



## ST. MATTHEW SCHOOL COUNCIL MEETING MEETING MINUTES

**Date:** Wednesday, February 20, 2019

**Time:** 6:45 PM

**Location:** St. Matthew School, Learning Commons

**Present:** S. Kitt, M. Miller, Karen R., Veronica D., Michelle R., Michelle J., Erika C

**Prayer:** Read by Karen R.

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

Agenda Approval: **Motion:** A motion was forwarded by Karen R. to adopt the agenda. The following items were added to the agenda: Staff Recognition Dinner, Spring BBQ, Chase the Aces. **Seconded:** Michelle R.

**Minutes from Last Meeting: Motion:** The Minutes from the last meeting on January 16, 2019 were emailed the day of the meeting and circulated at the meeting. A motion was forwarded by Karen R. to adopt the minutes from the last meeting pending a few changes that would be requested of Robyn R. **Seconded:** Michelle R. **ACTION:** Veronica D. will email Robyn and then forward the revised minutes to M. Miller.

**New Business Arising:** Staff Recognition Dinner, Spring BBQ, Chase the Aces

### 1) 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) Karen attended the Parent-Trustee Forum Meeting January, 2019 where they discussed the new curriculum which focuses on depth of learning. Cathy Williams expressed a desire to attend the next School Council Meeting. **ACTION:** Suzanne K. will call to make arrangements.
- c) Parent-Trustee Forum Meeting: 7-9 pm March 19, 2019 at the Calgary Plaza Hotel Topic: "Let's talk mental health" with Dr. Lynn Miller. <https://www.cssd.ab.ca/Parents/SchoolCouncil/2018-2019/Pages/Default.aspx>
- d) School Council Volunteers are still required for a few vacant positions: (Secretary, St. Cecilia Parish Liaison, Social Committee, Fundraising Committee, & CPF Representative). If you know anyone or are interested, please contact Principal, Suzanne Kitt.
- e) Meeting on March 20, 2019 will proceed
- f) A Society Meeting will be held after the school council meeting on March 20, 2019. **ACTION:** Veronica will forward the agenda template to Michelle R. and Michelle R. will prepare the agenda for the Society meeting.
- g) **ACTION:** Erika will redesign the list of school council positions and forward to M. Miller for inclusion in the March Newsletter.
- h) **ACTION:** Erika will attend the Kindergarten Orientation to solicit interest in participating in School Council.
- i) **ACTION:** Michelle R. will assist in handing out sorted Purdy's chocolates on April 11 & 12 and will handout brochures on the positions available on School Council. **ACTION:** Veronica will update the Purdys website with the new pickup times.

### 2) Treasurer's Report: Veronica D.

- a) The balance of the School Council Account as of February 18, 2019 was \$2986.70 with a cheque of \$98.55 yet to be cashed taking the available funds to \$2888.15. (*Please see attached report*).
- b) The balance of the Society of Supporters of École St. Matthew Account as of February 18, 2019 was \$1792.17 (*Please see attached report*).
- c) Three invoices have been presented for Folklorie (\$1785) and Chris Bray (\$945) and we budgeted \$1000 & \$900 respectively. These have not yet been paid from the School Council Account. We have the funds in the account but are waiting for the proceeds from Easter Purdy's to pay all three invoices at once. The third invoice is for Tony Melendez (\$2000) and we do not yet have the funds in the Society Account to cover this amount. We are short by \$207.83. We are optimistic that the Easters Purdy's will cover the remaining balance.

- d) There are several upcoming expenses to be paid against the Society Account and those include: Sacramental recognition, bank fees, a minimum bank balance of \$200.
  - e) There are several upcoming expenses to be paid against the School Council Account and those include: staff appreciation dinner, grade 9 yearend cake, bank fees, Teacher incentives, and a minimum bank balance of \$200.
  - f) **ACTION:** S. Kitt will check on the inventory of the sacramental recognition pins.
- 3) **Principal's Report: Mme Suzanne Kitt**
- a) Reviewed the PAT results. Overall improvement, but we must always factor in the high percentage of ELL students when considering the results.
  - b) Neuroteach is being incorporated into teacher PD training, <http://www.thecttl.org/thebridge>
  - c) Six students have been invited to the District Celebration on March 7, 2019 to receive awards.
  - d) The Knights of Columbus are unable to host the Shrove Tuesday Breakfast this year due to budget restrictions. They will alternate years.
  - e) Empathy is the Monthly Theme and a brochure is attached to the agenda.
  - f) Reviewed a portion of the school three-year plan.  
<https://www.cssd.ab.ca/schools/stmatthew/About/SchoolPlan/Pages/default.aspx>
  - g) Mme DeRose has integrated random acts of kindness throughout February.
- 4) **Vice Principal's Report: M. Miller**
- a) Open House is February 21, 2019. 260 Grade 6 students will visit for the day, and parents will be invited in the evening to attend an information night at the school.
  - b) Annual Education Results Reports (AERR) Surveys have been completed.  
[https://www.alberta.ca/accountability-education-system.aspx?utm\\_source=redirector](https://www.alberta.ca/accountability-education-system.aspx?utm_source=redirector)
  - c) Calendar of Upcoming Events is found below:
    - i) <https://www.cssd.ab.ca/schools/stmatthew/Calendar/Pages/default.aspx>
- 5) Committee Reports:
- a) **Fundraising Coordinator's Report: Position Vacant.**
    - i) Veronica D. Purdy's Easter fundraiser will be underway soon. Starting March 1, 2019 with the last day to order being April 2, 2019 and pickup on April 11 & 12. Goal is \$5000 in sales.
    - ii) Michelle R. will oversee the bottle drive and finalize arrangements soon with the goal to run the bottle drive on March 14 & 15 to coincide with Parent-Teacher Meetings.
    - iii) Chase the Ace is not a fundraiser recommended by the District.
  - b) **Social Events Report: Position Vacant.**
    - i) Suzanne K. will investigate the cost to order dinner for Staff & Teacher on March 14<sup>th</sup> for the Recognition Dinner from Opa.
  - c) **Vice Chair: Erika C. No Report**
  - d) **Volunteer Coordinator: Position Vacant**
  - e) **CPF: Position Vacant**
  - f) **Parish Liaison: Position Vacant**
- 6) Next Meeting: March 20, 2019.
- 7) Adjournment: 8:15 pm,

**Attachments: Financial Report, Agenda, & Empathy Brochure.**

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



# Parent & Trustee Forum

"Let's talk mental health" with Dr. Lynn Miller



Join a proactive discussion  
and learn:

- What mental health concerns exist in school-aged children.
- To teach kids how to manage their difficulties.
- To identify how kids push through anxiety.

**Date:** Tuesday, March 19, 2019  
**Time:** 7–9 p.m.  
**Location:** Calgary Plaza Hotel  
& Conference Centre  
1316 - 33 Street NE, Calgary

Contact: [tanya.slater@cssd.ab.ca](mailto:tanya.slater@cssd.ab.ca) to register.

March 2019

St. Matthew School

Virtue of the Month: Empathy

Monday	Tuesday	Wednesday	Thursday	Friday
4 Day 2 Quebec Fundraiser: Simple Simon Pies Launch Kernels Popcorn Fundraiser Launch	5 Day 3 <b>Shrove Tuesday</b> Linkages at 2:30pm	6 Day 4 Ash Wednesday Liturgy at 1:00pm- All parents are welcome!	7 Day 5 District Celebration Final CTF B 2 <sup>nd</sup> Trimester Healthy Hunger EDO of Japan	1 Day 1 Healthy Hunger Lunch- Mucho Burrito Purdy's Chocolate Fundraiser Launch Father Paul visit at 1:30pm: Adoration Gr. 7 - Learning Commons
11 Day 1 Book Fair	12 Day 2 Book Fair Gr. 3 – Stable and Strong presentation at 12:30pm	13 Day 3 Book Fair Gr. 2 – Looking at Liquid presentation Kernels Popcorn last day to order	14 Day 4 Book Fair JH Honour Roll and Ultimate Achiever Award Certificate Distribution Parent Teacher Conferences at 4:30pm-7:30pm <b>Staff Appreciation Dinner</b> <b>St. Matthew Bottle Drive!</b> <b>Please bring empty bottles and cans to the school</b>	8 Day 6 Book Fair Progress Report Distribution Quebec 2019 Cookie Dough pick up at 3:15pm-5:30pm Staff Appreciation Dinner: \$1 or \$2 due today (see news-letter for more details)
18 Day 5 Book Fair – Last day Gr. 2 and 6 Alex Dental Bus First class: CTF B 3 <sup>rd</sup> Trimester	19 Day 6 Gr.2 and 6- Alex Dental Bus Linkages visit at 2:30pm Combined Parent and Trustee Forum at Calgary Plaza Hotel 7:00pm—Dr. Miller (Mental Health)	20 Day 1 <b>Spring and Class Picture Day</b> School Council Meeting at 6:30pm	21 Day 2 Gr.3 – It's a Crime not to Read at 1:30pm- 2:30pm Quebec Fundraiser - Simple Simon Pies orders due	15 Day 3 <b>No School</b> Book Fair Parent Teacher Conferences at 9:00am – 11:30am and 1:00pm-3:00pm <b>St. Matthew Bottle Drive!</b> <b>Please bring empty bottles and cans to the school</b>
25 <b>Spring Break</b>	26 <b>Spring Break</b>	27 <b>Spring Break</b>	28 <b>Spring Break</b>	22 Day 3 Kernels Popcorn delivery distribution in the classroom <b>Last day of school before spring break</b> <b>Classes resume Monday April 1<sup>st</sup></b>
<p>Supervision begins at <b>8:25 am</b>. Students should not arrive at school before this time. Kindly phone the school at <b>403-500-2030</b> if your child will be absent or late. <b>Messages</b> can be left on the answering machine before and after school hours. Any students wishing to leave the building during school hours due to <b>illness, doctor's appointment etc. MUST be signed out at the office by a parent or guardian.</b></p>				
29 <b>Spring Break</b>				



---

# March Virtue of the Month: EMPATHY

*"This is my commandment, that you love one another as I have loved you." John 15:12*



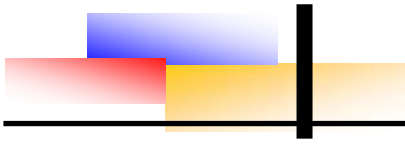
**Empathy definition:** *the ability to understand and share the feelings of another.*

According to bestselling author, scholar, public speaker and research professor, Dr. Brené Brown, empathy is a skill that that we can train and with practice it can strengthen more and more like a muscle. She encourages us to train this muscle and practice it often.

*"When we give others empathy we allow them to feel, to be fully heard, and accepted. We also encourage compassion, authenticity and intimacy to flourish in our relationships. Of course by doing this, our loved ones are more likely to behave in a similar way when we're hurting – meeting our pain with the warm embrace of understanding and kindness." B. Brown*

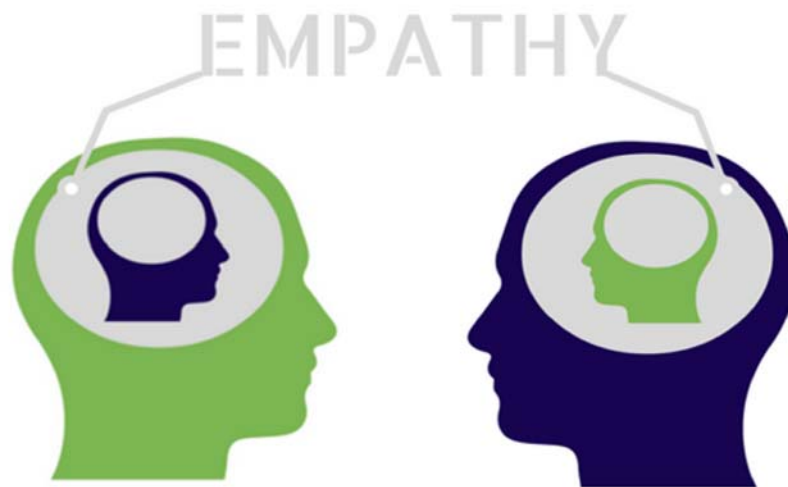
## **There are 4 attributes of empathy:**

1. **Perspective taking:** Perspective taking refers to being willing and able to see and feel the world through the eyes of the other, walking in their shoes as the saying goes. This requires putting aside our own stuff and really just listening to what they are going through.
2. **Staying out of judgment:** Judgement of another person's pain or challenge discounts the experience and is an often an attempt to protect ourselves from the pain they are feeling. Staying out of judgment means being open to what they are feeling and refraining from comments that invalidate their experience or make them feel wrong such as, "that's nothing" or "I don't know why you're getting so upset about it".



3. **Recognize emotions:** Recognizing the emotion means looking within yourself and remembering what it is like to have the feeling the other person seems to be feeling. It is a willingness to acknowledge fully what they are feeling and perhaps naming it. You might ask them if you've identified what they're feeling correctly by saying something like, "It sounds like you are feeling really frustrated" or "I'm sorry, it sounds like you're feeling so sad about that".

4. **Communication:** Rather than saying, "At least you..." try communicating that you understand where they are at and validate what their feeling and experience is. You might for instance say something like, "I'm so sorry you're hurting. I've been there." or "It sounds like you are in a hard place now. Tell me more about it".



**Jesus had empathy for all: not just his disciples, his followers and his family but all people, even his enemies. Let's learn from the example of our Greatest Champion, how to be more empathetic towards others, and place their needs above our own.**

**In Christ,  
Mme Kitt**

## Treasurer Report February 20, 2019

### School Council

Report date:	2019-02-18 Bank Balance	\$ 2,986.70	Debit	Credit
<i>Last Reported Balance</i>	2019-01-16	\$ 2,814.34		
Transactions:	Deposit Profit Purdys			\$ 178.58
	Bank Service Charges- January		\$ 6.22	
	Cheque #145 Veronica Easter Basket Supplies	<i>Not cashed</i>	\$ 98.55	
Subtotal			\$ 104.77	\$ 178.58
<b>Current Available Funds:</b>			\$	<b>2,888.15</b>

<b>Society of Supporters of St. Matthews</b>				
Report date:	2019-02-18 Bank Balance	\$ 1,792.17	Debit	Credit
<i>Last Reported Balance</i>	2019-01-16	\$ 1,847.07		
Transactions:				
	Chq #479 Veronica Revenue Canada Submission & Resubmission 2017 & 2018		\$ 48.90	
	Bank Service Charges- January		\$ 6.00	
Subtotal			\$ 54.90	\$ -
<b>Current Available Funds:</b>			\$	<b>1,792.17</b>