). Discussion held on ticket distribution and requirements that must be met. If every student receives a ticket, additional tickets can be distributed based on funds

				raised. Having a set number of tickets per student makes the prep work go smoother. Consensus to complete draws for winners the following week. This allows students, staff and volunteers to focus on Halloween. Dance-A-Thon success can be celebrated and prizes handed out alongside the spirit assembly the following week. Mabel's Labels - Christine shared she was able to support St. Luke through the purchase of Mabel's Labels. The group was unaware of a fundraiser running for the school with this organization. Fundraiser with Factory Shoe continues. A reminder email will be sent. Possibility to combine with Mabel's Labels. Michelle suggested an e-waste fundraiser around earth day. Funds could be allocated to the greening committee activities. Action: - Melinda/Amanda to further discuss the ticket distribution approach. - All to brainstorm items for fundraising goals to advertise to parents ahead of the Dance-a-thon. - Amanda to solicit ideas from Teachers/Admin for fundraising goals. - Christine to investigate St. Luke connection with Mabel's Labels to ensure we are receiving funds raised. - Revisit promotion of Factory Shoe and Mabel's Labels at next meeting. - Michelle to review e-waste fundraiser (experience with her daughter previously) and share information.
8	Funds Raised Last Year / Budget Review	Melinda Shani	20 min	Balances: \$1,152 in general account \$1,000 in greening account

				Funds will be distributed following the dance-a-thon. Greening Funds (\$1,000) - intended for mulch, climber repairs, Funds no longer being provided to teachers based on board policies. Required to go through a school endorsed supplier for things like white board markers. Ideas for items to fund: - equipment for outdoor recesses - indoor recess items...e.g. board games Action: - All - Review ideas for items to fund and share feedback.
9	Parent Events	Melinda	5 min	Parent Engagement Grant received each year. Action: - All: Start brainstorming ideas for an event this year. - Revisit Umbrella Project - Effective use of AI
10	Closing	Melinda	1 min	Other: ● Parent volunteer opportunities will come up throughout the year - Dance-A-Thon, Shrove Tuesday ● Virginia to surface CSAC Flyer for open house on Thursday, September 18.. ● There was a general desire to have more information on events, school activities, fundraisers, etc. ○ Amanda to check on the status of the school calendar as only photo day is showing.
NEXT MEETING: October 14th @ 6:30 pm				