



School Council - Northwest Elementary, FFCA, Calgary,
Alberta

Date: Monday, September 18th, 2023

Time: 6:00 PM

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 6:01pm

Bola Badejoko (Chair)

1. Welcome and Introductions
 - a. Voting School Council Members - Bola Badejoko (Chair), Terri Sartori (Vice Chair), Rita Shen (Treasurer), Min Yan (Community Services Coordinator), Janine Rudolph (Parental Partnership Coordinator), Jingxing Lin (Fundraising Coordinator), Clara Ip (Fun Lunch Coordinator), Deanna Zhao (Health and Wellness Coordinator), Chanelle Pat (Kindergarten Representative), Nabila Siddiqui (Heritage Celebration Committee Chair)
 - b. Non-Voting Ex-Officio School Council Members - Shawna Drummond (Principal), Michelle Newell (Associate Principal)
 - c. Attendees- Michelle Gopalapillai
2. Establish Quorum
 - a. The attendance of a majority of voting members constitutes a quorum (7/12)

2. Approval of Agenda

Bola Badejoko (Chair)

Change to Heather Hadden as the teacher representative this month.
Approval by Unanimous Consent with change as noted.

3. Vacancies	Bola Badejoko (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"> a. Secretary <ol style="list-style-type: none"> i. Remains open b. Motion to appoint Olivia Dam to council? Decision to provide assistance but not take on a full role. 	
4. Secretary Report	Terri Sartori (Acting Secretary)
<p>Minutes of the August 21st, 2023 Meeting presented with no updates</p> <p>Approval by Unanimous Consent</p>	
5. Special Items	Terri Sartori (Vice-Chair)
<ol style="list-style-type: none"> 1. Get update from Society and forward potential expenses to them as appropriate. Society must use their funds by the next casino or risk losing the money. Council fundraising money can be carried over without limits. 2. For next meeting compile a summary of expenses for the year along with expected funds raised to determine capacity to approve future requests. 	
6. Treasurer Report	Rita Shen (Treasurer)
<ol style="list-style-type: none"> 1. Budget from 2022/23 presented during the meeting <ol style="list-style-type: none"> a. Total from last year was \$13,648 2. Signing authority changed to new council <ol style="list-style-type: none"> a. Please submit outstanding expenses to Rita for reimbursement 	
7. Teacher Representative Report	Heather Hadden (Teacher Representative)
<ol style="list-style-type: none"> 1. Teachers are getting to know the kids and the year is off to a great start 2. Thank you for breakfast. It was a piece of art. 3. Thank you for approving the discretionary funding. It's extremely helpful to get activities for kids that they may not otherwise be able to do. 	
8. Principal Educator Report	Shawna Drummond (Principal Educator)
<ol style="list-style-type: none"> 1. Thank you for council's help at the Terry Fox run. It was a great day and they appreciate funding for buses. 2. Mrs. Edgerton is doing great work and coming up with innovative ideas to help kids. 3. The Peace Patrol is up and running. Over half signed up to be part of the Peace Patrol and its great to see the grade 4 leadership. 4. Michelle and Shawna just finished their book tour. Their theme is "A Space for Everyone." Everyone should feel welcome, including the parents. 5. Ambulance visit to the kindergartens. Talked about what they do and how they help. The fire truck also came for the afternoon class. 6. This Friday the teachers' will be going to the Tsuut'ina nation to tour the land and continue building these connections. 7. Learning conferences are coming up. They are hoping that we can pay for dinner again. 	

- a. Bolo motioned to approve up to \$400 to purchase dinner for the teachers during the learning conferences. Janine seconded. Motion passed by unanimous consent.

**9. Community Services
Coordinator Report**

Min Yan (Community Services Coordinator)

1. Welcome Back Event
 - a. Olivia would like to help but won't have the capacity to join council.
 - b. Suggestion to have a Halloween dance or something that would bring kids and parents to the school together.
 - o 18th is casual day and no school on the 19th.
 - o 27th is the Friday before Halloween.
 - c. Budget can come from the Welcome Back Budget. Motion over email after we have estimates from DJ's.

10. Health and Wellness Report

Deanna Zhao (Health and Wellness Coordinator)

1. No update

**11. Fun Lunch Coordinator
Report**

Clara Ip (Fun Lunch Coordinator)

1. 167 families signed up for Fun Lunch. May need to give it a little push.
2. Next month set up for Edo on Oct 18.
3. Papa John's dropped off a brochure and 15% of proceeds come back to school.

**12. Kindergarten Representative and ECS
Special Snack Coordinator Report**

Chanelle Pat (Kindergarten Representative)

1. Special Snack
 - a. Envelopes went out today for special snack. This month will be cookies & apple juice.
2. Mentor Parents
 - b. List was sent out but got a bunch of undeliverable bounce backs. For next year suggests a digital form as handwriting was difficult to read.

**13. Fundraising Coordinator
Report**

Jingxing Lin (Fundraising Coordinator)

1. Currently running the Davison Orchard fundraiser
 - a. 142 boxes ordered
 - b. Suggestion to add pears but may need to wait until next year
 - c. Would like to send a reminder email to parents
 - d. Volunteers required for pick-up date, October 11 (both morning, lunch and after school). Will be using sign up genius as there will be multiple shifts.
2. Considering Purdy's chocolate fundraiser for Christmas time
 - a. Will discuss at October meeting

**14. Parental Partnership
Report**

**Ade Onasanya and Janine Rudolph (Parental Partnership
Coordinator)**

1. Room Parents have been contacted and provided with the Handbook
2. At this point no one has asked for a meeting to discuss, most have done the role at least once before

3. Class email lists have been sent by Mrs. Sharma to each room parent
4. Motion to have \$700 this year as budget for volunteer recognition prizes, asking for an increase over last years budget of \$500 for door prizes at the AGM. Decision to defer AGM prizes for a later date.
 - b. Janine motioned to set aside \$500 towards volunteer recognition prizes. Bola seconded. Motion to set aside \$500 for volunteer recognition was unanimously approved.
5. Next action 1: creating canned language that the room parents can use to remind people to log their hours
6. Next action 2: contact Crystal (Shawna to provide email address) to see what instructions or information has been translated and if it is somewhere we could access.
7. Next action 3: exploring SignupGenius to see if we can automatically send an post event email with a link to log hours.
8. Did not get the AFA grant for Trixster theatre. Meeting with Michelle to discuss options and look at alternate funding.

15. Communication Coordinator Report

Salina Bhimji (Communication Coordinator)

1. Anything for the newsletter should be submitted to Lee by the end of the week
 - a. Communication for in lieu is already being worked out

16. Chair Report

Bola B (Chair) or Terri S (Vice-Chair)

1. ASC
 - a. Message from board:
 - Promote positive working relationships with the school councils while maintaining oversight focus
 - Ask for councils help soliciting feedback to proposed policy changes
 - Will be looking into uniform (committee being formed)
 - Working on Charter Permanency
 - b. Message from Superintendent:
 - Restoring communication is the priority
 - DMV back up for SHS and working on long term strategy for SHS
 - NHS on schedule for Jan 2024 opening
 - c. Campus Reports
 - SWE – Welcome back BBQ. Apple fundraiser
 - SEE – Treat the Faculty with welcome back treat. Mix and Mingle for Kindergarten students and parents. Long term goal to upgrade library and outdoor space including playground structure.
 - SMS – Continental breakfast on orientation day. Brought in coffee truck for parents and teachers (parents paid, teachers given coupon). Setting up 2 vending machines as fundraiser.
 - SHS.- Co-hosting Screenagers. Welcome back event October 5. Looking at gift card and WestJet fundraiser.
 - NEE – Back to school lunch.
 - NMS – Hosting NWE and NEE and BBQ lunch for grade 4. Davison Orchard fundraiser. Movie night early October. Reaching out to parents with businesses for co-support.
 - d. General Business
 - Annual reports due by the end of September
 - ASC fees due by the end of September \$1,700
 - Councils getting \$500 grant again
 - New Parental Partnership is on the family login page
2. Terry Fox Run
 - a. Volunteers

- 2 volunteers and event went really well

17. Advocacy Committee Report

William Akoko (Advocacy Committee Chair)

1. No update

18. Heritage Celebration Committee Report

Nabila Siddiqui (Heritage Celebration Committee Chair)

1. Cultural Diversity survey sent out to the community
 - a. Received 46 responses and have 86 from last year
2. Survey feedback
 - a. Celebrations Calendar updated – 6 added and now have a total of 38
 - b. Request for volunteers was successful and should have a strong team for the Heritage Celebration
3. Upcoming celebration – Chilean Independence Day (Sep 18); Mid-Autumn Festival (Sep 29), National Day Reconciliation
4. Nabila Motioned to set aside \$300 for Heritage Celebration Activities. Seconded by Bola. Motion to set aside funds for Heritage Celebration passed by unanimous consent.

19. Other Items

Bola (Chair) or Terri (Vice-Chair)

5. 2023/2024 Goals and Work Plan
 - a. Collectively achieve 4580 hours of volunteer time logged by April 30th, 2023 (229 families x 20 hours)
 - See below for strategies
 - b. Having 100% of families log volunteer hours by April 30th, 2023
 - Increased email communications from room parents with links to the family zone
 - QR Codes in the school and at special events
 - Follow up emails (from SignupGenius) with links and instructions for logging hours
 - Once a term reminder emails with major events and dates listed
6. Review of Action Items
 - a. Standing Items
 - Nothing at this time
7. Meeting Schedule
 - a. February meeting to February 12 to accommodate Family Day.
 - b. Decision to cancel May meeting at this time.

FFCA Common Calendar

FFCA Elementary/Middle School Calendar

8. Action Items for Next Meeting
 - a. Review expenses and fundraising for remainder of year
 - b. Halloween Dance
 - c. Chocolate fundraiser
9. Closing Comments
10. Meeting adjourned at 7:33.