

Westmount School Association

MINUTES

For October 24, 2016 @7:00 pm
Westmount School

Attending: Leanne Andrecyk, Nancy Anningson, Diane Axell, Tiffaney Connell, Shanda LaRamee-Jones, Tonya Malay, Janet MacNeil, Naomi Shelton, Lesley MacInnis, Tom Cleary, Brenda Hawley, Wendy Power, Jennifer Hanscomb, Michelle MacAulay, Jenell Masse, Julianna Boyd, Natalia Diaz-Insense

Regrets: Stephanie Rice, Amanda Beresford, Stacie Rimmer

1. Welcome & Introduction of Guests - Leanne Andrecyk

- Thank you to Diane Axell for providing this month's treats

2. Approval of Minutes From September 22

- The draft minutes from the Sept. 22 meeting were circulated to the voting members via email on Oct. 18, 2016.

Motion: to approve the minutes from the Sept. 22 WSA meeting as circulated.

Approved: Nancy Anningson **Seconded:** Diane Axell **vote:** All for/0 against

3. Review of Pending Action Actions

- **Quad Improvements** – An update was provided on the proposed turf box for the primary quad. Last year there was discussion that a turf box would be part of the quad improvements but concerns were raised at the time regarding snow removal challenges. Almost all the money for the quad improvements has been spent so there is nothing left at the moment for a turf box.
- **School Travel Survey** – Natalia Diaz-Insense reported that the Ecology Action Centre has funding again and will now be able to enter data collected, in 2015, through our school travel survey.
- **Bike and Scooter Racks** - Natalia Diaz-Insense reported that the bike racks and scooter racks, funded by former Councilor Linda Mosher, will be installed soon. They are on HRM property by bleachers and HRM has cleared this work so no extra permits are necessary.

4. **Principal's Report** – Lesley MacInnis and Tom Cleary

- Rock Warriors was successful. Three other schools came to participate. Our grade 6 class hosted. The event was run by Mr. Walsh.
- The Fall Family Feast was successful. There were positive reports from families and staff. The school appreciated the work done on this event.
- Students in grades 4-6 participated in cross-country meet at Inglis Street School.
- Picture day was on Friday, Oct. 21. The proofs went home with students today.
- Westmount will host a visiting teacher from Columbia named Pilar. She is in Halifax now attending English training. She will spend 4 weeks at the school starting in November. She will be in different classes throughout the school. She is an art teacher in Columbia.
- Grade 4-6 students will have a choice of participating in safe choices training on Nov. 8-9 at 3:15 pm. This includes a babysitting course or home alone course.
- Holiday Concert
 - Will be Wed. Dec. 14th for grades P-3 only.
 - In the spring grades 4-6 will participate in a spring musical – the Lion King.
 - We want to celebrate our students and showcase their talents by increasing opportunities to participate in the fine arts.
 - There will also be an evening of music this spring to showcase the string students, band and choir
- Grade 6 Trip
 - The Breakfast with Santa event will fund an end of year adventure for the grade 6 students.
 - Plans are in the works to create an experience to replace the Bayside camping trip with an alternative more family friendly event
 - Bayside no longer provides good value for money.
 - Having an event closer to the school or even at the school will allow families to be included.
- The \$5,000 grant for school enrichment was received again this year. This was just confirmed so no plans for these funds have been made to date.

5. Treasurer's Report – Nancy Anningson

WESTMOUNT SCHOOL ASSOCIATION		
	BALANCE AS OF September 30 ,2016	NOTES
BANK STATEMENT BALANCE:	\$28,925.74	
OUTSTANDING AMOUNT TO CLEAR:	\$149.34	Amt remaining from quad improvement grant 2015-2016
	\$4,000.00	New Linda Mosher bike/scooter rack grant
	\$2,478.08	RBC funds less 2015-2016 expenditure (\$488.59) and fees (\$33.33)
	\$544.17	2015/2016 Approved Spending (Bayside bus costs)
CASH BALANCE:	\$21,754.15	
RUNNING BALANCES		
1. Criminal Records Checks (\$1,000):		*\$30 paid but won't appear until October's transactions
2. Classroom Supplies (\$4,000):		
3. Awards, Recognition & Gifts (\$1,050):		
4. WSA Operating Costs (3,000):		*\$35.33 Spring Fair paid but won't appear until October's transactions
5. School Pride & Promotions (\$1,500):		*\$152.83 Volunteer Catch n Keep - paid but won't appear until October's transactions
6. Technology (\$10,000):		
7. School Events, Initiatives & Special Projects (\$6,250):		
8. Grade 6 Class trip (\$5,000):		
Expenditure total:	0	*\$218.16 will be included in WSA Nov. Report with Oct. Totals

- RBC Grants –the details for the total RBC grants need to be clarified and confirmed.
Action Item: Nancy Anningson will investigate the RBC details and report back at the next meeting.
- Items approved for spending at the September board meeting will appear as cleared in October's report.

Motion: to approve the treasurer's report as presented.

Approved: Diane Axell **Seconded:** Naomi Shelton **vote:** All for/0 against

6. Event Chairs' Pre and/or Post Event Report

- **Family Fall Feast (Leanne Andrecyk)**
 - Refer to attached report

Action item: Naomi will ensure thank you cards are done for Bryan (Westmount School) for his contribution of costumes and Steve Smith (Scotiabank) for supporting the Family Fall Feast through a matching sponsorship with Scotiabank

Westmount School Association

Family Fall Feast: Pre & Post Event Report

Thursday, October 13th, 5:00 to 7:00 pm

Pre-planning/Set-Up (Leanne)

- Arrange for table order through school (40 tables)
- Create & distribute flyers, notices & signage (files are on the WSA Canva account)
- Purchase missing supplies (plates, bowls, cups), 100 Halal dogs, 100 hot dogs & buns and 100 juice boxes
- Set up signage at school entrance
- Manage volunteer schedule
- Oversee table/chairs set-up, décor & food recycling stations
- Source heavy duty electrical cords for catering pots and slow cookers
- Wash tables cloths and aprons post-event

Post Event

- Mr. Cleary enlisted one of the Grade 5 classes to come to the gym and set up all the tables and chairs just prior to the final bell of the day – this worked really well to get it done quickly
- We have gathered a large supply of themed tablecloths and centrepieces that can be used year over year –the supplies are housed in the WSA room and labelled “Fall Feast”

Finances (Nancy)

- Arrange and bring float (\$250)
- Collect and count cash for deposit on-site

Post Event

- Pricing: Chile & Roll \$2, Hot Dogs \$1, Pie \$1, Candy Apples \$1, Costumes/Skates \$5
- Financials:
 - Gross revenue for the event was \$1 805
 - Net Revenue after expenses and before Scotiabank Match \$1 410.39
 - Final Revenue \$2820.78

Door Ticket Sales (Scotiabank Volunteer Team, Principal & VP)

- Sell \$1 tickets at school entrance (all cash is handled at the door and substituted for tickets, with the exception of the pumpkin silent auction)

Chili (Christa)

- Arrange for order with Grand Finales (300 veggie/meat – includes rolls, butter, spoons, napkins)
- Purchase paper bowls
- Deliver and set-up chilli pots, return chilli pots the following day

Post Event

- Large uptake on veggie chilli this year – change order from 1 veggie /4 meat to 2 veggie/3 meat
- Reduce order by 25 to 50 servings as they was an entire pot left over
- Confirm a list of ingredients for the chilli to cover off gluten-free requests

Hot Dogs (Leanne)

- Purchase hot dogs & buns (200)
- Pre-cook a starter supply then oversee onsite cooking with hot dog machine and school kitchen

Post Event

- Hot Dogs were cooked on-site at the school then kept warm in crock pots
- All hot dogs were sold out by 5:45
- Increase hot dogs by 50

Halal Dogs (Natali Putman will recruit a few of our local Muslim parents to assist with this)

- Pre-cook a starter supply then oversee onsite cooking in school kitchen

Pumpkin Pie (Stacie)

- Purchase 13 pies from Costco (Approx. 120 servings) **Pies can be pre-ordered gelatin-free*
- Provide utensils and oversee cutting and serving on-site

Post Event

- Pies were cut into 16 slices instead of 10 with approximately 1 to 2 pies left over

Candy Apples (Denise)

- Set-up display on-site of all donations
- Oversee sale on-site

Post Event

- We estimated approximately 75 apples were received and all are sold very quickly

Pumpkin Silent Auction (Janet, Janell & Tiffany)

- Purchase pumpkins (1 per classroom – class participation is voluntary and at the discretion of the teachers)
- Create bid sheets/pens
- Set-up display on-site of all donations from classrooms and families
- Oversee competition for best pumpkin
- Collect funds from auction winners and give cash to ticket sellers for safe-keeping in cash box

Costume & Skate Sales (Amanda)

- Set up collection boxes with signage at school main entrance
- Set-up sales racks, tables and cardboard floor protection (for trying on skates) on-site
- Oversee sales on-site

Post Event

- The school no longer has a clothing rack so make-shift “racks” were made using the sport nets and rope strung along the bleachers
- Skates and miscellaneous items were displayed on tables

Water Station (Day-of Volunteers)

- Set-up water pitches and paper cups, juice boxes
- Refill as required

Post Event

- 100 Juice boxes are given out on a first come first served basis and went fairly quickly. If the budget allows increase this to 200

- **Pre-Event Report – Spirit Wear Sale (Leanne Andrecyk)**

- The new logo and sale list for the up-coming spirit wear sale was circulated
- Tall Ships Company is providing the clothing. They will package each order for individual students and bundle them by classroom.
- A classroom vote was held throughout the school to determine the winning design
- Amy Currie helped to get the logo designed for free by designer Lesley Baston.

Action item: Naomi will ensure a thank you card is sent to Lesley Baston for designing the logo for free.

- Orders are due no later than November 10th and will be filled by Dec. 16 in time for the holidays.
- Sample sizes will be available outside the office for anyone to try on before placing an order
- The profit margins are low in order to keep the clothing affordable
- This is a test run and if successful a second sale may run in the Spring
- Lunch bags and tote bags were not considered as a minimum inventory had to be pre-ordered and paid for – clothing items do not require any minimum purchases.
- Funding was discussed for families who may some financial assistance with purchases – Lesley and Tom were asked to bring forward any requests for assistance as they require it
- Spirit wear could also be used as items in up-coming silent auctions.

Motion: to provide \$100 for discretionary funding for clothes through the spirit wear sale (Budget bucket 5. School Pride and Promotions)

Approved: Tonya Malay **Seconded:** Diane Axell **vote:** All for/0 against

<i>Timeline: November 10th submission for a December 16th Delivery</i>						
<i>*Costs/profits do not include shipping (\$15 per box)</i>						
Youth						
STYLE	ITEM	SIZES	WSA COST	WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
B0001	Youth 100% T-Shirt	XS - XL	8	9.20	13.00	3.80
B0504	Youth 50/50 Hood Sweatshirt	S - L	16.5	18.96	22.00	3.04
B0505	Youth 50/50 Zip Hood Sweatshirt	S - L	18.5	21.28	25.00	3.72
B0054	Youth 50/50 Sweatpants	S - L	15	17.25	21.00	3.75
Youth Sizes: XS (2-4), S (6-8), M (10-12), L (14-16), XL (18-20)						
Adult (Unisex)						
STYLE	ITEM	SIZES		WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
A0001	Adult 100% T-Shirt	S - XXL	9	10.35	15.00	4.65
ARL01	Ladies Ring Spun 100% T-shirt (Fitted)	S - XXL	9	10.35	15.00	4.65
A5104	Adult 50/50 Hood Sweatshirt	S - XXL	18	20.70	24.00	3.30
A5105	Adult 50/50 Zip Hood Sweatshirt	S-XXL	22.5	25.88	29.00	3.12
A5109	Adult 50/50 Sweatpants	S - XXL	16	18.40	23.00	4.60
Hats						
STYLE	ITEM	SIZES		WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
CTCHT	Ball Hat (One Size Fits Most)	One Size		10.92	13.00	2.08
CTCHT	Winter Toque	One Size		9.78	12.00	2.22
Additional Cost						
Code	ITEM			WSA COST (Incl HST)	SALE PRICE (Incl HST)	PROFIT
NAME	Students Name (Embroidered)			5.00	5.75	0.75

- **Pre-Event Report – Breakfast with Santa (Diane Axell)**
 - Diane has made a list of grade 6 parents to contact about volunteering.
 - There are two Co-Chairs – Tiffany Connell and Janet MacNeil
 - Mr. Cleary volunteered to be Santa at the event.
 - Funds are needed for pre-event expenses and the cover the float.

Motion: to approve \$1,000 in pre-event spending for Breakfast with Santa (4. WSA Events Operating Costs.)

Approved: Naomi Shelton **Seconded:** Nancy Anningson **vote:** All for/0 against

Action Item: Diane Axell will invite the new City Councilor for our district, Shawn Cleary, to attend Breakfast with Santa.

- **Pre-event report - Scholastic Book Fair (Natalia Diaz-Insense)**
 - Jenell Masse volunteered to be the Co-Chair for this event.
 - The book fair starts on Mon. Nov. 28 and runs for a week.
 - Students will shop during their class library time.
 - Two volunteers are needed for each shift.
 - Set-up will take place on Monday night – Nov. 28th from 6:30-9 pm.
 - Volunteers are needed for the set-up and wrap up.
- **Pre-event report - Trinkets and Treasures (Julianna Boyd)**
 - Volunteers are needed on Dec. 15 to set-up and on Dec. 16 to help with sales and wrapping.
 - This sale provides an opportunity for students to purchase small presents for their family for the holidays.
 - The items are donated to promote recycling and the importance of giving from the heart.
 - Please donate any small household items you can to support this event.
 - Students can purchase two items during their class time. Items are all \$1
 - The sale is open to the public afterwards

Motion: to approve \$200 in pre-event spending for Trinkets and Treasures (4. WSA Events Operating Costs).

Approved: Diane Axell **Seconded:** Tiffany Connell **vote:** All for/0 against

7. Funding Requests Presentation & Discussion

\$400 – Discretionary Funding for 2 additional specialty classroom (EAL and Resource) not accounted for in the original budget (7. School events, Initiatives & Special Projects)

- On October 6, 2016 Leanne Andrecyk sent out a message to the WSA voting members via email to request an additional \$400 in discretionary funding for classroom supplies. This is to support the EAL and Resource teachers. The original \$4,000 budget set aside for classroom discretionary funding only allotted for 15 classrooms and 5 specialty rooms. However, there are actually 7 specialty rooms, which include Art, PE, Music, French, Learning Centre, EAL and Resource.

Motion made via email Oct. 6, 2016: to approve the additional \$400 for classroom discretionary funding.

Approved: Nancy Anningson **Seconded:** Janet MacNeil **vote:** All for/0 against

- **\$855 (in US funds) - Rights to Lion King Musical (7. School Events, Initiatives & Special Projects)**
 - Requested by Ms. McInnis
 - Description - musical rights for the Lion King along with song books, cd and other materials required for the production.
 - Exchange rates – The purchase will be made on credit card to account for exchange rates. The treasurer will pay the amount on credit card statement on behalf of the WSA.

Motion: to approve \$855 in US funds for the musical right to the Lion King for our spring musical production.

Approved: Tonya Malay **Seconded:** Janet MacNeil **vote:** All for/0 against

- **\$10,602 – Technology Wish List (6. Technology)**
 - Vice Principal Tom Cleary presented a wish list of technology items from the school requesting WSA funding support. This list was comprehensive and considered the best way for the school to use WSA funding to have the biggest impact on our students.
 - Raz-Kids On-line Reading
 - 5 subscriptions totaling \$549.75 (this ordered was made before last-year's subscription ran out in order to save on costs).
 - 3 LCD Projectors/Screens
 - There are 3 classrooms without LCD projectors. Last year's quote to install them via the school board exceeded \$13,000. Mr. Cleary suggested a practical solution. Three portable LCD projectors can be purchased for \$835 each. There is already one portable projector available in the school. Some screens also currently exist in the school. This would allow the 4 portable projectors to be assigned to the classrooms that require them. The total cost is approximately \$3,000
 - 17 iPad minis (1 per classroom)
 - each unit costs \$309 each. The school has an iPad cart currently with 7 iPads in it. The goal is to have one dedicated per classroom. Mr. Cleary will install free apps on each iPad. The WSA previously approved \$1,700 in funding for a Chrome Book Cart. To save money, Mr. Cleary repurposed an old netbook cart to accommodate the new chrome books. This saves the WSA \$1,700, making these funds available to support other items such as the iPads.
 - The budget allocation for 6. Technology is \$10,000. It was agreed that \$600 would be transferred from 7. School Events, Initiatives & Special Projects to cover the shortfall as technology was identified as a WSA priority this year.

Motion: to approve a transfer of \$600 from line 7. School Events, Initiatives & Special Projects to line 6. Technology, to ensure enough funds are available to cover the school's technology wish list for the 2016-2017 school year.

Approved: Diane Axell **Seconded:** Tiffany Connell **vote:** All for/0 against

Motion: to approve \$10,602 in spending 6. Technology to cover all the items listed above in the school wish list.

Approved: *Tonya Malay*

Seconded: *Diane Axell*

vote: *All for/0 against*

8. Motion to Adjourn

Approved: *Naomi Shelton*

Seconded: *Diane Axell*

vote: *All for/0 against*

Next Meeting: Monday, November 28, 2016 at 7 pm in the library