



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

Date: Wednesday, June 21, 2023

Time: 6:30 PM

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

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

1. Call To Order: 6:30pm

Bola Badejoko (Chair)

1. Establish Quorum

1. The attendance of a majority of voting members constitutes a quorum (6/10)

Attendees: Bola Badejoko (Chair), Andrew Chu (Outgoing Vice-Chair), Terri Satori (Incoming Vice-Chair), Heather Hadden (Outgoing Secretary), Nabila Siddiqui (Heritage Celebration Committee Chair), Shawna Drummond (Principal), Michelle Newell (Assistant Principal), Deanna Zhao (Health and Wellness Coordinator), Mirabel Berrade (Outgoing Hot Lunch Coordinator), Clara Ip (Incoming Hot Lunch Coordinator), Rita Shen (Treasurer), Salina Bhimji (Outgoing Kindergarten Representative), Janine Rudolph (Parental Partnership Coordinator), Adey O (Parental Partnership Coordinator), Jingxing Lin (Incoming Fundraising Coordinator), Sarina (Assistant Community Services Coordinator), Maira Maridova (Outgoing Fundraising Coordinator/Community Services Coordinator)

2. Appointment of Secretary for this Meeting

Heather Hadden volunteers to be Secretary for this meeting.

3. Welcome and Introductions

1. Voting School Council Members
2. Non-Voting Ex-Officio School Council Members
3. Attendees

2. Approval of Agenda

Bola Badejoko (Chair)

Bola motions to approve the agenda by Unanimous Consent. Motion Carried.

3. Special Items

Shawna Drummond (Principal Educator)

1. Campus Budget
2. Parent Feedback Survey

4. Organization

Bola Badejoko (Chair)

1. School Council Bylaw Article 6: School Council may appoint persons (as stipulated in ARTICLE 5 SCHOOL COUNCIL MEMBERSHIP) to fill vacancies until the next School Council AGM.

1. Motion to Appoint the following persons to the following positions on School Council:

Bola motions to appoint Serena Yan as Co-Community Services Coordinator. Janine seconds. Motion Carried.

2. Vacancies
 1. Secretary
 2. Co-Community Services Coordinator
 3. Advocacy Committee Chair

3. Code of Conduct and Conflict of Interest

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>)

Action Item: All members need to sign and witness this document. Do on-line or print, sign and give to Shawna Drummond.

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>) Non-Voting Ex-Officio

4. 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
5. Committees
 1. Heritage Celebration Committee

Nabila motions to appoint Jas Gill to the Heritage Celebration Committee member. Janine seconds. Motion carried.

2. Community Events Committee

Bola motions to appoint Mahira Muradova to the Community Events Committee. Terri seconds. Motion carried.

5. Secretary Report

Heather Hadden (Secretary)

Heather motions to Approve of Minutes of the May 17th, 2023 Meeting (see attached). Mirabel seconds. Motion carried.

6. Treasurer Report

Rita Shen (Treasurer)

1. Financial Report
\$15754.59 as account balance

Action Item: Please give Rita any outstanding receipts that you may have.

Action Item: Change signing authority at bank to Bola and Terri.

7. Teacher Representative Report

TBD (Teacher Representative)

1. Thank you to Tara Finch, Pat Mealey and Sam Lien for their service this year. New reps will be appointed in the new school year.

8. Principal Educator Report

Shawna Drummond (Principal Educator)

1. Many exciting events have happened over the past month and will be happening over the next few days.
2. Would like to thank council for their generosity in the past for the Discretionary Funds that they have provided for classrooms this year. All grade levels have spent almost all of the funds assigned to their grade level. They use them to purchase items for the students and for the classroom to enhance learning. Teachers have used funds to purchase supplies to do fun activities with the class that they would not be able to do otherwise. We would like Council to consider giving Discretionary Funds for the next school year. This past year every grade level was given \$900 and \$500 was given to PhysEd, Art, Music and Assistants.

9. Heritage Celebration Committee Report

Nabila Siddiqui (Heritage Celebration Committee Chair)

1. Not many events this month. Indigenous Peoples Day was today. Looking forward to Brown Bear Woman tomorrow.
2. Getting ready to plan for next year. 5 parents have shown interest and will reach out over the summer.

10. Advocacy Committee Report

TBD (Advocacy Committee Chair)

1. Committee Mandate

- Nothing to report at this time.

11. Community Events Committee Report

Andrew Chu for Sarina (Community Events Committee Chair)

1. The Little Mermaid (Saturday, June 10th) (Andrew)
 1. 43 attendees. Invoiced and Paid \$601.65 (17 General, 33 Child)
2. Elemental (Sunday, June 18th) (Andrew)
 1. 82 attendees.
3. Total Ticket Sales: \$1184.25
4. Kiss and Cry Tea – Maria has it mostly worked out. Will be set up in Library.
5. Welcome Back BBQ

Action Item – Shawna will ask NMS for their Giant Jenga, Giant Connect 4, Ladder Ball and Bean Bag Toss.

Nabila motions to allow the Community Events Committee to spend up to \$4000 for Welcome (Back) Events. Lin seconds. Motion carried.

12. Community Services Coordinator Report TBD (Community Services Coordinator)

1. Grade 4 Celebration (Mahira / Deanna) – will set up.
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13. Fun Lunch Coordinator Report Clara Ip (Fun Lunch Coordinator)

1. Coco Brooks and Jugo Juice – June 23 (Mirabel)
2. Fun Lunch Survey Results (see attached) (Mirabel and Andrew)
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14. Kindergarten Representative and ECS Special Snack Coordinator Report Chanelle Pat (Kindergarten Representative)

1. Kindergarten Orientation
1. Mentor Parents (Salina)
2. Ride Share, Before-School Care, and/or After-School Care Survey (Andrew - see attached)
o Letter to survey respondents? - see attached

Bola motions to approve the letter to survey respondents. Janine seconds. Motion Carried.

2. Special Snack

Action Item – Chanelle to get the USB from Pat Mealey at the beginning of the next school year.

15. Health and Wellness Report Deanna Zhao (Health and Wellness Coordinator)

1. Fresh Food Friday
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16. Fundraising Coordinator Report Jingxing Lin (Fundraising Coordinator)

1. Davison Orchards (Mahira)
1. NMS and maybe NEE interested in joining our fundraiser (Andrew)
- The other campuses will need to do their own Apple fundraiser.
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17. Parental Partnership Report Ade Onasanya and Janine Rudolph (Parental Partnership Coordinator)

1. Parental Partnership Hours Report
2. Swim Day Volunteers

Action Item: Have stations set up at Kiss and Cry Tea to teach Kindergarten parents how to log volunteer hours.

Janine motions to have the Welcome Back Bar-B-Q for September 8th, 2023 from 4:30-7:30pm. Bola seconds.

Motion carried.

18. Communication Coordinator Report Salina Bhimji (Communication Coordinator)

1. Communications Plan (Marina / Andrew)
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19. Chair Report Bola Badejoko (Chair)

1. Alberta School Councils' Association (Andrew)
1. Membership renewed by ASC (The Association of FFCA School Councils) – see attached
2. The Association of FFCA School Councils Report (Bola / Terri / Andrew)
1. SWE and SEE: Welcome Back BBQ on Orientation Day
2. Westjet Fundraiser > \$7000
3. Parent Partnership Graphic and Categories
3. Alberta School Council Engagement Grant
1. June 7th Parent Literacy Night (Andrew and Shawna)
o 30 or so attendees
2. FFCA Parent Community Administration and Invoicing (Andrew)
4. Annual General Meeting (Andrew)
1. 19 attendees
5. Board Meeting (Andrew)
1. May 24th
o Special Performance: <https://www.ffca-parent.com/s/MLira8Da8MKgBST>
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20. Other Items Bola Badejoko (Chair)

1. Meeting Schedule

Janine motions to approve the next meeting to be Monday, August 21st at 6:00pm. Bola seconds. Motion carried.

Table the following dates to decide on until the next meeting.

Tuesday, September 19th

Tuesday, October 24th

Tuesday, November 21st It ha

Tuesday, December 19th

Tuesday, January 23rd

Tuesday, February 20th

Tuesday, March 19th

Tuesday, April 23rd

Tuesday, May 21st

AGM: Tuesday, May 28th

.Tuesday, June 18th (Transition, Tentative)

2. Closing Comments

3. Motion to Enter Closed Session

4. ffca-parent.com Q&A (Andrew)

Janine motions to exit Closed Session at 9:17pm. Bola seconds. Motion carried.

Meeting adjourned at 9:18pm