

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

---

Date:	Wednesday, October 18, 2017	Time: 6:30 pm
Location:	St. Matthew School Learning Commons	
Present:	Maria V., Carmen D., Veronica D., Andrea G., Suzanne K., Lyne L., Karen R., Kerri B.	
Prayer:	Read by Kerri B.	
Call to Order:	Kerri B., called the regular council meeting to order and a quorum was present.	
Chairperson:	Kerri B.	
Agenda Approval:	<u>Motion:</u> A motion was forwarded by Carmen D., to adopt the agenda for this meeting and it was seconded by Maria V.	
Business Arising:	Approval of the minutes from May 2017 and September 2017.	

---

**1) Chairperson's Report: Kerri B.**

- 1) Board Highlights can be easily found on the CSSD website <https://www.cssd.ab.ca/BoardofTrustees/Pages/default.aspx> and they are posted outside the office in the main entrance.
- 2) Volunteers are required for a few vacant positions: Secretary, St. Cecilia Parish Liaison, CPF Representative. If you know of anyone who may be interested or you yourself may be interested, please contact Kerri B., at [ka.barnett@icloud.com](mailto:ka.barnett@icloud.com).
- 3) Kerri B., reviewed new dates on forums and council meetings (see attached). Reminder that if anyone wants to get involved with the school to please contact Kerri B., Suzanne K., or Andrea G.
- 4) Reviewed May 2017 Minutes – Motion: A motion was forwarded by Carmen D., to approve the minutes and was seconded by Veronica D.
- 5) Reviewed September 2017 Minutes – Motion: A motion was forwarded by Maria V. to approve the minutes and was seconded by Carmen D.

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

- 1) Account balances as of October 18, 2017 are as follows:  
School Council: \$3,859.06      Society of Supporters of St. Matthews: \$1,928.95
- 2) Balance Sheets for both accounts are attached and have been audited and forwarded to Revenue Canada for filing by Jocelyn S. for the years 2015-2016. Motion: To enter the audited sheets into the October 18, 2017 meeting was forwarded by Veronica D. Kerri B., seconded the motion and the room was in favor.
- 3) Suzanne K. and Veronica D. to meet with the bank to see if we can get paperless statements. Last meeting with the bank – Andrew (bank employee) advised that you can get a bank card with restrictions. A vote was taken by the room to get a bank card and make banking less expensive and more convenient. Motion: A motion was forwarded to go ahead with the bank card by Veronica D. and it was seconded by Kerri B. The room was in favor. A meeting with the bank is scheduled for November 2, 2017 at 2:45 pm.
- 4) Veronica D. has confirmed she has an accountant to help with the auditing of the 2016-2017 statements, her name is Cathy Forrer.
- 5) Veronica D., Suzanne K. and Kerri B. to meet and review the budget for 2017.

- 6) Veronica D. reviewed our school council budget for the school year 2017 – 2018. Amendments were made as the Paul Davis presentation was paid for by the school. The school has volunteered to pay for Folklorie. Suzanne K. will make a few calls to find out the cost of Cabane a Sucre.
- 7) Adjustments to the budget are now as follows: \$545.00 has been removed for the Paul Davis presentation and \$775.00 for Folklorie. Suzanne K. recommended we add a presentation by Chris Brae for approximately \$800.00. Motion: A motion was forwarded by Veronica D. to adopt the presented budget (attached) with revisions. Carmen D. and Kerri B. seconded the motion.
- 8) Veronica D. is to find form for submitting executives. Carmen D. to investigate if we would be interested in the CCRP magazine. It has currently generated income of \$190.00.

### 3) Principal's Report: Suzanne Kitt

- 1) Suzanne reviewed the school plans with the group. She advised that this is a living document and can be amended at any time. If anyone has any feedback, please feel free to let her know.
- 2) Reviewed the accountability report. Amazingly 5% of the parents completed the survey. We have to try and get more parents to take the survey if possible. It was noted that we could possibly put the survey on the school website along with updating the website when possible.
- 3) Reviewed student learning achievement. PAT reviews – positive numbers were showing year over year. St. Matthew's standard of excellence is over 80%. (see attached Accountability Pillar for reference)
- 4) Social Studies continues to be an area of concern throughout the district. Vocabulary seem to be a concern and Madame Mathurin is reviewing to see if she can shed some light on this.
- 5) The school plan is too long, it was thought to shorten the plan to 6 concise pages – this includes a 3 year plan.
- 6) Bookmarks – everyone in elementary is to get a bookmark.
- 7) Virtue of the Month: Integrity. Parents are invited to liturgy. Students who display integrity will receive a certificate at the liturgy.

### 4) Assistant Principal's Report: Andrea Gillier

- 1) October 6<sup>th</sup>, 2017 Recap. A presentation by Jory McMillan – CSSD Mental Health Worker on anxiety in the school/strategies to deal with the anxiety. Teachers learned about CLVR – no paper for students with LSP work. Again Jory McMillan presented "Holy Angels" – collaborative problem solving.
- 2) District Calendar feedback website: <https://goo.gl/a0govv> District would like to hear feedback from all.
- 3) Composting Plan. The school received a green bin for composting. Ms. Champion and Mr. Emond are the champions of composting. They will be either making up signs and a short video to show how composting works and where to best keep the bin.
- 4) School Surveys. Andrea G. reviewed the champion component.

5) **Athletics:** Cross-country came in 3<sup>rd</sup> overall in the city. Volleyball – Playoffs to start soon. Wrestling team – stars in November. Bear wear is still on sale.

## 5) **Committee Reports**

**Fundraising Coordinator's Report:** Presented by Carmen D.

- 1) We have currently raised \$950.00 via the SPC Cards. We have one more week of sales. If we sell enough, we will be entered for a pizza/popcorn party for the entire school! We will add this to the weekly email to generate excitement.
- 2) Purdy's Chocolates go on sale November 1, 2017. The Purdy's website will be up and running and packages will be sent home with students for October 31, 2017. The packages will be in the teacher slots for distribution.

**Social Coordinator's Report:** Presented by Maria V.

- 1) An order form will be created and sent to Sandra for distribution to each student. A copy of this form will be sent in the weekly updates just in case.
- 2) Confirmed that we are having a teacher appreciation dinner on November 30, 2017 at 3:30 pm for about an hour – hour and a half. Maria V. to make up a sign up sheet for a potluck.

**Volunteer Coordinator:** Vacant

**CPF:** Vacant

**Parish Liason:** Vacant

**Next school council meeting will be November 15, 2017 at 6:30 pm in the learning commons.**

**Closing Prayer and adjournment – Kerri B.**

### **Attachments:**

Agenda from October 18, 2017

Attendance Sheet

2017 – 2018 School Council Parent & Trustee Meeting Dates

Minutes from May 17, 2017 and September 27, 2017

School Council – bank balances as of October 18, 2017

Audited Financial Statements for both accounts

Budget for 2017 – 2019 School Year

Accountability Pillar Overall Summary

Student Learning Achievement (Grades K-9) – PAT results for St. Matthew

St. Matthew School plans summary – Vision Statement: FAITH

2018-2019 draft school calendar