

**NOTICE - Northwest Elementary School Council and Society**  
**Annual General Meeting and Elections**  
**Monday May 31<sup>st</sup>, 2021**

Dear FFCA Northwest Elementary School Community:

On behalf of our out-going Northwest Elementary School Council and Society, we would like to invite you to join us for a virtual AGM.

**Come and meet Ms. Kari Kimari, our new Youth Development Counsellor (YDC) while Ms. Wilson is on temporary leave. Ms. Kari has been offering wellness and counseling support to our students and families all year long and is our special guest at the AGM who will be presenting and taking questions about Wellness.**

After Ms. Kari's presentation, you will hear about the past initiatives and accomplishments of the 2020/2021 School Council and School Society.

There will also be nominations/elections to fill positions for the 2021/2022 School Council and School Society positions.

**When: 6:30PM on Monday May 31<sup>st</sup>, 2021**

**How: ~~via a Google Meet:~~ <https://meet.google.com/hgn-qtp-jmy>**

**Revised: via Zoom: <https://zoom.us/j/95125061491?pwd=dXpDaWlJeVZxUnA3OWV4QkFQY3duZz09>**

Meeting ID: 951 2506 1491

Passcode: 049671

Each year our school council supports, creates, develops, and implements initiatives to help enhance the educational experience of our children!

This is an exceptional opportunity for you to be a significant part of your children's Elementary school experience and provide an invaluable service to FFCA. A summary description of positions for the School Council and Society is enclosed for your information and consideration.

Please let me know if you have any questions.

Thank you,

Andrew Chu,  
Chair, Northwest Elementary School Council  
Chairperson, Foundations for the Future NW Campus Society  
[school.council.nwe.ffca@gmail.com](mailto:school.council.nwe.ffca@gmail.com)

## Did you know?

- Council and Society members meet once a month.
- They are involved in the decision-making process about the school and help with coordinating events & activities within the school community.
- Being a member of Council and/or Society is also a great way to get in your valuable volunteer hours for our school and your kids.

## **Available roles for FFCA Northwest Elementary School Council Positions (No experience required!):**

### **Chair:**

- The Chair prepares the meeting agendas and conducts the monthly meetings
- Is a member of FFCA Association of School Councils. Attends and supports the ASC vision of “Seven Campuses and One School” through attendance at monthly meetings and support of ASC events.
- Signing officer on the School Council account

### **Vice Chair**

- Supports the Chair - provides back up to chair meetings and communications
- Support council and ASC committees
- Signing officer on the School Council account

### **Treasurer:**

- Maintains the financial records for school council
- Disbursement of funds for approved expenses
- Compile annual budget with Chair, Vice Chair and Position Coordinators
- Liaison with the bank/signing offer on the School Council account
- Assists the Chair to provide year-end report to the FFCA Board

### **Secretary:**

- Records minutes of School Council Meetings
- Prepares minute reports for review by Chair and Vice-Chair
- Provides minutes and agendas to all council members
- Provides minutes to campus secretary for upload to campus webpage

### **Parental Partnership Coordinator:**

- Informs school parents of volunteer opportunities throughout the year
- Primary facilitator and go-to resource for locating volunteers to ensure the success of Council and general school activities
- Keeps track of the volunteer hours of campus parents
- Liaison between school council and room parents/parents

### **Community Services Coordinator:**

- Promotes and organizes events through council to help build community, commitment, culture and spirit of cooperation amongst our internal and external FFCA community.
- Partner with campus teachers and administration on identifying and supporting community events

### **Fundraising Coordinator:**

- Researches potential fundraising options and provide options to school council for discussion.
- Organize and provide details and timelines for fundraising options.
- Provide leadership and support to ensure success of Council’s fundraising initiatives.

### **Fun Lunch Coordinator:**

- Select and arrange fun lunch vendors for the school year.
- Provide ordering instructions to campus parents.
- Manage the success of the fun lunch program.

### **Kindergarten Representative and ECS Special Snack Coordinator:**

- Highlight and address issues common to Kindergarten and new families to FFCA
- Suggest Special Items for meeting agenda or seminars that may be useful to new families to FFCA
- Researching healthy snack options
- Sending home snack notices every month, collecting money, and buying the snack.
- Distribute the snack to the classes (AM and PM Kindergarten)

*\*\*You must have a child in kindergarten to be in this position.\*\**

### **Communication Coordinator:**

- Works with the Chair to create communications about School Council initiatives, for the parent community
- Works with the Chair to provide School Council updates for the school newsletters and Edsby and submits these to the campus secretary.
- Provides updates to the campus secretary for information on Parent Council page on the NWE website

### **Health and Wellness Coordinator:**

- This role is a fluid role and responsibilities can change depending on school initiatives. In previous years this coordinator has run the "Fresh Fruit Friday" initiative once a month and has coordinated smoothies during wellness week should the wellness committee request.

### **Advocacy Committee Chair and Members:**

- The Chair will be a member of Council and will lead Advocacy initiatives as outlined in the attached Advocacy Committee Terms of Reference. Other members of the committee do not have to be members of Council but are welcome to be.

### **Heritage Celebration Committee Chair and Members:**

- The Chair will be a member of Council and will lead Heritage Celebration initiatives as outlined in the attached Heritage Celebration Committee Terms of Reference. Other members of the committee do not have to be members of Council but are welcome to be.

**Available Northwest Elementary School Society Positions (No experience required!):**

**Chairperson:**

- The Chairperson prepares the meeting agendas and conducts the monthly meetings
- Signing officer on the Society account
- Provides reporting and contact information for AGLC.

**Treasurer:**

- Maintains the financial records for Society group
- Disbursements of funds for approved expenses
- Compile annual budget with Chair, Vice Chair
- Liaison with the bank/signing offer on the School Council account
- Liaise with AGLC regarding approved use of proceeds
- Prepares the annual use of Proceeds report to AGLC

**Secretary:**

- Records minutes of Society Meetings
- Prepares minute reports for review by Chair and Vice-Chair
- Provides minutes and agendas for all Society members
- Provide minutes to campus secretary for upload to campus webpage

**Volunteer Coordinator – Casino Year**

- Schedule volunteers for Casino shifts as per casino advisor
- Collect and submit volunteer worker forms for pertinent positions

\*\*The position is only required to be filled during a casino year, once every 18-24 months\*\*  
( 2021/2022 is tentatively a casino year)



## Advocacy Committee Terms of Reference

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### Mandate

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1. Work on and submit any Proposed Advocacy Resolutions for the Alberta School Councils' Association (ASCA) to consider
2. Choose a Voting Delegate to send to any ASCA meeting
3. Review Proposed Advocacy Resolutions and any other Resolutions to be debated at an ASCA meeting and determine Council's predisposed position on those resolutions
4. Determine what discretion the ASCA Voting Delegate has to deviate from the predisposed positions on items to be debated
5. Assign one or more representatives to The Association of FFCA School Councils Advocacy Committee
6. Consider and undertake other activities as necessary for the advocacy of the FFCA NWE community

### Term

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This Committee will exist until dissolved by a resolution of Council.

### Composition

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**Chair:** Any member of School Council who wants to volunteer

**Members:** Anyone else in the school community who wants to volunteer



## Heritage Celebration Committee Terms of Reference

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### Mandate

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1. Survey the parents to identify celebratory events pertaining to heritage that members of our community celebrate and maintain a calendar of all celebratory events identified
2. Choose celebratory events to highlight on the Heritage casual day
3. Work with the Community Services Coordinator, community members, and organisations to create a celebration activity or event on the Heritage day casual day
4. Make funding requests to School Council as needed

### Term

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This Committee will exist until dissolved by School Council

### Composition

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**Chair:** Community Services Coordinator or any member of School Council who wants to volunteer

**Members:** Anyone else in the school community who wants to volunteer  
Staff Representative assigned by the Principal Educator



# ANNUAL GENERAL MEETING

School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: May 31, 2021

Time: 6:30 PM

Location: Google Meet <https://meet.google.com/hgn-qttp-jmy>

or Join by Phone: +1 587 797 9218 PIN: 914 544 475#

(Revised) Zoom: <https://zoom.us/j/95125061491?pwd=dXpDaWlJeVZxUnA3OWV4QkFQY3duZz09>

Meeting ID: 951 2506 1491 Passcode: 049671

**Mission:** *Through parental partnerships, support school administration and staff in their delivery of quality education and to instill a sense of community within all FFCA campuses.*

## AGENDA

The AGM of each campus School Council shall be held no later than May 31st of that school year or, under extraordinary circumstances, within 21 days of the start of the next school year. Notice of the meeting shall be communicated to the campus school community at least 21 days in advance of the meeting. Election of individuals to the School Council will take place at this meeting. All parents of a campus are eligible to vote at their campus. Others in the school community are not eligible to vote.

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1. Call To Order Andrew Chu (Chair)

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    1. Establish Quorum
      1. Quorum shall be the lesser of 5% or 10 parents of children registered at that campus. Only parents in attendance may hold a vote;

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  2. Approval of Agenda Andrew Chu (Chair)

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  3. Special Items Andrew Chu (Chair)
    1. **Wellness Presentation and Q&A – Ms. Kari Kamari (NWE Youth Development Counselor)**

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  4. Secretary Report Nicole Segstro (Secretary)
    1. Minutes of the June 24, 2020 Annual General Meeting (see attached)

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  5. Treasurer Report Franco Civitarese (Treasurer)
    1. Financial Statement

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  6. Chair Report Andrew Chu (Chair)

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7. First Call Nominations Shawna Drummond (Principal Educator)

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- **Persons not in attendance at the AGM may be nominated to a School Council position by submitting their intent in advance, in writing to the School Council Chair;**
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8. Principal's Message Shawna Drummond (Principal Educator)

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9. Second Call Nominations Shawna Drummond (Principal Educator)

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10. Question Period Shawna Drummond (Principal Educator)

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11. Third Call Nominations Shawna Drummond (Principal Educator)

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- **If, after the third call for nominations, only one candidate stands for a School Council position then no vote is required for that position and the candidate is acclaimed;**
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12. Election of Individuals to School Council Shawna Drummond (Principal Educator)

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- Chair
  - Vice Chair
  - Treasurer
  - Secretary
  - Parental Partnership Coordinator
  - Community Services Coordinator
  - Fundraising Coordinator
  - Fun Lunch Coordinator
  - Kindergarten Representative and ECS Special Snack Coordinator
  - Communication Coordinator
  - Health and Wellness Coordinator
  - Advocacy Committee Chair
  - Heritage Celebration Committee Chair
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13. Adjournment Shawna Drummond (Principal Educator)

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# Meeting Minutes for School Council

## *In attendance*

### Council Members

### Staff

Preston Lowther, Principal

Shawna Drummond, A Principal

### Guests:

Andrew Chu

Bethlehem Tafesse

Hong Trui

Peace Bola Adeniyi

Punam Vyas

Leo

Hong Trieu

Bilal Rasool

Franco Civitarese

2. Meeting to order at 6:31 pm
3. Motion to approve minutes from last year from Jon second by Nicole. Approved by majority.
4. Chair report: Casino Fundraiser took place 2019. 18 months before the next one. Work for this year is receiving items school requires and how it should be allocated. Last year we bought Chrome Books and spent some money towards library. Council also covered 2 days of busing and 1 day of skiing for Winsport Ski Days in February . Purchased tablets and charging stations in 2019/2020. Jon feels it is seamless to have someone from Council take the same role on Society  
Summary of what council took on:  
Successful fundraisers: Davidson Orchards, Back to school BBQ, Halloween Dance  
Clay for kids  
Winsport  
Sandwiches for homeless  
Back to school bbq

Treasurer's report (Anna):

Bulk of spending comes from Society spending, due to funds that come from the Casino, generally 60K received in new funding. Initiatives covered by council this year were as follows;

Clay for Kids

- Winsport Ski Days (1 day)
- Subscription for Raz Kids and Reflex Math
- Transportation for Terry Fox Run, Winsport Skiing'
- Valedictorian Scholarship for High School each year

Regulatory filings required with AGLC March 31, due Mid June, Corporate Society Filing July 31

Elected officials need to get a form from Anna to file for AGLC as we were waiting for elected members

5. Principal's update:

Shawna's first year here at NEW and loved all that council did. A few highlights were

- Clay for kids
- Winsport
- Sandwiches for homeless
- Back to school bbq

Shawna wanted to point out that Chromebooks, ipads, reflex math, RAZ kids, google classroom that were all used heavily during COVID made possible by the parent council

6. Election

First, second and third call nominations:

Position	Nominee	Nominee	Nominee
Chair	Andrew Chu	Jon Stillborn	
Vice-Chair	Bilal Rasool	Bilal Rasool	
Secretary	Nicole Segstro	Jon Stillborn	
Treasurer	Franco Civitarese	Mirabel Berrade	
Communication Coordinator	Vacant	Vacant	
Community Service Coordinator	Punam Vyas	Punam Vyas	
Fun Lunch Coordinator	Mirabel Merrade	Mirabel Merrade	
Fundraising Coordinator	-Laurae Spindler	-Laurae Spindler	
Health and Wellness	Mirabel Merrade	Mirabel Merrade	
Kindergarten Special Snack	Vacant	Vacant	

Parental Partnership Coordinator	Haniya Nadeem	Haniya Nadeem	
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**Everyone is acclaimed!**

Transition meeting: August, date TBD

7. Meeting adjourned: **7:24pm**



# ANNUAL GENERAL MEETING

Foundations for the Future NW Campus Society

Date: May 31, 2021

Time: Immediately Following Northwest Elementary School Council AGM

Location: Google Meet <https://meet.google.com/hgn-qtp-jmy>

or Join by Phone: +1 587-797-9218 PIN: 914 544 475#

(Revised) Zoom: <https://zoom.us/j/95125061491?pwd=dXpDaWljeVZxUnA3OWV4QkFY3duZz09>

Meeting ID: 951 2506 1491

Passcode: 049671

## AGENDA

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**The Parent Council holds its Annual General Meeting no later than 8 months after the fiscal year in Calgary, Alberta. The Chairperson in consultation with the Parent Council sets the place, day and time of the meeting. Please note that the Annual General Meeting shall be the only general meeting for the society.**

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|------------------|--------------------------|
| 1. Call To Order | Andrew Chu (Chairperson) |
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| 1. Establish Quorum  |  |
| 1. Attendance by more than five percent (5%) of the Members at the Annual General Meeting. |  |
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| 2. Approval of Agenda | Andrew Chu (Chairperson) |
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| 3. Notice of Meeting | Andrew Chu (Chairperson) |
| 1. See attached      |                          |
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| 4. Approval of Minutes  | Nicole Segstro (Secretary) |
| 2. Minutes of the June 24, 2020 Annual General Meeting (see attached) - Motion to Approve |                            |
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|------------------------|---------------------------|
| 5. Treasurer Report    | Haniya Nadeem (Treasurer) |
| 1. Financial Statement |                           |
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| 6. Chairperson Report | Andrew Chu (Chairperson) |
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| 7. Principal Educator Report | Shawna Drummond (Principal Educator) |
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| 8. Acceptance of New Parent Council Members  | Andrew Chu (Chairperson) |
| 1. Motion to accept the new members by a show of hands, therefore not needing a ballot |                          |
| 2. Motion to accept new members in attendance according to the Parent Council by-laws  |                          |
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|---|--------------------------------------|
| 9. Nomination & Elections of Parent Council Members | Shawna Drummond (Principal Educator) |
| 1. Electing the Chairperson                         |                                      |
| 2. Electing the Members of the Parent Council;      |                                      |
| 1. Secretary  |                                      |
| 2. Treasurer  |                                      |
| 3. Volunteer Coordinator                            |                                      |
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|--|-------------------|
| 10. Matters Specified in the Meeting Notice                          | TBD (Chairperson) |
| 1. Appointing the financial reviewers for the following fiscal year; |                   |
| 2. Motion to adjourn   |                   |
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**FFCA Northwest Elementary Annual General Meeting  
School Society and School Council  
June 24, 2020 – 6:30 pm**

**Meeting Minutes for Society**

***In attendance:***

**Society Members**

**Jon Stilborn, Chair  
Anna Cheong, Treasurer  
Nicole Segstro, Secretary**

**Staff**

**Shawna Drummond, Principal**

**Guests**

Andrew Chu

Bethlehem Tafesse

Hong Trui

Peace Bola Adeniyi

Punam Vyas

Leo

Hong Trieu

Bilal Rasool

Franco Civitarese

Preston Lowther, Administration

***Agenda for Society:***

1. Call to order: 7:23 pm
2. Establish Quorum – members in attendance
1. Approval of agenda  
Motion to approve agenda from Jon Stillborn, second by Nicole Segstro. Approved by Majority
3. Approval of minutes of last year’s AGM’s  
Motion to approve last year’s AGM minutes Jon Stillborn, second by Nicole Segstro. Motion approved by majority
4. Reading and approval of any unapproved minutes  
Correction required to item 7 in last years Society minutes spelling of board member name corrected to Faruq
5. Reports of the Chair  
Thank you to past members for their service, good luck in 2020
6. Financial Report – Treasurer  
Ended up with a deficit for 2019/2020 due to COVID Panedmic  
6450.00 balance  
Expenses were as follows;
  - WB BBQ
  - Halloween Dance
  - Holiday Initiatives
  - Teachers discretionary fund
  - ASC fee
 No spellathon or mathaton this year contributed to deficit

7. First call nominations (Society)

Position	Nominee	Nominee	Nominee
Chair	Andrew		
Secretary	Nicole Segstro		
Treasurer	Haniya Nadeem		
Volunteer Coordinator	-Laurae Spindler		

**All Acclaimed!**

Principal’s message

Thank you to all of the members who have served in the past year. Since big purchases come from this group as it funds some very important initiatives

Technology upkeep and refresh has largely been managed as a result of Society and the fundraising

1. Thanks to all parent volunteers from 2019 casino
2. Second call nominations
3. Question period  
No questions.
4. Third call nominations

5. Adjournment

**Society adjourned at 7:27 pm**