



School Council - Northwest Elementary Campus, FFCA, Calgary, Alberta

Date: Wednesday, December 21, 2022

Time: 6:30 PM

Location: Video call link: <https://meet.google.com/sww-xemj-idw>

Or dial: (CA) +1 289-434-8421 PIN: 362 910 808#

More phone numbers: <https://tel.meet/sww-xemj-idw?pin=9966222682195>

Or join via SIP: sip:9966222682195@meet.ietf.org

**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;

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| 1. Call To Order | Andrew Chu (Vice-Chair) |
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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 | Andrew Chu (Vice-Chair) |
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- 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.
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| 3. Vacancies | Andrew Chu (Vice-Chair) |
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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. Co-Fundraising Coordinator

4. Members for the Heritage Celebration Committee (Currently Have 2 Members)

4. Secretary Report	Heather Hadden (Secretary)
1. Approval of Minutes of the November 23 <sup>rd</sup> , 2022 Meeting.	
5. Special Items	Andrew Chu (Vice-Chair)
6. Treasurer Report	Rita Shen (Treasurer)
1. Financial Report	
7. Teacher Representative Report	Tara Finch (Teacher Representative)
8. Principal Educator Report	Shawna Drummond (Principal Educator)
9. Heritage Celebration Committee Report	Nabila Siddiqui (Heritage Celebration Committee Chair)
1. Heritage events acknowledged since last meeting- Khushali (Dec 13), Hanukkah (Dec 18)	
2. January 2023 heritage events- La befana (Jan 6) and Lunar New Year (Jan 22)	
3. Volunteers for Lunar New Celebration on Jan 20th	
10. Advocacy Committee Report	TBD (Advocacy Committee Chair)
1. <b>Committee Mandate</b>	
<ul style="list-style-type: none"> <li>○ Work on and submit any Proposed Advocacy Resolutions for the Alberta School Councils' Association (ASCA) to consider</li> <li>○ Choose a Voting Delegate to send to any ASCA meeting</li> <li>○ Consider and undertake other activities as necessary for the advocacy of the FFCA NWE community <ul style="list-style-type: none"> <li>▪ examples: advocate for a new campus, out of school care solutions, etc.</li> </ul> </li> </ul>	
11. Community Services Coordinator Report	Mahira Muradova (Community Services Coordinator)
1. Code Ninja / STEM for PD Day	
2. Seniors Secret Service (Mirabel)	
3. Skating in February at Shane Homes YMCA	
4. Joining FFCA Facebook Alumni Group	
12. Fun Lunch Coordinator Report	Mirabel Berrade (Fun Lunch Coordinator)
13. Kindergarten Representative and ECS Special Snack Coordinator Report	Salina Bhimji (Kindergarten Representative)
1. Special Snack	
14. Health and Wellness Report	Deanna Zhao (Health and Wellness Coordinator)
1. Fresh Food Friday	

15. Fundraising Coordinator Report	Mahira Muradova (Fundraising Coordinator)
<ol style="list-style-type: none"> <li>1. Ongoing Fundraisers: Mabel's Labels, Boston Pizza, etc...</li> <li>2. Opt-In Fundraiser</li> <li>3. Purdy's Chocolate Fundraiser</li> <li>4. Funscrip Fundraiser</li> <li>5. Spirit Wear Fundraiser</li> </ol>	
16. Parental Partnership Report	Ade Onasanya and Janine Rudolph (Parental Partnership Coordinator)
<ol style="list-style-type: none"> <li>1. Parental Partnership Hours Report</li> <li>2. Sign Up Genius Follow-Up</li> </ol>	
17. Communication Coordinator Report	Marina Lakhani (Communication Coordinator)
<ol style="list-style-type: none"> <li>1. Newsletter</li> </ol>	
18. Chair Report	Andrew Chu (Vice-Chair)
<ol style="list-style-type: none"> <li>1. Foundations for the Future NW Campus Society <ol style="list-style-type: none"> <li>1. Dec 15/16 Casino</li> </ol> </li> <li>1. The Association of FFCA School Councils (ASC) <ol style="list-style-type: none"> <li>1. Food Bank Drive</li> <li>2. Community Fund Proposal</li> <li>3. ASCE Grant Expenditure Ideas <ul style="list-style-type: none"> <li>o Network Security (Janine)</li> </ul> </li> </ol> </li> <li>2. The Alberta School Councils Association (ASCA) <ol style="list-style-type: none"> <li>1. Call for Advocacy Resolutions due January 27<sup>th</sup>, 2023:  <a href="https://www.albertaschoolcouncils.ca/public/download/files/220289">https://www.albertaschoolcouncils.ca/public/download/files/220289</a> </li> </ol> </li> </ol>	
19. Other Items	Andrew Chu (Vice-Chair)
<ol style="list-style-type: none"> <li>1. 2022/2023 Goals and Work Plan <ol style="list-style-type: none"> <li>1. Draft Goals <ol style="list-style-type: none"> <li>1. <b>Collectively contribute 20 hours x 237 families (4740 hours) by April 30<sup>th</sup>, 2023</b> <ol style="list-style-type: none"> <li>1. Parental Partnership Goal Event? <ol style="list-style-type: none"> <li>1. Mini Carnival (Salina)</li> </ol> </li> <li>2. <b>Other Ideas?</b></li> </ol> </li> <li>2. "Annually, school councils should establish local priorities aligned with the grant purpose that the funds will support " <ul style="list-style-type: none"> <li>• Parent engagement and projects that can include: <ul style="list-style-type: none"> <li>o workshops for parents to increase capacity for school council members;</li> <li>o information sessions on how parents can support student learning at home and at school;</li> <li>o parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.;</li> <li>o programs to support multi-cultural and Indigenous families including, English language learners and First Nations, Metis and Inuit learners;</li> <li>o parent resources and tools in multiple languages;</li> <li>o events to engage parents on important local issues;;</li> </ul> </li> </ul> </li> </ol> </li> </ol> </li> </ol>	

- parent engagement in promoting the value of arts;
  - trainer/facilitator costs for the professional development, workshops or sessions associated with the above
3. Explanatory Videos and Tutorials?
    1. What Is School Council?
    2. Recruitment Video?
    3. Policy 18 Parental Partnership and Logging Volunteer Hours
  2. Action Items for Next Meeting
    - See 2022/2023 School Council - NWE Action Items - Deck - FFCA Parent Community ([ffca-parent.com](https://ffca-parent.com))
  3. Closing Comments
  4. Motion to enter closed session without staff members present.



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## Minutes

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1. Call To Order 6:32	Andrew Chu (Vice-Chair)
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### 1. Welcome and Introductions

Attendees: Andrew Chu (Vice-Chair), Heather Hadden (Secretary), Janine Rudolph (Parental Partnership Coordinator), Salina Bhimji (Kindergarten Representative), Maira Muradova (Community Service Coordinator), Nabila Siddiqui (Heritage Celebration Committee Chair), Shawna Drummond (Principal), Michelle Newell (Associate Principal), Marina Lakhani (Communications Coordinator), Deanna Zhao (Health and Wellness Coordinator), Tara Finch (Teacher Representative), Wendy Lo (Parent), Rita Shen (Treasurer)

### 2. Establish Quorum

1. The attendance of a majority of voting members constitutes a quorum (8/9)

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2. Approval of Agenda	Andrew Chu (Vice-Chair)
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**Andrew moves to approve amended agenda. Maira seconds. Motion Passed.**

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3. Vacancies	Andrew Chu (Vice-Chair)
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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 - Aly has stepped down.
2. Advocacy Committee Chair
3. Co-Fundraising Coordinator
4. Members for the Heritage Celebration Committee
- 5.

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4. Secretary Report	Heather Hadden (Secretary)
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1. Approval of Minutes of the October 19<sup>th</sup>, 2022 Meeting.

**Passed by unanimous consent**

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5. Special Items	Aly Bhimji (Chair) or Andrew Chu (Vice-Chair)
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Nothing to report at this time

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## 6. Treasurer Report

Rita Shen (Treasurer)

### 1. Financial Report

- In October \$1400 in the bank
- Will ask for balance from Lee – School Council General fund \$10 527.82
- Email any receipts to Rita for approval

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## 7. Teacher Representative Report

Tara Finch (Teacher Representative)

- Thank School Council for Halloween dance
- Senior Santa has been going well, the boxes will be full, some classes have an overwhelming amount of gifts and others need a bit of help
- Thank you for approving Clay for Kids – it will be after the casino
- Request 12 Days of Giving funds to help purchase stickers, wrapping paper, etc –

**Andrew motions to give \$100 to the 12 Days of Giving for the Grade 4 classes. Janine seconds. All in favour. Motion Passed.**

- Rita will follow up with Mrs. Finch to collect her receipts.

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## 8. Principal Educator Report

Shawna Drummond (Principal Educator)

- Extend an invitation to the Board Meeting. Will present the education plan. Look at areas that we are doing well at and areas that need improving
- Central Office was wondering about surveys, are there any data items that should be included in the surveys. Email to Shawna. Need to have them in by December 9<sup>th</sup>.
- School has been busy: Professional Growth Plan meetings with all of the teachers, Field Trips are up and running – Gr2 Fort Calgary, Gr 4 Green Calgary, Gr1 Zoo and Bat Day, Gr 3 going to Studio Bell,
- Last PD day we did literacy with Jody Devries and Math with Roslind, We will all the elementary campuses, PhysEd did a presentation on Ever Active Schools, Art teachers learned about print making and talked about assessment in Art, Teachers gave up some of their spare time to learn about ADHD with a psychologist.
- This Friday we are hosting all the elementary campuses
- Remembrance Day Ceremony – we had an alumni come to speak to us, Ryan Silchmeuler spoke, Grandma Anderson, Mrs. Finch's mother, Jeremy Nixon our MLA, All presentations were geared well to our students, Kurtis Leinweber was present, many parents in attendance, beautiful singing by students
- Lots of positive feedback for QR Codes
- Had Ambrose Students in over the past 5 weeks, they were really impressed with the students, the learning and the feel of the school
- Central Office and Board are seeking feedback for Learning Conferences and if parents liked the flexibility of in person and virtual conferences.
- Andrew – Appreciated having On-Line conferences
- Janine – Fantastic to have the 2 options for conferences, you could get what you wanted and what suited you, valuable to have multiple parents be able to attend virtual
- Wendy – appreciated virtual conferences
- Andrew – AHS Outbreak letter – Swita reports daily to AHS, will remove outbreak status on Dec 6 if the stats keep falling, Parents are doing a great job of keeping sick kids home, grateful for families keeping kids home because we do know it is an inconvenience
- During Covid we had an extra caretaker, Shawna asked Charlie to teach her how to clean high surface areas at the lunch time
- Andrew Question for Tara – What is the date for Clay for Kids? April 19<sup>th</sup> will be the day.

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## 9. Heritage Celebration Committee Report

Nabila Siddiqui (Heritage Celebration Committee Chair)

- ### 1. Heritage events recognized since last meeting (Diwali: Huge success – did everything that had been planned, decorations, help from parents, Shawna brought in decorations, used Heritage

Committee Funds to purchase decorations for Diwali, Mrs. Sharma helped out as well Rangoli, grade 2 students helped, other grades made traditional lanterns

Guru Nanak's birthday: offering prayers and plates of worship – acknowledged the event with an announcement, a parent brought in Samosas for the staff to celebrate Guru Nanak's Birthday,

2. Lion dance for Lunar New Year celebrations (Jan'23) – Michelle and Nabila talking about hosting a Lion Dance, Mrs. Leong is coordinating with Juong Cultural Association – it is the only one in the city that does this January 20<sup>th</sup>, operate on donation, rough quote is \$300-\$500. 15-20 minute performance, plus info session – Total Time is 50 minutes. Would consider doing 2 performances 10:30am performance and 1:00 performance for the entire school community.

**Nabila motions to give \$500 donation for two performances for the Lion Dancers to host both Kindergarten sessions. Maira seconds. All in favour. Motion Carried.**

3. December Events: Kishali, Christmas – tree decorating, Chanukah

4. New member joining our Committee

**Nabila motions to appoint Jas Gill onto the Heritage Celebration Committee. Andrew seconds. All in Favour. Motion Carried**

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10. Advocacy Committee Report

TBD (Advocacy Committee Chair)

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No Report At This Time.

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11. Community Services Coordinator Report

Mahira Muradova (Community Services Coordinator)

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Parental Partnership Goal Event

1. Family Skating Event

**Maira motions to hold a skating event at the Shane Homes YMCA on Sunday, February 12<sup>th</sup> or February 26<sup>th</sup> for 2 hours for \$260/hour plus funds to subsidize skate rentals(\$400) for a total of \$1000. Marina Seconds. All in favour. Motion carried.**

- Shawna will connect with the Contact from Shoppers Drug Mart to ask about powdered hot chocolate
2. Calgary Philharmonic – have educational programs for kids \$15/student - \$4275 plus bussing (\$1400) approximately for the entire school to attend, could be covered by Society.
  3. Trixter – we can apply for the grant, have to apply by May. You only have 50% chance of receiving grant, for 16 classes would cost \$12 250 and would apply to 50% of total cost. We could put an application in to Society for the amount.
  4. Do we want to have an alumni event for the 4<sup>th</sup> graders. Shawna will ask grade 4 teachers and give feedback at next meeting.

Action Item for Michelle and Shawna to discuss trixter and decide on the Philharmonic. Shawna will take to the staff for feedback.

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12. Fun Lunch Coordinator Report

Mirabel Berrade (Fun Lunch Coordinator)

- December hot lunch is up and running – Opa! And Cinaholic Dec22
- November is Spolumbos and Modern Jelly Donuts
- Food arrival will be 11:30am

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13. Kindergarten Representative and ECS Special Snack Coordinator Report

Salina Bhimji (Kindergarten Representative)

1. Special Snack

**Salina Motions to approve \$48.31 for Special Snack Envelopes. Andrew seconds. Motion Carried**

1. Pringles, Apple Juice and Welches

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14. Health and Wellness Report

Deanna Zhao (Health and Wellness Coordinator)

1. Fresh Food Friday
  - First FFF went well – Persimmons
  - Planning for December – December 2nd

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15. Fundraising Coordinator  
Report

Mahira Muradova (Fundraising Coordinator)

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1. Purdy's Chocolate Fundraiser – Valentine's Day –

**Maira motions to run the Purdy's Chocolate Fundraiser from January 13<sup>th</sup> to February 3<sup>rd</sup>.**

**Andrew seconds. Motion carried**

2. Spirit Wear – Through US company socks, 3 pairs of socks for \$15.  
- Could coordinate with NEE on their spirit wear fundraiser will not have FFCA logo. Running for the month of January.
3. Fill Up Your Freezer – meat, sausages, steaks, burgers, could run it in the spring,
4. Fundscrip – send parents link and they can buy the gift card, 5% goes to the school, would be good for on-going fundraising, we may have an account with them already

**Maira motions to launch the Fundscrip fundraiser as an ongoing fundraiser at Spring Break. Janine seconds. Motion Carried**

Andrew will connect Maira with the fundraising coordinator at NMS.

Maira will get Purdy's info to Lee by Dec. 16<sup>th</sup> for the newsletter

**Maira motions to delegate the decision to Maira to decide to participate in spirit wear.**

**Andrew seconds. Motion Carried.**

Andrew will contact Sarah Stilborn regarding Fundscrip information

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16. Parental Partnership Report

Janine Rudolph (Parental Partnership Coordinator)

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1. Hot lunch volunteers for November and December. Will have 7 people for food delivery.
2. Favourite things list for teachers to complete – is complete. Teachers filled out the forms. And has been sent to room parents
3. Fresh Food Friday volunteers – Deanna will let Janine know.
4. Look into volunteer calendar app Andrew provided
5. Ongoing – determine what/how we would like to recognize volunteers this year
6. Seniors Secret Service – the way it happened this year was very stressful for everyone. Mirabel received lists and sent into school. Used Sign Up Genius. Next year we should utilize the sign up genius Room Parents or someone on council can make the list and send to room parents. Need information of seniors earlier.
7. Will start using Sign Up Genius for requesting volunteers for upcoming events.

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17. Communication Coordinator Report

Marina Lakhani (Communication Coordinator)

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1. Newsletter – will go out in December and Happy Holidays, thank you for participating in Secret Santa. Any additions to give for Lee tomorrow – please email Marina asap. Add in info about Purdy's

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18. Chair Report

Andrew Chu (Vice-Chair)

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1. Ride Share, Before-School and After-School Care Survey letter sent – There were positive feedback
2. ASC (Andrew)
1. Campus Meetings – Hosting an ASC meeting every once a year. Meetings are Bi-monthly – once every 2 months.
2. Community Fund Proposal – \$1700 we are required to contribute – is a difficult goal for all schools to reach.
3. ASCE Grant Expenditure Ideas
4. Total of \$7000 to spend this year across all campuses, and will not carry over. Could be spent on workshops, WRTR night, if Admin has any ideas on how to spend – let us know.
5. Prime Minister's Award – Nominations for 5 key areas. See PDF.

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19. Other Items

Andrew Chu (Vice-Chair)

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1. 2022/2023 Goals and Work Plan
1. Draft Goals



**1. Collectively contribute 20 hours x 237 families (4740 hours) by April 30<sup>th</sup>, 2023 - Janine will have an update next meeting.**

2. "Annually, school councils should establish local priorities aligned with the grant purpose that the funds will support "

- Parent engagement and projects that can include:
  - workshops for parents to increase capacity for school council members;
  - information sessions on how parents can support student learning at home and at school;
  - parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.;
  - **programs to support multi-cultural and Indigenous families including, English language learners and First Nations, Metis and Inuit learners;**
  - parent resources and tools in multiple languages;
  - events to engage parents on important local issues;;
  - parent engagement in promoting the value of arts;
  - trainer/facilitator costs for the professional development, workshops or sessions associated with the above

3. Explanatory Videos and Tutorials?

1. Policy 18 Parental Partnership and Logging Volunteer Hours - needs to be uploaded

2. Action Items for Next Meeting

- See 2022/2023 School Council - NWE Action Items - Deck - FFCA Parent Community (ffca-parent.com)

3. Closing Comments

**Maira motions to enter closed session without staff members present. Andrew seconds. Motion Carried.**

Janine motions to exit closed session, Marina Seconds. Motion Carried

**Maira motions to spend \$625 for Winter Celebration. Janine Seconds. Motion Carried.**

Meeting Adjourned at 9:47PM