

# Westmount School Association

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## MEETING MINUTES

*For Monday, June 27 @ 5:00 pm*  
Westmount School

**Attendance:** Julia Blandford, Alexandra Smith, Natalia Diaz-Insense, Patricia Tupper, Catherine Bouliane, Shanda LaRamee-Jones, Janet MacNeil, Leanne Andrecky, Amanda Beresford, Nancy Anningson, Tonya Malay, Diane Axell, Naomi Shelton, and Stacie Rimmer

**Regrets:** Tiffany Connell

1. Welcome & Introduction of Guests

- Tonya was asked to Chair the meeting
- Mrs. Tupper provided an update on event dates for next year. All dates must be booked by June 30 with HRSB. The WSA cannot add new dates in the fall. The second Thursday of every month is the WSA day. Mrs. Tupper will provide the final list of dates to the executive.

2. Treasurer's Report - Nancy Anningson

- Nancy deferred the Treasurer's Report because all the final expenses have not been processed.

3. 2016-2017 Budget Proposal

- Leanne presented the following proposed budget for the 2016-2017 year.
- Please see proposal on the following pages.

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**2016/17**

## **Proposed Budget Categories, Spending & Policy/Processes**

**Presented by Out-going & In-coming WSA Executive Members**

*\*As of June 23, 2016 for Fiscal Year July 1, 2016 to June 30, 2017*

WSA 2015/16 Budget		WSA 2016/17 Proposed Budget	
Police Checks	600.00	1. Criminal Records Checks	1000.00
Classroom Supplies	2668.77	2. Classroom Supplies	4000.00
Fundraising Costs	7886.69	3. WSA Events Operating Costs	5000.00
Beautification & Supplies	169.01	4. Awards, Recognition & Gifts	1250.00
Grade 6 Activities	7128.62	5. School Pride & Promotions	2500.00
School Trips	4176.75	6. Technology	10000.00
School Events	8375.52	7. School Events, Initiatives & Special Project:	6250.00
Special Projects	500.00		
	<b>\$ 31,505.36</b>		<b>\$ 30,000.00</b>

### **OVERVIEW**

Technology is becoming an integral part of our teachers' tool kit. As technology needs for the school continue to grow the WSA should consider prioritizing spending to assist in increasing the school's current hardware and software inventory, while at the same time continue to offer support in other areas in keeping with the organization's guiding principals (*outlined in Section 2.0 of the WSA By-Laws*) and adherence to the School Board's *School Based Funds Handbook* requirements.

### **Appendixes:** Funding Schedule & Important Dates

WSA Monthly Meeting Agenda

Funding/Reimbursement Request Form (to follow at a later date)

### **1. CRIMINAL RECORDS CHECKS (\$50 x 20) \$1000**

**Purpose:** The WSA is an organization that exists solely on volunteerism and so should financially support Westmount family members to be active volunteers in the school while ensuring safe interaction with students.

**Process:** Original expense receipts are to be submitted via Reimbursement Request Form no later than May 29<sup>th</sup>, for reimbursement.

*Examples:*

- o Hard Copy and On-line Requests (MyBackCheck)

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## **2. CLASSROOM SUPPLIES (\$200 x15 Classrooms & 5 Specialty Rooms) \$4,000**

**Purpose:** The WSA recognizes the need for teachers to have access to funding for supplies specific to their individual classroom and teaching style.

Discretionary funding will be provided for each classroom and specialty room to be used at the discretion of the assigned teacher to assist with communal supplies, classroom enhancements and consumables.

**Policy/Process:** Each teacher will submit original receipts not exceeding the total discretionary amount, via [Reimbursement Request Form](#), by November 28<sup>th</sup> and May 29<sup>th</sup>, for reimbursement prior to Christmas break and summer break. Purchases remain the property of Westmount School.

*Examples (but not limited to):*

- Books, magazines, hard copy subscriptions
- Craft supplies
- Awards/Rewards
- Consumables

## **3. AWARDS, RECOGNITION & GIFTS \$1,250**

**Purpose:** The WSA is an organization that recognizes the contributions of our fellow volunteers, teachers and administration who support school life.

**Policy/Process:** Out-going volunteers and retiring staff members will be identified in April of each year to determine the total spending requirements. Original expense receipts are to be submitted via [Reimbursement Request Form](#) no later than May 29<sup>th</sup>, for reimbursement.

*Examples (but not limited to):*

- Bi-annual Out-going WSA Presidents plaque engraving & trophy (\$50)
- Bi-annual Out-going WSA Voting Member Volunteers (\$25 x 6)
- Annual Grade 6 Awards (\$50 x 6 students)
- Teacher/ Administration Retirements (\$50 per person towards the purchase of a school item or held in account until such time an amount is accumulated for the purchase of a school item)
- Staff Appreciation lunch (\$500)
- Get-well cards, flowers

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#### **4. WSA EVENTS OPERATING COSTS (Not including floats) \$5,000**

**Purpose:** The WSA is able to provide funding to improve student experience through the execution of fundraising events that are in need of start-up and operating costs:

- WSA Fundraising Events currently include:
  - Family Fall Feast
  - Scholastic Book Fair
  - Holiday Wreath Sales
  - Trinkets to Treasures
  - Breakfast with Santa
  - Valentine Family Dance
  - Spring Fair
- New Events Under Consideration
  - Homecoming
  - WSA Branded Clothing Sales
  - Note Cards Art Competition

**Policy/Process:** A Pre-Event Report, including proposed operating costs, will be presented for discussion for each WSA fundraising event, by the event chair, in the month previous to the event date of before. A Final Event Report will be presented showing actual costs and outcomes, by the event chair, in the month immediately following the event date. Original expense receipts are to be submitted via [Reimbursement Request Form](#) no later than May 29<sup>th</sup>, for reimbursement.

*Examples (but not limited to):*

- Floats
- Consumable canteen supplies and equipment
- Event supplies and equipment (cash boxes, aprons, signage, prizes, etc.)

#### **5. SCHOOL PRIDE & PROMOTIONS \$2,500**

**Purpose:** The WSA will ensure its sustainability through active participation of Westmount family volunteers via promotions of the organization and its goals to regularly solicit active volunteers. The WSA will also assist with promotion of our school at board-wide student attended events (ie: Track & Field, etc.).

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- WSA Promotional Events under consideration:
  - Volunteer Catch & Keep (1<sup>st</sup> day of School)
  - Primary Parents Meet & Greet (1<sup>st</sup> day of School)
  - Curriculum Night WSA Info Booth (Snacks)
  - Annual General Meeting

**Policy/Process:** Teacher Reps/Administration and WSA members will submit funding requests, via [Funding Request Form](#), at regular monthly meetings for discussion and voting. Original expense receipts are to be submitted no later than May 29<sup>th</sup>, for reimbursement.

*Examples (but not limited to):*

- Canopy tents
- Banners
- Signage
- Annual reports
- Hospitality (ie: Primary Orientation, Curriculum Night, etc.)
- School Team shirts

## 6. TECHNOLOGY \$10,000

**Purpose:** The WSA has identified technology upgrades and improvements as a priority request from teachers and administration to enhance teaching and learning for the entire school population.

**Policy/Process:** Teacher Reps/Administration will submit current list of operational technology and a wish list for the year based on immediate and interim needs to be fulfilled (in conjunction with the pending Capital Campaign Sustainable Technology Plan) for discussion and voting by November 28th. Original expense receipts are to be submitted via [Reimbursement Request Form](#) no later than May 29<sup>th</sup>, for reimbursement.

*Examples (but not limited to):*

- Hardware (ie: ipads, laptops, chrome books, projectors, charging carts, etc.)
- Software (ie: on-line subscriptions, applications, etc.)
- Hardware Licensing, repairs & upgrades
- Sound System upgrades, repair & replacement

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## **7. SCHOOL EVENTS, INITIATIVES & SPECIAL PROJECTS \$6,250**

**Purpose:** The WSA recognizes the need to allow for support of individual class and school based events and initiatives, that are not planned in advance, to be reviewed as they develop and materialize.

**Policy/Process:** Teacher Reps/Administration will submit funding requests, via Funding Request Form, at regular monthly meetings for discussion and voting. Original expense receipts are to be submitted no later than May 29<sup>th</sup>, for reimbursement.

*Examples (but not limited to):*

- Stock Transportation (ie: field trips, school outings)
- Registration/Entry Fees, Ticket Fees, Supplies (ie: field trips, track & field, Run Club, String Night, etc.)
- Items/initiatives not eligible for school or grant funding
- Supplements to school and grant funded items/initiatives
- Family assistance (ie: Syrian refugees, Christmas families, comp WSA event tickets, field trips, etc.)
- Infrastructure Improvements (ie: quad improvements/equipment, fountain upgrades, etc.)
- Hospitality (ie: Oval hot chocolate, Field Day snacks, etc.)

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2016/17 WSA FUNDING SCHEDULE & IMPORTANT DATES		
DATE	ACTION/EVENT	LEAD
2016		
June 27, 2016	Interim WSA Meeting: Review & Approval of 2016/17 Budget	WSA Voting Members
July 1, 2016	Beginning of Fiscal Year	WSA Treasurer
August 29, 2016	Interim WSA Meeting	WSA Voting Members
	Submission of Pre-Event Reports: Volunteer Catch & Keep, Family Fall Feast	WSA Event Chairs: Leanne Andrecyk & Stacie Rimmer
September 5, 2016	Email distributon of WSA Meeting Minutes to Voting Members	WSA Secretary
September 8, 2016	<b>WSA Volunteer Catch &amp; Keep</b>	WSA Event Chairs: Leanne Andrecyk & Stacie Rimmer
September 26, 2016	Monthly WSA Meeting	WSA President or V. President
Septembers 27, 2016	Email distributon of August WSA Meeting Minutes to full School Membership	Ann D'Eon
September ?, 2016	<b>WSA Branded Clothing Sale (TBC)</b>	<b>WSA Event Chair: TBD</b>
October 6, 2016	<b>Family Fall Feast</b>	WSA Event Chair: Leanne Andrecyk
October 24, 2016	Monthly WSA Meeting	WSA President or V. President
October 25, 2016	Email distribution of September WSA Meeting Minutes to full School Membership	Ann D'Eon
November ?, 2016	<b>Homecoming (TBC)</b>	<b>Event Chair: Stacie Rimmer</b>
November ?, 2016	<b>WSA Holiday Wreath Sales</b>	WSA Event Chair: Amy Curry
November 28, 2016	Monthly WSA Meeting	WSA President or V. President
	Submission of Pre-Event Reports: Trinkets to Treasures, Breakfast with Santa	WSA Events Operating costs
	1st Deadline for classroom teachers to submit Reimbursement Request Form & Receipts	WSA Teacher Representatives
	Teachers/Administration Submission of Operational Technology Inventory & Wish List	WSA Principal & Vice Principal
November 29, 2016	Email distributon of October WSA Meeting Minutes to full School Membership	Ann D'Eon
November ?, 2016	<b>Scholastic Book Fair (TBC)</b>	<b>WSA Event Chair: TBD</b>
December 6, 2016	<b>WSA Trinkets to Treasures</b>	WSA Event Chair: Juliana Boyd
December 10, 2016	<b>WSA Breakfast with Santa</b>	WSA Event Chair: TBD
2017		
January 30, 2017	Monthly WSA Meeting	
	Submission of Pre-Event Reports: Valentines Family Dance	WSA Event Chair: Amanda Beresford
January 31, 2017	Email distribution of November WSA Meeting Minutes to full School Membership	Ann D'Eon
February 9, 2017	<b>WSA Valentines Family Dance</b>	WSA Event Chair: Amanda Beresford
February 27, 2017	Monthly WSA Meeting	WSA President or V. President
February 28, 2017	Email distributon of January WSA Meeting Minutes to full School Membership	Ann D'Eon
March 27, 2017	Monthly WSA Meeting	WSA President or V. President
March 28, 2018	Email distribution of February WSA Meeting Minutes to full School Membership	Ann D'Eon
April 24, 2017	Monthly WSA Meeting	WSA President or V. President
	Submission of Pre-Event Reports: Spring Fair, Annual General Meeting	WSA Events Operating costs
	Confirmation of the number of Grade 6 awards and staff retirements	WSA Teacher Representatives
April 25, 2017	Email distributon of March WSA Meeting Minutes to full School Membership	Ann D'Eon
May 27, 2017	<b>WSA Spring Fair</b>	WSA Event Chair: Alex Smith
May 29, 2017	<b>WSA Annual General Meeting</b>	Voting Members
	Final deadline to submit outstanding Reimbursement Request Forms & Receipts (Exception: Spring Fair)	All
May 30, 2017	Email distributon of April WSA Meeting Minutes, 2016 AGM Minutes and Annual Report to full School Membership	Ann D'Eon
June 26, 2017	Interim WSA Meeting	WSA President or V. President
June 30, 2017	Final School Board Deadline to submit outstanding Reimbursement Request Forms & Receipts	WSA Treasurer
	End of Fiscal Year	WSA Treasurer

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## **WSA MONTHLY MEETING AGENDA**

*\*As of June 21, 2016 for Fiscal Year July 1, 2016 to June 30, 2017*

1. Welcome & Introduction of Guests
2. Motion to Approve Minutes From the Previous Meeting
3. Review of Pending Action Actions
4. Principal's Report (upcoming School sponsored events & initiatives)
5. Treasurer's Report (Cash Flow and Balances as of the Previous Month)
6. Event Chairs' Pre and/or Post Event Report (only in applicable months)
  - August:
    - Pre-Reports - Volunteer Catch & Keep, Family Fall Feast
  - November:
    - Pre-Reports - Trinkets to Treasures, Breakfast with Santa
    - Post Reports - Volunteer Catch & Keep, Family Fall Feast
  - January:
    - Pre-Reports - Valentines Family Dance
  - March
    - Post-Reports - Valentines Family Dance
  - April:
    - Pre-Reports - Spring Fair, Annual General Meeting
  - June:
    - Post-Reports - Spring Fair, Annual General Meeting
7. Funding Requests Presentations & Discussion
8. Motion to Adjourn



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2016-2017 Budget Proposal – CONTINUED

Discussion items: The following points were raised in discussion regarding the proposed budget.

- Regarding Item 1 – Criminal Record Checks (\$50 x 20 = \$1,000)
  - It was discussed whether or not the current amount supported by the WSA (\$30) needed to be increased to \$50.
  - \$30 covers the cost of paper applications while the on-line applications cost \$50
  - There was a feeling that the WSA should support our volunteers because we want them to help out in the school. We want to ensure safe interaction with students.
  - The on-line application is easy and fast.
  - Some members felt that the \$30 was sufficient support and the extra funding could be used in other area.

***Motion:*** to provide up to \$50 reimbursement to volunteers for criminal record checks.

***Approved:*** Naomi Shelton ***Seconded:*** Amanda Beresford ***vote:*** 5 for/2 against

- Regarding item 3 – awards, recognition & gifts
  - There was discussion if WSA funds should be used to support gifts (i.e. plants) for out-going volunteers or should funds be collected personally from WSA members who wish to contribute.
  - It was agreed that WSA funds would not be used to purchase gifts for out-going volunteers.
  - This is different from the gifts for retiring staff which will continue as usual.
  - In the examples for this item there was a request to include 'up to' 6 awards for the annual grade 6 awards.

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- Regarding item 4 – WSA events operating costs
  - Discussions regarding this item focused on the fact that operating costs for events (such as floats) are recouped by the event profits and thus are just flow through items.
  - It was proposed that these are not stand alone costs and therefore may not need to be budgeted for in this way.
  - The Treasurer noted that that there could be a problem if the WSA cash flow dipped too low and it is good to have these items built in.
  - It was agreed that this total for this amount could be lower (please see final budget vote)
  - It was also noted that this discussion highlights the need for event budgets. A budget for an event would outline the upfront costs needed to prepare for the event. This will be discussed further in September and included in event planning.
- Regarding item 5 – school pride and promotions
  - It was noted that if the WSA purchases new team shirts for the school there should be a tracking method to ensure the shirts are returned.
  - The WSA would not be responsible to track the shirts, the teacher involved with the team would be.
  - There could be numbers on each shirt and it would be easy to track which number was assigned to each student.
  - The potential for a branded clothing fundraiser sale was also discussed and will be looked at further in the fall.

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- Regarding item 6 – Technology
  - Discussion regarding the technology category focused on the need for a separate capital campaign.
  - A list is needed of what the school requires
  - The school traded in 10 outdated pieces of technology for 20 chrome books.
  - LCD projectors are important in each classroom
- Regarding item 7 – School Events
  - Discussion focused on the Breakfast with Santa event and the expectation that funds raised at this event are earmarked for the grade 6 trip.
  - It was noted that the grade 6 trip is a large portion of the WSA annual budget.
  - If the school wants support for other items such as technology the WSA will have to consider changes to the current funding structure.
  - It was noted that grade 6 students and parents support Breakfast with Santa with the expectation that it provides funds for the trip. This event might not be as big of a success without that support and focus.
  - It was determined that a budget line should be added to support the grade six trip and this funding would be generated by the Breakfast with Santa event.

## Budget Comparison

- The following page compares the proposed 2016-2017 budget categories with the current 2015-2016 budget.

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## BUDGET COMPARISON

WSA 2015/16 Budget	
Police Checks (1.)	600.00
Classroom Supplies (2, 6)	2668.77
Fundraising Costs (3.)	7886.69
Beautification & Supplies (3.)	169.01
Grade 6 Activities (4, 7)	7128.62
School Trips (7.)	4176.75
School Events (4, 5, 7)	8375.52
Special Projects (7.)	500.00
	<b>\$ 31,505.36</b>

WSA 2016/17 Proposed Budget	
1. Criminal Records Checks	1000.00
2. Classroom Supplies	4000.00
3. WSA Events Operating Costs	5000.00
4. Awards, Recognition & Gifts	1250.00
5. School Pride & Promotions	2500.00
6. Technology	10000.00
7. School Events, Initiatives & Special Projects	6250.00
	<b>\$ 30,000.00</b>

Largest Single Purchases	
LesPlan Subscription (Classroom Supplies)	621.00
Raz Kids On-Line (Classroom Supplies)	1018.16
Gregg LeRock (School Trips)	1086.75
Neptune (School Trips)	3090.00
Bayside (Grade 6 Activities)	6600.00
	<b>\$ 12,415.91</b>

Largest Single Purchases	
TBD	
	0

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Revised Proposed Budget: the following revised proposed budget is based on discussion regarding allocations for each budget category.

WSA 2016-2017 – Revised Proposed Budget for Voting	
1. Criminal Record Checks	1000.00
2. Classroom Supplies	4000.00
3. WSA Events Operating Costs	3000.00
4. Awards, Recognition & Gifts	1000.00
5. School Pride & Promotions	1500.00
6. Technology	10000.00
7. School Events, Initiatives & Special Projects	6250.00
8. Grade 6 Trip	5000.00
<b>Total</b>	<b>\$31750.00</b>

**Motion:** to approved \$31,750.00 as the total WSA budget for 2016-2017 with the allocations as listed above.

**Approved:** Diane Axell

**Seconded:** Natalia Diaz-Insense **vote:** All for/0 against

#### 4. Current year funding requests

- Chrome Book cart
  - The school was able to secure 20 chrome books from HRSB by returning 10 pieces of outdated existing technology (desk tops and laptops).
  - The school submitted a funding request to support a Chrome book cart.
  - The cart would be used to transport the 20 new chrome books between classrooms
  - It was suggested that this item should be considered within the technology budget and voted on in September.

**Motion:** to defer the vote on funding support for the chrome book cart until the first WSA meeting in September.

**Approved:** Alexandra Smith

**Seconded:** Diane Axell

**vote:** All for/0 against

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Current year funding requests - *continued*

- LCD Projectors
  - The school requested funding for 4 LCDs.
  - The exact cost is not known to purchase the LCDs and cover the installation.
  - Discussion focused on the need for solid information and budget status before making a final decision.

**Motion:** *to defer the vote on funding support for the LCDs until there is a clear cost estimate provided to the WSA in September.*

**Approved:** *Alexandra Smith*      **Seconded:** *Naomi Shelton*      **vote:** *All for/0 against*

## 5. Other Business

- Scooter Rack Update – Natalia Diaz-Insense
  - Natalia reported that Linda Mosher has agreed to fund a scooter rack and two bike racks for the school.
  - The scooter rack will accommodate 20 scooters.
  - Natalia proposed that the two bike racks be placed at the edge of the school field to align with the two sets of bleachers.
  - The scooter rack would be placed near the corner of the school yard near the grades P-3 doors.
  - All the racks will be secured in concrete.
  - The proposed locations are on HRM property so Linda Mosher will take care of getting the permits.
  - Natalia asked for a motion to approve her proposal and allow her to continue to work with Linda Mosher to get the scooter and bike racks in place.

**Motion:** *to approve the scooter rack and bike rack proposal and allow this work to go forward with Linda Mosher.*

**Approved:** *Alexandra Smith*      **Seconded:** *Diane Axell*      **vote:** *All for/0 against*

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- RBC Funding – Janet McNeil and Tonya Malay
  - Janet and Tonya reported that they have been able to secure another \$1,000 in funding for outdoor activities from RBC.
  - This brings the total of RBC support to \$3,000.
  - \$500 has been used for paint for the outdoor stencils.
  - Janet and Tonya proposed that the remaining \$2,500 be used to enhance the existing outdoor classroom and provide supplies for teachers to use the outdoor classroom.

***Motion:** to use the remaining \$2,500 of RBC funding to enhance the existing outdoor classroom and provide teaching supplies for the outdoor learning.*

***Approved:** Alexandra Smith      **Seconded:** Diane Axell      **vote:** All for/0 against*

6. Motion to Adjourn @ 6:30 pm

***Approved:** Amanda Beresford      **Seconded:** Naomi Shelton      **vote:** All for/0 against*