



**ST. MATTHEW SCHOOL COUNCIL MEETING
MEETING MINUTES**

Date: Wednesday, November 21, 2018 **Time:** 6:30 PM

Location: St. Matthew School, Learning Commons

Present: M. Miller, Karen R., Veronica D., Erika C., Ann L.

Prayer: Read by Karen R.

Call to Order: Karen R. called the regular council meeting to order and a quorum was present.

Tentative Chairperson: Karen R.

Agenda Approval: **Motion:** A motion was forwarded by Karen R. to adopt the agenda for this meeting and it was seconded by Erika C.

Minutes from Last Meeting: Motion A motion was forwarded by Karen R. to adopt the minutes from the last meeting on October 24, 2018 as circulated at the meeting and by email prior and it was seconded by Veronica D.

New Business Arising: No New Business

1) Chairperson's Report: Karen R.

- a) Vacant positions at school for Secretary, Social Committee Coordinator and Fundraising lead
ACTION: Council suggested holding meetings at Starbucks to entice volunteers, Talking to other parents to spread the word, Announce the need for council volunteers at Advent Concert, M Miller will create flyers to hand out at the parent teacher conferences, Purdy's Chocolate pick up, handouts to be distributed by the leadership team.
- b) Parent-Trustee Forum Meeting: 7-9 pm Tuesday, November 27 at the Clarion Hotel & Conference Centre, 2120 – 16th Avenue
ACTION: Forum is looking to increase registration, letting parents know by word of mouth this forum is open to all parents not just ones on the school council
Parent –Trustee Forum Meeting 7-9pm January 24, 2019 at Bishop [Carol Carroll](#) HS

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2) Treasurer's Report: Veronica D.

- a) The balance of the School Council Account on September 25, 2018 is \$1,198.03 and the current balance as of November 21, 2018 is \$1,034.49. The cheque for Teachers incentives was cashed (*Please see attached report*).
- b) The balance of the Society of Supporters of École St. Matthew Account September 25, 2018 was \$1547.64 and the current balance as of November 21, 2018 is \$1,853.07. Two cheques for the movie night were cashed and bank charges incurred (*Please see attached report*).
- c) The profit for the movie night was 311.13.
- d) The audited statements have been signed off on and the return
ACTION: Veronica D. will be filling them ~~on November~~ on November 22, 2018
- e) The income tax return is to be submitted
ACTION: Veronica D. to submit the return this week or next

3) Principal's Report: presented by M. Miller

- a) School Plans
- b) Karen R., Veronica D, Erika C. received a copy of the document and wrote their names on it
ACTION: M. Miller presented the document and went over the results from last year and the three year plan. School plans is a living document and will be reviewed each council meeting with any updates
- c) **ACTION:** Staff at St. Matthew nominate each other for virtue of the month

4) **Vice Principal's Report: M. Miller**

- a) Staffing updates: Mrs. Patton is welcomed back as PE and reading support
We say goodbye to one of our noon hour assistants, Mrs. Tracey Pizzaro
- b) CTF B (Day 5s) –Last day for trimester 1 – December 3rd
First day of trimester 2 –December 10th
- c) Champions – Each students have identified their champions and all staff is aware of which student identified them as their champion
- d) Awards will be sent home in progress reports and JH awards are distributed starting Nov 28th
- e) Linkages are getting great feedback and students are doing a fantastic job at the Chinook care centre, thank you to Ms. DeRose and Mme Yon.
- f) Faith day on November 1st 2018 was a success, more than **5000** employees of CCSD were able to celebrate Mass with Bishop McGrattan and to witness the passion of Fr. Rob Galea.
- g) Wrestling is in full swing and the basketball club meets every Tuesday after school, basketball try outs for senior is December 10 and Juniors December 12
- h) Important Dates
 - i) December 5th – Advent Liturgy #1
 - ii) December 12th –MADD Presentation Grade 7&8
 - iii) December 13th –Advent Concert at 6:30 in the gym
 - iv) December 21st - Advent Liturgy #2 and last day of classes prior to Christmas break
 - v) January 7th –Regular classes resume

5) **Committee Reports:**

- a) Fundraising Coordinator's Report
 - i) West Jet raffle travel is now looking like March travel as there is no time remaining to continue with it for December.
 - ii) Purdy's Chocolate deadline is November 28th, sorting will take place on December 12th from 7-8:30, Distribution will take place on December the 13th from 3-4.
 - iii) Christmas store will not take place this year due to the shortage of time, the focus will be on trying for next year.
 - iv) Chase the ace lottery a possibility **ACTION:** M Miller to follow up with Greg from CCSD.~~SB~~
 - v) Veseys bulbs and seeds possibly for spring fundraising **ACTION:** Michelle RM. will receive a fundraising package

6) **Next Meeting: January 16, 2019**

Adjournment: 8:30 pm

Approved Chair – Karen R. & Approved Principal –Mme. Kitt or Vice Principal, M. Miller