



School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Tuesday, June 21, 2022

Time: 6:45 PM

Location: NWE Campus (719 44 Ave NW) with online Google Meet

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)

1. Welcome and Introductions

1. Voting School Council Members

1. Code of Conduct Signing (See Article 7 and Appendix A of School Council Bylaws: <https://www.ffca-calgary.com/common/pages/DisplayFile.aspx?itemId=16667342>)

2. Conflict of Interest Declarations (See Article 7 Section 1 and Appendix B of School Council Bylaws: <https://www.ffca-calgary.com/common/pages/DisplayFile.aspx?itemId=16667342>)

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 (3/5)

3. School Council Objectives / Mandate / Operations Overview (Reference Material Below for Optional Review)

1. Standard Operating Procedures / Bylaws: <https://www.ffca-calgary.com/common/pages/DisplayFile.aspx?itemId=16667342>

2. Alberta School Councils Regulation: https://www.qp.alberta.ca/1266.cfm?page=2019_094.cfm&leg_type=Regs&display=html

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. Motion to Appoint the following persons to the following positions on School Council:	
1. Mahira Muradova – Community Services Coordinator	
2. Mahira Muradova – Fundraising Coordinator	
3. Marina Lakhani – Communication Coordinator	
4. Ade Onasanya and Janine Bamber – Parental Partnership Coordinators	
5. Heather Hadden – Secretary	
4. Secretary Report	Andrew Chu (Vice-Chair) or TBD (Secretary)
1. Position Description	
<ul style="list-style-type: none"> Records minutes of School Council Meetings Prepares minute reports for review by Chair and Vice-Chair Provides minutes and agendas to all council members Provides minutes to campus secretary for upload to campus webpage 	
2. Minutes of the May 24 th , 2022 Meeting.	
Approval by Unanimous Consent	
5. Special Items	Shawna Drummond (Principal Educator)
1. Campus Budget	
6. Treasurer Report	Rita Shen (Treasurer)
1. Signing Authority Transfer	
2. Financial Report	
7. Teacher Representative Report	TBD (Teacher Representative)
8. Principal Educator Report	Shawna Drummond (Principal Educator)
9. Community Services Coordinator Report	Andrew Chu (Vice-Chair) or TBD (Community Services Coordinator)
1. Grade 4 Grad Celebration	
2. Welcome Back BBQ	
3. Kiss and Cry Tea (Andrew)	
4. Parental Partnership Goal Event (Andrew)	
10. Health and Wellness Report	Andrew Chu (Vice-Chair) or TBD (Health and Wellness Coordinator)

1. Position Vacancy

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

11. Fun Lunch Coordinator Report

Mirabel Berrade (Fun Lunch Coordinator)

-
1. 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

Andrew Chu (Vice-Chair) or TBD (Fundraising Coordinator)

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

14. Parental Partnership Report

Andrew Chu (Vice-Chair) or TBD (Parental Partnership Coordinator)

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

15. Communication Coordinator Report

Andrew Chu (Vice-Chair) or TBD (Communication Coordinator)

-
1. Communications Plan

16. Chair Report

Andrew Chu (Vice-Chair)

-
1. AGM
 2. ASCE Grant
 1. Webcam and Microphone?
 3. ASC
 1. 25th Anniversary
 2. Community Fund Proposal (see attached)
 - Existing Guidelines: <https://www.ffca-calgary.com/common/pages/DisplayFile.aspx?itemId=16667310>
 - Motion to commit to an ad hoc committee to review and recommend to Council a position on the Community Fund Proposal. The committee will consist of the following volunteers: [TBD]

17. Advocacy Committee Report

Andrew Chu (Vice-Chair) or TBD (Advocacy Committee Chair)

1. Committee Mandate

- Work on and submit any Proposed Advocacy Resolutions for the Alberta School Councils’ Association (ASCA) to consider

- Choose a Voting Delegate to send to any ASCA meeting
- Consider and undertake other activities as necessary for the advocacy of the FFCA NWE community

18. Heritage Celebration Committee Report Andrew Chu (Vice-Chair) or TBD (Heritage Celebration Committee Chair)

1. May be eligible for ASCE Grant
2. **Committee Mandate**
 - 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
 - Choose celebratory events to highlight on the Heritage casual day
 - Work with the Community Services Coordinator, community members, and organisations to create a celebration activity or event on the Heritage day casual day
 - Make funding requests to School Council as needed

19. Other Items Andrew Chu (Vice-Chair)

1. 2022/2023 Goals and Work Plan
 1. Brainstorm with intent to approve
 2. Draft Work Plan (see attached)
2. 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
3. Meeting Schedule
 1. [2022-23 Calendars - Approved 22-01-26.xlsx \(ffca-calgary.com\)](#)
 2. Motion to approve the following meeting dates:
 1. Tuesday, August 23rd (second Organizational Day)
 2. Tuesday, September 20th
 3. Tuesday, October 18th
 4. Tuesday, November 22nd
 5. Tuesday, December 20th
 6. Tuesday, January 24th
 7. Tuesday, February 21st
 8. Tuesday, March 21st
 9. Tuesday, April 18th
 10. Tuesday, May 23rd
 11. AGM: Wednesday, May 31st
 12. Tuesday, June 20th (Tentative)
4. Action Items for Next Meeting
 - [Placeholder]
5. Closing Comments



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

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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 26 th , 2022 Meeting.	
Nicole Motions to Approve April 26, 2022 minutes	
2 nd : Andrew Chu	
Motion Carried	
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)
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:	
<ul style="list-style-type: none"> • 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 the ASCE Grant on Election Buddy, SurveyMonkey, Doodle, and/or a server for the domain ffca-parent.com to help the incoming council with engaging with the community at the Vice-Chair's discretion 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 enter a closed session: Mahira

2nd: Nicole

Motion to exit closed session: Mahira

2nd: Nicole

Meeting adjourned at: 20:09



**Administration Proposal for Revisions to the
ASC Community Fund
April 27, 2022**

Background

With the opening of multiple campuses, FFCA campus councils established the Association of School Councils (ASC) to focus on supporting the 'one school' culture at FFCA and helping individual campuses be more effective and efficient in their work to support their specific campuses. Recognizing that campuses have differing needs and resources, the ASC established the Community Fund in 2012, replacing the previous Character Fund, to help balance inequities and support community and culture building within FFCA.

The Community Fund has been resourced through a portion of annual ASC fees paid by each campus council. These funds were allocated to support:

- 1) annual high school scholarships in character and leadership
- 2) new campus councils
- 3) specific 'school-wide' initiatives

An application process was established, and remains in place, which requires requests to be submitted by a lead campus council and associated administration with support from partners at other campuses. The initiatives have varied from year to year, and depending on the level of requests and available funds, these requests are approved for full or partial funding or not approved for funding.

Over time, a number of initiatives were proposed to improve the inter-campus transitions from grades 4 to 5 and 8 to 9 as both parents and administrators had identified this as a primary area for improvement within FFCA. In recent years, the FFCA Administrative Council and their campus councils have submitted a single, joint-request for ASC to support these FFCA transition activities.

Proposal

FFCA Administration proposes that starting with the 2023-24 school year, the Community Fund Guidelines be updated and revised to eliminate the annual application process and to include the annual funding of:

- 1) Four (4) \$1000 scholarships, one each for outstanding character and outstanding leadership at each of the north and south campuses.
- 2) Up to \$11,000 to support a cohesive plan of inter-campus student transition, mentoring, leadership, and celebration activities as approved by the FFCA Administrative Council. A sample plan is including in appendix A and accompanying budget in appendix B. (Note that

the difference in activities between north and south is due to campus proximity, but funding support is fairly equitable.)

As part of this proposed revision:

- 1) Each campus administration will be responsible for providing their campus council with an overview each fall on what transition activities will be planned involving their campus during the upcoming year.
- 2) FFCA Administration will provide a report to the ASC each spring on what transition activities were supported by the ASC Community Fund.

For the 2022-23 school year, FFCA Administration proposes that the ASC contributes what it is able from the Community Fund to support the additional scholarships and transition plan. FFCA administration will cover the additional costs from its operational budget as a one-time expense to enable the ASC to facilitate this change and ensure these valuable activities occur during the transition year.

Rationale

The proposed changes would allow the campus administration, campus councils, and ASC to support these already-identified priority community initiatives with predictability and eliminate the inefficiency of the annual application process. This will better allow for the proactive planning and implementation of these events and activities as well as provide some flexibility to adjust the plan as needs and circumstances warrant. It will also allow the ASC to set its campus 'membership' fees in advance at a level to support the sustainability of these valuable initiatives plus any other initiatives it determines to be a priority.

If the ASC has any questions, and/or would like to discuss this proposal, please let us know and we will provide the information needed or make arrangements to meet with the Executive or the whole ASC at a future meeting. We look forward to exploring this proposal with the ASC.

Kurtis Leinweber
Deputy Superintendent / COO
Kurtis.leinweber@ffca-calgary.com

Appendix A – Sample Transition Plan

North Campus 4/5 Transitions

1. Theme: **Physical Activity with Peers** - Terry Fox Day @ NMS
 - Time: September
 - Goals:
 - Gr. 4's come before Terry Fox Run and play actively together at NMS
 - Gr. 4's from NWE and NEE to play actively together
 - Gr. 4's to re-connect with Gr. 5's at NMS
2. Theme: **Check out the School** – Electives/Sports/Extracurricular Fair @ NMS
 - Time: Nov/Dec
 - Goals:
 - Gr. 4's spend time in building and get hands-on information about electives/sports/extracurricular activities
 - Gr. 7 and 8 students share the activities they do with Gr. 4's
3. Theme: **Service Learning and Character** – Leadership Festival @ NMS
 - Time: Spring
 - Goals:
 - Gr. 4's from NWE and NEE participate in a festival where proceeds will be donated to a charitable organization
 - Gr. 5-8 Leadership students connect with Gr. 4's.
4. Theme: **Community Building Activity** with Elementary Schools
 - Time: May
 - Goals:
 - Gr. 4's from NWE and NEE re-connect
5. Theme: **Parent Orientation Evening** @ NMS
 - Time:
 - Goals:
 - Provide detailed information to Gr. 4 parents r.e. NMS

South Campus 4/5 Transitions

1. Theme: **Physical Activity with Peers**

Time: September

Goals:

- Gr. 4 students from both campuses will engage in a physical activity together during the first month of the school year.
 - SWE Students will be bussed to either SEE or SMS.

2. Theme: **Service Learning and Character** – Nickel Carnival @ SMS

● Time: May/June

● Goals:

- Gr. 8 Leadership Elective students will put on a Nickel Carnival for the Grade 3 students from SWE and SEE participate and proceeds will be donated to a charitable organization
 - SEE will walk over and SWE will be bussed

3. Theme: **Check out the School Pt. #1** – Electives/Sports/Extracurricular Fair @ SMS

● Time: Feb/June

● Goals:

- Gr. 4's spend time in building and get hands-on information about electives/sports/extracurricular activities – February
 - SEE will walk over and SWE will be bussed

4. Theme: **Check out the School Pt. #2** – Electives/Sports/Extracurricular Fair @ SMS

● Time: June

● Goals:

- Gr. 7 Leadership students share the activities they do with Gr. 4's – June
 - SEE will walk over and SWE will be bussed

5. Theme: **Check out the School Pt. #3** – Electives/Sports/Extracurricular Fair @ SMS

● Time: Feb/June

● Goals:

- Gr. 3's are invited to come over and watch the dress rehearsal of the annual SMS play
 - SEE will walk over and SWE will be bussed

6. Theme: **Community Building Activity** with Elementary Schools

● Time: March/April

● Goals:

- Gr. 4's from SWE and SEE re-connect

7. Theme: **Parent Orientation Evening** @ SMS

● Time: Feb and May

● Goals:

- Provide detailed information to Gr. 4 parents r.e. SMS

North Middle School to North High School Transitions

1. Theme: **Leadership and Mentoring – For the Love of Reading @ NHS**
 - Time: Feb
 - Goals:
 - NHS Leadership students come to the school and discuss the power that reading has had in their own lives to inspire our North Middle School students.
 - NHS students bussed to NMS
2. Theme: **Check out the School Pt. #1 –Musical Performance @ NHS**
 - Time: Fall
 - Goals:
 - Musical Performance – students will be watching the annual musical and engaging in a discussion around the cultural component of the NHS
 - NMS will be bussed to NHS
3. Theme: **Check out the School Pt. #2 – Orientation @ NHS**
 - Time: Feb
 - Goals:
 - North Gr. 8's spend time in building and get hands-on information about electives/sports/extracurricular activities/academic course during their orientation
 - NMS will be bussed to the NHS
 - *Link Crew students share the activities they do with Gr. 8's*
4. Theme: **Parent Orientation Evening @ NHS**
 - Time:
 - Goals:
 - Provide detailed information to North Gr. 8 parents r.e. NHS

Theme: Community Building Activity Pt. #1 - with the North Middle School Students

- Time: Oct/June
- Goals:
 - *Gr. 8's from the NMS connect in an event that will have them interacting with each other at one of the two campuses. Every year the planning of the event will fall to hosting campus, NMS or SMS.*
 - *NMS and SMS will be bussed to HS*

Theme: Community Building Activity Pt. #2 - with North Middle School Students

- Time: June
- Goals:
 - *Grade 8 teachers will plan a year end field trip together in celebration to the end of the school year and to have NMS and SMS gr. 8 students reconnect*

South Middle School to South High School Transitions

1. Theme: **Leadership and Mentoring** – For the Love of Reading @ NHS
 - Time: Feb
 - Goals:
 - SHS Leadership students come to the school and discuss the power that reading has had in their own lives to inspire our South Middle School students.
 - SHS students walk to SHS
2. Theme: **Check out the School Pt. #1** –Musical Performance @ SHS
 - Time: Fall
 - Goals:
 - Musical Performance – students will be watching the annual musical and engaging in a discussion around the cultural component of the SHS
 - SMS will walk to NHS
3. Theme: **Check out the School Pt. #2** – Orientation @ SHS
 - Time: Feb
 - Goals:
 - South Gr. 8's spend time in building and get hands-on information about electives/sports/extracurricular activities/academic course during their orientation
 - SMS will walk to the SHS
 - *Link Crew students share the activities they do with Gr. 8's*
4. Theme: **Parent Orientation Evening** @ SHS
 - Time:
 - Goals:
 - Provide detailed information to South Gr. 8 parents r.e. SHS

Theme: Community Building Activity Pt. #1 - with the South Middle School Students

- Time: Oct/June
- Goals:
 - Gr. 8's from the SMS connect in an event that will have them interacting with each other at one of the two campuses. Every year the planning of the event will fall to hosting campus, NMS or SMS.
 - NMS and SMS will be bussed to HS

Theme: Community Building Activity Pt. #2 - with South Middle School Students

- Time: June
- Goals:
 - Grade 8 teachers will plan a year end field trip together in celebration to the end of the school year and to have NMS and SMS gr. 8 students reconnect

K-12 Experiences that aid in Transitions

1. Theme: **Sharing the Extra-Curricular Experience** – Musical Tour

- Time: Fall
- Goals:
 - Share with the entire FFCA population the experiences that student might have at HS and showcase a part of the HS program that has become an important cultural component.
 - HS musical students bussed to the other 6 of our campuses

2. Theme: **Celebrating Student Success** – Grad Walk

- Time: Fall
- Goals:
 - To have our grads connect back to the schools that they have started at and to provide to our younger students a glimpse of their future
 - NHS graduate students who attended north campuses will be bussed to NMS/NEE/NWE
 - SHS graduate students who attended south campuses will be bussed to SMS/SEE/SWE

Appendix B – Sample Transition Plan Budget

Campuses	Activity/Description	Transportation	Cost	Consumables	Cost	Guest Teacher	Cost	Overall Cost
North	Physical Activity With Peers	3 Buses for NWE/NEE to NMS	\$ 563.00	N/A	\$ -	N/A	\$ -	\$ 563.00
	Check out the School	3 Buses for NWE/NEE to NMS	Paid by Campus	N/A	\$ -	N/A		\$ -
	Service Learning and Character	3 Buses for NWE/NEE to NMS	\$ 563.00	N/A	\$ -	N/A	\$ -	\$ 563.00
	Community Building Activity	3 Buses for NWE/NEE to Evergreen Theatre	\$ 563.00	Cost of Theatre Project	\$ 300.00	N/A	\$ -	\$ 863.00
	Parent Orientation Evening	None	\$ -	N/A	\$ -	N/A	\$ -	
North Total								\$ 1,989.00
South	Physical Activity With Peers	2 Buses for SWE to SMS	\$ 376.00	N/A	\$ -	N/A	\$ -	\$ 376.00
	Service Learning and Character	2 Buses for SWE to SMS	\$ 376.00	N/A	\$ -	N/A	\$ -	\$ 376.00
	Check Out School Pt. #1	2 Buses for SWE to SMS	Paid by Campus	N/A	\$ -	N/A	\$ -	
	Check Out School Pt. #2	2 Buses for SWE to SMS	Paid by Campus	N/A	\$ -	N/A	\$ -	
	Check Out School Pt. #3	2 Buses for SWE to SMS	\$ 376.00	N/A	\$ -	N/A	\$ -	\$ 376.00
	Community Building Activity	2 Buses for SWE to SMS	\$ 376.00	Event Materials	\$ 300.00	N/A	\$ -	\$ 676.00
	Parent Orientation Evening	None	\$ -	N/A	\$ -	N/A	\$ -	
South Total								\$ 1,804.00
Middle/High	Leadership and Mentoring	1 Bus for NHS to NMS	\$ 210.00	N/A	\$ 20.00	2.0	\$ 430.00	\$ 660.00
	Leadership and Mentoring	SHS walking to SMS	\$ -	N/A	\$ 20.00	2.0	\$ 430.00	\$ 450.00
	Check Out School Pt. #1	3 Buses for NMS to NHS	\$ 661.00	N/A	\$ -	N/A	\$ -	\$ 661.00
	Check Out School Pt. #1	SHS walking to SMS	\$ -	N/A	\$ -	N/A	\$ -	\$ -
	Check Out School Pt. #2	3 Buses for NMS to NHS	\$ 661.00	Event Materials	\$ 240.00	N/A	\$ -	\$ 901.00
	Check Out School Pt. #2	SHS walking to SMS		Event Materials	\$ 260.00	N/A	\$ -	\$ 260.00
	Community Building Activity Pt. #1	3 Buses for NMS to SMS	\$ 563.00					\$ 563.00
	Community Building Activity Pt. #2	6 Buses for SMS/NMS to Event	Field Trip Cost					
	Parent Orientation Evening	None	\$ -	N/A	\$ -	N/A	\$ -	
Middle/High Total								\$ 3,495.00
K-12	Grad Walk (NHS to NWE/NEE/NMS)	2 Buses and Various Locations	\$ 595.00	N/A	\$ -	3.0	\$ 645.00	\$ 1,240.00
	Grad Walk (SHS to SWE/SEE/SMS)	2 Buses and Various Locations	\$ 595.00	N/A	\$ -	3.0	\$ 645.00	\$ 1,240.00
	Musical Tour (NHS to other campuses)	1 Bus (All Day)	\$ 462.00	N/A	\$ -	2.0	\$ 430.00	\$ 892.00
K-12 Total								\$ 3,372.00
Total Cost			\$ 6,940.00		\$ 1,140.00		\$ 2,580.00	\$ 10,660.00

School Council – NWE Draft Work Plan (2022-2023)

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	School council promotional video	
Aug 23	School Council – NWE Meeting	
Aug 30	Kiss and Cry Tea	
Sep	Chalk Art	
Sep	Welcome Back BBQ	
Sep 12	ASC Meeting	
Sep 20	School Council – NWE Meeting	
Sept	Registration for Secret Santa	
Sept	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	ASC Meeting	
Oct	Davison Orchards Apple deadline – Delivery	
Oct 18	School Council – NWE Meeting	
Oct	Halloween Dance/ Monster Mash	
Oct 31	Opt-In Fundraiser	
Nov	ASC meeting	
Nov 22	School Council – NWE Meeting	
Nov 30	Submit any Bylaw Updates to ASC	Bylaw 17
Nov	Review Annual Education Results Report (AERR)	AR 94/2019 12(1)(c)
Dec	ASC Meeting	
Dec	Seniors Secret Service	
Dec 20	School Council – NWE Meeting	
Dec	FFCA Annual General Meeting / Board Elections / Bylaw Update	
Dec	Winter “Jams”	
Dec	December Miles Streak Challenge	
Jan	ASC Meeting	
Jan	ASCA Proposed Advocacy Resolutions	
Jan 24	School Council – NWE Meeting	
Feb	ASC Meeting	
Feb 21	School Council – NWE Meeting	

Mar	ASC Meeting	
Mar	Movie Night	
Mar 21	School Council – NWE Meeting	
Mar/Apr	ASC Food Bank Drive	
Apr	ASC Meeting	
Apr	Kindergarten Orientation preparation	
Apr	ASCA Annual General Meeting	
Apr	Review FFCA Budget	AR 94/2019 12(1) (d)
Apr 18	School Council – NWE Meeting	
May	ASC Meeting	
May 23	School Council – NWE Meeting	
May 31	School Council – NWE Annual General Meeting	Bylaw 15(2)
Jun	Kindergarten Orientation	
Jun	ASC Annual General Meeting	
Jun 20	School Council – NWE Meeting	