



School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Tuesday, February 8 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

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;

1. Call To Order	Andrew Chu (Vice-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)

2. Approval of Agenda	Andrew Chu (Vice-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. Vacancies	Andrew Chu (Vice-Chair)
<ol style="list-style-type: none"> FFCA Bylaw 3.2: Directors will not be permitted to serve concurrently on the Board of Directors and any FFCA School Council. School Council Bylaw Article 6: School Council may appoint persons (as stipulated in ARTICLE 5 SCHOOL COUNCIL MEMBERSHIP) to fill vacancies until the next School Council AGM. <ol style="list-style-type: none"> Chair Advocacy Committee Chair Heritage Celebration Committee Chair 	
4. Approval of Minutes	Nicole Segstro (Secretary)
<ol style="list-style-type: none"> Minutes of the December 8th, 2021 Meeting. Motion to Approve 	
5. Special Items	Andrew Chu (Vice-Chair)
<ul style="list-style-type: none"> 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. 	
6. Treasurer Report	Franco Civitarese (Treasurer)
<ol style="list-style-type: none"> Financial Report 	
7. Principal Educator Report	Shawna Drummond (Principal Educator)
<ol style="list-style-type: none"> Mask and Rapid Antigen Test Kit Distribution 	
8. Teacher Representative Report	Shawna Drummond (Teacher Representative)
<ol style="list-style-type: none"> 	
9. Fundraising Coordinator Report	Laurae Spindler (Fundraising Coordinator)
<ol style="list-style-type: none"> Magic show <ol style="list-style-type: none"> Electronic Motion Carried 2022-02-01 	
10. Parental Partnership Report	Haniya Nadeem (Parental Partnership Coordinator)
<ol style="list-style-type: none"> Parent Partnership Hours 	
11. Community Services Coordinator Report	Maira Muradova (Community Services Coordinator)
<ol style="list-style-type: none"> 	

12. Health and Wellness Report	Mirabel Berrade (Health and Wellness / Fun Lunch Coordinator)
13. Fun Lunch Coordinator Report	Mirabel Berrade (Fun Lunch / Health and Wellness Coordinator)
14. Kindergarten Representative and ECS Special Snack Coordinator Report	Salina Bhimji (Kindergarten Representative)
15. Communication Coordinator Report	Marina Lakhani (Communication Coordinator)
1. Kahoot night subscription	
16. 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.	
17. Chair Report	Andrew Chu (Vice-Chair)
1. Association of School Councils Update <ol style="list-style-type: none"> \$170,000 Government Grant Rejected: Alberta government decimates funding for parent council support organization: News - Alberta School Councils' Association AGM has been changed to a virtual meeting ASCA SWOT Analysis (see attached) 2. \$500 grant to spend within guidelines as per Section G2 of Funding Manual for School Authorities (alberta.ca) 3. Goals Three goals that we would like to accomplish this school year <ul style="list-style-type: none"> Promote and track volunteer hours a bit more <ol style="list-style-type: none"> Haniya will continue to send out reminder when people volunteer Infograph to be developed of the things parents can track for PP hours. Andrew will speak to Marina. Nicole offered to help Ms. Mealy and Ms. Lien will also make sure Kindergarten parents are aware Improve parental participation, for example: Increase attendance at 2022 AGM <ol style="list-style-type: none"> Andrew will take this back to society Develop a communications plan to execute on and leave for next year's Council as a blueprint <ol style="list-style-type: none"> Andrew will work with Nicole to create a template for everyone to fill out. Ketan started a document in FFCA drive (https://docs.google.com/document/d/1NDLNvvhKbrjjMcONuxIKiwTrfyaYvuREprjNkFn30fQ/edit?usp=sharing) 	

18. 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.

19. 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. Meeting Schedule

Dates for meetings are:

February 15 8,
March 15,
April 19,
May 24 and
June 21

3. Previous Action items

Nicole will ask Lee to post the new statement along with the meeting minutes tomorrow

- Nicole will draft up the communication for Marina about the fundraiser and email Lee about getting payment set up on the website (Parent section)
- Nicole will reach out to Haniya to try to get grade 2 volunteer and book around that
- Mirabel will ask for the Secret Senior collection boxes to be sent out.
- Shawna will reach out to the Lee's to secure a date and location drop off for the Secret Senior items
- Mirabel and Franco will look at Costco for items discussed for NWE staff and then Nicole or Mirabel will update Whats App with request for vote on what to purchase
- Nicole to move the FFCA NWE council meeting in Dec to Dec 7
- Ketan to send survey results to council members

4. Action Items for Next Meeting

- [Placeholder]

5. Closing Comments (Open to All)



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Date: Wednesday, December 8 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.*

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;

1. Call To Order: 6:51

Ketan Lakhani (Chair)

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)

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.**

3. Approval of Minutes

Nicole Segstro (Secretary)

1. Minutes of the November 16th, 2021 Meeting.

Motion to Approve: Nicole

2nd: Haniya

Motion Carried:

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.

5. Treasurer Report

Franco Civitarese (Treasurer)

1. Financial Report

- About \$7K in school account
- About \$2K in bank account
- I deposited the sweater fundraiser funds for around \$394 and another cheque for \$500 from school councils grant. I do not have the \$500 school council funds in front of me with details (on my desk downtown, I am working from home) but I am sure either Andrew or Ketan know about this.
 - There are restrictions and requirement for us to report on how we used the \$500 in our report to the board
 - Examples of parent engagement activities and projects that funds can be used for include: • workshops for parents to increase capacity for school council members; • information sessions on how parents can support student learning at home and at school; • parent resources and workshops on important topics such as, mental health and wellbeing, cyber bullying, healthy living, etc.; • programs to support multi-cultural and Indigenous families including, English language learners and First Nations
 - Examples of non-allowable expenses include: • entertainment costs, meals, snacks, other food • no capital asset purchases • activities that have already taken place • organization memberships or conference fees • fundraising events • prizes or incentives to parents and/or students • payment to school board staff including honoraria, gifts • entertainment activities such as barbeques, volunteer teas, movie nights, dances, concerts or performances, etc.
- I have the signed letter for changing the bank authorities (signed by Andrew and myself). I guess it will depend on if Ketan can still have signing authority with his board endeavors.

6. Principal Educator Report

Shawna Drummond (Principal Educator)

1. Focusing on kindness for last half of November and all of December. Every class in school has contributed thoughts and idea about how to be kind
2. Grade 4's weren't originally going to do the 12 days of giving but decided to go ahead. They are hoping for \$100 for wrapping paper and other little gifts they are providing.
3. Inline skating is ongoing!
4. Report cards went out
5. Things are buzzing around the school it's super busy!
6. In music and art Ms. Vandyk has started the "hard work" show. Kids are coming in with guitars or ipads to show their hard work!

7. The jingle bell gifts have been so appreciated.

Motion: Nicole motions for council to provide \$100 to the grade 4's for the 12 days of giving campaign.

2nd: Haniya

Motion Carried

7. Teacher Representative Report	Dawn Ackroyd (Teacher Representative)
<ol style="list-style-type: none">1. Busy in November working on report cards2. Teachers are enjoying the jingle bell surprises3. Ms. Ackroyd's class did well with Secret Senior. There was one class that struggled. It wasn't alot of work for the teachers	
8. Fundraising Coordinator Report	Laurae Spindler (Fundraising Coordinator)
<ol style="list-style-type: none">1. Opt-in Fundraiser: October's Opt-In fundraiser collected \$1,2752. Grinch Tree Fundraiser Nov 22 – Dec 2: Total amount of trees sold was \$33, raising \$330.00. Trees will be dropped off 10:00 – 11:30, pick up 11:30 for AM kindergarten and 3:25 for the rest of the school and PM kindergarten. Email from Haniya will go out to get volunteers.	
9. Parental Partnership Report	Haniya Nadeem (Parental Partnership Coordinator)
<ol style="list-style-type: none">1. Andrew to find out about the food drive usually organized at ASC2. Mahira has a few ideas;	
10. Community Services Coordinator Report	Maira Muradova (Community Services Coordinator)
<ol style="list-style-type: none">1. Kahoot Nights for Gr 1-4. Grade 2 pending a response for a call for volunteer. Subscription fees are ongoing (Marina's card).<ul style="list-style-type: none">• Nicole has offered to host if we can't get a volunteer• Shawna has advised that if she gets a reminder in new year she can email teachers to send out a request2. Can we look at other platforms to generate more community and parent support i.e. FB or Edsby i.e. each class gets to post something on FB or Insta about what they've done that week. Shawna has advised with privacy makes this a bit tricky as not every kid has a waiver to be on FB<ul style="list-style-type: none">-Andrew suggested Council Edsby calendar page could be used more-Get more visuals on those Edsby posts-Mahira is offering to get discounts at places like science centre or zoo and organizing comms to parents to take advantage-Use FB to make updates about "deals" or "bargains" or "discount nights" to drive more parents to Edsby-You can pin posts on Edsby as well-Auctions-Have a special council event where all parents log in for 30 mins or 1 hour to get a principal update, teacher update and some entertainment-Marina and Mahira will work together to post some of these deals,events etc.	

11. Health and Wellness Report	Mirabel Berrade (Health and Wellness / Fun Lunch Coordinator)
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1) Secret Santa Update-went well! The boxes were all full. The only big issue was not knowing we needed to provide an itemized list of items. Recommendation from Mrs. Ackroyd is to consider sending the email to parents to pick the items from the list next time.

2) Healthy Hunger: Over 100 students have registered

12. Fun Lunch Coordinator Report	Mirabel Berrade (Fun Lunch / Health and Wellness Coordinator)
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1) Coco Brooks for December 9th

2) Kindergarten kids will not be participating in fun lunch. **Money was refunded to parents**

13. Kindergarten Representative and ECS Special Snack Coordinator Report	Salina Bhimji (Kindergarten Representative)
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No update for Kindergarten rep. They are doing a free lunch to use up some extra stock.

14. Communication Coordinator Report	Marina Lakhani (Communication Coordinator)
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- Comms for all fundraisers sent out for 2021
- Update from school council went out
- Ketan asked NWM for survey results based on parent input and some neat ideas
- We talked about how to reduce the flurry of comms. We've discussed how to get room parents helping with communications a bit
- Can we come up with a description of each role as every room parent does it a bit differently-Andrew advised there is a handbook that exists on the google drive. Haniya advised there was no real direction on how to communicate or manage comms.

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.

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

- ASCA Training Offered for free: January 5th (Webinar Wednesday)

2. Goals

Three goals that we would like to accomplish this school year

- Promote and track volunteer hours a bit more
 1. Haniya will continue to send out reminder when people volunteer
 2. Infograph to be developed using the list Andrew will provide of the things parents can track for PP hours. Ketan will speak to Marina. Nicole offered to help
 3. Ms. Mealy and Ms. Lien will also make sure Kindergarten parents are aware
- Improve parental participation, for example: Increase attendance at AGM for 2021/22
 1. Andrew will take this back to society
- Develop a communications plan to execute on and leave for next year's Council as a blueprint
 1. Ketan will take it off line from Andrew. Nicole will create a template for everyone to fill out

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.

18. Other Items

Ketan Lakhani (Chair)

1. Review of Action Items

1. Standing Items

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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. Meeting Schedule

Dates for meetings are:

December 8,
January 18,
February 15,
March 15,
April 19,
May 24 and
June 21

3. Previous Action items

Nicole will ask Lee to post the new statement along with the meeting minutes tomorrow

- Nicole will draft up the communication for Marina about the fundraiser and email Lee about getting payment set up on the website (Parent section)-**Completed**

- Nicole will reach out to Haniya to try to get grade 2 volunteer and book around that-**In progress for January**
- Mirabel will ask for the Secret Senior collection boxes to be sent out-**Completed**
- Shawna will reach out to the Lee's to secure a date and location drop off for the Secret Senior items-**Completed**
- Mirabel and Franco will look at Costco for items discussed for NWE staff and then Nicole or Mirabel will update Whats App with request for vote on what to purchase-**Completed**
- Nicole to move the FFCA NWE council meeting in Dec to Dec 7-**Completed**
- Ketan to send survey results to council members-**Completed**

4. Action Items for Next Meeting

- Nicole will follow up with Shawna in January to get teachers to send an email out to parents about kahoot night. Nicole will host if no takers
- Mahira is offering to get discounts at places like science centre or zoo and organizing comms to parents to take advantage of these offerings to bring them together
- Marina and Mahira will work together to focus on better communication about deals, bargains events etc.
- Dawn Ackroyd will work with teachers to try to get consensus on the role of the room parent
- Discuss room parent handbook and edits
- Come prepared to vote on communications coordinator opportunities that Mahira will put together
- Come prepared to discuss some sort of tie in with literacy-outdoor adventure January

5. Closing Comments (Open to All): None

Meeting adjourned at 8:21

*The **S** stands for Strengths*



Current – Internal

What is your secret sauce?

- Why is ASCA so important?
- What is ASCA known for?
- What does ASCA do well?
- What do others see as your strengths?
- What is ASCA good at?
- Name your achievements to date.
- What are you most proud of?
- What do 3rd parties say about ASCA?
- How is ASCA unique?
- What assets does ASCA have?

Positive

*Within Your Control
Organization*

*The **W** stands for Weaknesses*



Current – Internal

What is the root of the problem?

- What can ASCA improve on?
- What does ASCA have the most difficulty with?
- What feedback has ASCA received?
- What do other provincial sister organizations have problems with?
- What resources are lacking?
- What does ASCA need to be competitive?
- How well is ASCA known within the community at large?

Negative

*Things We Can Improve On
Organization*

*The **O** stands for Opportunities*



Future- External

- *Is there a way to leverage ASCA 's strengths?*
- *Is there another way to offer services?*
- *Can ASCA grow the annual conference?*
- *Are there any changes that can impact ASCA positively?*
- *Does ASCA have any volunteer opportunities?*

*Positive – Within Your Control
Environmental*

*The **T** stands for Threats*



Future-External

- What can hurt the Association?
- Who are ASCA's competitors?
- Are market trends changing?
- Could technology pose a threat?
- Lack of funding?

*Negative – Out of Your Control
Environmental*



**Alberta School Council's Association
SWOT Analysis**

Strengths

Weaknesses

Opportunities

Threats

School Council – NWE 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,

■ Not Done

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 6	Seniors Secret Service	■
Dec 8	School Council – NWE Meeting	■
Dec 15	FFCA Annual General Meeting / Board Elections / Bylaw Update	■
Dec	Winter “Jams”	■
Dec	December Miles Streak Challenge	■
Jan 10	ASC Meeting	■
Jan	ASCA Proposed Advocacy Resolutions	■
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	