

Westmount School Association

MEETING MINUTES

For September 22, 2016 @7:00 pm
Westmount School

Attending:

Leanne Andrecyk, Nancy Anningson, Diane Axell, Amanda Beresford, Tiffaney Connell, Janet MacNeil, Stephanie Rice, Stacie Rimmer, Naomi Shelton, Lesley MacInnis, Tom Cleary, Brenda Hawley, Anne Mahalik, Alexandra Smith, Jenell Masse, Julia Blandford, Julianna Boyd, Krista MacDougall, Tatiana Oganessian, Sean Flemming, Kara Allen, Tara Cookson, Jennifer Hanscomb, Vanessa Thomson, Vicky Terrio

Regrets:

Shanda LaRamee-Jones, Tonya Malay

1. Welcome & Introduction of Guests

- The meeting opened with a welcome and round table greeting
- Lesley MacInnis (the new Principal) and Tom Cleary (the new Vice Principal) introduced themselves
- Brenda Hawley and Julia Blandford were introduced as the WSA teacher representatives for this year
- Leanne Andrecyk distributed WSA handbooks to the voting members
- Regular WSA meetings will be the last Monday of every month at 7 pm
- Everyone is welcome at all meetings. All Westmount parents/guardians are members of the WSA and can be part of the discussion at all meetings
- The next meeting will be Oct. 24th, not Oct. 31.

2. Approval of June 27th WSA meeting minutes

***Motion:** to approve the minutes from the June 27th WSA meeting as circulated*

***Approved:** Diane Axell **Seconded:** Amanda Beresford **vote:** All for/0 against*

3. Review of Pending Action Actions

- No pending action items at this time

4. **Principal's Report** - Lesley MacInnis

- The September start up is going well. Westmount is a positive school with amazing staff and everyone is settling in for a good year.
- There were last minute class changes the day before school started. Lesley apologized for any difficulties with class lists due to these changes
- There are currently 11 straight classes and 4 combined classes
- All classes are within the cap requirements set by the province
- There are several new teachers and EPAs this year
- There is a list all teachers on the website
- Provincial Assessments are coming up – grades 3, 4, and 6
- Tomorrow, Friday, Sept. 23, is the school terry fox run
- Thursday, September 29th is curriculum night at 6:30 pm
- The Family Fall Feast will be on October 13 in the gym
- The school's student success planning includes literacy goals and math goals. The literacy goal focuses on writing ideas, organization and convention. The math goal focuses on problem solving. This planning is a three process involving self-assessment, implementation and reporting.

5. **Treasurer's Report** – Nancy Anningson

WESTMOUNT SCHOOL ASSOCIATION		
	BALANCE AS OF August 31, 2016	NOTES
BANK STATEMENT BALANCE:	\$29,598.16	Does not yet include RBC sponsorship
OUTSTANDING AMOUNT TO CLEAR:	-\$7,217.40	Quad improvement grant we are holding in our account
	-\$1,302.72	2015/16 Budget Approved Spending
CASH BALANCE:	\$21,078.04	
RUNNING BALANCES		
1. Criminal Records Checks (\$1,000):		No expenses at Aug. 31/16
2. Classroom Supplies (\$4,000):		
3. Awards, Recognition & Gifts (\$1,050):		
4. WSA Operating Costs (3,000):		
5. School Pride & Promotions (\$1,500):		
6. Technology (\$10,000):		
7. Schol Events, Initiatives & Special Projects (\$6,250):		
8. Grade 6 Class trip (\$5,000):		
Expenditure total:	0	

- Nancy presented the cash flow and balances as of August 31, 2016
- Reporting month over month
 - Details to show how we are doing against the budget that includes 8 areas where the WSA will focus spending to support Lesley and Tom's team.
 - Approximately raise 20-30,000 is raised each each year with money in the bank to cover the September start up
 - Lesley and Tom are working with the teaching team to put together a wish list for the school. This will be presented at the October WSA meeting.
- August Balance
 - Includes an amount held for quad improvements – these improvements took place over the summer and will be paid out soon.
 - A question was raised regarding a potential turf box in the primary quad that was proposed as part of the quad improvements but has not yet been implemented

Action Item: Leanne and Nancy will follow-up with Tonya Malay regarding the proposed turf box to see if it was part of the original assessment

- RBC Funding
 - Janet MacNeil asked about the RBC grant funding (\$1,000 cheque for playground improvements, plus \$1,000 in matching funds each for 2 days of staff service = \$3,000). Janet and Nancy will work with the office to confirm the total and transfer it to the WSA account.
 - This money could be used for the turf corner or help with improvements to the outside classroom
- Bike & Scooter Racks
 - There was an update on the work Natalia was doing regarding bike racks. It was reported that Linda Mosher would provide \$4,000 to install 2 bike racks. These racks will be installed on City property between bleachers next to the field. HRM will cover installation.
- It was noted that the new WSA Executive team needs to update the cheque signing authorities.
- There are new WSA funding request forms this year – copies are available at the office and on the website.
- Classroom discretionary funding for teachers: Budget Line 2 provides a \$200 allowance for each teacher for classroom supplies. The total approved in June 2016 was \$4,000 for 15 classrooms and 5 specialty rooms. The office will manage the receipting of these small items.

Motion: to approve the treasurer's report.

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

6. WSA Events - Event Chairs

- **For Discussion: Scholastic Book Fair, Nov. 28- Dec. 2 (Leanne for Natalia Diaz-Insense)**
 - Natalia Diaz-Insense is the Chair of this event.
 - Moving forward the administration of this event will move to the school librarian with the WSA providing volunteers for set-up and sales
 - Parent volunteers are needed this year to help set up and sell the books – please contact Natalia if you are available
 - The Fair coincide with the first parent/teacher meeting day.
- **Post-Event Report: Volunteer Catch & Keep/Primary Parent Social (Leanne Andrecyk)**
 - Stacie Rimmer and Leanne Andrecyk co-chaired this initiative
 - 100 flyers and magnets were distributed to families on the first day of school.
 - Primary parents were hosted for refreshment in the library with at least 50 people attending to hear a presentation from Stacie that overviewed the school's housekeeping items
 - 4 new primary parents are here today at the meeting – a record.

- **Pre-Event Report: Family Fall Feast – Oct. 13 (Leanne Andrecyk)**
 - The Fall Feast combines good food and family fun. It is the first WSA event of the year. The primary focus of this event is socializing. This year we will serve chili and hotdogs with halal options and pumpkin pie. Donations of candy apples and decorated pumpkins, skates and Halloween costumes are needed. There will be boxes at the school for drop off. Volunteers are still needed for set up and tear down and to assist with buying and cooking halal hot dog
 - Volunteer Opportunities:
 - Skates and costumes – Amanda Beresford
 - Chili - Krista Tynes
 - Hot dogs (Halal dogs) – Volunteer needed
 - Pumpkin pie – Stacie Rimmer
 - Water Station - Lesley and Tom (grade 5 participation)
 - Pumpkin auction – Janet MacNeil will do up the sheets, Jenell Masse will assist with pumpkin prizes. Tiffany Connell will purchase 15 pumpkins for classes to decorate.

- **Breakfast with Santa – December 10**
 - Diane Axell is the Chair for this event and is looking for a Co-Chair.
 - Janet MacNeil and Tiffany Connell volunteered to share the Co-Chair position.

- **For Discussion: School Spirit Wear Sale**
 - Branded clothing is a new fundraiser this year. Stacie Rimmer, Amy Currie and Leanne Andrecyk are looking into options with plans to launch next month so purchases can be made for the holidays. Price range will be approximately \$15 t-shirt - \$25 hoodies.

7. Funding Requests Presentation & Discussion

- **\$2000 – Family Fall Feast Start-up costs (4. WSA Operating Costs)**
 - Chili, hot dogs, buns, pies, bowls, cups, etc.
Motion: to approve up to \$2000 for the start-up funds for the Fall Family Feast
Approved: Diane Axell Seconded: Amanda Beresford vote: All for/0 against

- **\$152.83 - Magnets, Banners, Flyers/printing (5. School Pride & Promotions)**
 - Requested by Leanne Andrecyk
 - The magnets and flyers were used distributed during the Volunteer Catch & Keep. The banners can be used throughout the school year for events and by teams.

Motion: to approve \$152, 83 for magnets, banners and flyers from the school pride and promotion budget.
Approved: Diane Axell Seconded: Nancy Anningson vote: All for/0 against

- **\$200 – Snacks for Rock the Warriors (7. School Events, Initiatives & Special Projects)**

- Requested by Grant Walsh
- Two grade six classes from other schools will join with our grade 6 students for fun games on the field. The other school pay for buses so as the host we like to offer healthy snacks.

Motion: to approve up to \$200 for snacks to support the grade six students in rock warriors.

Approved: Janet MacNeil **Seconded:** Stephanie Rice **vote:** All for/0 against

- **\$225 – Terry Fox T-shirts (7. School Events, Initiatives & Special Projects)**

- Requested by Grant Walsh
- Shirts are \$15 each. There would be one t-shirt per class and there are 15 classes.

Motion: to approve \$225 for Terry Fox t-shirts.

Approved: Amanda Beresford **Seconded:** Diane Axell **vote:** All for/0 against

- **\$1,700 - Chrome Book Cart (6. Technology)**

- Requested by Lesley MacInnis
- Last year the school traded in old technology to get new chrome books. These chrome books need to be transported from classroom to classroom so cannot be used if there is no cart.

Motion: to approve \$1,700 for the purchase of a chrome book cart for the school.

Approved: Janet MacNeil **Seconded:** Naomi Shelton **vote:** All for/0 against

- **\$500 Spring Fair start-up costs (4. WSA Operating Costs)**

- Requested by Alexandra Smith
- This will allow the committee to purchase prizes and other items in advance when they are on sale.

Motion: to approve up to \$500 for start-up costs for the spring fair to support the advanced purchase of prizes and other items.

Approved: Diane Axell **Seconded:** Stacie Rimmer **vote:** All for/0 against

8. Motion to Adjourn

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

Next Meeting: Monday, Oct. 24, 2016 at 7 pm in the library