

Meeting Minutes

December 12, 2023
86 West Gate



Present :PA Exec: Sandi Conrad, Cayla McKechnie & Sebastien De Lazzer.

Staff: Vice Principal, Heidi Koop

Parents: In-Person: Jackie Culley, Carolin Huebner, Viney San ; Online: Nicky Gerwing

Regrets: Heather Lytwyn

1. Welcome - at 7.31 – Sandi + round of Introductions

2. Approval of the Agenda

- Modification → change of “Approval of Minutes” to October 10, 2023
- Motion brought forward by Viney and Jackie

3. Approval of the Minutes - Oct. 10, 2023

- Motion brought forward by Jackie and Cayla

4. Westgate Admin Report

- A tremendous appreciation for the perogies fundraiser! Your hard work, dedication, and seamless delivery made it a success. A special shout-out to Sandi for her contributions.
- On November 27th, the school AGM, led by the board, took place. Various reports were presented, including a change in supporting congregations:
 - The board is made up all Mennonite Churches of Manitoba.
 - We bid farewell to one congregation and welcomed Aberdeen as one of Westgate's supporting churches.
 - The school board comprises members from supporting churches, which not only provide financial assistance but also guidance.
- The Christmas concert was a fantastic experience:
 - With 600 attendees, it was a well-received event.
 - The kids delivered a wonderful performance.
 - Having logistics and the concert in the same space made things easier. The concert experience is notably enhanced at Westminster.
- Intra murals provided lots of fun for everyone.
- The Junior Council is busy planning a Christmas party, and the Senior Council is also organizing one, albeit in a more low-key manner.

5. Review Action Items

- PA Exec is to explore into fundraising options
 - A decision has been made to organize 2 fundraisers instead of three.
 - The first confirmed fundraiser is the perogies sale, and the second one is yet to be determined.
- Fundraising options:
 - Bothwell Cheese - no response to email
 - FundScript (gift card sales)
 - Can have online sales or paper sales.
 - Average return is 3%
 - Online sales have 1.99% cost, reducing average return to 1.01%
 - With paper sales, to profit \$500 would need to sell \$16,667 in cards
 - With online sales, to profit \$500 would need to sell \$49,505 in cards
 - John Russell Honey - return is not percentage-based in some cases but rather is a certain amount based on each product. For example, 375g honey is \$6.65, we charge \$7.70 and profit \$1.05 (13.5%). Gift cards have a return of 10% and online sales have a return of 12%. This would be similar to the Perogy fundraiser in that we'd have product to receive & distribute but seems reasonable.
 - Bones & Marrow Broth Company - return is 25% although, based on their email, the user would have to remember to put our fundraiser code in the order and if they don't, we don't get credit for the order
 - Glenlea Greenhouses - product sales have 3 profit levels for plant sales:
 - 25% profit on Plant Material sales over \$ 3,000 before taxes
 - 20% profit on Plant Material sales between \$ 1,900 and \$ 2,999 before taxes
 - 10% profit on Plant Material sales between \$ 1,500 and \$1,899 before taxes
 - Gift card profit is 15% per \$25 card (need to sell \$3,333 to earn \$500)
 - They can do online or paper sales
 - Issue with plant sales - a lot of space is required to receive & distribute orders; consider just gift cards?
 - Funding Change - Raffles
 - A variety of raffle options available (50/50, prize draw, progressive)
 - We decide the percentages to org vs winner(s)
 - Have online option to make sales on phone or tablet for venues whereby people could give us money and we quickly enter their information
 - Can do competitive links (e.g. by grade to have an element of competition which tends to increase sales)
 - Must get license with LGGCA
 - They get 13% of total profit
 - 3% fee for online sales
 - Currently have free marketing
 - Once pot reaches approximately \$2500, they have a distribution list that they will send to of people who really like like raffles - this helps sales as well

- After discussion, The PA fundraiser choices are:
 - The 50/50 (progressive) and the Glenlea Gift Cards
 - The implementation is anticipated for January, February, and March.
 - The motion to approve these fundraisers was proposed by Viney and seconded by Carolyn.

6. Financial

- The PA is now using a free bookkeeping SAAS called Wave
- The financial are up to date:
 - Balance: \$9,766.51, with one outstanding check yet to be cashed, bringing the balance to over \$9,800.
 - Profit from the perogies sale: \$4,166.41.
 - There has been a discussion regarding the use of plastic versus reusable bags as the latter were more expensive. It resulted in a consensus in favor of reusable bags.
 - No outstanding payables remain, making the full balance amount available.
- Motion to approve the financials proposed by Viney and seconded by Sandi

7. Fundraisers

a. Perogy & Sausage fundraiser

- Feedback:
 - Sandi took a full day off from work.
 - Encountered challenges with Winkler Meats, including changes in availability affecting existing orders, adjustments in pricing (with a commitment to honoring the old pricing), and a case missing from the order.
 - The suggestion to reduce the variety of perogies for the next year was proposed and approved.

b. Other Fundraising

- See section 5

8. Staff Requests

A currently accessible online form is in place for the staff to make a request.

1. Request from Heidi Koop 2023/10/26:

- **Details of Request:** At Westgate we like to invest in sturdy furniture that lasts. We also have a philosophy that nice furniture encourages respect from students, guests, etc. Some of the space needs at school have changed. With the library being used as a game space and a safe place to be at lunch, we have had to move some of the furniture around. We have moved one of the large tables to the lower mezzanine just outside the office. It is used very well. However, this has meant that we are a bit short on chairs in the library when large classes arrive or when we have staff meetings.

In addition, our staff room is made up of a hodge-podge of chairs at the moment and they don't use the small space very efficiently. I am wondering if the PA might consider stocking the staffroom with new chairs for staff appreciation.

In total, we would need 20 chairs. I would like to order the same chairs we already have in the library:

https://www.uline.ca/Product/ProductDetailRootItem?modelnumber=H-5678&stop_mobi=yes

- **Cost:** \$90 x 20 chairs = \$1800 +tx (If buying less than 20 chairs, they are \$97/chair)
 - **Timing:** Not urgent. It would be nice if we could order them by the end of this year so that they are in place for next year. Or even better, if the PA is interested in doing a staff appreciation week in spring and the chairs could already be there...that would be very cool! When we moved into the new building, the staff tried very hard to make the place nice for the students and neglected the staffroom somewhat. The PA was so generous and bought beautiful paintings for our staff room a couple years ago and new chairs would be a nice final touch!
 - **Amount requested:** \$600
2. Request from Crystal Thiessen (Counsellor) 2023/10/27:
- **Details of Request:** We have a corner in the library and a room in student services that we would like to turn into places that students can go when they need a quiet, calm, restful space. These designated spaces would be intentionally structured to help students take a break and co-regulate outside of the classroom. We would like to add sensory activities, plants, art, and appropriate lighting.
 - **Options & Pricing:** New Book Shelf (\$200) Plants/pots (\$200) Sensory toys/Colouring books (\$200) Lighting (\$150) Area rug (\$150) Art (\$200) = \$1100
 - **Timing:** whenever possible
3. Request from Kevin Kampen - Teacher 2023/11/01
- **Details of Request:** replace some of the curling equipment - priority on sliders and grippers
 - **Options & Pricing:** \$40/slider, \$21/gripper (4-8 sets of each?) = \$244 - \$488
 - **Timing:** We are in the midst of curling season and the equipment needs upgrading. We may purchase some already if we don't hear back in a week or so. This need just came up for us, so it's understandable if this time period is too short.
 - **Amount Requested :** (4-8 sets of each?) = \$244 - \$488
- Sandi to review the documentation around staff request.
 - Motion to accept request #1 for an amount of \$600 brought forward by Sandi and seconded by Viney
 - Motion to accept request #2 for an amount of \$1,100 brought forward by Sandi and seconded by Viney
 - Motion to accept request #3 for an amount of \$500 (for full 8 sets) brought forward by Sandi and seconded by Viney
 - Possible upcoming items through requests: chromebooks, bleachers.

9. Grade Events

- a. Grade 7 - Fun Park on Nov. 4
- b. Grade 9 - Uptown Alleys on Dec. 3
- c. Grade 10 - Lazertopia on Oct. 12
- d. Grade 11 - Dinner & Trivia Night on Nov. 23
- e. Grades 6, 8 and 12 will be planning events in the new year

10. Other/Call for New Business

- a. Feedback from parents on the spiritual week sessions, chapels, what they have heard from their children and what the school thought about the sessions

The conversation revolves around concerns regarding spiritual week sessions that covered sensitive topics.

One participant expresses discomfort with the entire school being exposed to the subject matter and suggests dividing students into junior and senior groups. The discomfort is related to the perception that the content might not be suitable for all age groups.

The participants discuss the nature of the topics covered, mentioning that there was some sexual content involved. Concerns are raised about the appropriateness of the information for all students, leading to a suggestion that the material could be presented differently to address varying comfort levels and age. Perhaps there was an opportunity to at least divide the sessions in 2 groups: Junior and Senior.

The conversation also touches on the importance of healthy relationships, both with peers and parents. There is an inquiry into whether the importance of trusting relationships with parents was adequately communicated to the students. The school representative notes that teachers consistently encourage students to initiate discussions with their parents to foster engagement.

Participants express the desire for better communication about the topics covered in school sessions, especially when the subject matter is heavy. The idea of providing parents with advance notice or background information on the topics is discussed to facilitate informed discussions at home.

The school representative acknowledges the challenges in addressing diverse topics and expresses a commitment to openness and improvement. They explain the intention behind discussing difficult subjects and express a willingness to consider suggestions for better approaches in the future.

The participants appreciate the school's openness to feedback and emphasize the importance of maintaining trust between parents, students, and the school.

The conversation concludes with a recognition that everyone involved is imperfect, and the dialogue serves as an opportunity for improvement.

- Motion to adjourn presented by Viney and seconded by Cayla at 9:10

Summary of Action Items:

- Sandi to review the documentation around staff request.