



School Council - Northwest Elementary, FFCA, Calgary, Alberta

Date: Monday, August 21, 2023

Time: 6:00 PM

Video call link: <https://meet.google.com/hdm-wsvs-byf>

**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

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| 1. Call To Order 6:05pm | Terri Sartori (Vice-Chair) |
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1. Welcome and Introductions

1. Bola Badejoko (Chair), Terri Sartori (Vice Chair), Rita Shen (Treasurer), Ade Onasanya (Parental Partnership Coordinator), Janine Rudolph (Parental Partnership Coordinator), Jingxing Lin (Fundraising Coordinator), Clara Ip (Fun Lunch Coordinator), Deanna Zhao (Health and Wellness Coordinator), William Akota (Advocacy Committee Coordinator), Shawna Drummond (Principal), Michelle Newell (Associate Principal), Andrew Chu

2. Established Quorum

1. The attendance of a majority of voting members constitutes a quorum (5/9)
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| 2. Approval of Agenda | Terri (Vice-Chair) |
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1. Terri moves to approve by unanimous consent. Approved by unanimous consent.

3. Vacancies	Terri (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. <ol style="list-style-type: none"> <li>Secretary – Vacancy persists. Terri will fill this role until a permanent replacement can be found</li> <li>Co-Community Services Coordinator – Min is the current assistant Community Services Coordinator and would like an assistant. This position looks for ways to build community within NWE. This could include events such as Welcome Back BBQ, skating, etc. Shawna and Andrew will promote this within the NWE community.</li> <li>Bola moves to appoint William Akoto as be the Advocacy Committee Coordinator. Terri seconds the motion. Motion passed by unanimous consent.</li> </ol>	
4. Secretary Report	Terri (Interim Secretary)
1. Terri moves to approve the June 21 <sup>st</sup> , 2023 minutes by Unanimous Consent. Approved by unanimous consent.	
5. Special Items	Andrew Chu (Former Vice-Chair)
1. FFCA Parent Community NextCloud Collaboration Tool Walkthrough and Question Period ( <a href="https://ffca-parent.com">https://ffca-parent.com</a> ) <ol style="list-style-type: none"> <li>Valuable information for council as well as past minutes, agendas, etc. can be found on NextCloud.</li> <li>Andrew is willing to help with any questions.</li> </ol>	
6. Treasurer Report	Rita Shen (Treasurer)
1. Total opening balance \$14,780 <ol style="list-style-type: none"> <li>\$1,360 current bank balance</li> <li>\$13,320 in school general account</li> </ol> 2. Send outstanding expenses to Rita. Reimbursements are typically done through e-transfer. 3. The chair and vice chair will need to arrange for signing authority. Terri & Bola will coordinate a time with Rita.	
7. Teacher Representative Report	TBD (Teacher Representative)
1. A teacher representative has not been appointed yet. They will attend the next meeting.	
8. Principal Educator Report	Shawna Drummond (Principal Educator)
1. Today was the 1st day back for teachers. Admin was back last week. All campuses met for full day and they were joined by 2 MLAs, Myles MacDougall and Lizette Tajada. Mr. MacDougall confirmed support for Charter Schools. By next year the goal is to have FFCAA as permanent Charter. Ms. Tajada is with the NDP, and this was a great opportunity to share information and invite her to attend other meetings. 2. Focus for the year: <ol style="list-style-type: none"> <li>Inclusion to leverage SLA funding</li> <li>Curriculum. Implemented new LA and math curriculum last year. This year they will be introducing the new science curriculum. A working group met over summer to prepare for this transition.</li> </ol>	

3. Assessment – Want to authentically be assessing students and ensure assessments match the outcomes.
3. Universal design for learning –how to design a building so its accessible for all. Moved this concept into the classroom (design classes so they meet the needs of everyone). Graphic depicting differences between equal vs. equality vs. removing barriers.
4. Staffing changes
  1. Ms. Inkster teaching grade 4 (back from maternity leave)
  2. Ms. Finch moved to NMS and Ms. Volk will be replacing her
  3. Ms. Teatro (grade 3) will be taking a LOA due to an injury but will be back ASAP. Mrs. Kung will be filling in for her.
  4. New position to assist with inclusion (Alison).
  5. Mrs. Mealey will come back part time to start. Ms. Lin will support the afternoon class for now.
5. Teacher discretionary fund has typically been \$900 for each grade level and \$500 for specialty teachers.
6. Freshly paved tarmac but would like to paint some tarmac games to make this space even more usable.
  1. Goal to provide options at recess to help with friendship skills.
  2. Would likely need \$500 (or up) to complete their wish list.

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#### 9. Community Services Coordinator Report

Min Yan (Community Services Coordinator)

1. Kiss and Cry Tea
  1. Maira is bringing the refreshments for the tea. In the June meeting, it was decided that Andrew, Bola, Nabila, Min, Chanelle and Maira would be there to represent council.
  2. The purpose of the tea is to start building the kindergarten community.
  3. Min will contact Maira to determine how she can support this event.
  4. Motion for funding was approved in June.
2. Welcome Back BBQ
  1. September 8 from 430 to 730
  2. Maira, Min and other volunteers will plan the event offline and will communicate back to the school council as required.
  3. The BBQ will be held at the school.

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#### 10. Health and Wellness Report

Deanna Zhao (Health and Wellness Coordinator)

1. No updates yet. Deanna will get routine started and will email Shawna the information about the fruit about 1-2 weeks before the planned date.
2. Deanna moves to approve up to \$500 to purchase Fresh Fruit Friday supplies. Terri seconds the motion. Motion passed by unanimous consent.

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#### 11. Fun Lunch Coordinator Report

Clara Ip (Fun Lunch Coordinator)

1. There is nothing in the portal yet about fun lunch. Clara would like to get the password for the account so she can set up the lunches. Shawna will provide the password, homeroom teachers and casual days.
2. Clara will update the folder so the information is in there for future years

12. Kindergarten Representative and ECS Special Snack Coordinator Report	Chanelle Pat (Kindergarten Representative)
1. No update – Chanelle may still need to be added to the school council list as she may not have received invite.	
13. Fundraising Coordinator Report	Jingxing Lin (Fundraising Coordinator)
1. Apple fundraiser is ready to go. Will be updating contacts so information will go to general mailbox.	
1. Looking into add to family logins so they can order through this site	
2. Will work with Salina to get the flyer in the newsletter	
2. Jing is looking at other fundraising ideas such as Boston Pizza.	
3. Opt in/In lieu to be set up by Central Office (Shawna to confirm). Salina will send something out in the newsletter.	
14. Parental Partnership Report	Ade Onasanya and Janine Rudolph (Parental Partnership Coordinator)
1. Room Parent Orientation	
1. Will happen after next week so teachers can select their volunteers.	
2. They still have the handbook from last year.	
3. They will assess what the group needs and look at Zoom meeting as needed	
2. Volunteer Recruitment (Welcome Back BBQ, Casino Society)	
1. Ade and Janine will help coordinate the volunteers.	
3. Volunteer Interest List (based on Registration Survey)	
1. Wait to create gmail lists based on this survey	
2. Use sign-up genius for more complicated events	
15. Communication Coordinator Report	Salina Bhimji (Communication Coordinator)
1. No update – Marina left a comprehensive communications plan that should be a good start	
16. Chair Report	Bola (Chair) or Terri (Vice-Chair)
1. ASC	
1. No meeting yet	
17. Advocacy Committee Report	William (Advocacy Committee Chair)
1. William was just nominated today and will be reviewing documents from Andrew and will report back next meeting.	
18. Heritage Celebration Committee Report	Nabila Siddiqui (Heritage Celebration Committee Chair)
1. Plan is to send out a survey to find out about the different cultures in our community and get information about how we can recognize and celebrate our students' heritage.	

## 1. 2023/2024 Goals and Work Plan

## 1. Draft Goals (Ade and Janine to wordsmith)

1. Collectively contribute 20 hours x number of families by April 30th, 2023.
2. Record hours from 100% of families by April 30, 2023.
3. Focus on high return, low effort fundraising initiative with the goal to reach \$12,000.

## 2. Suggestions related to goals:

1. Send out date of events to help parents remember when events occurred.
2. Supply instructions in languages other than English. Michelle to work with Shawna on this as there may be some translation support available in house.
3. Utilize room parents to help encourage parents to track hours (Janine to help create reference)
4. Talk to Central Office about the lack of options available to track hours – Terri to follow up with ASC
5. Janine will check with Sign-Up Genius to see if it allows users to schedule reminders (similar to a dentist office)
6. Suggestion to look at Westjet raffle as seems to be low effort and high reward.
7. Desjarden insurance provides money to elementary schools for initiatives that will benefit students. Shawna and Michelle will canvas the staff for ideas.

## 3. Work Plan

1. Terri & Bola will review
2. Can track action items in ffca-parent.com. It allows reminders to be set.
4. Need Financial statements up to August 31, 2022 to send to the Board by September 30th. Andrew completed up to May 31 on report to board. Just need to update the last couple of months and add financials. Rita to send the year summary by the next meeting.

## 2. Review of Past Action Items

1. No past action item

## 3. Action Items for Next Meeting

1. Shawna and Andrew to promote Community Coordinator Position
2. Shawna to provide login, homeroom classes and casual days for fun lunch
3. Bola to add Chanelle to email counsel list.
4. Shawna to confirm Opt In is set up with Head Office
5. Ade and Janine to update wording of goals
6. Janine to check on ability to send out reminders to track hours
7. Michelle to work with Shawna on potential translation of instructions to log hours
8. Terri to confirm plan to update categories to track hours with ASC

## 4. Meeting Schedule

- Monday, September 18
- Monday, October 16
- Monday, November 20

- Monday, December 18
- Monday, January 15
- Monday, February 19
- Monday, March 19
- Monday, April 15
- Monday, May 20
- AGM: Monday, May 27
- Monday, June 17 (tentative)

#### 5. Closing Comments

1. Bola moves to appoint William Akoto as be the Advocacy Committee Coordinator. Terri seconds the motion. Motion passed by unanimous consent.
2. Terri moves to provide a discretionary fund for teachers allowing for \$900 for each grade level and \$500 for specialty teachers, the total amount not to exceed \$5,000. Bola seconds the motion. Motion passed by unanimous consent.
3. Terri moves to provide up to \$500 to paint games on the new tarmac. Janine seconds the motion. Motion passed by unanimous consent.
4. Agreement to discuss support for Mrs. Mealey over email, after hearing back from Shawna and Ms. Lin.
5. Discussion about strategies to keep the meeting under time:
  1. Everyone should come prepared to each meeting
  2. Make updates as short as possible
  3. Deal with the majority of work offline, through email or smaller working groups. Council is reserved for decision making and motions
  4. Not every committee needs to speak at every meeting
  5. Send a written report for the agenda with decision items highlighted
  6. Form a What's App group to facilitate discussions prior to meetings (or can use FFCA Talk App)

#### 6. Adjournment: 8:10 pm