



# Dorval Elementary Home and School Association

Wednesday, December 4<sup>th</sup>, 2024

19h00 DES Boardroom

MINUTES prepared by: Angela Choi/Breana Bourbeau

## Attendees:

**Executive:** Michelle Paleo, Julie Smith, Lindsay Petts, Kim Carter, Angela Choi, Tina Frascarelli

**Parents:** Sheri Hankins, Natalie Earby, Erin Hogan

**School Staff:** Heather-Anne Denton, Carmen Jarry, Sonya Ferrera

**Regrets:** Breana Bourbeau, Stephanie Boulet

Call to order: 7:15pm

1. Welcome
2. Approval of agenda

Motioned by Erin Hogen, second by Kim Carter

3. Approval of minutes from previous meeting

Motioned by Julie Smith, second by Angela Choi

- Teachers asked for copies of the agenda and minutes to be shared before the meeting (Angela to follow up with Ms. Denton)
4. President's report
    - Overall there was less volume/traffic at the fair
    - More vendors this year and according to vendors, it was a great school fair
    - Vendors suggested to get a sandwich board on the road for more visibility
      - Ad for city billboards
      - Flag for advertising the week of the fair
    - Bake sale, book nook, kids zone (\$500 to community aid) made less money than last year
    - Erin suggested that overall profit may increase if the focus is on selling more raffle tickets by advertising a Grand Prize (example Habs tickets), instead of giving the big prizes to the silent auction

- Maybe get rid of the auction altogether?
- Most families sold their \$20 worth of tickets, maybe send \$30-\$40 worth of tickets (170 families sold tickets)
- Adding child's name on tickets was SUPER helpful for gift pickup
- Kids volunteers were super helpful on the Friday evening and on Saturday at the kitchen
- On Friday evening, Fall Fair committee members should arrive ~30min before volunteers so that volunteers are not waiting around
- Hot chocolate was a hot item for the café
- Maybe get rid of the tattoo station next year if there is an occurring mess
- Get squares for e-payment/non-cash alternatives for kitchen, tickets, bake sale
- Book nook was a lot of effort and maybe not worth the little profit that was brought in
  - Should we get rid of it next year?
  - Focus on puzzles and games only?
- Jinny suggested to send thank you letters to vendors/local businesses who donated;
  - Victoria/Angela to prepare thank you letters?

## 5. Principal's report

- Ms. Denton showed her (and on behalf of the school staff) appreciation for H&S hosting another successful Fall Fair; there were lots of great feedback from those who attended
- Thank you to H&S for contributing to Ms. Fenner's farewell assembly; everyone was impressed by the band/musicians and really appreciated it
- Ms. Fenner will be replaced by Ashley Harcourt, who will start at DES officially on Dec 19
- Mr. Peter Karantabias has joined the integration aid team
- 49 (48 are in grade 6) students registered for enrichment exams
  - Erin's feedback/observation that high school students graduated from DES have stronger French level
- DES staff finalized their programs, which will be posted on the new DES website
- The new DES website will be available in 2025

- A photographer will be visiting the school on 05Dec to take photos for the website.
- Dec 20<sup>th</sup> (Friday) will be a short day (dismissal at 12:30pm); buses will depart at 12:45pm
  - SEED is available until 4pm

## 6. Teacher's report

- Mme Sonya expressed appreciation on behalf of the staff for the coffee cart
  - Staff Social Committee has planned coffee/treats on Dec 6<sup>th</sup> and Dec 11<sup>th</sup> (hot chocolate), so Julie and Jinny will avoid these dates for the December Coffee Cart
- December is a busy month
  - Robotics competition was on Dec 2<sup>nd</sup>
  - Math Olympics was on Dec 3<sup>rd</sup>
  - Tree lighting ceremony on Nov 29<sup>th</sup> went very well and was well attended
  - "Dress down"/special attire on the last week of Dec is shared on the calendar
- Mme Sonya mentioned that Fall Fair fell on the weekend during report card preparations, so unfortunately many teachers could not attend
- Mme Sonya presented an idea to "beautify" the foyer at the main entrance and daycare entrance with wall decals in the shape of a hand-print tree with positive/encouragement words in French and English (similar to the framed poster in Ms. Denton's office)
  - Asked H&S to fund this project
  - Suggested to replace the old desk at the main entrance with a bench/chairs and a small table; Ms. Denton needs to check if there are any fire hazard regulations
  - Kim knows a contact who can print/supply decals and will follow-up

## 7. Treasurer's report

### **Summary of 2024-2025 as of December 3rd, 2024**

Opening Balance at beginning of the school year (August 30<sup>th</sup>, 2024): \$11,292.69

Balance as of December 3, 2024: \$ 47,012.09

Petty cash box as of December 3, 2024: \$ 390.85

Total Balance: \$47,402.94

### **Pizza Lunch**

*Current year 2024-2025*

Revenue as of December 3, 2024: \$25,570.00  
 Expenses as of December 3, 2024: -\$5,301.20  
 Net as of December 3, 2024: \$20,268.80

**Last year 2023-2024**

Revenue: \$ 24,226.50  
 Expenses: \$ 9,450.00  
 Net: \$ 14,776.50

**Fall Fair**

As of December 3, 2024:

Summary	
Revenues	\$ 11,433.20
Expenses	-\$ 1,314.38
Net	<b>\$10,118.82</b>

Specific Breakdown:

Fall Fair		
	Expenses	Revenues
Printing costs for raffle tickets and letter	-\$490.95	
donation - ROBERTA BIDOCHKA		\$100.00
vendors tables		\$1,305.00
Silent auction		\$1,270
Kitchen		\$1,007.45
Cake walk		\$204.50
Merch sale		\$202.00
Bake sale		\$1,134.95
Book nook		\$679.30
Raffle ticket sales		\$5,498.00
Donations		\$32.00
kitchen	-\$765.30	
rolls for coins	-\$18.38	
envelopes	-\$39.75	

**Industree (Swag)**

Revenue as of December 3, 2024: \$602.00  
 Expenses as of December 3, 2024: -\$302.38 (tuque order)  
 Net as of December 3, 2024: \$299.62

**Coffee Carts**

Have done 2 coffee carts  
 Expenses as of December 3, 2024: -\$287.92

**Holiday Gift Collection**

Amount collected as of December 3, 2024: \$ 6,285.00

### **Membership Fee payments**

\$240 in membership fees for 12 members

\$50 in annual fee

Total payments: \$290.00

## 8. Upcoming Events

### a. Holiday Staff & Community Aid collections

- Staff gifts email sent out by class parents
- Sheri will send a final email to class parents for the Dec 10<sup>th</sup> collection deadline as there are some classes with very little collected
- Sheri and Natalie will shop for gift cards; last year Walmart and PC optimum cards were purchased
  - This year: Walmart cards for support staff and specialists
- Victoria will create the graphic showing the names of kids/families who donated
  - Holiday basket update
- Jinny and family are coordinating
- Mme Sonya mentioned that Grade 5/6 students are interested to help assemble baskets, but as these will not be done by H&S this year (external organization), it will not be possible. Maybe they can help with the Holiday Collection for Thoughtful Thursday
  - Holiday Collection for Dorval Community Aid; Thoughtful Thursday extended to Dec 13<sup>th</sup>
- Grade 5 and/or 6 students will help Natalie sort/load donated items from Thoughtful Thursday/Holiday Collection on Dec 13<sup>th</sup>
- Natalie asked if teachers can post the Thoughtful Thursday graphic in the classrooms to remind students to bring in donations, as Community Aid really need all the donations they can get
  - Angela and Kim agreed that when teachers share the post on Seesaw with parents as effective reminders

- Angela will share graphic with Ms. Denton to be distributed to teachers
- Angela mentioned that the Oct collection fell on the same day as Halloween, so there was very little collected; moving forward, if Thoughtful Thursday falls on an event, expand collection to 2 days: on the Wednesday + Thursday
- Many (new) parents do not understand that students bring in donations for Thoughtful Thursday; in future communications to the parents, write a blurb to describe Thoughtful Thursday

b. Winter 2025

- Open House (Jan 2025)
  - Open House is Jan 15<sup>th</sup> (Wed); it's not a PED day
  - H&S has leftover cookies and juice boxes that can be distributed
  - Julie and Tina will do their presentation and answer questions
- Staff Appreciation week (Feb)
  - On behalf of the teachers, Mme Sonya asked for Vertuo pods for the Nespresso machine and utensils (there are no more spoons and no more forks; only knives are left)
  - Staff Appreciation Week is Feb 18 to Feb 21 (LBPSB)
    - Will discuss the dates in January
  - Mme Sonya suggested catering food for lunch instead of potluck style as there are lots of food leftover that is wasted; maybe just a potluck dessert table, and get the main courses catered (order a smaller amount to limit waste)
    - This increase the budget a lot, but maybe can ask for packaged items to be donated
    - Or ask for monetary donations to buy the food
    - Instead of giving out individual gifts on each day, use the money to buy lunch
  - Planned items: massage (2 days?), coffee cart, chips & pop, lunch, yogurt and fruit
  - Ask for donations for raffle prizes, and maybe not every single teacher/staff wins a prize

c. Upcoming 2025 fundraiser options

- Spaghetti dinner
- Quiz Night
- Other?
- Last year's Quiz Night was a success and there is a lot of interest to repeat this year; but will need a new Quiz Master
- Spaghetti Dinner (in person) prior to COVID was held at the community centre, but it was a lot of work
- Big Box of Cards
- Café Las Fincas coffee has a fundraising option
- Tina mentioned that only one fundraiser needs to be selected; we do not need to have multiple ones
- Julie suggests selling the remaining tuques (DES swag) that remain; maybe send an email to parents and use google form

#### 9. Membership report

- 17 total members (including staff): 13 paid members
- Erin suggested that membership tasks can be moved to the treasurer or secretary's role and split the publicity role into internal and external
  - Tabled for discussion in May 2025 for the AGM

#### 10. Volunteer Coordinator report

- Fall Fair volunteers sign up was slow initially, but good turn out in the end
  - need one more volunteer at the raffle table
  - café needed one extra volunteer during lunch hour; there were 2 extra volunteers who stayed to help
- spent \$40 to buy Walmart gift cards for volunteer raffle

### 11. Round Table / Varia

- Coffee Cart for Dec: Julie and Jinny planned a Grinch themed cart; they will pick a date on the last week of school

### 12. Next Meeting Date (week of Jan 12<sup>th</sup>?)

- Virtual meeting on Jan 7<sup>th</sup>, 7:30pm

### 13. Adjournment

- Motioned: Tina
- Second: unanimous