



School Council - Northwest Elementary, FFCA, Calgary,
Alberta

Date: Monday, October 16th, 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 6:05 pm

Bola Badejoko (Chair) or Terri (Vice-Chair)

- Welcome and Introductions
 - Voting School Council Members - Bola Badejoko (Chair), Terri Sartori (Vice Chair), Rita Shen (Treasurer), Min Yan (Community Services Coordinator), Jing Lin (Fundraising Coordinator), Clara Ip (Fun Lunch Coordinator), Deanna Zhao (Health and Wellness Coordinator), Adey Onasanya (Parental Partnership Coordinator) Nabila Siddiqui (Heritage Celebration Committee Chair), William Akoto (Advocacy Committee Coordinator), Salina Bhimji (Communication Coordinator)
 - Non-Voting Ex-Officio School Council Members - Shawna Drummond (Principal), Michelle Newell (Associate Principal), Samantha Lien (Teacher Representative)
 - Attendees – Andrew Chu
- Establish Quorum
 - **The** attendance of a majority of voting members constitutes a quorum (9/11)

2. Approval of Agenda

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

- Approve minutes with addition of bottle drive and Christmas fundraising by Unanimous Consent.

3. Vacancies	Bola (Chair) or Terri S (Vice-Chair)
<ul style="list-style-type: none"> 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"> Secretary (still open) 	
4. Secretary Report	Terri S (Acting Secretary)
<ul style="list-style-type: none"> Minutes of the Sept 21st, 2023 Meeting. <ul style="list-style-type: none"> Approval by Unanimous Consent 	
5. Special Items	Terri S (Vice-Chair)
<ul style="list-style-type: none"> Presentation of summary of expenses for the year <ul style="list-style-type: none"> Send proposed expenditures and fundraising suggestions with the anticipated month and amount to Terri. Updated spreadsheet will be discussed at the next meeting. 	
6. Treasurer Report	Rita Shen (Treasurer)
<ul style="list-style-type: none"> Not many transactions were recorded in September. Currently have about \$13,000 in both accounts. The payment to ASC has not been done yet but will ask to transfer the money. Shawna will confirm the process with Lee tomorrow. 	
7. Teacher Representative Report	Sam Lien (Teacher Representative)
<ul style="list-style-type: none"> First character assembly. Grade 2 teachers and students put on a performance that included a poem and songs. Focus was on Respect. Thank you for the apple fundraiser. The teachers also enjoy this one. The teachers would like to thank council for sponsoring the painting of the games on the courtyard. The kids have enjoyed some of the games during recess and DPA. 	
8. Principal Educator Report	Shawna Drummond (Principal Educator)
<ul style="list-style-type: none"> Shared pictures of students enjoying the courtyard painting. Thank you for taking care of dinner for the learning conferences. Had some field trips: <ul style="list-style-type: none"> Safety City (K) Service in Community – Raking (G4) Green Calgary (G4) Tsuut'ina – Brown Bear Event Centre (Teachers) Work on new science curriculum. Working groups meeting to discuss assessments and planning. Classroom teachers met with Mrs. McGregor about goals for students with English as an additional language. Michelle & Shawna just finished collaborative problem solving. This program focuses on what is beneath challenging behavior and helps to identify the underlying cause to come up with solution. 	

- 2 PD Days this week. Thursday all elementary teachers will be focused on LA in the am and then Science in the pm. On Friday they have the Charter school conference (similar to teacher conferences but only for charter schools).
- Remembrance Day assembly is coming up; remember to RSVP. The following day, fall break begins.
- Charter is up for renewal, and they will be going through the renewal process. The hope is that FFCA will be the first charter school to get a permanent charter.

9. **Community Services Coordinator Report**

Min Yan (Community Services Coordinator)

- Halloween Dance (October 27th)
 - Located in the gym with music, disco effects, photo booth, water bottles, glow jewelry and treats.
 - There is a bin of decorations that council has used in the past.
 - Budget for this is \$680 but anticipates costs will lower than this.
 - **Terri motioned to set aside \$680 for the Halloween dance. Seconded by Clara Ip. Motion passed by unanimous consent.**
 - Will require 16 volunteers for this event (set up, clean up, greeters, photo booth). Adey is creating a sign-up genius.
 - D.J. has been arranged.
 - Clara Ip will help with decorations.

10. **Health and Wellness Report**

Deanna Zhao (Health and Wellness Coordinator)

- 2 months complete and have spent about \$40. It's going well so far.

11. **Fun Lunch Coordinator Report**

Clara Ip (Fun Lunch Coordinator)

- Should we upcharge with Healthy Hunger as fundraising initiative?
 - **Terri motioned to add \$.50 to each Healthy Hunger order as a fundraising initiative. Seconded by Salina. Motion passed by unanimous consent.**
- After a challenging start, it's going well now.

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

Chanelle Pat (Kindergarten Representative)

- No update

13. **Fundraising Coordinator Report**

Jing Lin (Fundraising Coordinator)

- Thank you for the support with the apple fundraiser, particularly Shawna and Michelle.
- Purdy's didn't pay for last year and so not sure about doing it again. Terri to follow up with Purdy's and Jing will re-consider.
- Skip The Depot fundraising. Easy to do and can be run year long. Jing just needs to fill out a form to get this started. Skip the Depot will pick up but will take 30% of the money raised.
- Contacted Staples about fundraising for Christmas. SEE campus did it in the past but still waiting for their response.
 - Terri to research other ideas with ASC.
- Clara received a Papa John's fundraiser pamphlet. 15% of proceeds for a selected night go back to the school.
 - Jing will contact them to see how this works. Would be minimal work for council.

14. Parental Partnership Report	Adey Onasanya and Janine Rudolph (Parental Partnership Coordinator)
<ul style="list-style-type: none"> • 212.25 hours to date. 180 parents haven't logged in any hours yet. • Requests for volunteers for Halloween dance. • Send requests with as much notice as possible. She has the parent contacts made for 2023-2024. • Teachers favorite list from last year is still available. Did we want to get an update? This has been sent already. 	
15. Communication Coordinator Report	Salina Bhimji (Communication Coordinator)
<ul style="list-style-type: none"> • Still working on getting the communication sent out. Sent information for the October newsletter but didn't see the October newsletter when it was sent out. <ul style="list-style-type: none"> ◦ Newsletters go out the last Wednesday of each month. They need the content about 1 week to get it included in the upcoming letter. • Sent up Eventbrite Account but they are no longer free over 25 invites. They are going to try Google Forms instead. 	
16. Chair Report	Bola B (Chair) or Terri S (Vice-Chair)
<ul style="list-style-type: none"> • No updates – no ASC 	
17. Advocacy Committee Rprt	William Akoto (Advocacy Committee Chair)
<ul style="list-style-type: none"> • Has been working with Andrew to get ideas and would like to start with after school daycare. <ul style="list-style-type: none"> ◦ Looking at shuttle for daycare or on-site care options. ◦ Consider community options. • If anyone has any suggestions, let William know. He is new to the role and would appreciate support. 	
18. Heritage Celebration Committee Report	Nabila Siddiqui (Heritage Celebration Committee Chair)
<ul style="list-style-type: none"> • Acknowledged the following events this month <ul style="list-style-type: none"> ◦ Mid-autumn festival ◦ National Day for Truth and Reconciliation ◦ Thanksgiving ◦ Shara (hindu) ◦ Halloween 	
19. Other Items	Bola (Chair) or Terri (Vice-Chair)
<ol style="list-style-type: none"> 1. Review of Action Items <ul style="list-style-type: none"> ◦ Standing Items 2. Meeting Schedule <ul style="list-style-type: none"> ◦ Monday, November 20 	

- Monday, December 18
 - Monday, January 15
 - Monday, February 12
 - Monday, March 19
 - Monday, April 15
 - AGM: Monday, May 27
 - Monday, June 17 (tentative)
3. Action Items for Next Meeting
- Send proposed expenses and fundraising to Terri (All)
 - Add \$.50 to Healthy Hunger (Clara)
 - Follow up with Purdy's (Terri)
 - Follow up with Skip the Depot (Jing)
 - Follow up with Panago (Jing)
 - Create Sign-up Genius for Halloween dance (Adey)
 - Follow up with ASC regarding Christmas fundraiser (Terri)
 - Send information for November Newsletter (Salina)
 - Investigate after school care options (William)
4. Closing Comments

Meeting adjourned at 7:25 pm.