



School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Tuesday, May 24 2022

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

Andrew Chu (Vice-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 (5/9)

Andrew Chu (Chair), Nicole Segstro (Secretary) Haniya Nadeem (Parental Partnership Coordinator) Franco Civitarese (Treasurer) Mahira Muradova (Community Services Coordinator) Laurae Spindler (Fundraising co-ordinator) Michelle Newell (Associate Principle) Shawna Drummond (Principle)

2. Approval of Agenda

Andrew Chu (Vice-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. Vacancies

Andrew Chu (Vice-Chair)

1. 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.
 1. Chair
 2. Advocacy Committee Chair
 3. Heritage Celebration Committee Chair

4. Approval of Minutes

Nicole Segstro (Secretary)

2. Minutes of the April 26th, 2022 Meeting.
Nicole Motions to Approve April 26, 2022 minutes
2nd: Andrew Chu
Motion Carried

5. Special Items

Andrew Chu (Vice-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.

6. Treasurer Report

Franco Civitarese (Treasurer)

1. Financial Report
\$2190 Bank Account
\$15,944 General Account

7. Teacher Representative Report

Dawn Ackroyd or Samantha Lien (Teacher Representative)

1. See Principal Educator Report

8. Principal Educator Report

Shawna Drummond (Principal Educator)

1. Previous Action Items:
 - Thank you for the breakfast! So yummy, looking forward to lunch May 27th .
 - Grade 4's got to visit the middle school on Thursday May 19, 2022 . Math-a-thon rewards were a huge hit, especially the dance. The school borrowed some lights so DJ Drummond could spin some vinyl.
 - A huge thanks to Mahira and other parent volunteers for handing out popcorn.
 - Work has started on building classes for 2022-23 year
 - In person admin meetings took place (all campuses), looking at future, priorities and 3 year ed plan goals.
 - Teachers are planning field trips for next year. IN next June meeting Shawna will go over proposed fieldtrips and fees.
 - June 3rd the grade 12s are coming for grad walk.
 - June 8th is kindergarten orientation.
 - Collected all feedback from parents regarding teachers and campus administration. Data will be reviewed as part of planning for 2022-23.

- Shawna and Michelle are open to another fun lunch before end of year.
- Thanks to Haniya for the push to room parents to try to get extra surveys completed.
- Action: Andrew to look at ASC minutes to see if they have some funds in the community fund to cover busing for the bridging activity. Approximately \$500 total cost **Andrew confirmed that \$1500.00 was made available for bridging activities from ASC**

Andrew motions to spend up to \$500 for bussing for bridging activity, unless community fund can cover the cost.

2nd: Mirabel

Motion carried

9. Community Services Coordinator Report

Maira Muradova (Community Services Coordinator)

1. May 19th Dance Party -didn't have to pay for equipment as dance was inside
2. Alumni Facebook Group – Mahira was wondering if there was any response to the call for alumni
Action: Andrew will check if we've had any responses. **Already heard back from the chair, and there were no responses**
3. Welcome Back BBQ – will discuss in next council meeting
4. Grade 4 Grad Celebration - instead of cap, the teachers want to do balloons and a banner alongside a picture booth
Planning a fieldtrip to Calaway Park for Grade 4's. Wondering if council could cover the cost of the bus up to \$250.00 and then parents only need to cover the entrance fee. Balloons cost is \$25.00 and photo booth \$25.00

Nicole motions to spend up to \$300.00 to cover the cost of balloons, photo booth and bussing to Calaway Park for grade 4's.

2nd: Andrew Chu

Motion Carried

10. Health and Wellness Report

Mirabel Berrade (Health and Wellness / Fun Lunch Coordinator)

1. Healthy Hunger is moving forward with fun lunch May 27th (Booster Juice)
Gluten Free is very tricky for every restaurant to commit to 100% for every item. Each parent will be responsible for reviewing the menu and making the decision for their own child as we can't guarantee a severe allergy won't be triggered by a fun lunch item. If an item is swapped due to lack of availability, parents can cancel and get a refund to be safe. Volunteers are excited to be back in the school
2. Next fun lunch date is June 24th. Coco Brooks and Jelly Modern doughnut are June vendors
3. Popcorn is sometimes hard for kids with braces. Mirabel advised that we should be able to do more fun lunches next year to give them more variety, but having something that works for everyone each time is just not possible

11. Fun Lunch Coordinator Report

Mirabel Berrade (Fun Lunch / Health and Wellness Coordinator)

1. Kernels Popcorn: May 19
2. Booster Juice: May 27

12. Kindergarten Representative and ECS Special Snack Coordinator Report

Salina Bhimji (Kindergarten Representative)

1. Special Snack
 1. May 27
2. Mentor Parents
3. Kindergarten Orientation

13. Fundraising Coordinator Report

Laurae Spindler (Fundraising Coordinator)

1. Wanda's Fundraiser -
Salina was the last to speak with Wanda but we do not have an update.
Action: Laurae will send a text to Wanda now to follow up.

Laurae confirmed that Wanda will still take bottle donations to cover the cost of future treatment for the foster dog

14. Parental Partnership Report

Haniya Nadeem (Parental Partnership Coordinator)

1. Parent Partnership Hours
 - Parents love volunteering for fun lunches which has been awesome
 - June 27th Highwood pool swim requires parent volunteers. Haniya will send that out
 - Volunteer report from Lee is in. Overall 55 families have volunteered. Haniya is looking at the report to complete it.

15. Communication Coordinator Report

Marina Lakhani (Communication Coordinator)

1. Communications Plan – Andrew has worked with Marina and Salina to flesh this out. They have some items ready but more work is required. Salina will be at the Kindergarten orientation on June 8th along with Mahira.

16. Chair Report

Andrew Chu (Vice-Chair)

1. AGM
 1. One Candidate put name forward for Treasurer
 2. Draft AGM Report
 3. Election Buddy
 - Motion to spend up to \$500 of ASCE Grant on one of the following; Election Buddy/Survey Monkey/Doodle or a literacy parent session

2nd: Mahira
Motion carried
2. ASC
 1. 25th Anniversary
 - Time Capsule items to be opened at 50th Anniversary
 1. Suggestion is to poll the students to see what they would like to put into the time capsule from NWE
 - Still looking for Volunteers and Advertising (30-40 spots) they are also looking for an MC for the event
 2. Community Fund Proposal (see attached) Admin council has put forward a proposal about how to efficiently run the community fund
 - Existing Guidelines: <https://www.ffca-calgary.com/common/pages/DisplayFile.aspx?itemId=16667310>
 3. AGMs
 - NMS has an Illusionist Show to attract attendees
 - NEE had a BBQ lunch to recruit members
 - ASC AGM is Jun 6th

17. 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.

1. May be eligible for ASCE Grant

2. **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

Andrew Chu (Vice-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)) – Done
 2. Make unapproved minutes of the last meeting available within seven (7) days of the meeting (Bylaw 12(2)(a)(ii)) - Done

2. Meeting Schedule

Dates for meetings are:

June 21 (Proposed, up to new Chair)
Current Council and New Council attending if possible

3. Previous Action items

- Mahira will put together a FB group, working with Marina to help her and then teachers can help share the group to generate some interest. **Pending**
- Marina will put a draft communications plan together and circulate to council. Marina will book Andrew's time to get assistance . **Meeting held with Andrew and Salina, more work to be done on this**
- Shawna can ask teachers if a fun hat toss event with graduation caps could be considered.

Decision: Teachers would like to do a balloon decoration up against a photo booth instead of caps

4. Action Items for Next Meeting

- All Council members to fill in their volunteer hours, Andrew to send the dates we met
- All Council members to review the ASC proposal regarding spending of community funds
- All Council to review the AGM package Andrew put together and get back get back to him soon

5. Closing Comments (Open to All)

Motion to open a closed session: Andrew

2nd: Nicole

Closed session closed @ 20:09

Meeting adjourned at: 20:09