

**Duclos-HE Bourgoin Support Group Foundation (Duclos Sub-committee) Meeting Agenda  
October 22, 2019 6 p.m.**

**Approved Minutes**

**Attendance:**

- *Melanie E, Danica K, Chris K, Kayla B, Sarah Chileen, Sarah Severn, Wendy M, Caitlyn B, Lorne K, Tristan I, Stacy B, Jody C.*

1. LifeTouch - presentation

- a. On-going training for the photographers from Life touch
- b. Props was an issue last year for many people
- c. Many different packages to draw from -- donations back to the school in the fall and spring.
  - i. My family rewards
  - ii. Customizable packages
  - iii. Order on phone
- d. Partnership with Shutterfly -- 8% commission back from all sales
- e. Options for class photos
- f. No paper orders with credit cards are accepted -- online or over the phone

2. Minutes from the September meeting

- a. Motioned by Kayla B, seconded by Melanie E.

3. New Treasurer

- a. Tara Haggerty -- New Treasurer -- she has been changed over at the bank

4. Duclos HE Bourgoin SGF (Duclos Sub-committee) - financial report

- a. Balance \$5658.74 as of Oct. 14
- b. Motioned and committed \$2687.50 thus far
- c. Current Balance -- \$2971.24

5. Bus Driver appreciation

- a. Will occur on Oct.24th @ 3pm -- Wendy M., Sarah Severn, Sarah Chileen (will confirm with Jody) will be joining
- b. There is interest in doing another bus appreciation event in the spring

6. Grade 4 year-end trip

Some of the options that are being considered are:

- a. Ukrainian village
- b. St. Albert Children's Festival
  - i. Undecided on which field trip would be pursued at this time

7. Bussing for Kinosoo Ridge 2020

- a. The raffle license explains that the proceeds from this event will be used on field trips for Duclos students
  - i. The license has been received -- but the time of drawing needs a decision. Decided upon 1:30 pm on October 31st

8. Sound System - update

- a. Interest in having someone come in and evaluate the system for more appropriate features or equipment required -- tabled
    - i. From Googled research can range from \$5,000 - \$20,000 based on brand new equipment and quality
- 9. Sports Day Lunch
  - a. Tabled to the February meeting
- 10. School Calendar - Plan fundraisers
  - a. Christmas Silent Auction -- Dec. 17 & 18 -- in google calendar
  - b. Christmas VIP ticket raffle -- Nov. 20 & 21 -- in google calendar
  - c. For Love of Art -- Check in with Lana Ference --
  - d. Make it Sow -- Wendy --
  - e. Smencils --
  - f. Winter Movie Night/Concession --
  - g. Banana Split -- June 3rd --
  - h. Dance --
    - i. Sarah C -- volunteering to create a volunteer sign-up page
- 11. Bottle Depot Account - Kayla
  - a. A cheque is coming to the school -- change the name to **Duclos-HE Bourgoin Support Group Foundation (Duclos Sub-committee)**
  - b. Will send cheque regardless of the amount
  - c. Kayla will touch base with some of the businesses around town and offer to pick up the bottles from their establishment if they are willing to donate.
- 12. Casino Dene - Andrea's Letter request for bottles
  - a. Please send to Sarah C. so this process can move forward
- 13. Mabel's Labels - Kayla
  - a. This fundraiser can run it as long as we wish
  - b. It can be started whenever, but pushing at the end of the year for school supplies would be a strong place to begin
  - c. Set up as the **Duclos-HE Bourgoin Support Group Foundation (Duclos Sub-committee)**
- 14. Flip Give - Reminder for Black Friday
  - a. Will be sending it out
  - b. At \$204, minus \$190 that has been committed to winter emergency kits for the classroom
- 15. Fundraising Commitments:
  - a. Raffles
  - b. 50/50 -- back-up idea
  - c. Christmas VIP ticket raffle

Adjourned at: 7:28

Tabled for later meetings:

- 1. Fresh fruit fundraiser with HEB - April

2. Grade 4 field trip
3. Sports Day Lunch
4. Bussing for Kinosoo
5. School Sound System

**DUCLOS School Council Meeting Agenda - October 22, 2019 6 p.m.**  
**Approved Minutes**

**Attendance:** *Melanie E, Danica K, Chris K, Kayla B, Sarah Chileen, Sarah Severn, Wendy M, Caitlyn B, Lorne K, Tristan I, Stacy B, Jody C.*

1. Minutes from the September meeting
  - a. Sarah S motioned to accept, seconded by Kayla B -- Motion carried
2. School Generated Funds Summary
  - a. Fundraisers
  - b. Staff fees
  - c. Separate from school budget
  - d. Hot lunches
3. School Budget Summary
  - a. The largest income the school receives is a grant for each child. The cut off is Sept. 30th, the amount is \$5285 per student, yet FNMI and ESL students come with a little extra funding.
  - b. We need to meet the needs of students and anything they need will come from this budget
  - c. The idea to ask teachers what are some of the items they appreciate for Christmas gifts over chocolate and coffee/tea
  - d. We are down in numbers from our estimates based on last year do to students physically moving to new areas of the province
4. Elections
  - a. Sarah Severn -- contacted Wendy regarding the position
  - b. Nominate Sarah Severn for Vice-Chair by Caitlyn Blake -- Sarah Severn accepted the position
  - c. Nominate Wendy McInnes for Chair by Sarah Chileen -- Wendy accepted the position
5. Duclos Spirit Days - Teacher request to be changed to the last Friday instead of Wednesday
6. Request for Donation from CNRL - Chris update
  - a. Need to get onto the charitable website and employees vote for which ones they should support
    - i. NLPS is on that list but is there a way we can be more specific for us
  - b. We need to do some foundation work in order to gain votes
    - i. Contact Paula Elock to gain more information on this matter

- c. Vote happens at some point in February
- 7. Health and Wellness Night - Good PR for School council and Foundation
- 8. Whip Cream in the Face brought in **\$723.25** for the playground.
- 9. Cancer Walk made **\$3506.50** - great participation from High School students
- 10. Big Buddies and Community Helpers
- 11. Supervision request
  - a. Parents for lunch hour
    - i. Added to Sarah C list for volunteers (**Criminal Record with Vulnerable Sector Check Required**)
- 12. New staff: Teachers - Lauren Hickey in grade one, Madison McGrath in grade two, Educational Assistants - Cynthia Gamache, Simone Lazicki
- 13. Sensory Playground - Meeting with the town was rescheduled and then canceled
- 14. Board Report
  - a. Met with Minister of Education surrounding BCHS
  - b. MELT dynamic -- NLPS became a bussing school
  - c. Regional School Council Supper with the Board
    - i. **At Duclos -- Oct. 29th, 6:00 pm**
      1. Two good things: Daytime cleaning, 3D Printing Club, stable class sizes
      2. One thing to work on: Getting more parents involved and expanding communication to outside parents
- 15. Some school events:**
  - October 8th - Fire Authority putting on it's annual assembly for fire prevention week
  - October 18th - Picture Day
  - October 31 - Halloween Parade at 1:00
  - November 5 - Picture retakes
  - November 7 - Science in Motion Assembly Presentations
  - November 8 - Remembrance Day Service
  - November 19 - Report Cards go home
  - November 20-21 - Parent Teacher Conferences 4:30 - 8:00
  - November 20-21 - Book Fair
- 16. Topics to be considered for the next meeting to be emailed to Wendy McInnes one week in advance of the next meeting
  - Phone list
- 17. Next meeting: **November 26, 2019 at 6pm**
- 18. Adjournment at: 8: 35pm