



DCE SCHOOL COUNCIL
MEETING MINUTES
MAY 9, 2024

Parent Council Executive Members:

Lynn Walker, Chair
Karli Butler, Vice Chair (Absent)
Hannah Parker, Communications Liaison (Absent)
Rochelle Reed, Secretary
Candice Abraham, Wellness Committee

Guests and DCE School Representatives:

Helene Hewitt, Principal
Jay Robertson Vice Principal
Amy Oslanski, Teacher Representative
Christa Gawron, Business Manager

Public Trustee: Trina Boymook

Guests: None

Parent Representatives: We had 7 parent representatives in attendance

DCE School Council Meeting Minutes

Call To Order: at 6:32 pm

Treaty 6 Land Acknowledgement

- Read by Chair

Call for Agenda Changes

- Pancake breakfast is on May 31, 2024 not May 21, 2024.

Approval of Agenda

- Motion: Melissia
- Seconded: Breanne
- Passed

Call for Changes to Minutes

March 14, 2024: Amendment to celebrations, choir sang at the Oil Kings game not the Oiler's.

- Motion: Candice
- Seconded: Melissa
- Passed

April 11, 2024

- Motion: Breanne
- Seconded: Candice



- Passed

School Trustee Report – Trina Boymook

- The Board has received an increase in our funding allocation to address student enrolment and covering the Teacher's collective agreement. There have been no increases to offset the cost of inflation and there has been no increase to the classroom complexity grant. In addition, no funding was received to extend support for the Reset Room Pilot Project.

In response to school assurance review and budget survey completed by parents and staff, classroom complexity has been identified as one of the key priority areas in building this budget. Without any increase in the classroom complexity grant, it has been decided to introduce a new way of allocating the specialized supports for inclusive students and system programs.

An algorithm has been established to include factors that contribute to complexity in the classroom.

- Provincial Achievement and Diploma Test results including standard deviation/mean;
- socio-economic factors;
- First Nation, Métis and Inuit self-identified students;
- English as an Additional Language;
- students in care; and
- students with non-levelled special education codes, and student population size.

\$1.508M has been allocated to schools based on the algorithm.

Classroom complexity grant of \$861,000, EIPS will use for the following items:

- part of the classroom complexity allocation;
- a Speech Language Pathologist Assistant position;
- a Speech Language Pathologist Assistive Technology position; and
- a Reading Specialist Consultant position. The use of reserves will be used to expand the READ program to all elementary schools for identified Grade 2 students.

The key priority areas in building the budget are

- Classroom Complexity
- Curriculum and resource development to support teachers
- Year 3 of the Mental Health Strategic Plan (through use of reserves)
- Continued pursuit of Collegiate School /Program and support for Career Pathways (through use of reserves)
- Equity for rural schools, equity for all
- Retention of Staff
- Artificial Intelligence (AI) considerations (through use of reserves)

The 2024-25 Budget will be a tight budget and it is anticipated that the 2025-26 Budget will even tighter.



- The Board approved the student transportation fees at the upcoming school year at its April 18 Board meeting, parents will see large decreases in fees for those eligible families (K- 6 residing over 1km Grades 7-12 Over 2km from registered school) who are attending school and program of choice. Dropping from \$175 to \$75. Ineligible riders fee will be \$150 for next year. Overall people will see sizeable decreases in fees for the upcoming year due to the new funding model introduced by the province last year. Deadline for paying fees is June 30, 2024. Those that don't pay by the deadline will need to pay a \$25 late fee.

Wellness Committee Update– Candice Abraham

- **Playground Pals**
The schedule is now only Mondays and the grades involved for this year are currently Grade 4 Leadership girls and the kindergarten classes. There have been a few delays We hope by next year we can start early and get the whole school involved. Currently, Candice, Rochelle and Kari are volunteering.
- **Sponsorship Mustang Mentions**
We currently have three scooters, a wide range of sports balls and other prizes. Almost all the families who offered to donate have brought in their items. We have a few more items to track down and are going to contact a few local businesses for additional items, hoping to get a couple of bikes.
Discussion around awarding prizes at the June assembly and providing popsicles for all the kids as well.
- **Watermelon Days**
Candice confirmed Sobey's will provide pricing closer to the date and they will also cut up the watermelon into slices. Was requested by school administration to have Sobey's package the slices by classes, and will provided class sizes to Candice. Watermelon will also be served outside at it's own station.

Chair Report – Lynn Walker

1. **Communication**
Social media platform update:
 - Facebook DCE: 571 members
 - Facebook DCE School Council & Fundraising Society: 296 members
 - X (formerly Twitter) handle @DavidsonCreek: 117 following / 223 followers

2. **COSC Update: Meeting May 1, 2024**

KEY AGENDA TOPICS

- Special Presentation: ASCA Division School Council Engagement Award
- Board Report
- Caregiver Education Series
- ASCA update
- School Council Annual Reports: Due June 26
- Draft AP 528: Building security and door locking
- COSC Sharing: ASCA Conference and AGM experiences
- Draft Spring EIPS Budget 2024-25: Highlights



SPECIAL PRESENTATION: ASCA Division School Council Engagement Award

For the special presentation, EIPS parents Krista Scott and Jacquie Surgenor Gaglione presented the Division School Council Engagement Award from the Alberta School Councils' Association (ASCA) to EIPS Board Chair Cathy Allen, Superintendent Sandra Stoddard and Associate Superintendent Ryan Marshall. For more information:

- [EIPS News Release: EIPS Receives Division School Council Engagement Award from the Alberta School Councils' Association](#)
- [Nomination Package](#)

Surgenor Gaglione also spoke about a [presentation](#) she did with Trustee Trina Boymook in May 2016. The presentation explores the benefits of a positive relationship between school councils, trustees, and parents and caregivers.

BOARD REPORT

Board Chair Allen presented the Board Report. The Board of Trustees had its Board Retreat from April 8-9, 2024. This was an opportunity for trustees to discuss future trends in public education in EIPS, looking at research, data and written summaries from a number of exigent topics. This included the latest economic, technology and career trends. In terms of advocacy, Board Chair Allen reminded COSC members they can copy the opposition on email communication to the provincial government.

CAREGIVER EDUCATION SERIES: May and June

Alberta Health Services hosts a series of virtual caregiver information sessions focused on ways to support students' mental health. The sessions are free and geared toward parents, caregivers, teachers and community members who want to learn more about challenges impacting children and adolescents. Session topics include anxiety, depression and technology, while teaching leadership skills, communication, resiliency and more. [Learn more](#)

ASCA UPDATE

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

- The [ASCA Conference and AGM](#) happened April 26-28, 2024.
- The [Board of Directors](#) was elected at the AGM.
- A follow up package should be available soon.
- ASCA is hosting a [golf tournament fundraiser](#) on June 5.
- Registration closes **May 31**.
- [Learning opportunities](#) and [support services](#) are still available to school councils and can be paid for with the School Council Engagement Grant.
- ASCA's [event calendar](#) doesn't only feature workshops—they post other events that may be of interest to parents and caregivers. Upcoming examples include:
 - **May 7:** [Approaching May Mindfully](#)
 - **May 15:** [Get Ready for National Indigenous Peoples Month](#)

SCHOOL COUNCIL ANNUAL REPORTS DUE: June 26

School Council Annual Reports are due **June 26**. There was a discussion to create a Google form for school councils to fill out instead. For now, the process will remain the same for the 2023-24 school year. We'll look into creating a form next year for school



councils to fill out. This year, write your report and submit it to your principal by the deadline. A sample report template was shared in the [May COSC package](#); however, school councils are welcome to deviate from the template as long as they include all the [information](#) Alberta Education requires. COSC Chair Kendra Roemer said that her school council likes to include the story of its activities over the year within their report. An [example](#) of this report is available.

DRAFT AP 528: Building security and door locking

Superintendent Stoddard discussed an administrative procedure (AP) EIPS is developing around building security and door locking. The AP looks at adding additional security to schools across the Division, including doorbell cameras, key fobs and standard locked door times during the day. Many of these measures have already been implemented at EIPS elementary schools. COSC members shared their feedback on the AP and plan to talk about it again at the October COSC meeting in the 2024-25 school year.

COSC SHARING: ASCA Conference and AGM experiences

COSC members discussed their experiences at the ASCA Conference and AGM. Everyone enjoyed getting to know other each other better and network with other councils. The keynote speaker Barabara Coloroso was exceptional, and other breakout sessions had valuable information and resources. From this conversation, COSC members explored the idea of developing a mentorship program for new school council chairs and creating a drive where they can share resources amongst school councils across EIPS.

DRAFT SPRING EIPS BUDGET 2024-25: Highlights

Because of a lack of time, Superintendent Stoddard shared a quick summary of highlights from the draft spring EIPS Budget 2024-25, including an update about student transportation fees. COSC members are encouraged to look at her [presentation](#) and share any feedback they have. For input on the budget, COSC members can reach Superintendent Stoddard through Central Services reception at 780-464-3477. They will direct your call.

UPCOMING EVENTS AND IMPORTANT DATES

- **May 5:** [Red Dress Day](#)
- **May 6:** Bus Driver Appreciation Day
- **May 6-12:** [Mental Health Week](#)
- **May 10:** [Bear Witness Day](#)
- **May 16:** [Moose Hide Campaign Day](#)
- **May 16-17:** School Closure Days (schools closed to staff and students)
- **May 20:** Victoria Day (schools and Central Services closed)
- **May 29:** [Red Shirt Day](#)
- **June 1:** [Intergenerational Day](#)
- **June 5:** Early Dismissal
- **June 21:** [National Indigenous Peoples Day](#)
- **June 26:** Last Day of Classes
- **June 27:** Operational Day (schools closed to students)

CANADIAN PARENTS FOR FRENCH: Free membership

[Canadian Parents for French](#) offers free membership to parents and caregivers. It's a non-



profit organization that furthers bilingualism by promoting opportunities to learn and use French for all those who call Canada home. On the website, you can find events, programs and resources geared to students, families and educators.

Chair Topics For Discussion – Lynn Walker

- June AGM
Open positions at the end of the 2023 / 2024 school year are Secretary, Vice-Chair and Chair. It was mentioned that both Lynn, Chair and Karli, Vice-Chair would be running for a second term.
- Sidewalk repainting volunteers
Will defer to the end of August when staff at back at the building and put a request out via social media for volunteers.
- May 10th dance
No discussion required everything is set up and ready to go.
- May 14th Kinder Parent Information Session
Hand out was created for kinder parents providing the opportunities with School Council and Fundraising Society. Both Lynn and Melissa will be in attendance to provide support and speak if required.
- May 31st Pancake Breakfast
No discussion required everything is set up and ready to go.
- Summer Sizzler June 21
Discussion was held at Fundraising Society meeting.
- June 13, 2024 AGM
Final meeting of the school year will also be our AGM. Discussion was held that only one meeting is required and any updates from the school administration will be added to the AGM agenda. Posts for vacant positions will be posted in the Mustang Memo as well as Facebook prior to the meeting.

Principal Report – Helene Hewitt Budget / Staffing 2024-2025

School Education Plan Feedback

- Have been meeting with staff during our collaborative response meetings to ask for input into trends we see that will influence our planning for next year's SEP
- We have focused on 3 topics this year: Literacy, Numeracy and Wellness
- So far, the area of need that is most pronounced is that of mental health and wellness
- At this time, we are thinking that we will keep the same three topics but shift the weight of them so that mental health is at the forefront, followed by numeracy and lastly writing
- We want parent input, specifically on ways we can increase parent involvement and awareness
- NPVS activity:
 - Question 1: How can we get parents involved in supporting any of these topics? What opportunities could exist for parent leadership in mental health, math and writing?
 - Question 2: How can we reduce the number of people who answer "I don't know?" on surveys? How can we better inform the community on the great things happening at DCE?



Budget Update

- We are hard at work in our budgeting process.
- We are lucky to have access to supportive funding from EIPS - they made tough decisions but put kids at the forefront of their decisions. They did their best to push money into schools as much as possible.
- We are unable to share details quite yet as our budget has yet to be submitted and approved
- Our budget will reflect our School Education Plan goals as much as possible!
- More details in June!

Staffing Update

- The staffing process is underway.
- When it comes to teaching staff, any staff who were on temporary contracts will be free agents once the term of their contract is complete at the end of this year.
- We have a few positions that we have advertised due to Mr. Lobe's retirement and Ms. Rice accepting an official, non-acting position as assistant principal at A.L.Horton
- It is still early in the staffing season and there may be further movement as lives and plans unfold.

Classroom Placements

- Our teachers have already begun preliminary work on developing balanced classes for next year
- The process is complex and involves many hours of discussion and analysis.
 - Teachers develop the draft lists as a team
 - Administration, counselling team and music team review the lists to see if there are unintended problems and make suggestions adjustments
 - Teacher rebalance based on feedback from first review
 - All staff review the lists and provide feedback during the June staff meeting
 - Final revisions are made based on the whole staff feedback
- Teachers work as a grade team to divide up students by considering many factors:
 - Balance of academic abilities
 - Balance of students who require higher levels of support for medical or safety needs
 - Student dynamics (which students are better in separate classes than grouped together)
 - How students may connect with certain staff for particular reasons (ex. Require a male role model, etc.)
 - Friendship dynamics (trying to avoid separating kids from an entire group of friends)
- We cannot accommodate teacher requests. With 660 kids, it would be nearly impossible to ensure that we honour requests while taking into account all of the other factors
- Parents are invited to share information about their child that may help us make the best decisions by submitting it in writing to the principal (ex. In a family feud with the neighbour, legal action taken towards a community member, etc.). This can be a letter or it can be via email to helene.hewitt@eips.ca
- We will share this information in the Mustang Memo



Family Wellness Fun Night - Fall

- We would like to organize a fun event for families that will teach people about the many ways families can be healthy together. This would support our mental health goal in our SEP!
- Would make use of the school council grant money of \$1500
- Invite speakers and community service providers on various topics that relate to family wellness such as:
 - FitSet Ninja (family obstacle course!) - physical activity is important for mental health
 - Mental Health Capacity Worker - how will they support DCE families over the next 3 years?
 - Family Community Services - how to access parenting courses?
 - Nutritionist - how to make healthy lunches?
 - Other ideas?

Annual General Meeting (AGM) scheduled for Thursday June 13, 2024 6:30pm to 8:30pm

Meeting Adjourned at 8:10 pm adjournment.