



School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Tuesday, June 21, 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: 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>
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

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.

7. Teacher Representative Report

TBD (Teacher Representative)

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.

8. Principal Educator Report

Shawna Drummond (Principal Educator)

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.

9. Community Services Coordinator Report

Andrew Chu (Vice-Chair) and Maira Muradova

1. Grade 4 Grad Celebration: Got balloons and Maira will deliver 8:30 Friday morning.
2. Welcome Back BBQ:
 - Terry Sartori 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.

Mahira motion to have the Welcome Back BBQ on September 9th

2nd: Janine

Motion carried

Mahira motions to use \$2000 for the Welcome Back BBQ

2nd: Andrew

Motion carried

Andrew motions to create a 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.

Mahira motions to budget \$200 for Kiss and Cry Tea

2nd: Aly

Aly motions to amend by striking “budget \$200 for the Kiss and Cry Tea” and replace with “ include the Kiss and Cry Tea under the Welcome Back BBQ committee”

2nd: Andrew

Amendment carried

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

15. Communication Coordinator Report	Andrew Chu (Vice-Chair) or TBD (Communication Coordinator)
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1. Communications Plan

16. Chair Report	Andrew Chu (Vice-Chair)
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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.

Andrew motions to spend the remaining money from the ASCE grant on tools to facilitate hybrid meetings.

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

Andrew motions to appoint Nabila Siddiqui to be the Heritage Celebration Committee Chair.

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.

Andrew motions to strike "on the Heritage Day" and replace with "in coordination with the Associate Principal".

2nd: Aly

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 Olympic 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.