



ST. MATTHEW SCHOOL COUNCIL MEETING
MEETING MINUTES

Date: ~~Wednesday, October 24, 2018~~ ~~September 27, 2017~~ ~~24, 2018~~ **Time:** 6:30 PM

Location: St. Matthew School, Learning Commons

Present: E. Copeland, V. Dixon, S. Kitt, G. LeRoux, C. MacLennan, ~~A. Gillier~~, M. Miller, M. Rooney, & K. Russell ~~Erin T., Kemi M., Lisa R., Jamie A., & Sylvia P.~~

Prayer: Video – A way to Prayer with Father Rob Galea <https://www.youtube.com/watch?v=Est-frjD6JI> :
ACTSSSS: Adoration, Confession, Thanks, Supplication, Scripture, Silence, Surrender

Call to Order: Karen Russell called the regular council meeting to order and a quorum was present.
(6:35pm)

Chairperson: Karen R.

Agenda Approval: **Motion:** A motion was forwarded by ~~Karen R. Maria V.~~ to adopt the agenda for this meeting and it was seconded by ~~Ginette LeRoux. Karen R.~~

Minutes from Last Meeting: Revised: Removed Amalia M. and G. Sunga from those present. **Motion:** ~~A motion was forwarded by Karen R. to adopt the revised minutes from the last meeting on September 26, 2018. Seconded by V. Dixon.~~

~~May 17, 2017: Motion: Postponed.~~

New Business Arising: ~~Formal Election of Treasurer & Election of Secretary~~ ~~No New Business~~

1) Nominations & Election for School Council:

- a) Vice Chair: Erica Copeland has put her name forward for the position of Vice Chair. Karen R. made a move to vote in Erica as Vice Chair, seconded by M. Rooney.
- b) Vacant positions on School Council (Secretary, Social Committee Coordinator and Fundraising Lead)
- c) **ACTION:** Put a call out for Social Committee Coordinator, Fundraising Coordinator & Secretary. S. Kitt will email (4 people on a list from the kindergarten orientation) and invite them to the November meeting and see if there is any interest to fill the available positions.
- d) **ACTION:** Goal is to encourage more attendance at the council meeting by rewording messages going out to parents. Karen will clarify on weekly/monthly emails what it means to attend the council meetings and that there is no obligation; it is an opportunity to share ideas.
- e) **ACTION:** Send out a reminder/invitation a couple days before the school council meeting. Attach the agenda and state it is an open invitation for all parents, not just board members.

2) Chairperson's Report: Karen R.

- a) Board Highlights can be found on the CSSD website <https://www.cssd.ab.ca/BoardOfTrustees/Highlights/Pages/default.aspx>
- b) Chair Trustee Forum Oct 16, 2018 – The “WHY” of School Councils: For parents to connect and be involved in the school, to bring awareness of what is going on in the school.
- c) Parent-Trustee Forum Nov 27, 2018 at Clarion Hotel & Conference Centre, 2120 – 16th Avenue 7-9pm (see posters) Informative speaker: Topic - The importance of school council – Voice Matters. Email Tanya Slayter to register.

3) Treasurer's Report: Veronica D.

- a) 2018-19 School Council & Society Budget Presentation.
 - i) Removed WestJet Raffle (\$8,000-10,000 lost in fundraising).

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- ii) Removed Faith Day, Dare To Care, and Special Guests/Presentations/Events from the Society Account. S.Kitt will be funding these expenses.
 - iii) Reduction in expenses: see revised budget (open house, teacher incentive, miscellaneous, gr. 9 cake, staff appreciation)
 - b) **Motion:** A motion was forwarded by V. Dixon to adopt the revised budget and use as recommended pending additional fundraising. Revisit the budget monthly to see if there are any surplus funds. Seconded by E. Copeland.
 - c) **ACTION:** S. Kitt to see if there are enough Sacramental pins from last year to cover this year.
 - d) **ACTION:** S. Kitt to send out an email to parents to see if anyone works at WestJet ad can secure two tickets for a raffle.
 - e) **ACTION:** V. Dixon will organize the QSP and two Purdy's Fundraisers (Christmas & Easter).
 - f) Grade 9s will be selling Simple Simon pies to fundraise for their Quebec trip.
 - g) Other fundraising ideas discussed: Flip Give – online rebate through an app (Amazon); bottle drive; Value Village; Christmas Store; raffles.
 - h) **ACTION:** Cheryl MacLennan will take the lead on the Christmas Store Fundraiser: families will donate gently used items and gift bags. A “store” will be set up in the gym where students can buy their family members gifts for Christmas. Will need a space to store items. Possible dates for the event: Dec 3-11 collect items, Dec 12 shop open to students.
- 4) **Vice Principal's Report: M. Miller** (7:25pm-7:40pm)
- h)a) Progress reports go home Nov 23
 - h)b) Awards criteria: hand out provided at meeting
 - h)c) Our school surveys: over 200 students grade 4-9 anonymous: results will be posted on website and shared with students at an assembly
 - h)d) Student Champions
 - i) Display board created and posted
 - ii) Classroom Teachers and TA are the primary Champions.
 - iii) Students will pick their 2nd Champion
 - iv) Next Champion activity is on Oct 31
 - h)e) Halloween – appropriate costumes: Catholic values (no weapons, gore, sexual)
 - h)f) Family Movie Night, Oct 26, 5:30pm open doors
 - h)g) Catholic Education Sunday, Nov 4
 - i) Mrs. Wingerter reading at 9am mass St.Cecilia
 - ii) Mr. O'Farrell reading at 11am mass St. Gerard
 - iii) Bookmarks given out at 11am mass at St. Cecilia
 - h)h) Athletics report: 4th in track, volleyball, wrestling started – practice Wed & Thurs after school to 4:35pm
 - h)i) Important Dates:
 - i) Nov 1 Calgary Catholic School District Faith Day (no school)
 - ii) Nov 2 PD day (no school)
 - iii) Nov 4 Catholic Education Sunday
 - iv) Nov 8 Student Faith Day
 - v) Nov 9 Remembrance Liturgy 1:30pm in gym
 - vi) Nov 21 School Council Meeting 6:30pm in Learning Commons
 - vii) Nov 23 Progress Reports go home

- viii) Nov 23 Grade 5-9 Calgary Police Media Presentation 11:15am gym
- ix) Nov 27 Combined parent and Trustee forum 7-9pm at Clarion Hotel
- x) Nov 29 Parent teacher conference 4:30pm-7:30pm
- xi) Nov 30 parent teacher conference 11:30am, 1-3pm

4)5) **Principal's Report: Mme. Suzanne Kitt (7:40pm-7:58pm)**

- a) PAT Results 2017-18 District and Provincial: see handout
- b) School Plans 2018-19: 15 minute working sessions with teachers on Nov 2: A 3 year planning tool
- c) Tony Melendez & Michael Chiasson (Faith formation) reap
 - i) Great music student participation. Powerful message of love for one another. A beautiful example of brotherly love. The next generation needs to be the light of Christ.
- d) Dare to Care Parent evening (see handout); 45-50 parents attended; S. Kitt mentioned she has already seen the benefits of the program with a family in the school.
- e) Student Faith Day – Nov 8: parents are welcome
 - i) Christian singer/songwriter, Chris Bray 9am K-9
 - ii) Student Champion Activities led by Mrs LeClair and Mrs. Derose
 - iii) Faith Themes: talks by Fr. Paul, Fr. Derek, Fr Cristino, Fr Julian and Michael Chaisson
 - iv) Blessing of the rosaries – decade of the rosary prayed together as a school community
- f) CCSD Faith Day – Nov 11 and PD Day Nov 2
- g) November Virtue of the Month: Patience – the capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset

5)6) **Committee Reports: (8:00pm-8:05pm)**

- a) Fundraising – cheque writing campaign, Purdy's Chocolates, WestJet raffle
- b) Vernoica: Organizing an incentive for the highest earning class (pizza party). The Purdy's Christmas Chocolate sale.
- c) Discussion on how to encourage donations to support different opportunities at the school and share why these programs are important:
 - i) The Open House is an opportunity to showcase our Junior High programs, and how the students' and teachers' gifts and talents create a school community.
 - ii) Special events and guest speakers

6)7) **Closing prayer and adjournment (K.Russell): Our Father (8:06pm)**

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