

Duclos School Council Meeting Agenda
Tuesday September 27, 2022
6:30 p.m. in the staffroom at Duclos School

In Attendance:

1. Call to order:
2. Approval of May Minutes
3. Meeting Norms
4. Purpose of School Council & Meeting Norms
5. Elections:
6. Monthly Family Events
7. Bus Advocacy - drafting a letter
8. Principal's Report:
 - a. Enrollment
 - b. Staffing
 - c. Student and Parent Handbook
 - d. CC3 and CAT4 assessments
 - e. Rugor
 - f. LLI
9. Board Report: Cheryl Edwards
10. Topics to be considered for the next meeting to be emailed to chair 1-2 weeks in advance of the next meeting.
11. Next meeting:

School events:

- a. September 7 - Evening Open House
- b. September 9 - Cancer Walk - We raised \$1200
- c. September 29th - Orange Shirt Day activities
- d. October - Socktober! Grade two will be fundraising for Bonnyville Friendship Center
- e. October 6 - Interim Reports go Home
- f. October 7 - IPP Day - No school for students
- g. October 11 - Fire Department Visit
- h. October 14 - Fall photos
- i. October 19 - Silly Sock Day
- j. October 31 - Halloween Events
- k. November 3 - Fall Photo Retakes

Meeting adjourned at:

Action Items:

Who	What	Status

**Duclos-H.E.B. Support Group Foundation (Duclos sub-committee)
AGM Meeting
Tuesday, September 27, 2022
7:30 p.m. in the staffroom at Duclos School**

In Attendance:

1. Call to Order:
2. Approval of Minutes
3. Current Executive (Voted into positions in April)
 President: Sarah Severn
 Vice-President: Jennifer Lisoway
 Secretary: Caitlyn Blake
 Treasurer: Kym Lord
 Directors: Jenn Nichol, Melanie Eide, Leila Brosseau.
4. Functional Business
 - a. Membership Forms
 - b. Website
5. Financial Report:
6. Fundraisers:
 - a. Flip Give
 - b. Halloween Carnival and Silent Auction
7. Funding Opportunities:
 - a. Trickster Theater:
 - b. Bus Driver Appreciation:
 - c. 3D Printing: Starting in October. A second round will start in January.
8. Next Casino: Our group has been scheduled into a Casino Event for Q3 2024 (JUL/AUG/SEPT) When the draw is done we will be emailed with further information. (February 2024)

Previously Funded Activities:

Activity		Paid	
Sports day Lunch	Yearly	Budget \$2000.00	\$878.65
Grade 4 Field trip	Yearly		\$1800.70
Staff appreciation			\$994.88

Adjourned at:
Next meeting:

ACTION ITEMS:

Who	What	Status

Duclos School Council/Foundation Meeting Norms 2022-2023

Time/Promptness	<ul style="list-style-type: none"> • Agenda is to be provided to parents/guardians seven days prior to the meeting date. • Items must be submitted to the chairperson no later than two weeks prior to the meeting. • Meetings will begin promptly at 6:30pm and will not go past 8:30pm. • If time does not permit full discussion of an item, a motion may be made to table the item for further discussion at another meeting or done via emails.
Communication	<ul style="list-style-type: none"> • The chairperson must keep the discussion flowing in a collaborative fashion. • Each item is entitled to a full and free debate by individual members, speaking one at a time.
Confidentiality	<ul style="list-style-type: none"> • If an attendee begins to talk about another student, &/or staff member it may be deemed personal in nature. The chair/school administration will ask the attendee to refrain from talking about personal matters and suggest a personal meeting with the administration &/or appropriate staff members.
Assignments	<ul style="list-style-type: none"> • Action items to be reviewed at the end of each meeting and again at the following meeting.
Expectations	<ul style="list-style-type: none"> • Every member has equal rights. • Only one subject may be discussed at a time. • The chairperson is responsible for moving the meeting along in a timely manner and ensuring that no one person is monopolizing the floor.