

Westmount School Association

MINUTES

For April 24, 2017 @7:00 pm
Westmount School

Attending: Leanne Andrecyk, Nancy Anningson, Amanda Beresford, Tiffaney Connell, Shanda LaRamee-Jones, Janet MacNeil, Stephanie Rice, Stacie Rimmer, Naomi Shelton, Lesley MacInnis, Ian MacRae, Natalia Diaz-Insense, Sean Flemming, and Tonya Malay

Regrets: Diane Axell

1. **Welcome & Introduction of Guests** - Leanne Andrecyk
2. **Approval of Minutes from February 27, 2017**
Motion: to approve the Feb. 27, 2017 WSA meeting minutes as circulated.
Approved: Amanda Beresford *Seconded:* Janet MacNeil *vote:* All for/0 against
3. **Review of Pending Action Actions** - Leanne Andrecyk
N/A
4. **Principal's Report** – Lesley MacInnis
 - Thank you for the family dance it was a lot of fun. Everyone enjoyed it.
 - Grade 6 trip update: There are two options for the grade 6 trip:
 - 1) McNabbs Island tour – students would leave and go to Maritime museum of the Atlantic. City tour on double decker bus. Lunch at Murphy's. choice of 4 lunch items. Summer bay boat to McNabb's Island. There would be a person to give a guided tour of McNabb's. Back to school at 5:30. 50 guests. Cost \$3,326.50. Tentative June 23 Friday
 - 2) Day trip to Bayside. Same programing but not overnight stay. Canoe, climbing wall. Wilderness skills. Field games and outside classroom. Bus at 8:15. Lunch provided. All one lunch item. Their staff does the programing. \$20 plus tax per person. Need to book stock bus. Tentatively held June 21. Two other schools there but smaller groups. Or June 1 but it would be just us. Archery climbing wall. Bayside day – 9 am – 4pm comparable day.
 - There are 41-42 grade 6 students. The decision is up to the school. The teachers will get the students to vote. The school will communicate the details with the grade 6 families.
 - WSA will approve \$3500, which would cover either option.
 - The Grade 6 closing will be on June 28th.

- The school is planning for each grade 6 student to receive a Westmount shirt with the names for all the grade 6 students. This will be paid for by the school.
- The WSA usually supports 3 awards at the grade 6 closing. These awards have been 3 St. Agnes sweat shirts in the past.

Action item – Naomi will bring some archived material on past WSA awards to the next meeting to help determine the award criteria.

- Technology update – the school met with our tech consultant from HRSB. We discussed what other schools have and what we need. Tech changes as fast as we buy it.
- The WSA could consider budgeting annual support for tech upgrades of \$10,000. The school would know it had dedicated funding each year for what is needed. This funding would be earmarked under the new HRSB budgeting rules.
- The primary classes got Bee-Bots to help learning about the coding.
- Ellie Black came to speak to the school from the NS sports hall of fame.
- Terry Kelly came to perform for the school.
- On May 12, there will be a full day of drumming
- Primary orientation is May 24 from 3:30 – 5 pm.
- On June 1, there will be a cultural fair involving all the students.
- June 9th there will be a string concert showcasing the violin and cello students at 11 am.
- All City String night is May 11 at the Forum.
- We don't have a date yet for an end of year field day.
- We must book of dates for next year. The school will have 15 dates to book the gym outside of school hours.
- Next year we are not sure what events, such as trinkets and treasures, will be supported. Lesley will put a proposal forward and see what the teachers will support.

Action Item: Lesley will check with the teachers and report back regarding what events might be supported next year.

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

Please see the Treasurer's report on the following page

Motion: to ear marked budget item for RBC outdoor activities funds including \$1,985.41 for outdoor activities and improvements.

Approved: Amanda Beresford **Seconded:** Shanda LaRamee-Jones **vote:** All for/0 against

Motion: to ear mark existing funds for active transportation planning

Approved: Amanda Beresford **Seconded:** Nancy Anningson **vote:** All for/0 against

Cash flow for next year – Nancy will map out a cash flow for next year to see if we will have steady funding for next year. We need to plot out spending to ensure we have the money at the start of the year. The Executive will bring a proposal to the AGM for next year's budget.

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

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

WESTMOUNT SCHOOL ASSOCIATION			
	BALANCE AS OF March 31 ,2017	NOTES	
RECONCILED BANK BALANCE:	\$14,966.09		
Ear-Marked amounts	\$1,000.00	RBC Outdoor Classroom amount	
Residual amounts to be re-allocated	\$985.41	RBC remainder for 2015-2016 grant	
Residual amounts to be re-allocated	\$405.79	Remainder bike/scooter rack grant	
CASH BALANCE:	\$12,574.89		
EXPENSE BUDGET 2016-2017	Approved and Spent	Approved, Pending Expenditure	Remainder
1. Criminal Records Checks (\$1,000):	\$260.00	\$0.00	\$740.00
2. Classroom Supplies (\$4,400):	\$4,400.00	\$0.00	\$0.00
3. Awards, Recognition & Gifts (\$1,050):	\$0.00	\$0.00	\$1,050.00
4. WSA Operating Costs (3,000):	\$2,013.20	\$0.00	\$986.80
5. School Pride & Promotions (\$1,500):	\$152.83	\$0.00	\$1,347.17
6. Technology (\$10,716.96):	\$10,716.96	\$0.00	\$0.00
7. School Events, Initiatives & Special Projects (\$6,250):	\$379.20	\$0.00	\$5,870.80
8. Grade 6 Class trip (\$3,000):	\$0.00	\$0.00	\$3,000.00
Expenditure total: \$30,916.96	\$17,922.19	\$0.00	\$12,994.77
NOTE:	In April 2017, there have been several police checks		
	In April 2017, there were Family Dance expenses		

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

- Pre-event report – Spring Fair – Tonya Malay
- Spring Fair will be on May 27, from 10 am – 1pm
- The co-chairs are Alex Smith, Diane Axell, and Tonya Malay. They are all stepping down this year.
- The co-chairs for next year will be Heather Keeler-Hurshman, Stacie Rimmer, Tiffany Connell and Michelle McLeod.
- Volunteers are needed.
- Scotia bank will match the ticket sales.
- Silent auction items needed – Stacie will send the letters.

- Post-event report - Family Dance – Amanda Beresford

Family Dance: Pre & Post Event Report

Thursday, April 13th, 6:00 to 8:00 pm

Pre-planning/Set-Up (Amanda/Leanne)

- Arrange for table order through school (40 tables)
- Create & distribute flyers, notices & signage (files are on the WSA Canva account)
- Purchase missing supplies (cups, plastic tablecloths) – plates and napkins were provided by pizza provider
- Purchase prizes/give-aways
- Manage volunteer schedule
- Oversee table/chairs set-up, pizza distribution tables, water station & food recycling stations
- Wash table cloths and aprons post-event

Post Event

- This was the first time the dance was offered up as a free to attend, along with free pizza served on a first come, first served basis.
- The event was extremely well-attended with approximately 200 people in attendance.
- A team of approximately 5 volunteers was able to set everything up in about an hour
- Tables and chairs were set-up café-style to provide seating for approximately 100 people with all chairs filled throughout the night
- Families in attendance at the dance chipped in to assist with clean-up to have everything done in less than a half hour

Finances (Nancy)

- As this was a free event for Westmount families there was no requirement to obtain a cash float or arrange for reconciliation of any on-site cash

Post Event

- Expenses: DJ \$250, Pizza \$425, Prizes & Supplies \$210

DJ (Amanda)

- Book DJ, Contact Info

Post Event

- This was a new DJ for this year and he was really well received with appropriate playlists and fun lighting.

Pizza (Amanda)

- Order 20 extra-large pizzas (10 cheese, 10 pepperoni and arrange for delivery)
- Pre-arrange to have pizza cut in smaller pieces (10 slices per pizza)
- 3 to 4 volunteers worked the pizza station to hand out individual slices as requests

Post Event

- All pizza was consumed with plenty available to offer up seconds to those who wanted it.
- Arrange for 1 or 2 gluten-free options for next year

Water Station (Day-of Volunteers)

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

Post Event

- 100 Juice boxes were given out on a first come first served basis and went quickly.

Easter Bunny (Leanne)

- Arrange for a costume and willing participant

Post Event

- Given the timing of this year's dance the Easter Bunny made an appearance to greet families at the door and hand out cream eggs to all the kids (in previous years the dance has been held in February with a Valentine's theme. Glow The Event Store generously donated the use of a bunny suit. The bunny was a hit!

7. Funding Requests Presentation & Discussion – No funding requests this month

- **\$ 350 (Running Club pizza party)** - Juliana Boyd requested support for the running club's pizza party. (Bucket #5 School Pride & Promotions)

Motion: to approve \$350 for a pizza party for the running club.

Approved: Tonya Malay **Seconded:** Naomi Shelton **vote:** All for/0 against

- **\$3,500 (grade 6 trip)** – The school has requested support for a grade 6 end of year trip. The details are still being confirmed but \$3,500 would cover either of the options being considered. (Bucket #8 Grade 6 Trip)

Motion: to approve \$3,500 to support an end of year trip for the grade 6 classes.

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

- **\$200 (grade 6 closing)** - The school has requested support for the grade 6 closing. (Bucket #8 Grade 6 Trip)

Motion: to approve \$200 to support the grade 6 closing.

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

- **\$1,500 (spring fair startup)** – Tonya Malay requested \$15,000 to cover the Spring Fair start-up costs. (Bucket #3 WSA Events Operating Costs)
Motion: to approve \$1,500 for start-up costs for the Spring Fair.
Approved: Nancy Anningson Seconded: Stacie Rimmer vote: All for/0 against
- **\$250 (field day)** – Tonya Malay requested approval of \$250 to supply refreshments for the potential end of year field day. (Bucket #7 School Events, Initiatives & Special Projects)
Motion: to approve \$250 for refreshments if the school has an end of year field day.
Approved: Naomi Shelton Seconded: Amanda Beresford vote: All for/0 against
- **\$700 (jump rope for heart)** – Tonya Malay requested approval of \$700 to potentially support jump rope for heart. This is a program that supplies all the kids with jump ropes. supply refreshments for the potential end of year field day. Jump rope for heart - \$2/skipping rope. Westmount would have to make a donation of \$700. (Bucket #7 School Events, Initiatives & Special Projects)

Action Item: Tonya will check out this program and see if it can be arranged for Westmount this year. If so the funding will go forward.

Motion: to approve \$700 to support jump ropes for kids if Tonya can get this program booked for Westmount.

Approved: Amanda Beresford Seconded: Tonya Malay vote: All for/0 against
Motion - \$700

- **\$350 (School Supplies for primary students from Syria)** – The school requested \$350 to support school supplies fees for primary students starting next year from Syria. (Bucket #7 School Events, Initiatives & Special Projects)

Motion: to approve \$350 to purchase school supplies for primary students from Syria.

Approved: Naomi Shelton Seconded: Tonya Malay vote: All for/0 against

8. Other

- WSA positions available for next year are:
 - Secretary
 - Treasurer
 - 1 Member at large position
- The WSA Annual General Meeting will be on June 26, 2017 at 7:00 pm.

9. Motion to Adjourn

Approved: Amanda Beresford Seconded: Nancy Anningson vote: All for/0 against

Next Meeting: May 29, 2017 @ 7:00 pm