



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.*

DRAFT - Minutes

1. Call To Order at 6:23pm

Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)

1. Welcome and Introductions

1. Attendees:

Aly Bhimji (Chair), Andrew Chu (Vice-Chair), Heather Hadden (Secretary), Janine Rudolph (Parental Partnership Coordinator), Ade Onasaya (Parental Partnership Coordinator), Salina Bhimji (Kindergarten Representative), Rita Shen (Treasurer), Maira Muradova (Community Service Coordinator), Nabila Siddiqui (Heritage Celebration Committee Chair), Tara Finch (Teacher Rep), Mirabel Barrade (Fun Lunch), Shawna Drummond (Principal), Michelle Newell (Associate Principal), Marina Lakhani (Communications Coordinator), Stacey Cousins (Volunteer Coordinator for Society)

2. Establish Quorum

The attendance of a majority of voting members constitutes a quorum (5/9):

2. Approval of Agenda

Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)

1. **Aly moves to approve the minutes as presented, Andrew seconds. All in favour – motion carried.**

3. Vacancies

Aly Bhimji (Chair) or 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. Health and Wellness Coordinator

1. Andrew moves to appoint Deanna Zhao to be the Health and Wellness Coordinator – Aly seconds. All in favour – Motion Carried.

2. Advocacy Committee Chair is also open. There is some interest in advocating for more space or location for FFCA. That is something advocacy could take on.
3. Maira needs help with Fundraising.
4. Nabila could use help with the Heritage Celebration Committee.
5. Aly and Andrew would like to bring on a third person to train for Chair/Vice-Chair.

4. Secretary Report

Heather Hadden (Secretary)

1. Heather moved to approve the minutes. Mirabel seconded.

2. Discussion:

1. Andrew moves to amend the minutes as presented in the agenda by adding the mover of each motion as well as a few housekeeping changes. Maira Seconded. All in favour. Motion Carried

Amendments:

- 1) Added who made the motion

2) Made them consistent (looks like we appointed Nabila later on because she wasn't present earlier in the meeting so I removed her name from the first motion to appoint)

- 3) Consolidated 2 motions into a single amended motion.

5. Special Items

Andrew Chu (Vice-Chair)

1. FFCA Parent Community NextCloud Collaboration Tool Walkthrough and Question Period (<https://ffca-parent.com>)
 - File Sharing to share files.
 - There is a section under settings to connect to your phone.
 - Add in your emails – there is a section under personal notifications so you can see what you would like.
 - Each of us has a shared folder that is relevant to our positions.
 - Franco has some information that will need to be shared with Rita.
 - You can edit the files right in the platform.
 - The calendar can be accessed from the platform
 - Deck will be used for our To-Do List.

6. Treasurer Report

Rita Shen (Treasurer)

1. Signing Authority Transfer – Have not received the previous one from Franco yet. Signing Authority should be able to be completed on Sept. 13.
2. Financial Report – Not able to report at this time.
3. Shawna has a report of the Campus Held Funds. The Funds paid for Highwood Pool and Wilco Bussing for Calaway Park in June. There is money remaining: about \$16 000.

7. Teacher Representative Report

Tara Finch (Teacher Representative)

1. Would like to thank Council for the breakfast happening tomorrow morning and the Welcome Back BBQ happening next Friday.
2. Thank you for the balloons and the celebration for the grade 4's last year.
3. Grade 4 would like to ask for funds to cover Clay for Kids – usually Society provides funds. Last year it was \$950. It was cheaper last year because there was not a pottery wheel, with the pottery wheel it will be a little more.
4. Teachers are thankful for the Discretionary Funds provided by Council every year. Will Council be able to provide funds for the 2022-2023 school year?

8. Principal Educator Report

Shawna Drummond (Principal Educator)

1. Fun start to the year.
2. Michelle and Shawna started with the theme “Roots and Wings, Together We Belong”: We are proud of our foundation and our foundation is strong. We want to keep those things strong. With new curriculum we have wings to try new things. Together we belong together – diving into diversity we are/can be different and we celebrate our differences.
3. New Curriculum Support: Jodie Devries a former FFCA NWE teacher was seconded to Alberta Ed to make lessons for the new curriculum in Language Arts, she is working with Dr. George Geoigiou. A couple different people from CRC are helping us with Math. How to build math skills in students and helping them image math concepts.
4. Recess has been a real highlight. Having all the students play together.
5. Kiss and Cry Tea – Excellent parent/family attendance for the Kiss and Cry Tea. Big thank you to Council for putting that on. Kindergarten students have transitioned well.
6. The SMART boards have all been replaced with Viewboards. We are learning about how to make them functional in a meaningful way.

9. Community Services Coordinator Report

Mahira Muradova (Community Services Coordinator)

1. Grade 4 Grad Celebration - we will start discussing the graduation in April/May.
2. Kiss and Cry Tea – went very well.
3. Welcome Back BBQ – a document is on the shared drive.
 - Marina sent out the invitations. 293 food tix sold approximately 75 families.
 - Deadline for RSVP's is September 2nd.
 - Shawna will send a reminder out tomorrow.
 - Hired Red Seal Diner – they provide, transport, cook the hotdogs/burgers and clean BBQ. The cost is \$500+gst. They will set up at 4pm until 8pm. Food will be distributed from 4:30-7:30pm. Food will be hotdogs (halal and regular), hamburger (veggie and halal), bag of chips, water, sweet scones and fruit. If anyone has space in the freezer Maira needs some help with space. There will be ingredient lists available. Need to add a gluten free option for hotdog buns. Marina will update this on the Eventbrite.
 - Long and McQuaide are providing the speakers and microphone.
 - Shawna and Aly will be making speeches.
 - Andrew will invite the board and central office.
 - Shawna will check fire code in case we need to use the gym.
 - Shawna and Michelle making a play list.
 - Have secured 2 volunteers to set up tents and to bring food from the truck to the Red Seal trailer.
 - Scavenger Hunt – we need volunteers to help with this: ideas, printing out the sheets, stations,
 - Volunteer Needs: 12 volunteers in total – 4 volunteers to work in 2 shifts at the food stations to take tix and tell cooks what they need to plate (hours of shifts are 4:00-6:00 and 6:00-8:00), 4 volunteers needed to run the Scavenger Hunt.
 - Booths:
 - Volunteer Booth: Janine and Ade – show people how to log volunteer hours, have them log into the Family Log In on their device to log being at the Welcome BBQ.
 - Apple Fundraiser Booth:
 - Heritage Celebration Booth: Nabila.
 - Casino Recruitment Booth: Stacey Cousins
4. The committee will meet to adjust the Scavenger Hunt and discuss the booths.
5. Parental Partnership Goal Event
 1. Olympic Oval – will report next meeting.

2. Mini Carnival (Aly) –will report next meeting
6. Facebook Alumni – happy to work with us and with every school. 2 people from each school. Aly will put Maira in touch with Sohail K.

10. Health and Wellness Report	TBD (Health and Wellness Coordinator)
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1. Deanna Zhao is taking on this role. Andrew will meet with her.
2. Fresh Food Fridays – Shawna brought attention to be aware of allergies. Parents need advance notice of what will be served.

11. Fun Lunch Coordinator Report	Mirabel Berrade (Fun Lunch Coordinator)
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1. Fun Lunch will go ahead for the entire school year.
2. Shawna will send Mirabel Casual Day dates.
3. Try to use vendors that have a variety of food items including gluten free, etc, but not all vendors have special diet menus. Any vendor suggestions would be welcome.
4. Notices need to go out to let families know to send snacks as the fun lunch is only lunch.
5. Volunteers in the classrooms to relieve teachers.
6. If there are any special days Mirabel can coordinate the food for a classroom or grade level to let her know.

12. Kindergarten Representative and ECS Special Snack Coordinator Report	Salina Bhimji (Kindergarten Representative)
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1. Special Snack – Shawna will provide the Casual Days.
2. Mentor Parents – This initiative has started with good success. An email in August went out. Parents have been asking questions and communicating.

13. Fundraising Coordinator Report	Mahira Muradova (Fundraising Coordinator)
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1. Ongoing Fundraisers: Mabel's Labels, Boston Pizza, etc. Maira will make a communication for parents to know what ongoing fundraisers we have.
2. Davison Orchards Apple Fundraiser
 - It will be later this year but they can make it on time.
 - We will follow the recommended price of Davison Apples.
 - Maira will adjust the form accordingly.
 - On October 14th (the pick up date) Will need 4 volunteers in the morning to help unload. And 3 parents to hand out after school in 2 shifts.
 - Maira will send information and form to Lee and it will be set up to go home to families next week (the week of September 6th).

14. Parental Partnership Report	Ade Onasanya and Janine Rudolph (Parental Partnership Coordinator)
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1. Room Parent Orientation:
 - Janine has gone through old room parent document and have made some changes to represent what happens at our school now.
 - Need the room parent info from Swita. Shawna will provide to Janine and Ade.
 - We may do an orientation in person or on-line depending on how many people want the training.
2. Volunteer Recruitment (Welcome Back BBQ, Casino Society):
 - Have a booth for the benefits of being a part of the casino.
 - Get people informed about the casino and how to log their volunteer hours.
 - Have been in contact with Stacy and there has been lots of interest.
3. Volunteer Interest List (based on Registration Survey) – A question – when everyone reregisters, they say what they are interested in/able to volunteer with. Janine will contact Lee to get that information.

15. Communication Coordinator Report	Marina Lakhani (Communication Coordinator)
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1. Communications Plan – document is on the platform and is on the shared drive.
2. Newsletter – provide info about all the council events. Please email Marina if you have anything you want on the campus newsletter.
3. Will poll which platform is easiest to communicate with.

4. Eventbrite is working well and Marina will give updated numbers for Welcome Back Committee

16. Chair Report

Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)

1. ASC
 1. Searching for a new Chair – Andrew is the defacto Chair for ASC.
 2. Community Fund Committee (Aly) – nothing has come out of this committee since June. Tanya will review it. Shawna may be able to talk about it. Proposal from Central about how the CFC handles the proposals.
 3. Shawna – in the past we have done our Terry Fox Run at the NMS as a community event. The proposal is that the CFC would cover the buses for the grade 4's. Would Council cover the bussing for the K-3 NWE students.
 4. **Andrew motions to fund the bussing for the K-3 students to the NMS for the Terry Fox Run up to \$1000. Aly seconds. All in favour – motion carried.**
2. **Andrew motions to \$900/ grade level and \$500 for specialty teachers for a total of \$5000. Maira seconded. All in favour – motion carried.**
3. Ride sharing, before and/or after School Care (Andrew)
 1. [Survey?](#) - Are people looking for that? If people are looking to ride share, can we connect them. After and before school care is limited in the area – check in with Vivo, YMCA, Shane Homes – has anyone approached them. Can we see if there are kids in after school programs – is there a bus/transportation that we can get kids on that would take them to the after school programs.
 2. **Andrew motions that we send out a survey in regards to ride sharing and after school care. Maira seconded. Shawna suggested speaking to a lawyer for liability. May not be able to manage legally without being liable. Collect survey results and then go from there. All in favour – motion carried.** Andrew will coordinate with Marina.

17. Advocacy Committee Report

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

Nabila Siddiqui (Heritage Celebration Committee Chair)

1. Heritage Celebration Survey:
 - Received 43 responses.
 - Tuesday next week (September 6th) is the deadline for the responses to come in.
 - Next step is to consolidate the feedback.

19. Other Items

Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)

1. 2022/2023 Goals and Work Plan
 1. Draft Goals
 1. Collectively contribute 20 hours x number of families by April 30th, 2023
Action Item - for next meeting.
 2. Work Plan
 1. See attached. Transferring items to ffca-parent.com. Waiting on getting information about room parents. Andrew will use the deck to assign tasks and Heather will add action items.
 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. **Andrew Motion to approve the following meeting dates: Marina seconds. All in favour. Motion carried.**

1. Wednesday, September 21st
2. Wednesday, October 19th
3. Wednesday, November 23rd
4. Wednesday, December 21st
5. Wednesday, January 18th
6. Wednesday, February 15th
7. Wednesday, March 15th
8. Wednesday, April 19th
9. Wednesday, May 17th
10. AGM: Wednesday, May 31st
11. 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

Andrew thanks Welcome Back Committee for all their work this summer and thank you to all the new members and returning members.

Shawna echoes Andrews comments and we are really excited to have our community connecting again.

Meeting Adjourned at 8:18pm.