

# Dorval Elementary Home and School Association

## Meeting Minutes



March 18, 2024 at 7:00pm  
Location: Virtual Meeting  
Minutes prepared by Erin Hogan

### Attendees:

Natalie Earby, Tina Frascarelli, Sheri Hankins, Erin Hogan, Pam Ogura, Julie

**Executive:** Smith

**Parents:** Kevin, Carlson, Angela Choi, Jinny Conte, Christina Del Zingaro, Angela Micciche, Kendra Mc Fadden

**School Staff:** Stephanie Boulet, Heather-Anne Denton,

**Absent:** Lindsay Petts

### Call to Order: 7:02 pm

1. Welcome  
Tina thanks everyone for attending.
2. Approval of the Agenda
  - a. Motioned by Natalie and Sheri, Approved Unanimously
3. Approval of Minutes from Previous Meeting
  - a. Motioned by Natalie and Jinny, Approved Unanimously
4. Presidents' Report
  - a. Carnival
    - i. Thank you to Christina for organizing materials for H&S. Thank you to the staff for hosting the carnival.
  - b. Shade Sail Plaque
    - i. Family donated money for the shade sail. Options presented are to install the plaque on a rock or on a stand. H&S will have to organize to have it installed. Rock seems like it may be safer (to not trip on it) but the stand seems easier to install. Information for both types of installation are being considered.
5. Principal's Report

Ms. Denton shared staff is preparing for Semaine de la Francophonie. School registrations for 2024-2025 are now complete and registration is once again increasing so staff is planning for class arrangements. Kindergarten

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numbers have dropped, likely because K4 is not offered; it is unsure if/when this will be offered due to space restraints. Registration numbers have increased in other grades (by approximately 12-15 extra students as compared to this year's numbers). Also note that governing board meetings have been mandated to be offered hybrid going forward; this will not affect H&S.

### 6. Teacher's Report

Last week Grade 6 students had a special guest to explore Beekeeping for medicinal uses. Next week there will be dance lessons for Semaine de la Francophonie. Easter break is coming up. Thank you to the staff and parents for adapting the carnival to the weather conditions. Next week the 2024-2025 H&S planning meeting will be held; the invitation is extended to the staff if they wish to be included.

### 7. Treasurer's Report

Curtains have been paid in full. Continued expenses are projected for pizza lunch, year-end carnival, and other smaller events. In-coming revenue will include the quiz night. For the next meeting, there is a request for Lindsay to share the costs to date for the Teachers Wish Lists (number of teachers and total cost). Note that the following update was submitted via email as Lindsay could not be present.

#### **Summary of 2023-2024 as of March 18th, 2024**

Opening Balance at beginning of the school year (August 16th, 2023): \$15,541.42

Balance as of March 18th, 2024: \$22,422.20

Petty cash box as of March 18th, 2024: \$146.40

Total Balance: \$22,568.60

Payment for Curtains was paid on February 13th for \$16,897.50

Plus a wire transfer fee of \$45.00

Total: \$16,942.50

Confirmation of payment received via e-mail February 23rd, 2024

Pizza Lunch

Current year 2023-2024

Revenue as of March 18th, 2024: \$24,226.50

Expenses as of March 18th, 2024: -\$9,450.00

Net as of March 18th, 2024: \$14,776.50

Last year 2022-2023

Revenue: \$22,363.50

Expenses: \$14,300.48

Net: \$8,063

Staff Appreciation Week 2024

UPDATED AS OF MARCH 18TH, 2024

Total contributions from families: \$1,140.00

Total expenses (as of February 21, 2024): \$1,918.04

Net: -\$778.04

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Winter Carnival  
As of March 18th, 2024  
Expenses: \$ 372.82

### 8. Topics for Discussion

#### a. Quiz Night Update

Thank you Ms. Denton for seeking the approval from the GB; next waiting for the approval from the school council. Liquor licence will then be sought. Pam has reserved 20 tables for the event. The sub-committee can manage organization. Other volunteers will be sought for the day of the event (set-up, animation, take down). Call for prizes will be coming soon. Other updates will be provided closer to date.

#### b. Administrative Professionals' Day & Bus Drivers' Day

Tina will get the gift cards. Amazon cards will be acquired. Christina and Jinny will pick up the flowers for the administrative professionals. Two admins (\$50 cards), 3 bus drivers of large buses, and 1 mini bus (\$25 cards). Sheri will present to the drivers, Christina to present to the office staff.

#### c. Year-End Carnival June 6<sup>th</sup>

##### i. Submission for GB Approval

Pizza day will be moved. School council will need to first be consulted before the date is finalized. Once finalized, the date can be submitted to GB (Tina will submit this)

##### ii. Create Sub-Committee

Volunteers include Pam, Jinny, Sheri, Christina, Tina, Julie, Natalie, Erin, Angela Choi, possibly Angela M and possibly Kevin

Target date to begin planning is the beginning of April.

### 9. Membership Report

No updates

### 10. Volunteer Coordinator's Report

Pizza volunteers continue to be consistent. Details on the day-of quiz night volunteer needs is requested. Sheri will not be present at the quiz night; Erin can step in to coordinate volunteers.

### 11. Round Table/Varia

#### a. Kindergarten Orientation: May 10th (Ms. Denton)

Ms. Denton requests H&S to be present at this event. Details to come. Christina has cutlery to gift incoming students. Pam will prepare a letter to share. H&S will offer snacks for that day.

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b. Executive Elections

Four executive positions are becoming vacant: secretary, communications, volunteer, and membership.

Three positions are going into year 2: two co-presidents and treasurer.

12. Next Meeting Dates

a. March 25<sup>th</sup> at 7:00, in person: 2024/2025 Planning Meeting

Will be a wine & cheese

b. April 22<sup>nd</sup> at 7:00, in person

13. Adjournment

Motioned by Sheri and Natalie, Approved Unanimously

Adjourned at 7:57pm