



Douglasdale School Council

Meeting Minutes

LOCATION: DDS - Library

HOSTED: In Person and Virtually

DATE: 16-Oct-2024

ATTENDEES: Jennifer Drews, Monique Koleyak, Heather McKay, Monica Nartley, Morgan Caswell, Kat Thompson, Chris Thompson, Cindy, Stacy Correia, Michelle Nelson, Heather Mounteer, Lindsay (Saloway?), Sargunpreet/Manpreet Singh, Danielle Clarke, Pam Popik, Mike (Grade 1), Danielle Bertrand, Heidi Giesbrecht, Kathleen (Kindergarten), Kelly Robertson

TIME: 6:04 pm

I. CALL TO ORDER

Jennifer (co-chair) called to order the DDS School Council meeting at **6:04 pm**.

II. ROLL CALL

Heather conducted a roll call.

III. APPROVAL OF MINUTES FROM LAST MEETING

Approval of [September Minutes](#) seconded by: **Monica**. The minutes were approved as read.

For parents' information: Previous minutes are on the DDS website under [Get Involved/School Council](#)

IV. SCHOOL UPDATE

a) School Development Plan

- Heather presented a draft form to gauge understanding of presented details
 - Development Plan depicts report card data acquired in Writing, Reading, Math
 - Graphs showing data by report card grading
 - **Report Card Grading Definitions:**
 - 1 through 4 (low grade level to high grade level)
 - (i) 1: Not Meeting Learning Requirements / Beginning Level of Understanding
 - (ii) 2: Basic Learning Requirements / Developing Level of Understanding
 - (iii) 3: Good Learning Requirements / Well-Developed Level of Understanding
 - (iv) 4: Excellent Learning Requirements / Mastery Level of Understanding
 - Plus ELL, IP, and ADP learning program
 - (i) ELL vs. ESL vs. EAL
 - 1. ELL: English Learning Language
 - 2. ESL: English as a Second Language



3. EAL: English as an Additional language
 - (ii) ADP vs. MP vs. IPP
 1. ADP: Adapted Program
 - a. often grade level different from grade enrolled in
 2. MP: Modified Program
 - a. students not graded on curriculum but receive programming focused on life, foundational, and academic readiness skills
 3. IPP: Individualized Program Plan
 - a. concise plan to address student's special education needs based on diagnostic information
 - o 2024/25 year DDS to focus more on writing rather than reading and math
 - All categories are equally important and will still be addressed
 - Slight decline in writing level 4
 - (i) Shift needed for the next 3 years to help boost student's writing
- b) **Self-Regulated Strategy Development (SRSD)**
 - SRSD approach consists of explicit teaching of:
 - o general and specific writing strategies, such as:
 - using the right vocabulary,
 - being mindful of the intended reader,
 - creating interesting introductions and conclusions
 - o the knowledge required to use these strategies;
 - o ways to manage these strategies;
 - the writing process; and
 - one's behaviour as a writer
 - (i) self-regulation
 - (ii) self-instruction
 - 6 Stages of Instruction
 - (1) **Develop Background Knowledge**
 - Introduce the genre (story, persuasive)
 - Introduce self-regulation (self-instruction, goal setting)
 - Read and discuss models
 - (2) **Discuss It**
 - Discuss significance and benefits of the strategies to be learned
 - Discuss all the steps of the strategy and mnemonic
 - Encourage buy-in/commitment from the student
 - (3) **Model It**
 - Model planning and steps of the strategy
 - Model thinking aloud
 - Model self-instruction and self-reinforcement

(4) Memorize It

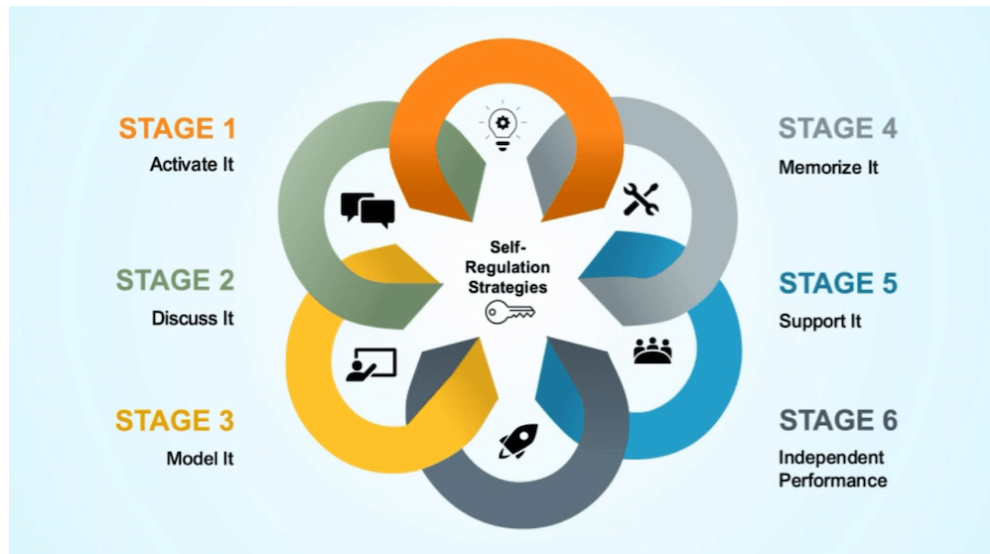
- Memorize the mnemonic
- Memorize the elaboration of each step of the strategy

(5) Support It

- Scaffold student strategy use
- Scaffold thinking aloud and self-instructions as they actually compose
- This stage takes the longest and many students may not advance passed here

(6) Independent Performance

- Transition to covert (in the head) self-instruction
- Self-regulation procedures continue, but can be faded
- Use booster sessions and/or encourage generalization
- **All children development at different rates, so many may not get to Independent Performance**



- DDS has one overall goal, with 6 anchors to reach that goal
 - (1) Learning Excellence Actions
 - (2) Well-being Actions
 - (3) Truth & Reconciliation and Diversity
 - (4) Professional Learning
 - (5) Structures and Processes
 - (6) Resources
- Teacher Outcome Measures
 - SRSD teacher fidelity checks
 - Mastery-based self-assessment quizzes for each stage
- SRSD and Special Educational Needs and ELL students
 - Highly effective because it allows for customized, differentiated instruction that meets individual learning abilities
 - Particularly beneficial because it enhances language development and writing skills through structured text planning and revision

- DDS purchased more books to help with literacy and with writing in their own voices and perspectives



Visual Aids to complement DDS SRSD Development Plan

TREE

Topic Sentence

T Clearly tell the reader what you believe.

Reasons

R State three (3) clear reasons to support your belief.

Explain Reasons

E Say more about each reason

Ending

E Restate your position
Wrap it up

Present tense ✓ 1st or 3rd person ✓ Opinion based ✓

POWRE

P PICK AN IDEA

O ORGANISE MY NOTES

W WRITE & SAY MORE

R REFLECT / REVIEW

E EVALUATION / EDIT

V. UPDATES

a) Halloween Dance

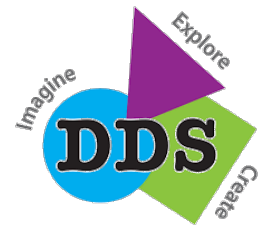
- **DDS will not have a Halloween Dance this year**
- Moving to Winter dance in November
- Will be held November 28 instead of October due to parent/teacher conferences and PD day availability
- Monica booked the DJ
- Leadership club provide theme ideas
 - Parent Council to make final decision
- Spirit Week will happen during Halloween to replace the Halloween Dance
 - Leadership club will lead Spirit Week and details will be provided in the coming days

b) Mabels Labels Fundraiser

- Goal: Help Lost and Found items return to their child/families
- Parents/Guardians place orders and proceeds will go towards supporting Douglasdale School
 - To Shop: ['Mabels Labels: Support a fundraiser](#)
 - And Search: Douglasdale School Council (Calgary)

c) Bottle Drive during Parent Teacher Conference

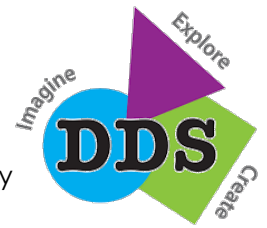
- October 24 (Thursday night)
- Drop off bottles by garbage bins/staff parking



- Sign will be posted outside for community
- d) **Staff/Teacher Appreciation**
 - October 24th – Lunch Staff Appreciation – ‘Cuisine around the World’
 - Prepared/Gathered at 10:45
 - Tear down around 1:45
 - Jen to post the DDS volunteer forms
 - Parent Council welcomes more cultural meals
 - Email Parent Council if you would like to contribute
- e) **Weekly Emails**
 - Emails to include link to the meeting minutes
 - Parent Council Meeting Minutes can be found on DDS Website
 - Select ‘Get Involved’, select School Council, followed by Meeting Minutes
 - Changes may be made on distribution date
 - Sunday emails may change to Saturday to incorporate event notifications
 - Healthy Hunger Reminder for Order Deadline not being received through Healthy Hunger website
 - DDS to investigate
- f) **Volunteers Needed**
 - Volunteer forms sent home with students
 - Some families didn’t receive volunteer forms
 - (i) Specifically Grade 4s
 - Will be available during Parent Teacher Conferences
 - Form will be provided digitally during weekly emails
 - Forms will be sent home

VI. OTHER BUSINESS

- a) **Crosswalk Safety – Douglasdale Blvd & Douglas Ridge Green**
 - Volunteer crossing volunteer program ran 8:30-9
 - This Friday (October 18th) is last day
 - Volunteers helping children cross has been successful
 - Speed still an issue – cars are still disregarding walkers
 - Monica spoke to Kourtney Penner’s team at great lengths
 - Encom Wireless Solutions has donate flashers
 - City aware of donation
 - Still need City approval
 - Lots of community support – over 500 names on the petition
 - Callout asking the community to sign the document for 311 to inundate them with requests
 - Traffic assessment to be done at the end of the year



- Request being made to complete assessment during school hours
- Prior assessment done outside of school hours which resulted in not requiring any safety changes
- School sign being asked to move up to include the crosswalk
 - ***Update after Parent Council Meeting***
 - DouglasQuarry Community Association rejected school zone extension during recent meeting
- Public education with students about making eye contact before walking and other safety measures have commenced within DDS
- Christine Stephenson (Local/Community member)
 - Spoke with 311 and created a document for community to sign for 311
 - Was informed that 'Student Safe Travel Advisory Group' (SSTAG) will come to discuss with CBE
 - Request has been made for the SSTAG to add DDS to their list to ensure the crosswalk
- Parents should encourage their children to wear flashing lights or reflective bands on their jackets while walking in the dusk and dawn hours
- AMA crossing guard program needs enough kids and a dedicated teacher to monitor – need 25 kids to rotate as crossing guards
 - Manpower not available for consistency to man the crosswalk
 - DDS does not meet the qualifications for AMA crossing guard program

VII. ADJOURNMENT

Jennifer adjourned the meeting at **6:51**

Minutes submitted by: **Kat Thompson**

Douglasdale Parent Society

Meeting Minutes

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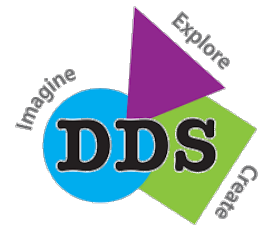
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TIME: 6:51 pm

I. CALL TO ORDER

Jennifer (co-chair) called to order the DDS School Council meeting at **6:51 pm**.

II. CALL TO ORDER – PARENT SOCIETY MEETING



Jennifer called to order the DDS Parent Society meeting.

III. APPROVAL OF MINUTES FROM LAST MEETING

Approval of [September Minutes](#) seconded by: **Monica**. The minutes were approved as read.

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IV. OPEN BUSINESS

- a) **General Account - \$18,201.48**
- b) **Casino Account - \$71,337.96**
- c) **General and Casino Accounts Information**
 - Casino will happen within Q2
 - Request for Casino volunteers to come
 - Heather, Morgan, Jen, Sue, and Heidi will convene to ensure all invoices are compiled and audited for the CRA application
 - Finance meeting to be booked for a later date
 - DDS will be spending money that has been approved
 - See [September Minutes](#) for breakdown of what is allocated to DDS from General Account and Casino Account
 - Brochures needed to add to the charitable application
 - Any brochures or documentation with items that DDS and School Council need to purchase will be provided to CRA for audit purposes
- d) **Charitable Application**
 - Looking to submit tomorrow (October 17)
 - Finalizing the paperwork after the meeting

V. ADJOURNMENT

Jennifer adjourned the meeting at **6:59**.

Minutes submitted by: **Kat Thompson**