

Foundation Meeting Agenda - September 28, 2021 6:30 p.m.

Zoom Meeting

Approved

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

Attendance: Melanie Eide, Leila Brosseau, Sarah Severn, Shawna Dunlop, Lindsay Clausen, Wanda CarlinLorne Kaban, Jody Centazzo, JoDee Conrad, Melanie Driedger

1. Call to order: 6:30 p.m. / Sign-in - **introductions**
2. Approval of May Minutes - **cannot approve because there are not enough people present to make quorum**
3. Current Executive
 - a. President – Melanie Eide - second year
 - b. Vice President – Sarah Severn - second year
 - c. Treasurer – Tara Haggerty - fourth year (**final year**)
 - d. Secretary – Sarah Chileen - third year
 - e. Casino Chair – Erin Stefure (**next casino in 2024**)
 - f. Raffle Chair –
4. 2020/2021 summary and Financial Report
 - a. Fundraisers
 - i. Make it Sow - \$975.87 **usually around \$1000**
 - ii. Love Of Art - \$3,453.85 **usually around \$3000**
 - iii. Mabels Labels - Received 2 cheques over summer total - \$118.11
 - iv. Bottle Depot - \$0
 - v. FlipGive - \$653.54 **some funds were used for emergency blankets**
 - b. Opportunities That Were Funded
 - i. Snowshoes - 50 pairs - \$3,476.62
 - ii. Duclos Staff and Bus driver appreciations - Sticky Buns, Booster Juice, Gouda and Brie, gift cards
 - iii. Rocks and Rings Curling Program - \$551.25
 - iv. Art Supplies - \$2000.00
 - v. Sensory Kits - \$3000.00*
 - vi. Grade 4 virtual field trip - \$250.00
 - vii. 3D printer filament - \$100.00
 - viii. Sports Day Snack/Popsicle - \$2499.79/\$83.66 - \$2,583.42
 - c. Duclos General balance: \$7,660.23, Casino balance: \$6122.74 **-\$710 = \$5412.59**
5. Functional Business
 - a. Membership Forms - **when your child is enrolled, you are automatically a member of the school council, but you have to sign up to join the foundation in order to vote - 10 forms have been received to date**
 - b. Website - **google mini site is being made to put on the school council section of the school website; purpose is to make the school council information accessible and easy to understand. Tara & Melanie E working on the website. Goal to have website up is a few weeks**

6. Fundraisers

- a. Make it Sow - in the new year; 1 volunteer & possibly 1 to help count out product
- b. Love of Art - Feb/May - Melanie E will take lead on this one; 1 volunteer
- c. Mabels Labels - Ongoing - \$0 no volunteers needed; cheques are sent once \$50 is made
- d. FlipGive - Ongoing - \$21.23
- e. Bottle Depot - Ongoing Melanie E will check to see if any funds have been generated to date
- f. Smencils \$500 for a case of 500; sold for \$2 each
- g. Calendar idea will discuss at next meeting
- h. Christmas Concert - Silent Auction, Raffle for prime seating many volunteers are needed for this fundraiser; will wait to see if COVID restrictions are lifted regarding a live concert; online silent auction was successful in Dec 2020.

7. Opportunities to fund

- a. Kinosoo bussing - school council typically pays for this; currently school can have field trips, but must keep cohorts small
- b. Muffin Mornings - idea of families mingling in the morning to eat a muffin, network and visit with teachers; sysco will send under \$500, prepackaged muffins, delivery fees
- c. Grade 4 Year end trip - usually approach school counsel in the new year
- d. Staff Appreciation -
- e. Bus Driver Appreciation - try to do this early Oct
- f. Sports Day Lunch - June
- g. Breakfast Program - want sustainability to run this program. Will the school council consider help to fund?

8. QUESTION: Do Criminal Record Checks need to be redone every year? Yes

9. Call for Future Agenda Items

10. Meeting adjourned @ 7:02 p.m.

DUCLOS School Council Meeting Agenda - September 28, 2021

Google Meet 6:30p.m

Approved

Attendance: Jody Centazzo, JoDee Conrad, Melanie Driedger, Sarah Severn, Melanie Eide, Lorne Kaban, Leila Brosseau, Lindsay Claussen, Shawna Dunlop, Wanda Carlin, Caitlyn Blake

1. Minutes from the May meeting - not approved since quorum was not reached
2. Purpose of the School Council - read by Sarah; ASCA (Alberta School Council Association) provincial body that does workshops, advocate for motions & policy at the provincial government level, all public schools in the province are represented one main convention in April; School Council is there to support and advise the principal (not mandate decisions, but advise) This group is the pulse of the school to ensure that the principal is fully aware of all groups
3. Elections for 2021-2022 - all positions are currently filled
 - a. Chair - Sarah Severn - second year
 - i. Sarah nominated; accepted position
 - b. Vice Chair - Melanie E volunteered
 - c. Secretary - school staff Melanie Driedger
4. Volunteer form - Melanie made it into a Google Form; was passed on to Jody C to edit; Suggestion to hand it out before the first event; parents will choose to put their email in and all the responses will be put into a spreadsheet
5. Principal's Report
 - a. Enrollment - 369 students, Staffing - 22 certified staff, 18 support staff. K (56) - four rooms, Gr. 1 (77) - four rooms, Gr. 2 (82) - four rooms, Gr. 3 (73) - four rooms, Gr. 4 (81) - four rooms, Full-day preschool (18), 2 half day preschool programs (33). OSC is near 40 students this year, possibly need more staff
 - b. Staffing - 14 educational assistants; 2 EAs in preschool (Little Lights); Jordan's Principle requests have been sent, may possibly generate funds for another EA; daytime cleaner and 2 evening custodians - the school will maintain a daytime cleaner after COVID has subsided
 - c. Student and Parent Handbook - would like parent feedback; if parents are not looking at it, provide us with feedback please!
 - d. COVID Update - Duclos declared an Outbreak school recently (over 10% due to illness) declared an outbreak if 4 or more households have cases of respiratory illness or 2 or more people in separate households have had a positive COVID test; Duclos is at 5 cases in the last 7 days; Outbreak team will lift outbreak status on Oct 7 if cases have gone down
 - i. [Daily checklist](#) major change: if child has been a close contact with a person in the household, must stay home for 14 days after their last point of contact with the infectious person.
 - e. Community Supports Blessings in a Backpack - community member puts food items into a bag for children to take home for the weekend; Breakfast Program - Wholesale Club is providing fresh fruit and other snack items; Bonnyville Friendship Centre provides food for snack bins for each classroom along with mask donations; Local Church Group - provides lunch for children and snack supplements; mostly for families who have stretched finances, but we ensure that all students are fed as needed.

