

DUCLOS School Council Meeting Agenda - September 24, 2019 6 p.m.

Approved MINUTES

Duclos-HE Bourgoin Support Group Foundation (Duclos Sub-committee)

Attendance: *Melanie Eide, Danica King, Erin Stefure, Douglas Tilley, Chris Keil, Nicole Gardner, Kayla Balanchette, Wendy McInnes, Sarah Chileen, Sarah Severn, Caitlyn Blake, Lorne Kaban, Tristan Ilko, Stacy Bauer, Jody Centazzo.*

- 1. Minutes from the May meeting**
 - a. Motion to Approve with amendments by Kayla and second by Chris
 - b. Motion Carried
- 2. Overview of the Foundation structure**
 - a. Two meetings run back to back -- Foundation runs all of the fundraising but shares profits from casino with HEB
 - i. Is two sub-committees -- one for each school (Duclos and HEB)
- 3. Important portions of the bylaws - Reviewed by Chris Keil**
- 4. Requirement for a membership registry**
 - a. Membership -- required parents to sign-up if they are members of the foundation
 - b. Chris -- at some point we should bring the list to the media
 - c. Year-end is in November
 - d. Special resolutions -- 14 days notice to voting members, need to notify both sub committee members
 - e. A regular meeting can be called at anytime
- 5. Duclos HE Bourgoin SGF (Duclos Sub-committee) - financial report**
 - a. May starting balance -- \$13,573.15
 - b. Refunds are due to Issues with Jack Links last year
 - c. Current balance is \$5,777.56
 - i. Donated \$5486.27 collected by Jack Links and Loose change, topped up by school council with \$4513.73, equaling \$10,000 to the playground
 - d. Motion to approve by Sara , second by Melanie
 - i. Motion carried
- 6. Executive changes**
 - a. President -- Chris Kiel
 - b. Vice - President -- Melanie Eide
 - c. Secretary - Sara Chileen
- 7. Election of Treasurer**
 - a. Message will be sent out to both HEB and Duclos
- 8. Casino - February 2, 3 need five volunteers 3:30-12:45**
 - a. Money is split equally between Duclos or HEB
 - i. Doug, Sara, and Curtis Blanchett volunteer as potential candidates
- 9. Sound System**

- a. System is getting old and unreliable -- would like the foundation to purchase a new sound system for the school.
 - i. Apply for an exemption regarding the playground
 - ii. Kayla would like to send the letter drafted by Andrea last year
- b. Tabled until quotes are gathered
- c. Chris to follow-up with CNRL regarding fundraising

10. Jack Links update

- a. See financial report for collections and returns

11. Sports Day Lunch

- a. Tabled to be budgeted on a later date

12. Human Hotdog Fundraiser

- a. Successful -- would like to do it again with a little bit of a variation -- banana split idea

13. Fresh fruit fundraiser

- a. Apples in September - too late for this year
- b. Citrus in February -- Oranges and Grapefruit
 - i. 20lbs of fruit for \$40
- c. Pair with HEB and potentially run them at the same time
- d. Table to April to decide if we wish to sell apples in May.

14. Flipgive

- a. We were going to take it to \$0, but did not zero account. Amount is currently sitting at: \$393
- b. Send out reminders before Black Friday

15. Sensory Playground - update total left owing \$29,007.15

- a. Will be at the October 8 Town of Bonnyville meeting to make formal request
- b. Will Open account at the Dove Center called "Duclos School"
- c. Andrea's letter can be dropped off to the Casino to be put on their list for bottle collection
- d. Golf course

16. Mabel's Labels

- a. Idea for next year -- set up the fundraiser (20% on all sales)
 - i. Ordered online and shipped for free
 - ii. If 200 ordered x \$25 = 5000 (20% is \$1000)
- b. Free digital and hard copy -- let Nicole vet copies first
- c. Bigger promotion in the spring

17. Alberta Opera - Sleeping Beauty

- a. Booked last year to come this year -- foundation has paid for this in the past.
- b. Cost is \$997.50
- c. Motion made to cover the cost of the Sleeping Beauty performance. Motion approved by Caitlyn, second by Melanie
- d. Motion carried

18. Teacher appreciation lunch

- a. Spend up to \$1500 to cover the Teacher appreciation lunch

- b. Motioned by Sara C. second by Kayla B.
- c. Motion Carried

19. Bus Driver appreciation - combine with H.E.B.

- a. Oct. 20-26th, school bus safety week
- b. Has provided \$10 Tim Horton Gift cards in the past -- split the cost with HEB
 - i. 18 bus routes
- c. Motion to split the cost of gift cards between Duclos and H.E.B. motioned by Caitlyn B, second by Melanie E.
- d. Motion carried

20. Fundraising commitments

- a. Raffles
 - i. Will do a raffle in October for season ticket package for the Pontiacs
 - ii. Need an AGLC online account -- Support can get raffle license in half an hour
 - iii. Explore the Farmers Market and Pontiacs game to try and sell tickets
 - iv. 700 tickets for \$5 each
 - v. Tabled until later meeting
- b. 50/50
 - i. Tabled until a later meeting
 - ii. VIP package for Christmas Concert

21. Bussing for Kinosoo Ridge 2020

- a. Has done this in the past -- last year to pay for it all
 - i. Tabled to another meeting

22. 3D printing club

- a. Cover \$100 for filament
- b. Motioned by Wendy M, seconded by Kayla B
- c. Motion carried

23. Adjournment: 7:45

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1. Minutes from the May meeting

- a. Motion to approve by Kayla B, second by Caitlyn
- b. Motion carried

2. What is School Council?

- a. Is an advisory group that advises the administration -- help the administration if they have requests for the betterment of the students
 - i. **House keeping:**
 - 1. Equal say
 - 2. Not a forum where complaining can occur, needs to occur with administration
 - 3. Email ideas the week before to prep for the concerns
 - 4. School council is an advocacy body
- 3. Elections for 2019-2020**
- a. Bylaws say we can have a Chair, vice-chair and secretary -- teacher liaison takes notes -- are still printed and put into the School council folder
 - b. Have not had a vice-chair in past
 - c. Chair position -- you are neutral -- webinar through ASCA is available
 - i. Representing every parent in the school
 - ii. Timewise -- meet with Jody to go through agenda, running the foundation meeting,
 - iii. Chair has to sign school education plan, all the minutes, and year-end report
 - iv. Jody makes open interest request to be school chair for Duclos School: no one stepped up -- election will need to be called.
- 4. Enrollment - 450 students, Staffing - 27 certified staff, 17 support staff. K (79) - four rooms, Gr. 1(83)- five rooms, Gr. 2 (101) - five rooms, Gr. 3 (80) - four rooms, Gr. 4 (107) - five rooms, Full-day preschool, 3 half day preschool programs. In June we had 477.**
- 5. Custodial services update - daytime cleaning of washrooms**
- a. Daytime cleaning is back
 - b. New staff
- 6. Health and Wellness Night - Update**
- a. Foundation Parents will be introduced at H&W Night.
- 7. Student and Parent Handbook**
- a. Updated and is on the website for parents to view.
- 8. Fire Drills and Lockdowns - Pentacostal Church - Board approved us using their building as an evacuation site. Have bags for**
- a. Emergency kits are being looked at and built by Tristan Ilko
- 9. Request for Donation from CNRL**
- a. Requesting donations for funds -- tabled for another meeting
 - b. Chris Keil to follow-up with CNRL regarding fundraising
- 10. Yearbook - Thank you**
- a. Kayla will take it over and will speak to Cindy H about logistics
- 11. Microwaves**
- a. Duclos no longer has microwaves in the classrooms for student use. School council supports this.

12. Blessings in a backpack will continue. Starts on October 3

- a. Will be continuing again this year.

13. Breakfast program - started second week of school

- a. Continuing again this year.
- b. Staff and volunteers are assisting in this area.
 - i. **Friends of Education** -- Consider The Real Canadian Wholesale Club -- Bonnyville

14. Board Report

- a. Arlene H. and Mike Topylki re-elected to their positions
- b. Budget is still not available to work with
- c. Time with the minister this week to advocate for our students

15. Some school events:

- a. September 25 - Duclos School Spirit Day
- b. September 26th - Earth Ranger Assembly
- c. September 26th - Health and Wellness Night
- d. September 26th - Cancer Walk - donations to Kids With Cancer Society
- e. September 30th - Orange Shirt Day
- f. October 8th - Fire Authority putting on it's annual assembly for fire prevention week
- g. October 18th - Picture Day
- h. October 31 - Halloween Parade at 1:00 -- Different format this year

16. Topics to be considered for the next meeting to be emailed to Jody one week in advance of the next meeting

17. Next meeting: October 22nd, 2019

18. Adjournment: 8:53 pm

