



School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Wednesday, August 31, 2022

Time: 6:00 PM

Location: NWE Campus (719 44 Ave NW) with video call-in option

Video call link: <https://www.ffca-parent.com/call/yrz7a64j>

and press "Join Call"

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 Aly Bhimji (Chair) or 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)
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2. Approval of Agenda Aly Bhimji (Chair) or 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	Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)
<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 1. Health and Wellness Coordinator 2. Advocacy Committee Chair 	
4. Secretary Report	Heather Hadden (Secretary)
<ol style="list-style-type: none"> 1. Minutes of the June 21st, 2022 Meeting. Approval by Unanimous Consent 	
5. Special Items	Andrew Chu (Vice-Chair)
<ol style="list-style-type: none"> 1. FFCA Parent Community NextCloud Collaboration Tool Walkthrough and Question Period (https://ffca-parent.com) 	
6. Treasurer Report	Rita Shen (Treasurer)
<ol style="list-style-type: none"> 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	Mahira Muradova (Community Services Coordinator)
<ol style="list-style-type: none"> 1. Grade 4 Grad Celebration 2. Kiss and Cry Tea 3. Welcome Back BBQ 4. Parental Partnership Goal Event <ol style="list-style-type: none"> 1. Olympic Oval 2. Mini Carnival (Aly) 5. Facebook Alumni 	
10. Health and Wellness Report	TBD (Health and Wellness Coordinator)
<ol style="list-style-type: none"> 1. Position Vacancy <ul style="list-style-type: none"> • 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)

12. Kindergarten Representative and ECS Special Snack Coordinator Report	Salina Bhimji (Kindergarten Representative)
<ol style="list-style-type: none"> 1. Special Snack 2. Mentor Parents 	
13. Fundraising Coordinator Report	Mahira Muradova (Fundraising Coordinator)
<ol style="list-style-type: none"> 1. Ongoing Fundraisers: Mabel's Labels, Boston Pizza, etc... 	
14. Parental Partnership Report	Ade Onasanya and Janine Rudolph (Parental Partnership Coordinator)
<ol style="list-style-type: none"> 1. Room Parent Orientation 2. Volunteer Recruitment (Welcome Back BBQ, Casino Society) 3. Volunteer Interest List (based on Registration Survey) 	
15. Communication Coordinator Report	Marina Lakhani (Communication Coordinator)
<ol style="list-style-type: none"> 1. Communications Plan 	
16. Chair Report	Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)
<ol style="list-style-type: none"> 1. ASC <ol style="list-style-type: none"> 1. Searching for a new Chair 2. Community Fund Committee (Aly) 2. After School Care <ol style="list-style-type: none"> 1. Survey? 	
17. Advocacy Committee Report	TBD (Advocacy Committee Chair)
<ol style="list-style-type: none"> 1. Committee Mandate <ul style="list-style-type: none"> ○ 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	Nabila Siddiqui (Heritage Celebration Committee Chair)
<ol style="list-style-type: none"> 1. Heritage Celebration Survey 	
19. Other Items	Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)
<ol style="list-style-type: none"> 1. 2022/2023 Goals and Work Plan <ol style="list-style-type: none"> 1. Draft Goals <ol style="list-style-type: none"> 1. Collectively contribute 20 hours x number of families by April 30th, 2023 2. ? 3. ? 2. Work Plan <ol style="list-style-type: none"> 1. See attached. Transferring items to ffca-parent.com 2. Need Financial statements up to August 31, 2022 to send to the Board by September 30th. 	

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. Action Items to be managed in ffca-parent.com
3. Meeting Schedule
 1. FFCA Common Calendar
 2. FFCA Elementary/Middle School Calendar
 3. Motion to approve the following meeting dates:
 - 1.
 2. Wednesday, September 21st
 3. Wednesday, October 19th
 4. Wednesday, November 23rd
 5. Wednesday, December 21st
 6. Wednesday, January 18th
 7. Wednesday, February 15th
 8. Wednesday, March 15th
 9. Wednesday, April 19th
 10. Wednesday, May 24th (after Board Meeting)
 11. AGM: Wednesday, May 31st
 12. Wednesday, June 21st (Tentative)
4. Action Items for Next Meeting
 - See 2022/2023 School Council - NWE Action Items - Deck - FFCA Parent Community (ffca-parent.com)
5. Closing Comments



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

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: 6:47pm

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)

Andrew Chu (Vice-Chair), Heather Hadden (Secretary), Janine Rudolph (Parental Partnership Coordinator), Adey Onasaya (Parental Partnership Coordinator), Haniya Nadeem (outgoing Parental Partnership Coordinator), Salina Bhimji (Kindergarten Representative), Aly Bhimji (Chair), Rita Shen (Treasurer), Maira Muradova (Community Service Coordinator), Nicole Segstro (Outgoing Secretary), Nabila Siddiqui (Sam Lien (Teacher Rep), Shawna Drummond (Principal), Michelle Newell (Associate Principal)

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> **Error! Hyperlink reference not valid.**
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: Approval of Agenda by Unanimous Consent

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.**

Motion to approve the agenda: Andrew

2nd : Aly

Motion Carried

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.

Andrew made the:

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. Adey Onasanya and Janine Rudolph – Parental Partnership Coordinator
 5. Heather Hadden – Secretary
 6. Nabila Siddiqui – Heritage Celebration Committee Chair

2nd: Aly

Motion carried

4. Secretary Report

Andrew Chu (Vice-Chair) or TBD (Secretary)

1. Position Description

- 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 24th, 2022 Meeting.
Approval by Unanimous Consent, minutes are 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

Rita Shen (Treasurer)

1. Financial Report
 - Transfer signing authority – need to go to bank physically, to have Rita, Andrew and Aly to be signing authority.
 - \$18 134 with a little coming off for celebration and Highwood Pool. Starting off the year with money in the bank for anything we can need it for.

Sam Lien –

- Wrapping up the school year. Wonderful to see how much the kids have grown through the year. Sad to see Grade 4's go.
- Sneak A Peek will be happening the last week of school so that the upcoming students can meet next year's teachers and see the classrooms.
- Kindergarten teachers get to spend some time with the grade 4's and wish them well. Grade 4's have done a Bridging Activity with the Middle School to meet the Grade 5 teachers and tour the Middle School.
- The Heritage Park Celebration for the 25th Anniversary was a highlight and very well organized. So great to see so many families and staff out to celebrate
- Swimming Volunteers – thank you for council for organizing.
- Kindergarten Orientation – first in-person event in a long time. Went very well.

Andrew –

- the 25th Anniversary was 4 years in the making and over \$70 000. An incredibly amazing event.

Campus Budget

- Land Acknowledgement – National Indigenous People Day – Background Info – June 21st signifies the beginning of new things: hunting, good weather, etc.
- Budget – 2019 – present were challenging years for funding and increasing costs. Lack of staff attrition – once we get teachers they rarely leave so most of the teaching staff are at the top of the pay grid. The board spent reserves, reduced materials, increased employee co pay on benefits.
 - This year the announcement was that our students will be fully funded and will be so carrying forward. We were given retroactive money that must be spent before the end of this school year.
 - Specialized learning Support (SLS Funding) We did not have this money in the past but we always spent money on these supports even though we didn't have funding for it.
 - Retroactive Funds – refresh technology (SMART Boards and upgrade of SuperNet, laptop upgrade)
 - Changes specific to NWE (0.5 Teacher which frees up Michelle to help teachers and students as well as oversee support staff), increase our librarian, secretaries and ESL staff, hiring an EA to support students, double our access to speech therapy, Supports from Central Office (Inclusion Coordinator, Educational Assistants/Behaviour Assistants, Access for a certain number of Psychoeducational Assessments)
 - Field Trips – Proposed fees for next year: Kindergarten (\$55.33), Grade One (\$42.72), Grade Two (\$55.61), Grade Three (\$58.65), Grade Four (\$52.56), Phys Ed (Swimming, In-Line Skating, Skiing - \$109.13)

Question – How is it determined which children need special supports? Usually we would identify it at school but sometimes behaviours or needs manifest at home. It is a partnership between teachers and parents to decide how to support the students best.

- Exciting time of year and a sad time of year. It is hard to say good-bye to the Grade 4's. We will miss them but we are excited to have the farewell on Friday and having a proper farewell. Fun to start planning for next year.

1. Grade 4 Grad Celebration: Got balloons and Maira will deliver 8:30 Friday morning.
2. Welcome Back BBQ:
 - Terry Seratori should have some information and Nicole will connect her to Maira.
 - Use Eventbrite to know how much food to order.
 - Borrow/Rent ATCO BBQ.
 - In 2019 - Charlotte and husband went to pick up BBQ. Maria donated Cobs. Need a specific volunteer to clean the BBQ.
 - Maira can bring pop up tent.

Motion to have the Welcome Back BBQ on September 9th

2nd: Janine

Motion carried

Motion to use \$2000 for the Welcome Back BBQ

2nd: Andrew

Motion carried

Motion to make the Welcome Back BBQ Committee that will exist until the BBQ is over

2nd: Aly

Motion carried

Welcome Back BBQ Committee: Maira (Chair of Committee), Chair and Vice Chair ex officio, Salina

3. Kiss and Cry Tea (Andrew):
 - The first casual, in-person kindergarten parent get together.
 - Coffee, tea, ice breaker activity so they can get to know each other.
 - August 30, 2022. 2 events - 1 in the morning and 1 in the afternoon.
 - Will take place in the library.
 - Maira will provide Cobs.
 - Salina will make a graphic and send to Sam for a brochure to hand out to parents.

Motion to budget \$200 for Kiss and Cry Tea

2nd: Aly

Motion carried

Motion to strike the \$200 from the Kiss and Cry Tea and fold it into the Welcome Back BBQ festivities

2nd: Andrew

Motion carried

4. Parental Partnership Goal Event (Andrew):
 - Last year didn't meet volunteer hours (20 hours/family)
 - This year we could have an event if 200 families meet the 20h – 4000 hours total to earn a big celebration event at the end of the year.
 - Looking at a 200 person venue.
 - Janine and Adey to promote the Family Log In. To make motion at the next council meeting.
 - Shawna reminded that our school insurance will not cover venues that have trampolines, etc. because this would be a school event.
 - Maira will contact Olympic Oval for information
 - Aly look into bringing a mini carnival here and using the venue of the school.
 - Question about Police Clearance and if parents need to get that done. Answer: Shawna – our policy is different than other schools. If parents are not alone with students they do not require a police clearance.

5. Facebook Page (Maira):

- Is organized and now need to brainstorm ideas for how to promote it.
- Invite teachers to like the page and become friends on the page and then promote it that way.
- Need someone to add pictures onto the page. Shawna – issues with FOIP so cannot give pictures of students. Could be pictures of buildings, the 25th Anniversary. Something that might get some attention is what we want from our Alumni.
- To see where the Alumni are now.
- Will discuss and bring it back.
- Shawna – fun alumni idea: Some of our former students have just graduated from the Education Program. One was a student in Shawna’s Grade 6 class and came to sub for us for several days. Maira will send the invite to Shawna and she can share it.
- Aly and Andrew will look at the Facebook Page first before it is sent out.

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
2. Fun Lunch is a go for this Friday, June 24th
 - Janine and Nicole will help.

12. Kindergarten Representative and ECS Special Snack Coordinator Report

Salina Bhimji (Kindergarten Representative)

1. Special Snack:
 - June 27: Cosmic Popsicles and Banana Bread
2. Mentor Parents:
 - We have quite a few that want to be Mentees (16-17 people)
 - Need more Mentors as we only have 4 or 5.
 - We should pair them up before summer. Check to see if the Mentors would be willing to take more than one Mentee.
3. Kindergarten Orientation:
 - It was nice to be in the school and meet some of the new parents.

13. Fundraising Coordinator Report

Andrew Chu (Vice-Chair) and Maira Muradova (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.
2. Maira appointed to this position:
 - Andrew will give Maira the binder.
 - Shawna - SEE elementary partnered with a company that can turn the things the kids make into things you can buy (cards, tote bags, coffee mugs)
 - Promote to the parents that during the summer – restaurants that support our school will donate a certain amount of the bill to the school.
 - Mabel’s Labels.
 - Andrew will look into the restaurants, Mabel’s Labels and any other names of companies.
 - We need to set up Davison Orchards Apples – Maira and Andrew will connect to contact and get the apples sorted out.

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. Janine and Adey are going to take on this role:

- At the start of the year, contact the teachers.
- Teachers will get a Room Parent.
- The parents need to have consent forms to allow council to contact them.
- Room Parents coordinate December and Year End present for the teachers.
- Direction will come from the teacher for what they need parents to volunteer for.
- Keep a spreadsheet and partnering with council to know what the volunteer needs are.
- Andrew will share files with Janine after meeting tonight.
- Andrew will add to the work plan for September to have In-Person meeting/orientation for Room Parents.
- Haniya will send Janine and Adey the step by step guide to logging volunteer hours as well as to the room parents to send out to all the parents in the classrooms.
- Incentives for free homework nights.

3. Parental Partnership Goals

- To have 200 families meet the 20 Volunteer Hours – 4000 hours
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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:

- Andrew was approved for \$500 for the NextCloud program. ffca-parent.com,
- Andrew did a tour of the program.
- We have the program for a year and then we can decide if we want to keep it.
- Action Item – Everyone needs to go in to do the polls to decide on future meeting dates.

Motion to spend the remaining money from the grant on fiscal tool with hybrid means.

2nd: Aly

Motion carried.

3. ASC

1. 25th Anniversary

- ###### 2. Community Fund Proposal (see attached)Each campus pays to ASC which then pays to all schools at FFCA. Pays for things like Bridging and Grad Walk. We will hear back from ASC.
-

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

1. 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

Motion to approve Nabila Siddiqui to this position.

2nd: Aly seconds

Motion Carried

- May be eligible for ASCE Grant
- Council to help with activities like Chinese New Year – Dragon Dancers or other big celebrations that our families recognize.
- **Council to send out survey to see what celebrations/holidays our family community celebrate.**
- Try to encourage more families to get involved.
- Heritage Days:
 - get the survey out earlier in the year to see what things we can recognize as bigger events and which can be more of a mention.
 - To get a kind of ‘year at a glance’ out to teachers. Please send it out right at the beginning of the school year.
 - **Michelle will send Nabila a copy of the survey to look at and modify if needed.**

Motion to strike the Heritage Day and budget in coordination with the Associate Principal.

2nd: Aly

Motion carried

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 : Look at this date. The board meeting will be hosted at NWE on May 24th. We are invited to have dinner with the board ahead of the meeting and then there will be a presentation about what we are doing at NWE.
11. AGM: Wednesday, May 31st

4. Previous Action items

5. Action Items for Next Meeting

- All Council Members: Log Into Next Cloud to do Poll for upcoming meeting dates.
- Nicole to connect Terry Seratori with Maira regarding BBQ from ATCO
- Maira providing Cobs for Kiss and Cry Tea
- Salina to make a graphic for Kiss and Cry Tea and give to Sam Lien
- Janine and Adey to promote Family Log-In
- Maira contact Olypic Oval for venue for Family Volunteer Celebration
- Aly look into bringing Mini-Carnival to NWE for Family Volunteer Celebration
- Aly and Andrew to review Facebook Page
- Janine and Nicole to help with Fun Lunch on Friday, June 24th
- Salina to check with Mentors to see if they would take on more than 1 Mentee
- Andrew to give Maira the Fundraising Coordinator Binder
- Andrew to look into Mabel's Labels, restaurants and companies for fundraising
- Maira and Andrew to connect about Davison Orchards and get everything set up for Apple Fundraiser
- Andrew to share files with Janine and Adey for Parental Partnership
- Andrew add to work plan September in-person meeting/orientation for Room Parents
- Haniya will send Janine, Adey and all Room Parents the step by step guide to logging volunteer hours
- Council to work on a survey to see what celebrations our NWE family community celebrates
- Michelle Newell to send Nabila Heritage Day survey to look at and modify

6. Closing Comments (Open to All)

Meeting adjourned at 9:07pm.



**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 9	Welcome Back BBQ	
Sep	Room Parent Orientation	
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	