

AGM Meeting Minutes
Davidson Creek Elementary School Council
June 13, 2023 7:30 PM
360 Davenport Dr. Sherwood Park, AB

Meeting Called to Order

- Called to order at 7:32 PM
- Quorum verified by Lynn Walker, Chair.
- Meeting attended by 12 parents and 4 employees

Board Members

- Lynn Walker, Chair
- Karli Butler, Vice Chair
- Breanne Sweeney, Secretary
- Candice Abraham, Wellness Committee

Review of Agenda

- Approved with the addition of a discussion regarding the Facebook page

Dissolution of current Board Members

- Chair and Vice Chair Positions were filled beginning of the school year and have served one term
- Wellness Committee was filled last meeting and has not served any length of a term yet.
- Secretary position has concluded the 2 year term
- Communications position remains vacant

Election of new Board Members

- No volunteers for the Secretary position, will be carried forward to the September meeting
- Hanna Parker was acclaimed for the Communications position
- A booth will be considered for the Open House currently scheduled for the day before school to recruit new members and parents to attend meetings.

Annual Chair report

1. Executive Members

- Chair, Lynn Walker
 - This was Lynn's first year on school council and in the role of Chair.
- Vice-Chair, Karli Butler
 - Karli has also been Secretary in past years, providing valuable insight and knowledge.
- Secretary, Breanne Sweeney
 - Breanne has continued on this year in her capacity as Secretary, providing a valuable service in keeping the minutes for both the School Council and the Fundraising Society.
- Wellness Committee, Candice Abraham
 - This position was vacant for the majority of the year and was filled at the May 13, 2023 meeting when Candice was voted in.
- Communications Officer, Sara Gruninger
 - This position was vacant for the year, as Sara needed to resign her position at the beginning of the year due to personal reasons. Thankfully, Christa Gawron, the schools Business Manager graciously updated the schools Facebook page for all of the school events and activities.

2. Meetings

- The Davidson Creek Elementary School Council operating procedures require a minimum of five meetings to be held at the school. There is no set date or time these meetings are to be held. A discussion will take place later in the meeting to determine next year's dates, which will align with school priorities and activities. The following meetings were held this year:
 - September 13, 2022 ☞ February 7, 2023
 - October 18, 2022 ☞ March 14, 2023
 - November 15, 2022 ☞ May 16, 2023
 - January 17, 2023 ☞ June 13, 2023 (AGM)
 - * No meetings were held in December or April

3. New Administration

- There were many changes at the school this year including changes to the administration. The previous Principal, Kaye Schindeler retired and the Assistant Principal, Murray Howell took a position with Pine Street. We were thrilled to welcome Helen Hewitt as the new Principal coming to us from Ardrossan and Kyla Harding, Assistant Principal also from Ardrossan. Right from the begging they dug right into DCE culture directing traffic on the first day of school in their pink vests. They have certainly not disappointed and held true to Mrs. Hewitt's first word that it would 'be a wonderful year, full of adventure, friendships and

much learning!' Also new to the administration this year is our school Counsellor, Dina Deuzeman.

4. Communication

- Communication with the parents and staff was greatly improved this school year under the new administration. Outside of School Messenger or email, the school is also communicating by Facebook, Twitter and the Mustang Memo.
- Our Facebook numbers for the DCE parents group grew from 516 to 549 members. Currently this page is administered by a parent of a current student and is not managed by the school or school council. The page origin was prior to the opening of the school and was a way for parents to connect on the building progress of the school and building relationships ahead of time. Discussions will be held later in this meeting to discuss if this page should continue to be managed by outside sources or if it should fall under the school council's administration.
- Our Twitter account @DavidsonCreek currently has 221 followers and is managed by the school.
- Mustang Memo
 - The Mustang Memo was established by the new administration and parents received their first edition on August 29, 2022. Parents receive the memo through email and Facebook, as well as posted on the school's website. It has been a great tool to keep parents up to date on a weekly basis on the ongoings at the school, as well as important information about our division and tools and resources to help parents navigate our children's daily lives. The memo follows the same structure and is posted and sent weekly on Fridays. Having this consistent messaging from the school allows parents to keep up to date on import issues and topics. The format is:
 - Message from the Principal and Vice-Principal – general message or update on something new or exciting that's happened at the school. Opportunity to highlight events. With the memo online, it also provides the opportunity to share videos and pictures.
 - Table of Contents:
 - Week at a Glance: provides an overview of the upcoming events for the week i.e.: hot lunches, early dismissal, lunch activities, field trips, etc.
 - Action: these are action items needing attention, anything from downloading the school calendar to filling out parent information on the school portal, etc.

- Opportunity: opportunities for parents to engage with, anything from school council meetings, events at the school, etc.
- Information: general information, anything from morning drop off, links to school information such as the school handbook, EIPS notifications. This section also includes a series specifically for parents:
- Parents Make the Difference series. Each week posts are made on interesting articles with tips to support the important work parents do at home.

5. Activities & Events

- With the COVID19 restrictions lifted we saw many of our past activities and events return to the school and a whole bunch of new ones! Here is an overview of the events and activities held at the school this year.

September 2022

Dot Day Grade 1

Orange Shirt Day

Truth and Reconciliation awareness

October 2022

Grade 4 Money Mentors Presentation

Read In Week & Words on Shirt Day

Ukrainian Village field trip

Halloween parade

November 2022

Swimming lessons all grades (Nov-May)

Bullying Awareness Week

Teacher's Pet field trip

March 2023

Legislative Field trips

TELUS World of Science KG

Muttart Conservatory Grade 1

Pysanky Eggs

DARE Grad Grade 5

Crazy Hair Day

April 2023

Earth Rangers Presentation

Smeltzer House Field Trip

Weather Watchers Presentation Gr 5

Virtual County Library Grade 5

May 2023

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| | Hats for Mental Health Day |
| December 2022 | Arbor Day Field Trip Grade 1 |
| Ugly Christmas Sweater Day | Sherwood Park Museum Grade 1 |
| | Puppet Tree House KG |
| January 2023 | Strathcona Wilderness Field Trip Gr 5 |
| DARE Grade 5 (Jan – Mar) | Bev Facey Theater Grade 1 |
| TELUS World of Science Grades 2 & 4 | Lakota tootoosis hoop dance KG - Gr 2 |
| Pet Hearing & Sound Presentation Grade 3 | First Nations Traditional Dance & Drumming |
| Flying Canoe Grades 5 & 6 | Grades 3-6 |
| Flock Day (dress alike) | Theme Day Disney |
| Backwards Day – dress backwards | |
| | June 2023 |
| February 2023 | Intergenerational Day |
| DARE Grade 5 | Gardening in Field Trip Grade 4 |
| Jump Rope for Heart | Math Museum Grade 6 |
| Ski Trips Grades 3 - 6 | Historical Canadian Living Museum |
| Legislative Field trips | Sportball KG |
| Heart Day | Swimming Field Trip & Picnic Gr 3 – 6 |
| Pink Shirt Day | Wax Museum Grade 5 |
| | Waste & Water in Wetlands Presentation Grade 5 |

- There were many other activity days held during the school year, which included Jeans & jersey day or pajama days.
- New to the school this year were lunch recess clubs for grades 1 to 6 which started to be implemented in November after the fall break and run by the school staff. They included:
 - Art Club – Grade 1 - 3
 - Cute Things Club – Grade 6
 - Daebak Dance. Club – Grade 4 – 6
 - Volleyball Intramurals Grades 5 & 6

- Games Club – Grades 1 – 6
- Running Club Grade 5 & 6
- Badminton Club
- Propagation Fascination Club Gr 3 – 6
- Christmas Karaoke Club Grades 3 - 4
- Basketball Intramurals Grades 5 & 6
- Running Club Grades 4 - 6
- Drawing Club Grade 4 & 6
- Choir Grades 3 – 6
- Friyay Dance Club Grade 3
- Minecraft Club Grade 3
- Robotic Lite Club Grade 2

6. Engagement Opportunities

- Not only were there events and activities for the staff and students this year, but there were many engagement opportunities for parents and caregivers to attend or volunteer for. The new administration has put a lot of thought and effort in creating a community environment that is inclusive for everyone.
 - September 13, 2022 Meet the staff night
 - September 30, 2022 National Day for Truth & Reconciliation
 - September 22 & 23, 2022 Terry Fox Run
 - October 6, 2022 Family Read in lunch event
 - October 11 & 12, 2022 Parent teacher interviews
 - December 14 & 15, 2022 Christmas Concerts
 - December 1, 2022 12 Days of Christmas Food Drive
 - January 31, 2023 Family Math Night all grades
 - February 14 & 15, 2023 Parent teacher interviews / book fair
 - February 17, 2023 MLA Nate Glubish Presentation Gr 6
 - February 22, 2023 Running Club relay races Butterdome
 - March 10, 2023 Carnaval
 - March 23, 2023 Kindness Assembly Grades 1 – 6
 - April 11, 2023 Indigenous Blanket Exercise
 - April 28, 2023 Speech Competition
 - April 29, 2023 Badminton Tournament
 - June 12 & 13, 2023 Track & Field
 - June 23, 2023 Summer Sizzler
 - June 27, 2023 Grade 6 Farewell

7. Mustang Mentions

- New to the school this year by the new administration are the Mustang Mentions. DCE has adopted 4 key expectations for students.
 - Be kind
 - Be safe
 - Be respectful
 - Be your best self
- As a community we want everyone to experience success and feel like they are an important part of our school! By following these expectations, we can create a feeling of belonging for everyone. Mustang Mentions were implemented at the beginning of September as a positive referral program. Students who demonstrate examples of DCE's 4 expectations can be nominated for a Mustang Mention. Mustang Mentions is a piece of paper that celebrates the great things we noticed students doing. It includes their name, what expectation they were showing and a brief description of what they did that was so awesome and be signed by the person who nominated them. Students find out they got a Mustang Mention during the morning video announcements. They then take their Mention to the office so that we can celebrate them and cheer for them. Students then enter a draw for a small prize as a little perk for making our school a great place!

8. Next Year Events TBD

9. Thank you to all the parents, caregivers, staff and volunteers who have made all of this such a success this year. Without all of you, none of these things would be possible. I look forward to working with all of you next year.

Committees

- Current committees include the Wellness Committee, Hot Lunch, Grade 6 Grad and the Summer Sizzler.
- A Dance/Movie Night committee may be an idea for next year. Time ran out this year to pursue this idea.
- Ideas for a committee to organize informal parent gatherings was discussed. Possibly next year a group could organize parent nights/meetups at parks or other areas by grade or just by interested parties. This will be posted on facebook to gauge interest

Administrative Items

- Operating procedures will be reviewed this summer and a draft will be provided at a fall meeting.
- SEP was shared at the earlier meeting and can be found at those minutes
- Possible survey for school council dates was discussed.
 - o Next meeting will be left for September 12 and can be revisited at that time
 - o It was suggested to bring a parent friend in September to increase involvement.
- Plans for parent literacy coaches has been initiated for September rollout
- DCE Parents facebook group
 - o Questions were raised about bringing this page into the school council fold
 - May help deal with spam
 - Vet members
 - Monitor and moderate any discussion to keep inappropriate ranting to a minimum
 - o Group to include a staff member and parent as Admins, then have a few moderators rather than being managed by one parent
 - Need rules of engagement
 - Should this be included in SOP of school council?
 - o Christa Gawron will be added as an Admin of the page, and Hanna Parker and Melissa Presse will be added as moderators to keep discussion on the page respectful without limiting free exchange of ideas.

Meeting adjourned at 8:46 PM