



ANNUAL GENERAL MEETING

School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: May 31, 2022

Time: 6:40 PM

Location: Zoom <https://us06web.zoom.us/j/84907282217?pwd=QjJyMUUraXpySmdFWkl0N1N5VW93dz09>

Meeting ID: 849 0728 2217 Passcode: 341658

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 (Vice-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 (Vice-Chair) |
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1. Explanation of Meeting Procedures

1. Q&A

2. Approval of Agenda by Unanimous Consent unless additional items are requested by anyone present
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- | | |
|------------------|-------------------------|
| 3. Special Items | Andrew Chu (Vice-Chair) |
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- | | |
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| 4. Secretary Report | Nicole Segstro (Secretary) |
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1. Minutes of the May 31st, 2022 Annual General Meeting (see attached)

1. Approval of Minutes by Unanimous Consent (Andrew) unless corrections or additions are requested
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- | | |
|---------------------|-------------------------------|
| 5. Treasurer Report | Franco Civitarese (Treasurer) |
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1. Financial Statement

6. Chair Report	Andrew Chu (Vice-Chair)
1. 2021/2022 Annual Report	
7. First Call Nominations	Shawna Drummond (Principal Educator)
<ul style="list-style-type: none"> 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; 	
8. Principal's Message	Shawna Drummond (Principal Educator)
9. Second Call Nominations	Shawna Drummond (Principal Educator)
10. Question Period	Shawna Drummond (Principal Educator)
11. Third Call Nominations	Shawna Drummond (Principal Educator)
<ul style="list-style-type: none"> 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; 	
12. Election of Individuals to School Council	Shawna Drummond (Principal Educator)
<ul style="list-style-type: none"> 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 	
13. Adjournment	Shawna Drummond (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.

Minutes

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.

1. Call To Order 6:43

Andrew Chu (Chair)

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;

Attendees:

Council Members (Voting):

Andrew Chu

Bilal Rasool

Franco Civitarese

Nicole Segstro

Laura Spindler

Punam Vyas

Mirabel Berrade

Haniya Nadeem

Council Members (Non-Voting)

Michelle Newell

Shawna Drummond

Parents (Voting):

Becky

Ketan Lakhani

Lisa Chin

Jennifer Ragu

Stacy

Torin Segstro

Sam Anabathula

Marina Lakhani

2. Approval of Agenda

Andrew Chu (Chair)

Andrew Chu

2nd: Haniya Nadeem

Motion Carried

3. Special Items

Andrew Chu (Chair)

1. Wellness Presentation and Q&A – Ms. Kari Kamari (NWE Youth Development Counselor)

4. Secretary Report

Nicole Segstro (Secretary)

1. Minutes of the June 24, 2020 Annual General Meeting (see attached)

Nicole Segstro

2nd: Andrew Chu

Motion Carried

5. Treasurer Report

Franco Civitarese (Treasurer)

1. Financial Statement

Closing balance:

Bank: \$2,087.00

School general account: \$3,758

Amendment to presented financials: Chocolate Bombs were listed as being bought for staff, but they were for a kindergarten virtual gathering night

Revenue still to come in: Spellathon

Invoices pending:

- Popcorn
- Kahoot invoice

All expenses to be submitted by end of June 2021

Year end is July 31, 2021

See attached statement

6. Chair Report

Andrew Chu (Chair)

See attached year in review report 2020/2021

7. First Call Nominations

Shawna Drummond (Principal Educator)

- **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;**

Role	Nominee	Nominated
Secretary	Nicole Segstro	Self Nominated
Parental partnership	Haniya Nadeem	Self Nominated
Hot lunch/Fun Lunch	Mirabel Beradde	Self Nominated
Fundraising Co-ordinator	Laurae Spindler	Self Nominated

Treasurer

Franco Civitarese

Self Nominated

Vice Chair

Bilal Rasool

Self Nominated

8. Principal's Message

Shawna Drummond (Principal Educator)

Highlights for 2020/2021

- A lot of scheduling, re-scheduling kept things interesting
- Day 1, 1st recess and seeing the joy from the kids
- Connecting with families' different ways, getting to see students in their home
- More parents were able to participate in learning conferences
- Recess dance parties/holiday theme outdoor event
- Inline skating
- Virtual field trips and connecting with experts and museums
- New assemblies via video and amazing editing by Michelle Newell
- Kindness buddies
- Secret Seniors
- Santa drove up to visit the Kindergarten kids
- Giving Tuesday, Food Bank Drive, Terry Fox Run, Jump Rope for Heart
- Appreciation video made for the teachers
- Watching staff and students grow in a dynamic year, taking on new challenges, but many thrived
- Keeping on-line students connected
- Mixed campuses allowed students to make friends with new campus kids
- Studies in First Nations - Chriss McNabb, residential school survivor spoke with staff and connected with Grade 4's
- Corrie Chewie with TELUS Spark, worked with teachers about how to teach using stories
- Wellness Focus – staff and students
- Parents who kept it all together

See detailed Principle Report for detailed information

9. Second Call Nominations

Shawna Drummond (Principal Educator)

Role	Nominee	Nominated By
Chair		
Kindergarten Rep/Snack		
Communication Coordinator		
Community Services Coordinator		
Advocacy Committee Chair		
Heritage Celebration Committee Chair		
Vice Chair	Andrew Chu	Bilal Rasool
Withdrawals: Bilal Rasool	Vice Chair	

10. Question Period

Shawna Drummond (Principal Educator)

11. Third Call Nominations

Shawna Drummond (Principal Educator)

- **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;**

Role	Nominee	Nominated By
Communications Coordinator	Marina Lakhani	Self Nominated
Chair	Ketan Lakhari	Self Nominated

12. Election of Individuals to School Council	Shawna Drummond (Principal Educator)
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- Chair – Ketan Lakhari
- Vice Chair – Andrew Chu
- Treasurer – Franco Civaterese
- Secretary – Nicole Segstro
- Parental Partnership Coordinator – Haniya Nadeem
- Community Services Coordinator - Vacant
- Fundraising Coordinator – Laruae Spindler
- Fun Lunch Coordinator – Mirabel Berrade
- Kindergarten Representative and ECS Special Snack Coordinator
- Communication Coordinator – Marina Lakhani
- Health and Wellness Coordinator – Mirabel Berrade
- Advocacy Committee Chair - Vacant
- Heritage Celebration Committee Chair - Vacant

All roles acclaimed

13. Adjournment	Shawna Drummond (Principal Educator)
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8:05

2020/2021 Annual Report

This was an exceptional year due to the 2020 COVID-19 Response, which started with CMOH Order 01-2020 issued on March 16, 2020 under the Public Health Act, that is still ongoing and evolving as of the date of this report.

The 2020 School Council – Northwest Elementary Campus Annual General Meeting was held virtually on June 24, 2020. Eight out of ten open positions were filled at the meeting leaving the Community Service Coordinator and ECS Special Snack Coordinator positions unfilled.

The first meeting of the 2020/2021 Council was held on August 27th, 2020, during Staff Organizational Days just before Orientations and the Soft School Start of the modified School Calendar. Six of Eight Council members were new to this Council, including the Chair and Vice-Chair. This was the first meeting of Council since February 6th, 2020 and the meeting served as both an orientation for new members and a planning session for what Council should undertake during the exceptional circumstances that were expected to continue indefinitely. Most activities from previous years could not be undertaken in the same form as before (or at all) due to public health orders. There was also an exceptionally large turnout of community members at the first meeting due to the rapidly changing back-to-school scenarios. A survey was commissioned to address issues raised at the meeting and to see what our community wanted to see Council try to do for the rest of the year.

Thankfully, a volunteer stepped up to fill the ECS Special Snack Coordinator position for which we renamed to the “Kindergarten Representative and ECS Special Snack Coordinator” to try to gain a better understanding of the needs of our Kindergarten families.

The Community Service Coordinator position remained vacant the entire term but thankfully many of our Council members stepped up to fill the various roles of this position.

GOALS

The following goals were eventually settled upon:

1. 20 Hours / Family of Parent Partnership by End of School Year
2. Incorporate Online and In-Class Students in All Events
3. Support Teachers from a Distance

EVENTS

Kiss and Cry (and Bring your Own) Tea

An attempt was made to welcome and support Kindergarten parents with a “Kiss and Cry (and Bring your Own) Tea” on September 2nd and 3rd but unfortunately was not very successful due to various last minute factors. Kindergarten parents did not really get a chance to meet until the “Kindergarten Hot Chocolate and Stuffie Meet and Greet” event on March 18, 2021.

Welcome Back Chalk Art

Instead of a Welcome Back BBQ, a chalk artist was commissioned to chalk up our courtyard on September 9th with our Character Virtues as the theme. The art lasted for weeks:



Monster Mash-Up

Instead of a Halloween Dance, we rented some speakers and blasted some classic Halloween tunes on October 23rd at each class's recess for the students and staff to dance to. We invited online students to submit photos/videos in their Halloween outfits and staff created a Mash-Up video of both online and recess students for all students to see their fellow students.



FFCA Northwest @ffca_nwe · Oct 27, 2020

...

Thanks to our amazing School Council for throwing a "Monster Mash!" The students had a blast dancing to classic Halloween tunes outside during their recesses! #ffcaworks



Seniors Secret Service and "Operation Chimney Drop"

The community pitched in to spread some holiday cheer to seniors by sending cards and donations through the Seniors Secret Service organization. Staff Elves and Parent Santas gathered and delivered presents to seniors Secret Service on December 5th to be quarantined and distributed in time for the holidays. A note of thanks was received from one of the senior's children and is attached in the correspondence section.

Winter Jams

Due to the popularity of the Monster Mash-Up, we put on an encore performance on December 18th, the last day of school before the Winter break.

December Miles Streak Challenge

NWE challenged families to get outdoors and stay active during the winter break. The challenge was taken up by many families and a little friendly competition may be added next year to get NWE moving!

Kindergarten Hot Chocolate and Stuffy Meet and Greet

All Kindergarten families were sent a Cocoa “Bomb” to make their own hot chocolate and bring it to an online meet and greet on March 18th. It was extremely well attended and almost every Kindergarten family made it out!

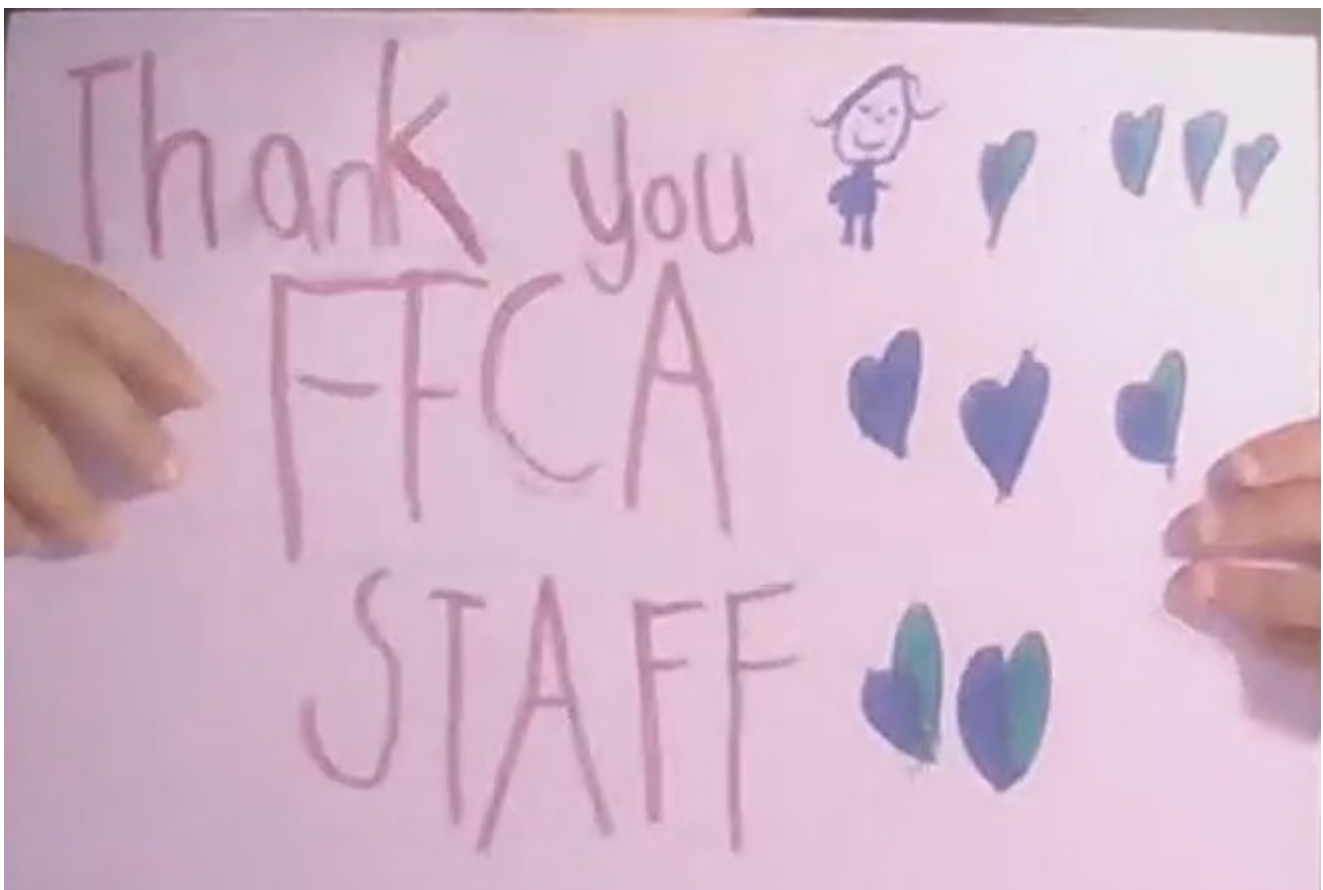
Kahoot Nights

Four Kahoot trivia nights were hosted for each of the grade levels and provided an opportunity for Grade level families to connect:

- Grade 1 – April 15
- Grade 2 – April 29
- Grade 3 – May 13
- Grade 4 – May 27

Staff Appreciation

Community members came together to create a Staff Appreciation video to accompany some meals and drinks that were presented to staff on May 4th.



Magic Show

Families gathered around their digital windows into the world to watch a live magic show streamed into the comfort of their own home on May 19th.

A vibrant poster for a 'Virtual Family Magic Show'. At the top, three cartoon magicians in blue suits and red ties are performing magic. One holds a wand, another a top hat, and a third a magic box. A small boy in a blue suit and yellow hat stands in front of them. To the right, a clapperboard reads 'CHRISTOPHER COOL!' and 'LIGHTS, CAMERA, MAGIC'. Below the magicians, the text 'VIRTUAL FAMILY MAGIC SHOW' is written in a stylized font. The background is yellow with large stars and a red curtain at the top. The text 'Fundraising Event For FFCA Northwest Elementary' is centered below the title. Below that, the text 'HAVE FUN WITH YOUR FAMILY AT HOME WHILE RAISING MONEY FOR YOUR SCHOOL!' is written in large, bold, black letters. At the bottom, the date and time 'WEDNESDAY, MAY 19, 2021 6:00 P.M. MST' are displayed in white text on a yellow background.

Fundraising Event For FFCA Northwest Elementary

**HAVE FUN WITH YOUR FAMILY AT HOME
WHILE RAISING MONEY FOR YOUR SCHOOL!**

**WEDNESDAY, MAY 19, 2021
6:00 P.M. MST**

FUNDRAISERS

Davison Orchards Apples

Bringing back what has been an annual tradition at NWE, we were able to bring in apples from Davison Orchards on October 16th. The fundraiser raised \$1470.00 from a sales total of \$5175.00.



**Davison Orchards
Apple Fundraiser**

Opt-In Fundraiser

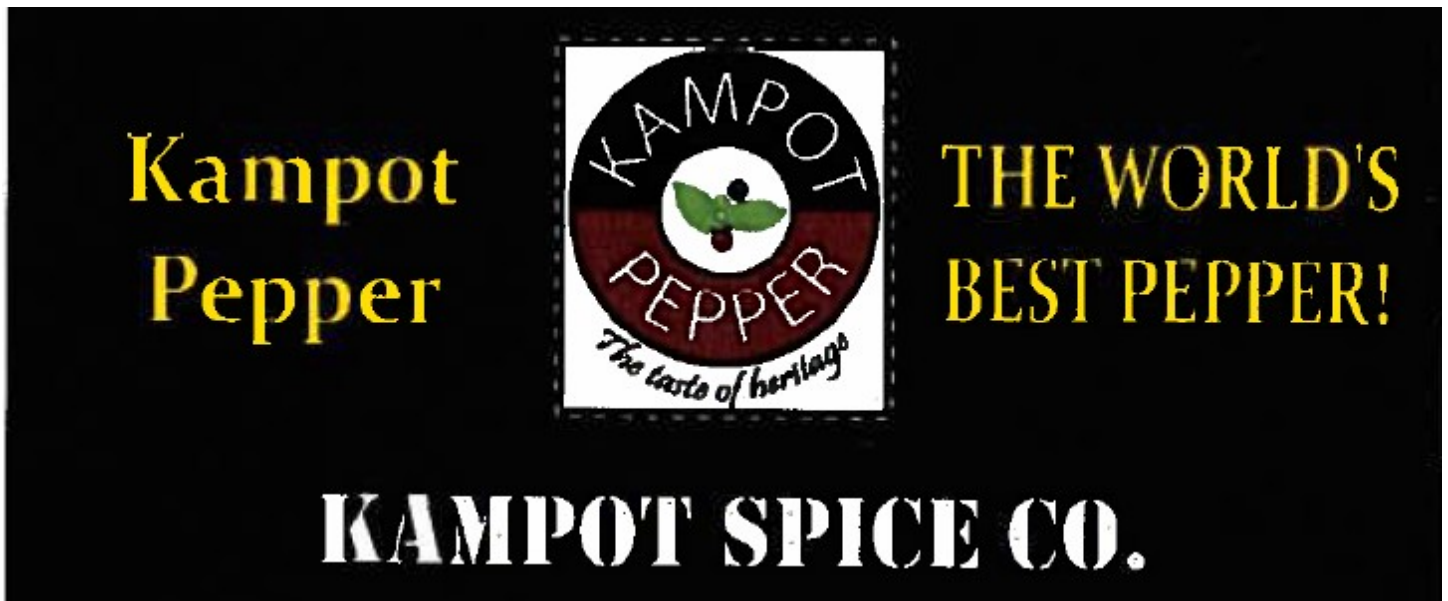
The Opt-In option was available until October 31st and raised \$850.00.

OPT IN

Fundraising Option at FFCA NWE

Kampot Pepper

New to NWE was a Kampot Pepper fundraiser that closed on December 11th just in time for holiday gift-giving. \$260.00 was raised from a total of \$649 of pepper sold.



Mask Fundraiser

Council partnered with Pause and Breathe for a mask fundraiser in March and raised \$81.

Magic Show

Both an event and a fundraiser, Council partnered with Christopher Cool to put on a Virtual Magic Show on May 19th and raised \$972.

Spell-a-Thon

The last fundraiser of the year was a Spell-a-Thon that was delayed by the transition of in-class to online learning in May and occurred on May 28th. The total raised was not available at the time of this report.

NON-EVENT EXPEDITURES

The Association of FFCA School Council (ASC) Contributions

Every year, Council provides funding to ASC so that the Councils of all of FFCA's campuses can meet, exchange ideas, and work on school-wide initiatives. This year, ASC has been planning FFCA's 25th Anniversary Event to be held at Heritage Park on Sunday June 4th, 2022 and have been working together, along with other charter and non-charter School Councils around the province in an Advocacy initiative to educate the public about charter schools and the Alberta Education System. ASC also ran a school wide Food Bank Drive in April. This year, Council contributed \$1,150 to ASC. ASC has also decided to pay for the membership fees of all FFCA School Councils to be a part of The Alberta School Councils' Association (ASCA), an organization that states that "We represent parents on school council to engage with Alberta's Education Ministry."

Teacher Discretionary Fund

Due to missing out on fundraising in the last half of the 2019/2020 school year, Council was only able to provide \$1250 to teachers to use at their discretion for things like Scholastics/Scholars Choice books, prize boxes, items for science and math projects, stickers, pencils, etc.

Lockdown Kits

Council provided funding so that each classroom, the gym, and the library to have lockdown kits (16 total) that include a pail, privacy curtain, toilet paper, dixie cups, water, flashlight, tissue boxes, and snacks.

12 Days of Giving

\$100 was given to the Grade 4s for wrapping paper, pencils, erasers and stickers for 12 days of gift giving to students in other grades.

Holiday Gifts

Gift baskets were dropped off at the campus to spread a little holiday cheer.

COMMITTEES

Bylaw Update Committee

Meetings by electronic means were not explicitly allowed by our School Council Bylaws so a Bylaw Update Committee was struck to investigate amending the Bylaws to accommodate such meetings. The Committee submitted the proposed amendments to Council at the September 29th Council meeting to be approved to be submitted to ASC on October 5th to be considered by parents at the December 9th FFCA Annual General Meeting where they were passed.

Advocacy Committee

ASCA postponed debate of a number of Proposed Advocacy Resolutions from their April Annual General Meeting to a Regular General Meeting that was held on October 17th. Among those resolutions was a proposal to define “Public Education” as exclusionary of Charter Schools and to advocate to the Ministry to dissolve Charter Schools. The Advocacy Committee was struck to evaluate the proposed resolutions and to propose any new resolutions to be considered at the following AGM. The Committee sent a Delegate to debate and vote on the resolutions. Unfortunately, the following three resolutions were passed at the meeting and became ASCA Policy:

P20-04A – Carried Minister of Education Definition of Public Education

We request that the Minister of Education define public education as the public, francophone, and separate school systems.

P20-04B – Carried ASCA Definition of Public Education

We request that ASCA define public education as the public, francophone, and separate school systems and use this definition when interpreting existing and new resolution statements such as “all schools” and “school boards”.

P20-04C – Carried Integration and oversight of Charter Schools

We request that the Minister of Education integrate charter schools into the public education systems making them accountable to locally elected trustees and school boards and ensuring access to all students.

The Committee worked with the ASC Advocacy Committee which worked with individuals all over the province on five Proposed Advocacy Resolutions to be debated at the April 25th, 2021 ASCA AGM. Our Council sponsored one of them:

P21-09 AMENDED THEN DEFEATED Equal Opportunity of Access to All Public Schools

We request that the Ministry of Education and all applicable cross Ministries ensure that ALL public, separate, francophone, and charter school authorities have the facilities and resources available to be accessible to all children on an equal opportunity basis, so as to eliminate waitlists and lotteries.

We further request that the Ministry of Education ensures that all school authorities provide the parents and students that register with their schools relevant information about other schools available to them, regardless of whether the school is a public, separate, francophone, or charter.

We further request that the Ministry of Education creates a website where parents and students can enter a postal code or address to obtain a list of all school options available to them.

We further request that the Ministry of Education publishes the SES Index and Gap Score Reports for all schools so that parents can be provided with the relevant information about the measure of the actual “value-added” of schools available to them.

We further request that the Ministry of Education publishes the postal codes of all students that attend each school on its Open Data portal in order for the public to be able to analyze the student demographics of each school.

Heritage Celebration Committee

A new committee struck at the March 23rd meeting and is currently searching for members to:

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

FINANCIALS

Foundations for the Future NWE School Council

2020-2021 School Year

August 1, 2020 to July 31, 2021

Note: This is at May 27, 2021 for the purpose of the AGM

Opening balance August 1, 2020

Bank	\$	3,844
School general account	\$	2,627
Total opening balance	\$	6,471

	Revenue	Expenses	Net
Apple fundraiser	\$ 5,175	\$ 3,705	\$ 1,470
Kamkot pepper fundraiser	\$ 649	\$ 389	\$ 260
Mask fundraiser	\$ 81	\$ -	\$ 81
Opt-in donations	\$ 850	\$ -	\$ 850
Magic show fundraiser	\$ 972	\$ -	\$ 972
Bank fees	\$ -	\$ 10	\$ (10)
Alberta School Councils fee/community fund	\$ -	\$ 1,150	\$ (1,150)
Discretionary (teachers)	\$ -	\$ 1,250	\$ (1,250)
ASCA AGM non-voting delegate registration	\$ -	\$ 25	\$ (25)
Chalk art	\$ -	\$ 525	\$ (525)
Staff appreciation video	\$ -	\$ 30	\$ (30)
Staff appreciation lunch and giftcards	\$ -	\$ 473	\$ (473)
Chocolate bombs for staff (Christmas)	\$ -	\$ 69	\$ (69)
Costco gift baskets	\$ -	\$ 224	\$ (224)
School dance	\$ -	\$ 107	\$ (107)
Lock down kits	\$ -	\$ 397	\$ (397)
Total	\$ 7,727	\$ 8,353	\$ (626)

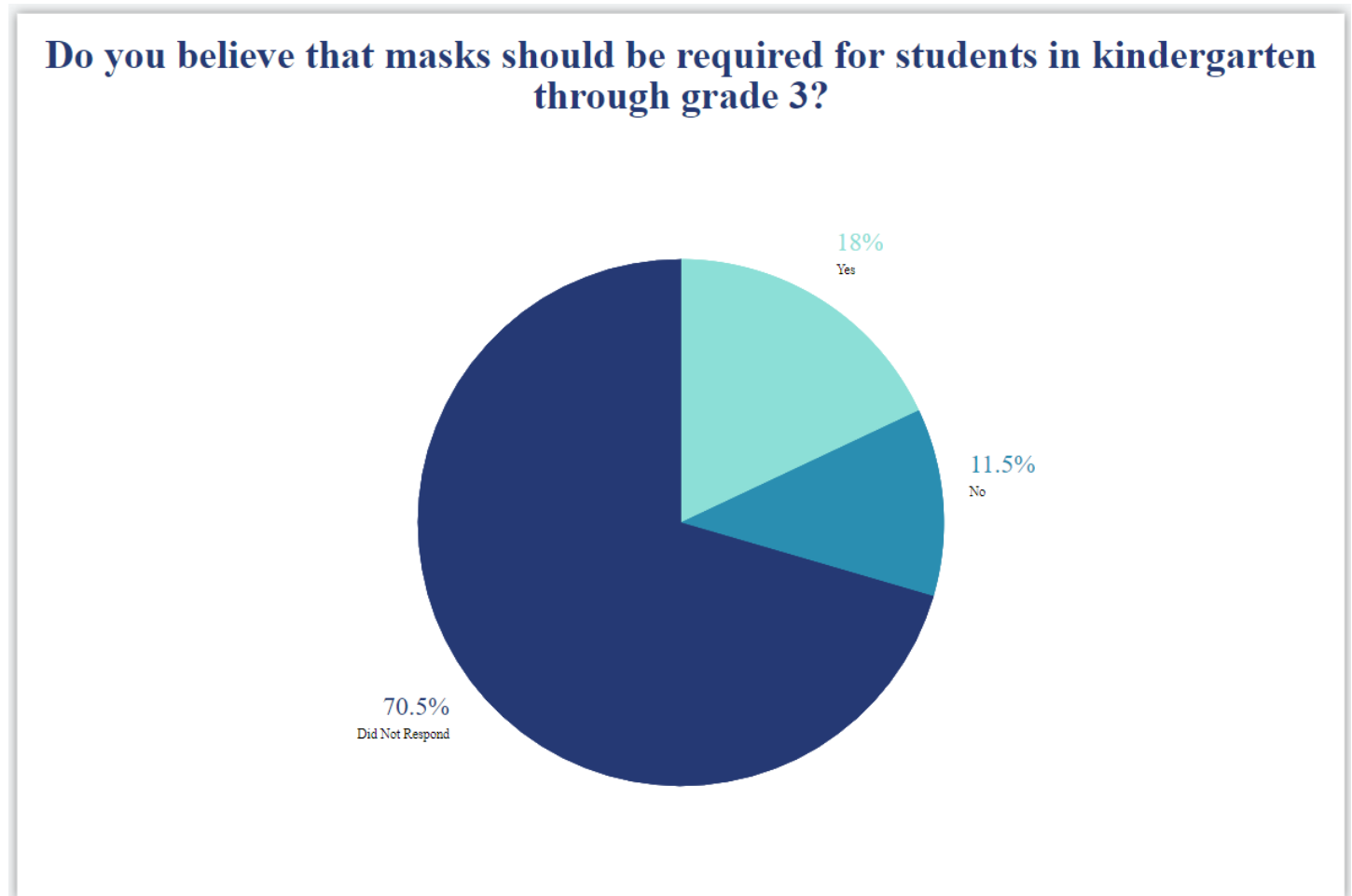
Closing balance \$ 5,845

Bank	\$ 2,087
School general account	\$ 3,758
Total	<u>\$ 5,845</u>

ADVISORY ROLE

K-3 Masking

A survey was sent out on September 1st to inform Council and the Board about our Community's opinion about masking in K-3. The results were as follows:



Annual Education Results Report (AERR) and 3-Year Education Plan (3YEP)

Principal Drummond presented the AERR at the November 24th Council meeting.

Draft Curriculum

Principal Drummond discussed FFCA's intentions to pilot parts of the draft curriculum at the April 27th Council meeting.

Budget

Principal Drummond presented the Budget at the May 25th Council meeting.

Policies

The following Board policies were placed on meeting agendas throughout the year for Community Review:

- Policy 14 Uniforms
- Policy 19 Welcoming, Caring, Respectful, Safe and Inclusive Learning and Working Environments
- Policy 15 Managed Growth
- Policy 7 Board Operations
- Policy 8 Charter Board Committees and Representatives

Principal Performance Focus Group

Deputy Superintendent / Chief Operating Officer Leinweber led a focus group to solicit Council's feedback about Principal Drummond's first year as Principal Educator at the March 23rd Council meeting. The Alberta Leadership Quality Standard and FFCA Distinctive Leadership Competencies Administrative Procedures were considered.

PARENT PARTNERSHIP

All classes had room parents. Council was added as a moderator on the FFCA NWE Facebook group to ensure continuity of that group as a forum for parents.

The table below shows a summary of parental volunteer hours.

FFCA - NWE Campus

2021 Family Volunteer Hour Report as of May 25 2021 2:40PM

Total # Families at Campus	219	There are 219 primary families in the database for this campus Of these families there is an additional 0 that are secondary The resulting number of total families is 219 You should note that the total number of families shown on this report may disagree by 0 with the total number of families shown to exist within a school on other reports because of secondary family listings
Total # Families Who Have Volunteered		
20+ hours	5	
15-19 hours	0	
10-14 hours	1	
5-9 hours	2	
1-4 hours	9	
0 hours	202	

As we all know that this year has been quite an unusual year truly limiting the ability for parents to volunteer. That being said, the Council and Staff have decided as a nice note of appreciation to parents we will give all the children in FFCA NWE campus a no homework night on June 17th. This is to thank the parents for all they have done *behind the scenes* to support the FFCA NWE Staff i.e. helping with online schooling, attending online school social events, reading during family literacy week and so on definitely counts towards parental volunteer hours.

CORRESPONDENCE

Finally, attached to the end of this report are 2 pieces of notable correspondence received by NWE:

1. A letter from the Premier and Minister of Education in response to thank you letters written by students in 3A for the government provided masks.
2. A letter from the son of a senior that received Christmas cards as part of the Seniors Secret Service initiative.

**Thank you for the opportunity to serve the NWE community this year,
Your 2020/2021 School Council**

Andrew Chu, Chair

Bilal Rasool – Vice Chair

Nicole Segstro – Secretary

Franco Civitarese – Treasurer

Punam Vyas – Communication Coordinator

Mirabel Berrade - Hot Lunch and Wellness Coordinator

Haniya Nadeem - Parental Partnership Coordinator

Laurae Spindler - Fundraising Coordinator

Megan MacDonald – Kindergarten Representative and ECS Special Snack Coordinators

Shawna Drummond – Principal Educator

Victoria Hack – Teacher Representative