

W.E.S.T. MEETING MINUTES

APRIL 5, 2016

The meeting was called to order by Lisa Bannon and JoEllen Holowinski (Co-Presidents) at 6:30 P.M.

In attendance

Lisa Bannon, JoEllen Holowinski, Maureen Mulderig (CRS Principal), Erica Donadio, Joyce McGlynn, Erin Ryan, Brooke Layo and Elena Tjaden

Welcome & Introductions by Lisa Bannon & JoEllen Holowinski

Quick Updates

1. Yearbook: The 2015/2016 yearbook is about ready for submission to Lifetouch. Principals have final proofs to review and approve. Lifetouch deadline was extended from April 4th to April 11th.
2. Westhill Bouncetastic Fun Nights on March 18th and 19th: Fun events. Good turnout. Well run.
3. Spring Movie Night: May 13th. "Minions." Joyce McGlynn and Erica Donadio will coordinate and work on flyer to go out to students with more information.
4. Shades of Orange: After school art program for 4 Tuesdays in May (May 3, 10, 17 & 24). WPS 3:15-4:15 PM. CRS 3:30-4:30 PM. More information to come regarding sign up day/time. Max of 40 students per school. Children bring home 4 finished projects. If successful, WEST will continue this program starting in the fall with more classes during next school year. Information for families and how to sign up will be sent home via student backpacks. Discussed to schedule April 19th as sign up day at CRS from 6-7:30 pm. First come first serve basis. Rate is \$40 per student. WEST will get 25% back of the money raised if at least 20 students sign up.

Shades of Orange missions statement: "Shades of Orange is dedicated to supporting the fine arts in a creative, safe, learning environment that will encourage imaginative thinking as well as individual interests and skills; always with a sense of fun and wonder for children and adults."

Treasurer's Update/Funding Requests – Erin Ryan, Treasurer

*General Fund: \$17,225.34
*Community Fund: \$612.43
*CRS Site Based Fund: \$7695.81
*WPS Site Based Fund: \$7239.03
Outstanding Expenses: \$4323.75

All fundraisers down this year compared to last school year. WEST is open to suggestions to help with fundraising efforts. Various options discussed, particularly for next school year.

Amazon Smile: Will give 5% back to charity of choice. Choose "Westhill" if signing up for Amazon Smile.

***Financial Process Information:**

1. General Fund

- Approvers: WEST Board
- Funding requests and Board directed expenditures up to \$600 can be approved OR rejected by a majority of the WEST Board. Any expense over \$600 (except for field trips) must be presented at a WEST meeting and a majority vote is required to approve the funding. Any expense of \$200 or less can be decided by the WEST President(s) and one other board member with the approval of the treasurer.

2. Site Based Account Funds

- Approvers: WPS and CRS Principals
- Money that resides in the Site Based accounts has been primarily earned outside of WEST and is to be utilized at the sole discretion of the Principal overseeing the fund. Documentation is required strictly for auditing purposes. No WEST board member approval is required on these expenditures.

3. Community Fund

- Requestor/Approver: School Social Worker
- Income from community service fundraisers (if held) and donation from WEST General Fund, minimum \$500 per year.
- Expenses include gift cards and other items at the discretion of the school social worker to help students and families in need.

Principal's Report: Mrs. Mulderig (CRS)

Mrs. Mulderig discussed the Bucket Fillers Club at CRS which started this year. 10-12 students per grade level for grades 3-4 meet 2x within an assigned month. Club members engage in teambuilding activity and then work on making something special to help fellow students who are experiencing some difficulties in their lives. Difficulties can range anywhere from the loss of a pet, death of a family member, parent's divorce etc. All student information is absolutely CONFIDENTIAL. Teachers, families and students can make referrals. Concern at this point is to try and get the word out to families to get more (confidential) referrals. For example, club members may be told that one of their fellow students lost a pet. The Bucket Fillers Club in turn does something to help fill that student's bucket such as writing encouraging letters.

Closing Remarks/Information

Staff Appreciation Luncheons will take place on May 3rd. Coordinated by Elena Tjaden. Bus Driver Appreciation Breakfast will take place on May 18th. Coordinated by Kerry Bendall. Information for volunteers was sent out via backpacks.

SAVE THE DATES:

1. Westhill Educational Foundation Chip in for Education: Saturday, April 16th
2. CRS Book Fair and Open House: May 19th 6:30-8:00 PM
3. Movie Night: May 13th "Minions". More info to come.

NEXT MEETING:

TUESDAY, May 17, 2016 AT CRS 6:30 PM

Any interested Westhill staff member, teacher or family member is welcome to attend.

Meeting adjourned at 7:30 PM

WEST MISSION

Make a difference in the education of Walberta Park and Cherry Road School students through volunteering and fundraising which will enhance and support their life-long learning.

Provide opportunities for families to create lasting memories during the early school years.

Create a sense of community among our members by encouraging participation, leadership and teamwork.