



## **MEETING MINUTES**

Davidson Creek Elementary School Council

**Meeting Date: January 18, 2024**

### **Parent Council Executive Members:**

Lynn Walker, Chair

Karli Butler, Vice Chair

Hannah Parker, Communications Liaison

Rochelle Reed, Secretary

Candice Abraham, Wellness Committee

### **Guests and DCE School Representatives:**

Helene Hewitt, Principal

Jay Robertson Vice Principal

Jenn Mikitka, Teacher Representative

Christa Gawron, Business Manager

Public Trustee: Trina Boymook

Guests: N/A

Parent Representatives: We had 4 parent representatives in attendance

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## **DCE School Council Meeting Minutes**

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**Call To Order:** 6:40pm

### **Treaty 6 Land Acknowledgement**

- Read by Chair

### **Call for Agenda Changes**

- No changes requested

### **Approval of Agenda**

- Motion: Candice
- Seconded: Breanne
- Passed

### **Call for Changes to Minutes**

Oct 2023

- Motion: Candice
- Seconded: Breanne
- Passed



Nov 2023

- Motion: Candice
- Seconded: Hannah
- Passed

### **Wellness Committee – Candice Abraham**

Discussed Pink Shirt Day “plan” – Feb 28, 2024

- Teachers from each classroom will coordinate an art submission to go on the pink shirts. Submissions will be provided on or by Friday Jan19. All classes are participating.
- On Monday Jan 22 a winner will be chosen by Wellness Committee leadership and a parent volunteer.
- Shirts will be on sale the week of Jan 25-Feb 7 for parents to purchase and delivery to be 48 hours before pink shirt day.
- Pricing will be posted online when parents purchase through parent portal or hot lunch platform.

Discussed Playground Pals for child socializing recesses efforts.

- Wellness Committee working out how to implement the Playgroup Pals program(s) using parent volunteers and kids. Discussed with school counselors, the program would be run by student coaches with a parent/caregiver volunteer supervising. Training for all volunteers and student coaches would run over a 5 day period to learn games and how to interact with younger students.
- More information coming.

Discussed Sponsorship for Mustang Mentions

- School leadership is discussing what the yearend prizes will be for the Mustang mentions draw.
- They are considering identifying community sponsorship opportunities as a way to pay and or provide the prizes. Looking for a larger “grand prize”, as well as 2 prizes per grade level.
- Group discussed ideas to connect with possible community sponsorship opportunities through Facebook and or the Mustang newsletter.

Discussed Soby’s gift cards for purchasing healthy snacks.

- Planning is still ongoing for a spring event.

### **School Council Chair report – Lynn Walker**

1. Communication:

Social media platform update:

- Facebook DCE: 562 members
- Facebook DCE School Council & Fundraising Society: 297 members
- X (formerly Twitter) handle @DavidsonCreek: 117 following / 223 followers

2. COSC Update: Meeting January 10, 2024



### **KEY AGENDA TOPICS**

- ASCA update
- School Council Engagement Grant: Extended application deadline
- COSC Operating Procedures update
- *Annual Education Results Report 2022-23*
- Mental Health Strategic Plan: Reset rooms
  - COSC Sharing: Assurance reviews; Work session planning

### **ASCA UPDATE**

The [Alberta School Councils' Association](#) (ASCA) is the provincial organization for families on school council. Below may be of interest to COSC members:

- The [ASCA Conference and AGM](#) will be held April 26-28, 2024.
  - The Board of Directors election will happen at the AGM on April 28.
- [Submit](#) a resolution for change in K-12 education. Resolutions will be discussed at the ASCA Annual General Meeting (AGM). Deadline to submit is **January 15**.
- ASCA is pleased to announce the return of its [Awards Recognition Program](#). Deadline to submit nominations is **February 1**.

### **COSC OPERATING PROCEDURES UPDATE**

Since an update was made to [EIPS Board Policy 2: Role of the Board](#), COSC liaison Emma Small created an updated version of the COSC Operating Procedures reflecting this change after speaking with the COSC executive. In addition, other minor changes included switching “district” to “Division,” stipulating that the *School Act* is now the *Education Act* and grammatical edits. Once finalized, the EIPS website will be updated with the new version.

### **SCHOOL COUNCIL ENGAGEMENT GRANT: Extended application deadline**

The application for the School Council Engagement Grant (\$500) has been extended to **January 31**. On November 2, school councils should have received the application to the email they provided in the contact form.

### **ANNUAL EDUCATION RESULTS REPORT 2022-23**

EIPS Associate Superintendent Ryan Marshall discussed the [EIPS Annual Education Results Report 2022-23](#) and its [overview](#). He explained the purpose of the document, what’s changed in its design from last year and went through some of the data for the Division’s goals and priorities. For the overview, he explained the layout, noting which information is from the 2022-23 school year versus the 2023-24 school year. Each school in the Division will receive a physical copy of the full report and several printed copies of the overview. Both documents are available online.

### **MENTAL HEALTH STRATEGIC PLAN: Reset Rooms**

EIPS Director of Specialized Supports Marcus Reed and Mental Health Advisor Mardi Hardt presented on the reset rooms initiative from the Division’s Mental Health Strategic Plan. They spoke on how stress can be measured, and how a comfortable stress level varies from person-to-person. They provided a Steadying Strategies Checklist to COSC members in person and in the [January COSC meeting package](#) online. Hardt expressed she’d be more than happy to provide a workshop on stress to school councils and their schools, based upon scheduling availability.



**COSC SHARING: Assurance Reviews**

COSC Chair Kendra Roemer asked COSC members about their experiences at the school assurance reviews. The reviews were informative and valuable, and everyone found the removal of a time constraint improved the experience.

**COSC SHARING: Work Session Planning**

COSC Chair Roemer discussed the idea for work sessions at COSC from the meeting in November. She has reached out to ASCA to see if a representative would like to present at COSC about what the organization offers to schools and how they can help. COSC member Krista Scott suggested adding an appendix to the COSC Operating Procedures about running a school council, including regular agenda items to include in meetings over the course of a school year and timely conversations to have as school councils. Scott also suggested creating a subcommittee for this purpose. If you're interested in joining this subcommittee, contact [Emma Small](#).

**UPCOMING EVENTS AND IMPORTANT DATES**

- **January 31:** Professional Learning Day (schools closed to students)
- **February 1:** Second semester begins
- **February 1:** Kindergarten registration 2024-25 opens at 9 a.m.
- **February 1:** New student registration 2024-25 opens at 9 a.m.
- **February 7:** Early dismissal
- **February 8:** Returning student registration 2024-25 opens at 9 a.m.
- **February 8 & 9:** North Central Teachers' Convention (schools closed to students)

3. **Holiday Locker Gift Bags**

Below is a list of items that were distributed as part of the holiday locker gift bags. A total of 654 bags were distributed by the teachers to each students locker during the last day of classes before the winter break. Gifts were generic and age appropriate for all grade levels. Any items left over were left with the school to distribute as part of the Mustang Mentions.

Item	Item Cost	Total units	Subtotal	GST	Total Cost	Cost / Student
Mini Pop Fidget Key Chains (75/pkg)	\$15.18	675	\$136.62	\$6.84	\$143.46	\$0.22
Fidget Soccer Spinner Balls (35/pkg)	\$10.13	665	\$192.47	\$9.69	\$202.16	\$0.31
Invisible Ink Pen With Light (30/pkg)	\$24.99	660	\$545.78	\$27.28	\$573.06	\$0.88
Animal Erasers (40/pkg) different sellers	\$17.24	400	\$172.40	\$8.60	\$181.00	\$0.28
Animal Erasers (40/pkg) different sellers	\$18.38	280	\$128.66	\$6.44	\$135.10	\$0.21
Rainbow pencils (60/pkg)	\$25.99	660	\$285.89	\$14.30	\$300.19	\$0.46
Cream Burlap Gift Bags 5x7" (50/pkg)	\$23.99	600	\$287.88	\$14.40	\$302.28	\$0.46
SimpleCool Burlap Gift Bags 5x7" (20/pkg)	\$18.99	60	\$56.97	\$2.85	\$59.82	\$0.09
			<b>\$1,806.67</b>	<b>\$90.40</b>	<b>\$1,897.07</b>	<b>\$2.91</b>
					\$2,000	Budget
					\$102.93	Under Budget



### **School Trustee Report – Trina Boymook**

- The Board accepted Trustee Jim Seutter letter of resignation at our November 30 Board meeting, due to him being disqualified under the Education Act when his moved outside his ward into Sherwood Park. At this meeting, the Board has decided not to hold a byelection due to cost. The Education Act does not require byelection if there is only one vacancy on the Board. The remaining members of the Board will collectively serve the residents south of the Wye Road. His appointments have been reassigned to other Trustees.
- Thank you to those who participated at the School Assurance Reviews in November. After meeting with all schools and reviewing the Annual Education Results Report, we are happy to say that our PAT and DIP results indicate we have returned to similar to our pre COVID results.
- The Board approved a new Division Alternative Program at our December 14 Board meeting. The Sports for Life alternative program will be located at Cloverbar Junior High.
- Late November, Alberta Education announced it would allocate an additional \$30 million to support enrolment growth across all school divisions. This resulted in EIPS receiving an additional \$569,000 in funding. At a special meeting on January 11 the Board approved the allocation of these funds to schools based on feedback received from principals through their feeder groups.
- In the fall budget the Board allocated \$101,000 from reserves for Leveraging Student Achievement. The funds will be targeted at high risk junior high students in the areas of literacy and numeracy intervention.
- The French Immersion recommendation will be coming forward at the Board's January 25 Board meeting. Those that will be impacted by the recommendation will receive an email Monday, January 22 at noon. The Superintendent will be providing information about what has led to her recommendation in a brief video. I encourage those that receive the email to watch the video. Anyone who would like to give delegation at the Board meeting should refer to section 10 of Policy 7 Board Operation.
- In preparation for registration for the 2024-25 school year, various alternative program information sessions have been organized throughout January. Registration will begin Feb 8. Current students have until Feb 21 to complete their registration. Ardrossan EI, Ardrossan Jr/Sr and Davidson Creek have closed boundaries for the 2024-25 school year.

### **Principal Report – Helene Hewitt**

- Discussed 2024-2025 school fees.
- Parents discussed possible labour shortage for lunch coverage and how increasing fees may affect different outcomes.
- Parents discussed EIPS responsibility vs parent responsibilities and what defines policy(s), especially regarding lunch time supervision.
- DCE School Leadership want to be transparent about the increase in school lunch fees increasing when increasing them by 10\$ per child annually, as well as cognizant of how this can affect students and families.



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- A survey to gather feedback about fees went in Mustang Memo starting Jan 19 and will remain open until the end of February 2024.

### **Student Club Updates**

- Leadership Club; Raises School Spirit
- Pokèmon Club
- Sprouts Club; Teaches Grade 1 & 2 students how to grow plants ❤️
- Drama Club
- Choir Club
- Games Club

### **Family Math Night**

Presented by, Jenn Mikitka Teacher Representative

Thursday Jan 25, 2024

From 5:30 pm-6:30 pm

Discussions around Family Math night, DCE School Leadership will be circulating information to families about the evening asap. Working on prizes or family game packages to give out to attendees.

### **Literacy & Numeracy Interventions**

Ms. Robertson will be doing literacy and numeracy interventions for grades 1-3 next week.

Sessions are 30 min in length and happen daily for 10 weeks and will run in two rounds.

### **Upcoming Dates:**

Parent/Student/Teacher Interviews will be on Feb 5 & 6 in 10 minute slots. Parents can sign up through Parent Portal.

Vice chair, Karli B mentioned education workshops for dyslexia re: reading and coding through the Strathcona Library and new assessment location now in Sherwood Park.

Next meeting scheduled for Thursday, February 15, 2024 from 6:30pm to 8:30pm

Meeting Adjourned @ 8:17 adjournment.