

Meeting Minutes

October 12, 2022
86 West Gate

Present: PA Exec: Heather Lytwyn, Heather Wallace, Jen Bell & Sandi Conrad; Staff: Vice Principal, Heidi Koop; Parents - refer to Meeting Attendee List (5)

1. **Welcome** - Heather W.; Introductions
2. **Approval of the Agenda**
 - Heather L moved that Agenda be accepted; Nicky Louizos Gerwing seconded; Approved & carried
3. **Approval of the Minutes - September 13, 2022**
 - Jen Bell moved that September 13 Minutes be accepted; Heidi seconded; Approved & carried
4. **Call for new business**
 - Nothing new
5. **Review Action Items**
 - Heather & Jen to work at identifying individuals for Church Representatives for churches without reps
 - They've approached churches to ask for new reps & left messages. New Pastor will be the church rep Charleswood however he does not start for a couple of months yet; Bethel pastor waiting to be heard from; Pastor at First Mennonite may have a rep but are confirming with that person first. Heather W will provide names of new reps once confirmed.
 - Some parents in attendance offer to drop off documents at churches near their residence & per Heidi - some staff attend some of the churches – they don't want to be reps so as not to mix their work with their church but they can drop off documents if necessary.
 - Sandi & Heather L. to finalize order form for Perogy & Sausage fundraiser
 - Form went out & online ordering is set up. QR code on form allows people to go directly online since online processing is easier. Just over \$8000 in sales with approx. \$7200 online sales. Winkler – needs 3 weeks lead time & Perogies 2 weeks
 - Sales are down since pre-covid
 - Approx. 12 people needed for delivery day – can use sign-up.com – email to go out to parents
 - Final call email to go out this Friday
 - Sandi to reach out to Andrew Krahn regarding website & online ordering
 - Andrew was very helpful - assisted in setting up online ordering & website
 - Heidi to reach out to teachers to request they submit new forms to ensure PA list is up-to-date
 - Let teachers know that they should re-submit any requests that have not been fulfilled.

- In the past, teachers would receive emails from PA from time to time – indicating that the PA is ready to receive requests. There may even have been meetings but seems to recall there was a deadline for submissions.
- School is requesting discount for climbing wall because it was put on the wrong wall but if necessary, PA can contribute more if not yet paid-off.
- Sandi suggests using google form for teacher submissions. Old form included criteria, request, approx. cost...;
- Heather L advises that tables are requested in cafeteria for more seating.
- Requests should be for things that are community-based and not part of school budget.
- Heidi will distribute link to google form to teachers when available – suggests to consider deadline because then can be put forward at meeting.
- Suggestion that they be put forward twice per year
- Question about how much we get yearly on fundraisers to know how to allocate funds – not really clear due to poor financial records in recent years

6. Discuss Constitution - Concerns with some items

- Section in constitution indicates that parents can bring concerns to PA however that really shouldn't be with PA but rather through school or board. Heidi advises it should go to teacher first. Parent suggests it would be useful for parents to have someone to go to should they not feel comfortable going to the school. Heidi advises that by building community, we can support each other and help them know where to go if they are having problems. Sandi advises that to remove it, would need to vote on it and then vote at AGM to have it become permanent.
- Will review entire constitution to determine if any other changes are needed and then bring to meeting for vote – make sure to bring constitution for people to read and review.

7. Fundraisers

- Perogy & Sausage
 - October 17 deadline
 - Volunteers Needed – will use sign-up.com
- Christmas Basket
 - Heidi advises there is one concert, December 12;
 - Heather L advises we'd have silent auction and people could buy tickets
 - Heather W raises issue of space at church – consider selling at school
 - Heidi recommends putting information in program but sell tickets in the seats (people go around wearing aprons). Advises that there can be quite the bottle-neck in the lobby
 - Consider having them at school and photos online with photos on baskets.
 - Request that people reach out to businesses to get donations
 - Jen suggests putting kids' art for sale – Heidi suggests she can ask the art teacher
 - Heather L advises we'll need form for donation requests – Sandi will create

8. Church & Grade Reps

- **Grade Reps Needed:**
 - Jen & Heather W to look into this. Jen advises that she talked with a parent of grade 12 who advised that they talked about having a dinner.
 - Parent (Rosemarie) may have parent for grade 7 but they've also had a lot of activities already so may not be necessary?
 - Gr. 6 -
 - Gr. 7 -
 - Gr. 12 -
- **Church Reps Needed:**
 - Bethel
 - Charleswood
 - First Mennonite
 - Home Street
 - Springfield Heights
 - Jubilee

9. Games Night

- Brought up by Amanda at last meeting – Heather W will reach out to her.
 - Heidi advises that their hope was that each grade would get together at least once per year. Make sure the grades have at least once a year and hold them accountable for that.
 - Heather L advises it would need to be planned around sports
 - Heidi advises that parents are more interested in grade-specific events
 - Nicky suggests maybe a junior & senior night.
 - Zilla suggests movie night

10. Other

- Heather L asks Heidi what the feedback was for opening ceremony candies – Heidi says she says it was positive overall; gave kids something to do while sitting there.
- PA really enjoyed being able to welcome people
- **Admin report from Heidi** (move to after approval of minutes in next agenda)
 - Excited about New Parent Dinner – was really nice to see faces and to hear the conversation. Seeing parents is so nice and helps with communication.
 - Opening program went really well, new team members, new PA, new board – ready to be community again; there was overflow seating. Music program is so great.
 - Westgate feels like they're back in full swing with sports, tests & cross country today.
 - 25 students from Marsh & Mountain Club went to Westhawk lake from grade 10, 11, 12 and went on most challenging trail in Manitoba – inter-grade and so cool to see kids doing things together outside of grade cohorts.
 - School is trying to gauge what the changing environment in the midst of a pandemic – do we go back to the way things were yet still hoping people stay home when sick so that they

don't lose teachers & be short-staffed? Lots of absences which are good because it means people are staying home – don't always know what to suggest with respect to advising people to wear mask or stay home – hope that people can use tools we've learned over the last couple of years; Want people to recognize that we're still trying to figure things out and don't want to mandate anything but hope that perhaps if people are not sick enough to stay home, that they wear a mask. Many reasons for people to mask - protect self or others; past, present or upcoming risks. Doesn't want a stigma around mask-wearing

11. Adjournment

- Motion to Adjourn by Jen Bell - Meeting adjourned at 20:45
- Next meeting: Tuesday, November 8, 2022, 19:30

Summary of Action Items:

- Heather W & Jen to try to confirm church reps & grade reps
- Heather W & Sandi to finalize Sign-Up.com for volunteering (*will need to confirm delivery date first)
- Sandi to create donation letter for silent auction