

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

In Attendance: Sarah Severn, Melanie Eide, Janelle Arnold, Alaina Gamache, Jen Nichol, Leanne Carter, Kymberly Lord, Jen Lisoway, Jody Centazzo, JoDee Conrad, Ashley Carroll, Melanie Driedger , Leila Brosseau on speaker

1. Call to order: 6:35pm.
2. Approval of May Minutes: Motion to accept May Minutes with spelling errors changed Sarah; Seconded by Melanie.
3. Meeting Norms - read by Sarah
4. Purpose of School Council & Meeting Norms - Sarah shared the purpose of the group. The School Council tries to align their purpose with the school's purpose. Every parent is automatically part of the school council when your child is enrolled.
5. Elections:
 - a. School Council Chair - Melanie nominated Sarah to be the chair (accepted); Jen L seconded; passed
 - b. Co-Chair - Kymberly nominated Melanie as co-chair (accepted); Jen L seconded; passed
6. Monthly Family Events - free entrance, charges for food or extras only
 - a. September - Meet the Teacher & Ice Cream Night
 - b. October - Halloween Carnival
 - c. November - Movie Night. We should also start planning for a January event at this time.
 - d. December - Christmas Concert
IDEAS: dance, movie night #2, games night
 - e. January
 - f. February
 - g. March
 - h. April
 - i. May
 - j. June
7. Bus Advocacy - drafting a letter with HEB chair- bussing situation has not improved, would like to create a "bones" letter for parents to use as a basis to write their own story of how the bussing situation has affected them; contact Sarah for more information.
 - a. Concerns with behaviour on the bus, Jody shared that if the schools know what the discipline problem is, then the school can enforce the rules and keep track of these behaviours.
8. Principal's Report:
 - a. Enrollment - 383 students; 77 in kindergarten, gr1 63, gr2 75, gr3 85, gr4 74; 12 PUF in preschool; Base amount per student \$410.
 - b. Staffing - 50 staff all together - 21.5 teachers; 18 EAs; 4 support staff; preschool staff
 - c. School Budget \$122 000.00 - used for contract services, field trips, purchased services like RAZ kids, supplies, and professional development. Jody left a copy of the school budget report for the school council.
 - d. Student and Parent Handbook is ready and available on our website and facebook.
 - e. CC3 and CAT4 assessments - government mandated assessments, learning disruption grant can provide us with more dollars for grades 2, 3, 4 based on the results (ie. LLI reading interventions).
 - f. Rugor - black lab certified as a wellness dog. He can do things like join reading groups or social skills groups or to visit classrooms(planned visits). He will be leashed all the time at school.
 - g. LLI (Leveled Literacy Intervention) is up and running for an hour a day.
9. Board Report: Cheryl Edwards - not in attendance
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: October 25th @ 6:30 p.m.

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: 7:33 p.m.

Action Items:

Who	What	Status
Council	Decide date for movie night in Nov	
Council	Plan January event in November	

**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
Approved Minutes**

In Attendance: Sarah Severn, Melanie Eide, Janelle Arnold, Alaina Gamache, Jen Nichol, Leanne Carter, Kymberly Lord, Jen Lisoway, Jodi Centazzo, JoDee Conrad, Melanie Driedger, Leila Brosseau on speaker

- 1. Call to Order: 7:34 p.m.
- 2. Approval of Minutes - Melanie moved to approve the minutes; seconded by Sarah; passed.
- 3. Current Executive (Voted in at the April AGM) - One executive with a subgroup in Duclos and in HEB
President: Sarah Severn
Vice-President: Jennifer Lisoway
Secretary: Caitlyn Blake
Treasurer: Kym Lord
Raffle Tickets: Jenn Nichol would, but she is Kym's cousin
Directors: Jenn Nichol, Melanie Eide, Leila Brosseau.
- 4. Functional Business:
 - a. Membership Forms/volunteering - can only participate if you are a member by filling out the form; It will be sent out by the school in a google form format created by the foundation. Duclos school will put the membership form in next year's agendas.
 - b. Foundation Website - microsite page with foundation information on it. We should consider putting a calendar of events on the site.
- 5. Financial Report: see attached report. Melanie E. moved to accept financials as presented; Kymberly seconded. Insurance forms are due on Oct 3, 2022.

6. Fundraisers:

- a. Flip Give - Jen L will make a video to help parents know how to use this resource
- b. Mabel's Labels - still active
- c. Halloween Carnival and Silent Auction Friday Oct 28th 6:00-8:00
 - o Maze - not scary, pool noodles, balloons, skeleton photo booth area,
 - o Carnival Games - candy prizes; list of the booths needed, parents can sign up to create
 - o Costume Red Carpet - show off costume at 7:00
 - o Silent Auction - The bidding will be done online using QR codes. Jenn will make a QR code for each item and share it with Cyanna; donated items.

7. Funding Opportunities:

- a. Trickster Theater: artist in residency April 24th - April 28th "Math in the Real World" theme. We were approved for the grant that amounted to \$14,925.00. The total cost will be \$20,895.00. We still need to fundraise for about \$6000. The silent auction funds will be used for this. We need a parent coordinator for props, etc. Kymberly Lord volunteered to take on that role.
 - b. Bus Driver Appreciation: \$10 Tim Hortons gift card for each driver, cost split between all 3 town schools; 15 drivers this year; Melanie moves to spend \$150 on Tim Horton gift cards for bus driver appreciation; Kymberly seconded the motion
 - c. 3D Printing: Starting in October. A second round will start in January. \$100 to cover filament costs; Jenn L moves to spend \$100 for the filament for the Duclos 3D printing club; seconded by Melanie
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: 9:01 p.m.

Next meeting: October 25th @ 6:30 p.m.

ACTION ITEMS:

Who	What	Status
Sarah	Add trickster subgroup to volunteer form	
Jody	Contact BCHS to share costs of bus driver cards	Yes they want in
Jody	Duclos logo to be used at Halloween Carnival - banner?	We will print our own out based on recommendation from Grace Boser.
Jenn	List of carnival games, number of booths, sign up for people to make games	
Sarah	Silent Auction items letter for distribution	
Council	Ask businesses to donate items	
Melanie	Update list of businesses to approach and distribute to council members	
Jenn	Make QR codes for silent auction items and share them with Cyanna Odo	

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.

