

Meeting Minutes

February 8, 2023

86 West Gate

Present: PA Exec: Heather Wallace, Heather Lytwyn, Jen Bell & Sandi Conrad;

Staff: Vice Principal, Heidi Koop;

Attendees – Mardina Andrews, Myriam Gouthiere

1. Welcome - Heather W.; Introductions

2. Approval of the Agenda

- Jen Bell moved that Agenda be accepted; Heather L seconded; Approved & carried

3. Approval of the Minutes – January 10, 2023

- Heather L. moved that Agenda be accepted; Heather W. seconded; Approved & carried

4. Westgate Admin Report – Heidi Koop

- Full swing for recruitment season; had open house; grade 5/6 day last week. Grade 8 coming this week; 5 tours/week; 3/4 shadow days/weeks. One student wanted to stay for Dungeons and Dragons club and is interested in School just for that. Have some kids who are go-to kids because they're outgoing and able to talk to a stranger for a day; sometimes go by interests. Numerous interviews already and hope to have all done by spring break. Students are the ones who really sell the school – best recruiters we have and the second best are the parents – encourages us to reach out to anyone who we think would be a good fit here and they can reach out to Heidi or James if they have questions. Encourage them to participate in a shadow day.
- Hard to tell what the numbers are looking like for applications because there are a lot of last-minute applications. Some classes are close to full and some are close so waiting to see if anyone is leaving.
- Found wonderful volunteers to lead safe grad – Rachel Franz & Jennifer Lewis. They will be putting a call for volunteers because it takes a large group of people to be a success and they've reached out to Norrine Dueck for help. Jen says lots of people have said they're happy to help but just don't want to lead. Can be difficult as there are opinions from the students and parents and then trying to bring them together to make everyone happy. Heidi will reach out to them and let them know she heard there is much support
- Feb is lots of activities; very busy. Kicked it off with outdoor activities – skating, running, walking to forks. Quinzy was cancelled due to cold temps but 2 hikes coming up; Plays and music festivals coming up. Teacher are trying to do a lot at the same time during this time of year. Heidi says she wants kids to really try new things, even if it's a bit out of their comfort zone
- Feb 17 prof develop day; learning about EAL for students. Some presentations to staff and they have been reading books & doing a book club with 4 books. Lots of great conversations over the books. (Heidi will email the titles)

- Classes – while doing activities really digging into teaching. Heidi is teaching university calculus class and is enjoying having these students really digging in. This is the time of year that they really show independence and rise to the challenge; making good progress. Bodes well for the younger students who have report cards coming up as this is when they see a lot of improvement.
- In conclusion, this is a busy time with a few hiccups along the way but we hope we are able to offer a school environment of engagement.
- Mardina expresses her appreciation for the school's ability to involve and engage with the students. Jen wants to echo this sentiment, saying that when her kids were looking at coming to this school, the principal was interested in the student, not the parents – all about the kids. Heather L. appreciates that her second child was expressly told she wasn't being interviewed because of her sibling, it was for her – appreciate the individualization.

5. Call for new business

- To discuss in April:
 - Heather W – Teacher's appreciation to consider for the future
 - 3rd fundraiser – greenhouses can handle the whole thing; Mardina also suggests gift cards (Safeway, Winners, The Keg). Heather W says that the return is not longer as good as it used to be so may no longer be feasible. Heather L. says relative did it and percentages were only around 2/3%
 - Heather W wants us to remember the community thing for future (e.g. firemen bring it dog)
 - Sandi advises that raffle money cannot be used for teacher appreciation per LGCA charitable licensing requirements
 - Jen – we've had 3 teacher requests for funds: Senior girls Jerseys 16 navy & 16 grey (\$776); Shelving (2 stages) (733 & 620 for smaller); 10 Snowshoes for gym (\$200/ea). Sandi asks if jerseys aren't covered by collection through parents over the years or is it part of budget – Heidi will look into it. Heather L. advises that there is 7200 in account but that we want to leave about 2500 in account in case there is a bad year for fundraisers. Heidi advises that she is good with however we decide to allocate funds to the 3 requests. Uniforms cannot be divided so needs to be done all together; snowshoe season may be coming to a close and perhaps wait until they go on sale. Heather L advises that we need to wait until the basket fundraiser is complete to ensure we have a good idea as to what funds we have. Heidi advises that Adam is not in a rush for the shelves and that the jerseys would need to be ordered in April.

6. Review Action Items

- Valentines Fundraiser:
 - Jen will create wording for distribution (Sentence for class announcements & email for parents) & be sure to include reason for donations & donation letter - Done
 - Heather W will look into whether we need a lottery license – We did and Heather W needed help with it and we learned that we needed a charitable designation through LGCA – normally takes 3 weeks but Sandi was able to do it in a day; license will then take 3 weeks. As a result, no longer able to do a valentines day raffle and will need to wait until the end of March. 15 baskets and multiple themes for various age ranges (grade 12 – gift cards; grade 6 – games; movie

passes, lots of different things that should appeal to most people. Sandi's friend was able to help us make the basket – she makes baskets as a business and wrapped most of them and contributed her time, location and materials. Heidi advises not a good idea to have baskets on display – Sandi suggests we display photos & descriptions instead so that they don't get damaged/go missing. Concerns with kids taking tickets out of the baskets. Heidi suggests the kids selling tickets will have the bins while selling and then put the bins away when done selling. We'll need to consider floats. Mardina recommends 8x10 photos posted so that kids can look together and talk about it – Heidi suggests maybe displayed in the atrium and sell tickets just outside of the library;

- Heather W will contact Natalie Johnson to announce on social media - done
- Heidi will put on Facebook - done
- Sandi will look into easier way for staff/students to access online Request Form

7. Fundraisers

- Update on Valentine's Day Baskets – Cannot obtain license without deciding on ticket prices:
 - Some baskets lower priced but other baskets more expensive and one is close to \$1000. Heather L suggests we have ticket sales based on basket. Good variety with some geared towards kids whereas others will be more expensive and geared towards kids.
 - 1 for \$2 (1000)
 - Grand: Coach, Jets, Sports Fan, A Spice of Life, Kitchen, 1 for \$5 (1000)
 - Name & Home room on ticket. Friday announce winner and they have until Wednesday to claim and then we re-draw and announce again on Friday.
 - There will be an excel spreadsheet with people's ticket numbers & name & basket posed publicly.
 - Draw date/time: March 23rd @ 12:15 – early dismissal in front of students
 - Close date March 20 @ 8pm (that week seniors will not be in class)
 - PA members will not participate in Raffle however our spouses and children can participate

8. Financials & Credit Card

- Credit card need 1 year of statements
 - Documents (signed today by PA)
 - Only for \$500
 - Only Treasurer will have access
- Old credit union won't give us online access despite all signatures being submitted

9. Other

- None

10. Adjournment

- Motion to Adjourn by Heidi. - Meeting adjourned at 21:12
- Next meeting: **March 14, 2023 @ 7:30pm**

Summary of Action Items:

- Heather L.:
 - Obtain photos of baskets for posting at school & on website
 - Obtain 1 year of bank statements for credit card application
- Sandi:
 - Complete raffle license submission
 - Update website with basket & donor details
 - Submit credit card application once statements are obtained