

- A. Agenda
- B. Previous Meeting Minutes
- C. Work Plan

## A. Agenda



School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Tuesday, October 19, 2021

Time: 6:45 PM

Location: Virtual

Google Meet joining info

Video call link: <https://meet.google.com/kfh-qukz-jvm>

**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

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All School Council meetings are open to the school community to attend. Speaking to an item at School Council meetings is permitted, unless in the Chair's judgment, the communication is disruptive to the meeting;

Meetings may be held as deemed necessary by the School Council Executive or at the written request of 10 members of the school community;

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1. Call To Order Ketan Lakhani (Chair)

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1. Welcome and Introductions
  1. Voting School Council Members
  2. Non-Voting Ex-Officio School Council Members
  3. Attendees
2. Establish Quorum
  1. The attendance of a majority of voting members constitutes a quorum (6/10)

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2. Approval of Agenda Ketan Lakhani (Chair)

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- Anyone in the school community may request an item to be added to a School Council agenda by contacting the Chair at least ten (10) days prior to the meeting.
- At the discretion of the Chair, new items may be introduced by anyone in the school community who is present at the meeting.

3. Approval of Minutes	Nicole Segstro (Secretary)
1. Minutes of the September 21 <sup>st</sup> , 2021 Meeting (see attached) Motion to Approve	
2. Collaboration and Voting	
4. Special Items	Ketan Lakhani (Chair)
<ul style="list-style-type: none"> <li>● <b>What do you want to know more about? Suggestions Welcome!</b> This agenda item is reserved for presentations and other items that generally do not require any decisions to be made by council, but may be of interest to the school community. Examples include an information session about the High School by its Principal or an information session about the neuroscience behind reading comprehension by a Middle School Teacher.</li> </ul>	
5. Treasurer Report	Franco Civitarese (Treasurer)
1. Financial Report	
6. Principal Educator Report	Shawna Drummond (Principal Educator)
1.	
7. Teacher Representative Report	Shawna Drummond (Teacher Representative)
1.	
8. Fundraising Coordinator Report	Laurae Spindler (Fundraising Coordinator)
1. <b>Davison apple Orchard fundraiser</b> <ul style="list-style-type: none"> <li>- Order deadline is Oct 5 and delivery is Oct 15.</li> <li>-</li> </ul> 2. <b>Sweater fundraiser -</b> <ul style="list-style-type: none"> <li>- Oct 6 – Oct 20, delivery early November</li> </ul> 3. <b>Opt-in fundraiser</b> <ul style="list-style-type: none"> <li>- Ends Oct 31</li> </ul>	
9. Parental Partnership Report	Haniya Nadeem (Parental Partnership Coordinator)
10. Community Services Coordinator Report	Maira Muradova (Community Services Coordinator)
1. Halloween Dance/Monster Mash 2. Kahoot Nights for Gr 1-4 <ul style="list-style-type: none"> <li>○ Oct 14 Grade 1</li> <li>○ Oct 28 Grade 2</li> <li>○ Nov 18 Grade 3</li> <li>○ Nov 25 Grade 4</li> </ul>	

- Motion to spend up to \$100 for Kahoot subscription for the Grade 1-4 Kahoot nights carried on August 31

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11. Health and Wellness Report	Mirabel Berrade (Health and Wellness / Fun Lunch Coordinator)
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1) Secret Santa Update: seniors will start to be designated end of October

2) Healthy Hunger: Update on vendors, results of staff meeting discussing teachers view on handing out meals, do we revisit popcorn or Texas doughnuts as fund raisers after new year.

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12. Fun Lunch Coordinator Report	Mirabel Berrade (Fun Lunch / Health and Wellness Coordinator)
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13. Kindergarten Representative and ECS Special Snack Coordinator Report	Salina Bhimji (Kindergarten Representative)
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- Kindergarten Parents meet and greet Night
  - Attended by a total of 47 families

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14. Communication Coordinator Report	Marina Lakhani (Communication Coordinator)
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- November Newsletter due, Oct 20<sup>th</sup>.

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15. Advocacy Committee Report	Vacant
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**1. Position Vacancy**

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.

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16. Chair Report	Ketan Lakhani (Chair)
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**1. Association of School Councils Update**

- ASC membership pending
- Unofficial minutes need to be posted, and then reposted once approved

**2. 25<sup>th</sup> anniversary**

- Once 2500 reached, registration will stop due to capacity

**3. Other school councils' highlights**

- SWE Pumpkins purchased for school
- SEE Art project around Christmas, Fun snack

**4. Looking for interest for people who want to do goals**

Three goals that we would like to accomplish this school year

- Promote and track volunteer hours a bit more
- Improve parental participation, for example: Increase attendance at AGM for 2021/22
- Develop a communications plan to execute on and leave for next year's Council as a blueprint

5. Policy Feedback – Due October 31<sup>st</sup>  
 Policy 09 Being Heard  
 Policy 18 Parental Partnership

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## 17. Heritage Celebration Committee Report

Vacant

### 1. Position Vacancy

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.

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## 18. Other Items

Ketan Lakhani (Chair)

### 1. Review of Action Items

#### 1. Standing Items

1. Distribute and post agenda a minimum of five (5) days prior to the council meeting date (Bylaw 12(1)(a)(vii))
2. Make unapproved minutes of the last meeting available within seven (7) days of the meeting (Bylaw 12(2)(a)(ii))

#### 2. Other Items

1. Sign witnessed Code of Conduct Agreements (Bylaw 7)
2. Transfer Signing Authority (Bylaw 11(1)(b))

### 2. Work Plan (see attached live document, revise as necessary)

### 3. Meeting Schedule

Dates for meetings are:

September 21,  
 October 19,  
 November 16,  
 December 14,  
 January 18,  
 February 15,  
 March 15,  
 April 19,  
 May 24 and  
 June 21

### 4. Previous Action items

- Franco to get Bilal removed from signing authority- (carried over)
- Nicole to get information about fundraisers to Laurae-(carried over)
- Nicole to get Salina in touch with Megan re: kindergarten hot chocolate night-(carried over)
- Laurae will look have sign up times for apple pick up through sign up genius

- Laurae will check on delivery time at Davison Orchards to determine if we have room to do AM apple pick up
- Shawna will send out the link to the Murray Sinclair video
- Shawna will speak with teachers regarding virtual decodable reading with students and parent volunteers and she will confirm we have enough chrome books
- Andrew will send the categories associated with parent volunteer hours to Haniya
- Mirabel will look at vendors who can label the lunches and will send out the list
- Laurae to order the AV equipment for oct 29 Halloween recess monster mash up
- Ketan to send out other council's meeting minutes
- Laurae to look at other fundraisers such as Mom's pantry, Rosso Coffee, Fun Script, Texas Doughnuts
- Laure, Nicole and Haniya to sort the sweatshirts in November prior to delivery

5. Action Items for Next Meeting

- [Placeholder]

6. Closing Comments (Open to All)

B. Previous meeting minutes





School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Tuesday, September 21, 2021

Time: 6:15 PM

Location: Virtual

Google Meet joining info

Video call link: <https://meet.google.com/ugr-bpvu-hyy>

**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.*

### Minutes

**All School Council meetings are open to the school community to attend. Speaking to an item at School Council meetings is permitted, unless in the Chair's judgment, the communication is disruptive to the meeting;**

**Meetings may be held as deemed necessary by the School Council Executive or at the written request of 10 members of the school community;**

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#### 1. Call To Order 6:17

Ketan Lakhani (Chair)

##### 1. Welcome and Introductions

1. Voting School Council Members
2. Non-Voting Ex-Officio School Council Members
3. Attendees

Shawna Drummond (Principle), Sam Lien (Teacher Rep), Michelle Newell (Associate Principle), Ketan Lakhani (Chair), Andrew Chu (Vice Chair), Haniya Nadeem, Nicole Segstro, Franco Civitarese (Treasurer), Laurae Spindler (Fundraising Coordinator), Mirabel Berrade (Health and Wellness Coordinator & Fun Lunch Coordinator), Marina Lakhani (Communications Coordinator), Salina Bhimji (Kindergarten representative), Mahira Muradova  
Guests: Naren Makwana (Board Members)

##### 2. Establish Quorum

1. The attendance of a majority of voting members constitutes a quorum (5/9)

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#### 2. Approval of Agenda

Ketan Lakhani (Chair)

- **Anyone in the school community may request an item to be added to a School Council agenda by contacting the Chair at least ten (10) days prior to the meeting.**
- **At the discretion of the Chair, new items may be introduced by anyone in the school community who is present at the meeting.**

Ketan Lakhani

2nd: Andrew Chu

**Motion Carried**

1. Minutes of the August 31, 2021 Meeting (see attached) - Motion to Approve

Nicole Segstro

2<sup>nd</sup>: Andrew Chu

**Motion Carried**

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#### 4. Special Items

Ketan Lakhani (Chair)

- **What do you want to know more about? Suggestions Welcome!** This agenda item is reserved for presentations and other items that generally do not require any decisions to be made by council, but may be of interest to the school community. Examples include an information session about the High School by its Principal or an information session about the neuroscience behind reading comprehension by a Middle School Teacher.

1. Meet and greet FFCA and policies 09 – Being Heard and Policy 18 Parental Partnerships and presented by Naren Makwana.

Naren hopes this is one of many visits to various council meetings. Looking to be a bit more engaged in various councils this year, even amidst COVID.

**A bit about the Board vs. Administration**

The board has the responsibility for policy making. The policies are then stewarded by the administration. Policies are under the purview of the board and provide direction guidance to administration and set parameters regarding FFCA operations. There is a distinction between policy setting and application of the policies. The goal is to keep policies current. At any given time, they have 3 or 4 policies under review. It is efficient and engaging to distribute policy review through the various councils. **The following 2 are currently under review.**

1. Being Heard (Policy 9)

- This is new in terms of policy, but not new in terms of content. This was part of policy 1 as an appendix. It sat at the back of the policy, and the Board wanted it to be formalized as a policy. The policy speaks to the order of escalation when raising concerns or issues within the FFCA framework. It provides escalating guidance which allows for the Board to ultimately hear about issues that remain unresolved. It is rare that issues are escalated to the board, but it does happen and this policy provides that escalation path.

**Question 1:** When escalating through the policy framework, how do you find the contact information required to contact escalation contacts

**Answer 1:** Head office has that contact information. The intention is that the first point of contact is the teacher, and it would then move through the various levels of escalation as required.

**Question 2:** How does the Board want to receive the feedback on policy

**Answer 2:** Use the source document with track changes turned on

**Question 3:** Did you have challenges using current framework within the appendix, and have you made any changes from what currently exists in Policy 1.

**Answer 3:** No, not particularly. It works well to provide framework. It's about ensuring parents are heard, not necessarily agreed with. No changes have been made; the content remains as it is outlined in the appendix. The only changes have been some additional positions listed.

Andrew Chu appreciates the plan to remove this from Policy 1 and create a new policy, as it makes it easier to find.

2. Parent Partnership Policy

- This is not a new policy, but is being brought forward as part of the review schedule. This is an area they are seeking input on given the current pandemic world. The Board is looking to hear about any enhancements that can be made to address this virtual nature of engagement may continue past the pandemic and some may be permanent.

**Question:** Is parental volunteer hours reported on and provided to elected officials provincially or federally?

**Answer:** No, this is a pillar of the FFCA Charter School, but has not been reported to government officials.

Both of these policies will have their first reading on September 29<sup>th</sup>, 2021. This kicks off the process of review. The request is that council review and discuss and provide feedback to the Board by end of October.

The 2<sup>nd</sup> reading will take place during the 2<sup>nd</sup> board meeting on November 24<sup>th</sup>, 2021. Further feedback may be elicited.

The final reading will take place in January, 2022.

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## 5. Treasurer Report

Franco Civitarese (Treasurer)

### 1. Financial Report

- Financials for a 2020/21 school year have been completed
- Transfer of funds from general account into main account. Franco instead asked Lee to send the \$900 to each grade level for discretionary fund to all teachers
- Removal of Bilal from signing authority – Franco is aiming to get to that next week

\$8200 sitting in the account today

\$1675.00 remains in Connect First

No update on General Account, \$11,700-~~\$5000~~(teacher discretionary fund)=\$6,700 balance currently

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## 6. Chair Report

Ketan Lakhani (Chair)

### Open Positions:

#### 1. Community Services Coordinator

Mahira Muradova has expressed interest in the open Community Services Coordinator

Andrew Chu put forward a motion to appoint Mahira as Community Services Coordinator

2<sup>nd</sup>: Marina Lakhani

### Motion Carried

#### 2. Advocacy Committee Chair and Members

#### 3. Heritage Celebration Committee Chair and Members

### ASC Meeting Update

- 25<sup>th</sup> anniversary celebration meeting took place. There is only enough space for 1000 people and the response was overwhelming. They are budgeting for about 1800 attendees. To cover cost, they are looking at charging \$10.00 - \$15.00 per person (amount TBD). They are looking to split the celebration into two groups to accommodate. Two groups will be split between 10-1 and 1 to 4, all on the same day. Tickets will be available on FFCA website and they will be sent out.

- How to get information about potential volunteers?

When we enrolled with FFCA new parents were asked, which areas are we willing to volunteer in, could we get that information. Shawna will reach out to Lee to see if we can get this information

- ASC will pay for all 8 councils ASCA fees

- Council updates

NWM – outdoor movie, fundraising has been done through skip the depot

Highschool – parents to share pics and memories for Remembrance Day

SWE – hot chocolate night, chalk art, fence decorating. They want to do much more fundraising to take the pressure off of parents. They are also running with Davison Orchards

Ketan, Tanya, and ASC Vice Chair – got together to determine how to respond to ASCA. They decided to wait until we knew if we were indeed paying to remain as members. The letter drafted acknowledges that ASCA can decide to remove FFCA from association. The letter is drafted by both SW and NW Elementary

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## 7. Principal Educator Report

Shawna Drummond (Principal Educator)

1. Kicked off the year focusing on the theme of diversity. The chalk art was a great way to start this off and it fit very nicely. Currently in AB, Canada and across North America there is a great deal of divisiveness. The school feels it's important to start to teach diversity when children are young, so we can appreciate how to learn from one another and focus on how diversity brings us together vs. separate us. Teachers have been sharing information about how ancestors ended up in Canada. Some students have been filming and that will be shared during the virtual assembly on September 27<sup>th</sup>. The theme of the assembly is diversity. The topic of diversity leads nicely to Orange Shirt Day and the National Reconciliation Day. The school made a connection with an indigenous teacher Chris last year who will help to lead us in this work and he will work as a sounding board to ensure we are honoring and respecting traditions as well as introducing reconciliation in a way that is meaningful for indigenous people. The residential school concept will be introduced by discussing how FFCA celebrates culture and diversity, but unfortunately it has not always been that way with a focus on some of the loss of identity children of residential schools suffered. Chris has indicated it is important that everyone understands the past, but that it is equally as important that schools focus on how we can be great today. They will focus on Orange Shirt Day and tie it to how everyone *should* feel at school. Other campuses are also focusing on diversity.
2. Terry Fox Run is coming up Thursday September 23<sup>rd</sup>. Mr. Broad has also been running intramurals in preparation.
3. PD day will be focused on 3 main things
  1. Ministry of education has asked for each zone in AB to provide feedback on the draft curriculum. Zone 5 is the first zone. FFCA is in zone 5 and has been asked to focus on the LA curriculum. Many teachers are piloting the curriculum and FFCA's philosophy on reading creates some synergies between curriculum and our current teaching methods. The PE teachers will also review curriculum and then bring their recommendations forward.
  2. Focusing on reading instruction to continue to support children who struggle. FFCA NEW wants to provide some PD to ensure even those students who are struggling with reading and writing are supported.
  3. Additional discussion about Truth and Reconciliation with a focus on truth before reconciliation. They will continue to hear more stories. Shawna will try to find a link to a video by Murray Sinclair about what reconciliation truly is.
  4. Calgary EMS visited the school. Children got to meet with Mr. and Mrs. Lee (paramedics) allowed children to see the ambulance and explain that all first responders are the "helpers".

Question: Are other campuses doing the same thing around diversity? Can we get some of that information for the heritage committee?

4. Answer: Campuses are now meeting 1x a week via Zoom, so they are really learning from each other and sharing ideas. Shawna is happy to share some of the information we collected through the survey.

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## 8. Teacher Representative Report

Shawna Drummond (Teacher Representative)

1. Sam Lien
  - It's been neat for kids to hear the National Anthem sung in different languages
  - Thank you for the discretionary funds. The DPA equipment is also very much appreciated as it gives the teachers extra resources. The teachers are having fun with DPA and enjoy teaching in a less structured format
  - Dawn has asked how we can engage parents in volunteerism during COVID and under current restrictions. The following ideas were presented;

- DPA – activity is done outside. Could we schedule volunteers to assist with this outdoors as we can have parents in the field. Parents need to be masked up.
- Grade 4' – Rakefest could use parent volunteers.
- At home help – cutting and glueing
- Pencil sharpening
- Staff recognize that teachers are engaged in homework, decodables, reading emails, newsletters etc. and those should be logged as volunteer hours as they are super helpful

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## 9. Parental Partnership Report

Haniya Nadeem (Parental Partnership Coordinator)

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### 1. Davison Orchard Fundraisers:

- October 15<sup>th</sup> – are we copying what we did last year? 1 shift in AM to set up crates, 1 between kindergarten pick up and drop off, and then final shift at the end of school? Can we have an AM shift for pick up and shorten the after school pick up? Can we ask parents to sign up for their pick-up time?  
 Laurae will look at sending this out via sign up genius.  
 Laurae will check on delivery time at Davison Orchards

### 2. Reading to parent volunteers

- Haniya asked if we could do a virtual version of the student/parent volunteer reading.  
 Shawna will take this back to the teachers, we likely have enough Chrome books

### 3. Clarifying volunteer hour categories

- ASC wants to hear how parents feel about the categories related to volunteer hours and simplify them.  
 Andrew will send the categories to Haniya

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## 10. Health and Wellness Report

Mirabel Berrade (Health and Wellness / Fun Lunch Coordinator)

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- Teachers are onboard to assist with distribution of hot lunches so long as we can find vendors that will label etc.
  - We could use food coming into school as a fundraiser. With HH we do have the opportunity to 1 grade at a time, but to up the prices according to a pre-determined price and use it as a fundraiser. It would be about a \$1.50 mark up. Some vendors can individually label the kids food by name but depends on the vendors.
  - Fresh Fruit Friday – we could select very healthy vendors to do this and meet regulations
  - Mirabel is open to labelling of lunches etc. She has asked us to think about other items such as Texas doughnut day
  - Can we use the room parents to help with some of these bigger initiatives such as hot lunch, secret santa etc.

Mirabel motion to give hot lunches ago for Grades 1 – 4 for 1 month, looking at using only vendors that can label the lunches wit names of vendors will be provided by Mirabel. The option to use this as a fundraiser will be discussed in next meeting.

2<sup>nd</sup>: Haniya Nadeem

Mirabel will look at vendors who can label the lunches

Motion carried

- Kindergarten was hoping we could continue with special snack day!
- Chalk artist went great. She was thrilled to come back for year #2. She is going to send all of the pics to Ketan to put in the newsletter.

4. Secret Santa for Long Term Care residents (elderly)

- FFCA NWE is registered, we are waiting on the number of elderly. We were asked how many Seniors we could support. Mirabel asked for 15. Mirabel will send information as it comes.

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11. Community Services Coordinator Report

Ketan Lakhani (Chair)

1. **Position Vacancy**

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

Mahira Muradova has been nominated and accepted the position of Community Services Coordinator Report

Nicole motion to spend \$150.00 on AV equipment to run a recess only Halloween Dance/Monster Mash dance for students  
2<sup>nd</sup> Laurae Spindler

**Motion Carried**

2. **Kahoot Nights**

Punam spent about \$18.00 US per month (\$36.00 for two months). Kahoot has a similar price for personal account. We looked at another option and cost was similar, and not enough of a difference to warrant moving away from Kahoot.

Oct 14 Grade 1

Oct 28 Grade 2

Nov 18 Grade 3

Nov 25 Grade 4

7:00 – 7:30

Motion to spend \$36.00 to run Kahoot Nights in October and November from 7:00-7:30pm

2<sup>nd</sup> Mirabel

**Motion Carried**

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12. Fun Lunch Coordinator Report

Mirabel Berrade (Fun Lunch / Health and Wellness Coordinator)

1. See Health & Wellness update section 10

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13. Kindergarten Representative and ECS Special Snack  
Coordinator Report

Salina Bhimji (Kindergarten Representative)

1. **Hot Chocolate and Stuffy night**

- Wagon wheels and hot chocolate are purchased and with Shawna
- The date has changed to the September 29<sup>th</sup>
- Marina will send email out with the link in it for 3 separate zooms
  - Hosts Ketan, Andrew and Salina plus room parents leading
  - Invitation will be printed in color
  - 3 separate links for each zoom, and that link will be place on the invite with wagon wheel and hot chocolate. Link will go out via email as well

2. **Pat Mealy has information to send to Salina regarding Special Snack (that info came from Megan)**

- Salina will speak to Ms. Lien and Ms. Mealy

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#### 14. Fundraising Coordinator Report

Laurae Spindler (Fundraising Coordinator)

##### 1. Davison apple Orchard fundraiser

- Order deadline is Oct 5 and delivery is Oct 15.
- Sign up sheet will be created

##### 2. Sweater fundraiser -

- Oct 6 – Oct 20, delivery early November
- Agreed to offer two colors, black and burgundy
- Pick up locations from peoples houses (contactless). We will ask for parent volunteers to offer their homes as pick up
- We will need parents to sign up for a pickup time and location
- Pick up before November break

##### 3. Opt-in fundraiser

- Decide dates for opt-in-fundraiser
- Runs Oct 1 to Oct 31
- We still need to look at Mom's Pantry, Fun Script, Rosso Coffee and Texas doughnut as other options
- We are registered for the Purdy's fundraiser

Laurae motions that we add maroon/burgundy as sweater color options and pick up will be arranged at school using sign up genius in early November

2<sup>nd</sup>: Mirabel

**Motion carried**

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#### 15. Advocacy Committee Report

**Vacant**

##### 1. Position Vacancy

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.

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#### 16. Heritage Celebration Committee Report

**Vacant**

##### 1. Position Vacancy

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.

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#### 17. Communication Coordinator Report

Marina Lakhani (Communication Coordinator)

##### 1. Newsletter

- Reviewed by council

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#### 18. Other Items

Ketan Lakhani (Chair)

##### 1. Review of Action Items

###### 1. Standing Items

1. Distribute and post agenda a minimum of five (5) days prior to the council meeting date (Bylaw 12(1)(a)(vii))
2. Make unapproved minutes of the last meeting available within seven (7) days of the meeting (Bylaw 12(2)(a)(ii))

###### 2. Other Items

1. Sign witnessed Code of Conduct Agreements (Bylaw 7)
2. Transfer Signing Authority (Bylaw 11(1)(b))
3. Hold first meeting of School Council no later than twenty (20) school days after the start of the school year (Bylaw 15(1)(c))
4. ASCA update

## 2. Goals

Think of 3 big goals that we would like to accomplish this school year

- Promote and track volunteer hours with a goal of each family hitting 20 volunteer hours for the year
- Increase attendance at AGM for 2021/22 from 10 parents to 20 parent attendees, not including existing council members
- Create a comms and work plan for the year ahead including with key dates and deliverables by April AGM

Andrew motions the above 3 goals for 2021/22 council year

2nd: Marina Lakhani

### **Motion carried**

## 3. Work Plan (see attached draft, revise as necessary)

- Decide dates for Kahoot nights should not be Oct 15 (apple pick up) or Oct 28
  - Motion to spend up to \$100 for Kahoot subscription for the Grade 1-4 Kahoot nights carried.
- Hot chocolate night
- Other items that came up in the August School council meeting
  - Grocery cards
  - Purdy's
  - Funscrip
  - Rosso Coffee
- Any other plans.

## 4. Meeting Schedule

1. Coordinate with ASC and Board: <https://www.ffca-calgary.com/common/pages/DisplayFile.aspx?itemId=13923138>
2. Last Year: Last Tuesday of the Month
3. 2021/2022 meetings: Virtual

Dates for meetings are:

September 21,  
October 19,  
November 16,  
December 14,  
January 18,  
February 15,  
March 15,  
April 19,  
May 24 and  
June 21

## 5. Previous Action items

1. Franco to get Bilal removed from signing authority- (carried over)
2. Franco to get funds sitting in general fund request-(completed)
3. Franco will update financials for June and July stub months-(completed)
4. Dawn will poll teachers to find out how we can support them this year-(completed)



5. Dawn to ask teachers how they would feel about helping distribute healthy hunger lunches-(completed)
6. Nicole to get information about fundraisers to Laurae-(carried over)
7. Nicole to get Salina in touch with Megan re: kindergarten hot chocolate night-(carried over)
8. Marina to look into Kahoot subscription-(completed)
9. Ketan to send Nicole the email addy's for the team-(completed)
10. Michelle will send the Google form survey to be sent to parents about culture/special customs they may want to share and participating in heritage committee – (completed)

6. Action Items for Next Meeting

- Laurae will look have sign up times for apple pick up through sign up genius
- Laurae will check on delivery time at Davison Orchards to determine if we have room to do AM apple pick up
- Shawna will send out the link to the Murray Sinclair video
- Shawna will speak with teachers regarding virtual decodable reading with students and parent volunteers and she will confirm we have enough chrome books
- Andrew will send the categories associated with parent volunteer hours to Haniya
- Mirabel will look at vendors who can label the lunches and will send out the list
- Laurae to order the AV equipment for oct 29 Halloween recess monster mash up
- Ketan to send out other council's meeting minutes
- Laurae to look at other fundraisers such as Mom's pantry, Rosso Coffee, Fun Script, Texas Doughnuts
- Laure, Nicole and Haniya to sort the sweatshirts in November prior to delivery

7. Closing Comments (Open to All)

Nothing added

**Meeting Adjourned: 9:20**

## C. Work Plan

# School Council – NWE Draft Work Plan (2021-2022)

## Terminology:

**NWE YYYY-MM-DD:** Minutes of School Council – NWE on specified date

**ASC YYYY-MM-DD:** Minutes of the Association of School Councils on specified date

**Bylaw:** [BYLAWS of Foundations for the Future Charter Academy \(FFCA\) School Councils](#)

**AR 94/2019:** [Education Act School Councils Regulation \(Alberta Regulation 94/2019\)](#)

**ASCA YYYY-MM-DD:** Minutes of Alberta School Councils' Association on specified date

**FFCA YYYY-MM-DD:** Minutes of The FFCA Charter School Society on specified date

**Colour Codes:** ■ Date of Review, ■ Done, ■ Needs Attention, ■ Needs Immediate Attention

Date	Work Item	Reference
Aug 27	School council promotional video	■
Aug 31	School Council – NWE Meeting	■
Sep 2	Chalk Art	■
Sep 13	ASC Meeting	■
Sep 21	School Council – NWE Meeting	■
Week of Sept 13	Registration for Secret Santa	■
Sept 23	Hot chocolate night for kids and parents	■
Sep 30	Community Fund Payment	Bylaw 12(2)(b)(vi)
Sep 30	Report to Board	AR 94/2019 14(1) ■
Oct 4	ASC Meeting	■
Oct 5-15	Davison Orchards Apple deadline – Delivery October 15	
Oct 6 – Oct 20	Sweater fundraiser – Delivery early November	
Oct 19	School Council – NWE Meeting	
Oct	ASCA Regular General Meeting	
Oct 29	Halloween Dance/ Monster Mash	
Oct 31	Feedback on policies 09 and 18 due to Board	
Oct 31	Opt-In Fundraiser	
Nov 1	ASC meeting	
Nov 30	Submit any Bylaw Updates to ASC	Bylaw 17
Nov	Review Annual Education Results Report (AERR)	AR 94/2019 12(1)(c)
Nov 16	School Council – NWE Meeting	
Dec 6	ASC Meeting	

Dec	Seniors Secret Service	
Dec	FFCA Annual General Meeting / Board Elections / Bylaw Update	
Dec 14	School Council – NWE Meeting	
Dec	Winter “Jams”	
Jan 10	ASC Meeting	
Jan	ASCA Proposed Advocacy Resolutions	
Dec	December Miles Streak Challenge	
Jan 18	School Council – NWE Meeting	
Feb 7	ASC Meeting	
Feb 15	School Council – NWE Meeting	
Mar 7	ASC Meeting	
Mar	Movie Night	
Mar 15	School Council – NWE Meeting	
Apr 4	ASC Meeting	
Apr	Kindergarten Orientation preparation (New)	
Apr	ASCA Annual General Meeting	
Apr	Review FFCA Budget	AR 94/2019 12(1)(d)
Apr 19	School Council – NWE Meeting	
May 2	ASC Meeting	
May 24	School Council – NWE Meeting	
May	School Council – NWE Annual General Meeting	Bylaw 15(2)
Jun 6	ASC Annual General Meeting	
Jun 21	School Council – NWE Meeting	