

Meeting Minutes

February 13, 2024

86 West Gate



Present:

PA Exec: Sandi Conrad & Sebastien De Lazzer

Staff: Vice Principal, Heidi Koop

Parents: In-Person: Mardina Andrews - Online: none

1. Welcome – by Sandi

2. Approval of the Agenda

- Motion brought forward by Sandi and seconded by Sebastien

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

- Motion brought forward by Sebastien and seconded by Sandi

4. Westgate Admin Report

1. Alternative Education Information will be coming home soon
 1. Gr 6 - Camp Assiniboia
 2. Gr 7 - Bird's Hill
 3. Gr 8 - West Hawk
 4. Gr 9 Rushing River
 5. Grade 10 - 12 choose from
 1. Quebec Trip
 2. Bike Trip
 3. Hike Trip
 4. Mini-Canoe Trip
 5. Urban Rec
 6. Yearbook
2. CAMS Music Festival (April 19 - 21) - We have 3 schools where we are looking for hosts for the students - watch your inboxes
3. Challenge we are facing
 1. We work so hard to create communities
 1. Basketball team
 2. Band group
 3. One Act plays
 4. Group project in school
 2. These things really get hit when families take vacation during school. Education isn't what it used to be with workbooklets, etc. Everything is more involved. This is really great for building a community, but makes it very difficult to adapt when a key player or actor is missing
 3. We don't know what the answer is. How do we keep offering leadership opportunities, but balancing commitment levels.

4. We are looking at the calendar for next year and are trying to place admin days and pd days to make long weekends for families. We are also looking at 1 scenario that would give an almost 2 week spring break. But... would people actually take holidays then?
 - ➔ PA (and parents) to continue emphasizing the significance of the emails sent by the school.
4. German Exchange Students and I will be leaving for Germany next month March 13 - I will miss the meeting

5. Review Action Items

- Sandi reviewing staff request binder:
 - Found a note where one person was asking if there was a list they could be added to once their child graduates in order to stay on the fundraising list. Last month I created a "Fundraising Email Group" to add anyone who is not part of the parents group but who wants to receive these emails. Also, social media should address this.
 - Found Board Report from May 2017 (attached) which indicates that is when they started online ordering which was done to create clarity between school & PA fundraisers, reduce admin work, increase orders and reduce work for volunteers.
 - Information on past events: fundraisers, New Parents Potluck, Parent Workshops & Staff Appreciation
 - Copies of past staff requests
 - Documents indicating that they wanted a new process for staff requests (attached); in summary:
 - Proceeds should go to requests that enhance the student experience in ways that they would not otherwise have within the regular school budget
 - Not PA's responsibility to fund regular school, staff or equipment needs
 - Think about student councils & if request is better funded by them
 - New criteria introduced: Do students touch/see this item on regular basis; Does this go beyond a regular school budget item or offer added value; Does this fit within the philosophy of the school; Has the asker given a rationale for why the PA needs to fund the item; Does the asker come with other funds already secured; Can this item be partially funded; Is the item already bought and is in use; Why is this item not covered by your department budget
- Regarding Sandi's investigation into the revenue from last year's perogies sale: This year we made \$4269.38 and last year we made \$4333.75. This year, we had an additional expense of \$311 for bags.
- Regarding Sandi's task to calculate the hours volunteers have contributed: Please refer to the attached list of volunteer hours.
- Regarding Sebastien's plan to ask Amalia to create a poster for the greenhouse fundraiser: Amalia could not deliver. Cayla created the posters.
- Regarding Heidi's intention to discuss APA issues with James: This will be postponed to the next meeting.

6. Financials

- Please refer to the attached documents on Account Transactions & Balances for the last month, from January 10 to February 10.
- Balance: \$4,908.11
 - \$1,100 still set aside (liability) for Staff Request - Student Quiet Area
- Motion brought by Mardina seconded by Sebastien

7. Fundraisers

- **50/50 Raffle**

- As of this writing (Feb. 11) we have a pot of \$1,975
- Cayla and I did some in-person sales both nights of the Junior One Act Plays, selling \$205
- Approximate profit of \$604.50 (online - 39%) & \$178.50 (in person - 42%); approx. total \$783

- **Greenhouse Gift Cards**

- As of Feb 11 we've sold \$1,450 in gift cards:
 - \$1,200 for Lacoste (our approx profit \$144)
 - \$250 for St. Marys (our approx profit \$42.50)
 - Approx total \$186.50

8. Staff Requests

- New - Request #12 from Tessa Nussbaum (School Counsellor) submitted 2023/10/26 & approved 2024/01/16 requesting funds to purchase seating options to help with regulation and focus and to pay for 1-2 hours of time for an Occupational Therapist to come and teach Student Services teachers and any interested teachers how to assess and suggest who the tools might be useful for, how to use them and other classroom wide suggestions to assist with regulation and focus.

To begin with we'd likely purchase one or two of the items below and then buy additional items as needed:

- An Occupational Therapist consult would likely be between \$135-\$150/hour (*No number of hours specified)
- Zuma Floor Rocker (middle school and adults) - &179.95 (additional fees for larger size)

<https://classroomconcepts.ca/product/zuma-floor-rocker/>



- Analogy floor rocker (middle school and adult size): \$239.75 (additional fees for larger size)
- <https://classroomconcepts.ca/product/analogy-rocker/>

 **Analogy Rocker | Classro...**   
classroomconcepts.ca



- Chair Bands: approximately \$27 for 12
https://www.amazon.ca/dp/BOCCP6PB6V/ref=sspa_dk_detail_0?pd_rd_i=BOCCP6PB6V&pd_rd_w=ed8Tn&content-id=amzn1.sym.d8c43617-c625-45bd-a63f-ad8715c2c055&pf_rd_p=d8c43617-c625-45bd-a63f-ad8715c2c055&pf_rd_r=9TPAPS0T2SD5X8RMT4ZW&pd_rd_wg=UAinR&pd_rd_r=22fef79d-d43b-4993-93e3-b02b822eb7d1&s=baby&sp_csd=d2lkZ2V0TmFtZT1zcF9kZXRhaWw&th=1

 **PLULON 15 Pack Chair Ba...**   
amazon.ca



Chair Bands Fidget Bands for Classroom Chairs
School Students for Anxiety ADHD ADD Special ...

- Ready Rocker \$99.99
<https://readyrocker.com/collections/shop-all-1>







- Wiggle Wobble Chair Feet \$27.99/set
<https://bouncyband.com/products/wiggle-wobble-chair-feet?variant=31665327374436>

 **Wiggle Wobble Chair Feet...**   
bouncyband.com



 The Wiggle Wobble Chair Feet transform a standard school chair into a Wobble Chair, enabli...

- Core Disk: \$62.60
<https://www.got-specialkids.com/CoreDisk-p/5055.htm>

 **Got Special Kids|Abilitati...**   
got-specialkids.com



 Abilitations Core Disk for Stability & Balance Skills

- Half Circle Gel Pads: \$29.99
<https://www.got-specialkids.com/product-p/2792.htm>

 **Half Circle Gel Pad - 5 lbs.**   
got-specialkids.com



 Got-Special Kids |We offer a wide selection of tools, fidgets and toys for kids, teens and adults ...

- Sandi - I wonder about the validity of some of these products and whether they'll distract other students. I can't help but think that if a student is having trouble, their doctor can recommend something and the parents can supply them with what is needed.

- The school has verified that the budget covers Occupational Therapist hours.
→ Following the discussion, the request has been declined until further research is conducted and evidence is provided to confirm the legitimacy and non-disruptive nature of the request.

9. Grade Events

- Only grades 6 & 8 are left - Grade 6 is doing Lasertopia on the 15th & Grade 8 is doing FunPark on the 23rd.
→ Encourage the classes to have these events before Christmas.

10. Other/Call for New Business

1. Issues with online payments

- We use online payments for all of our fundraisers
- As previously indicated, these were introduced in 2017 in the hopes that it would increase sales and reduce workload
- The service we use is called "Stripe" and they are similar to Square and Paypal insofar as they can be used on a website to process payments
- On February 2nd I received an email that Stripe was closing our account as of February 17th because, "*it*...is in violation of the Stripe Services Agreement. Specifically, we are unable to accept payments for gambling, including fantasy sports, games of chance, and games of skill with prizes of value, as mentioned on our Restricted Businesses list." There was a link to their restricted businesses (<https://stripe.com/en-ca/legal/restricted-businesses>)
- I responded immediately, arguing that we are not using their services for gambling as we were using a 3rd party to sell all of the tickets
- I have appealed their decision 2 times and they have held their decision, with my last appeal on February 8th having gone unanswered
- I reached out to Square but they said they would not do business with us due to the gambling
- I have reached out to other companies but have yet to hear back from them.
- I have removed the advertisement for the 50/50 raffle from our website in the hopes that Stripe will allow our appeal.
- Moneris might be an option as they give Sandi an application after she explained the situation. The application consisted of providing the PA financials.
→ Waiting for Moneris' ruling around our application
- If the request is denied, a solution could be to use Google Forms for card purchases with an attached e-transfer (including the sender's email address in the memo). Google automatically fills in the relevant data, but it doesn't calculate the total. Sandi will prepare a spreadsheet to calculate the totals.
→ It's likely that the 50/50 raffle may not be continued in the future.

2. PA Social Media

- To be tabled
- Motion to adjourn at brought forward by Sandi and seconded by Sebastien 9:00

Summary of Action Items:

- School update on reaching out to with Armstrong Point Association.
- Update on Moneris decision to be PA's new online payment platform.
- PA social media
- Table discussion about staff appreciation

Financial Reports, January 10 - February 10 2024:

Account Transactions

Westgate Parent Association

Date Range: Jan 10, 2024 to Feb 10, 2024

Accrual (Paid & Unpaid)

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Checking Account				
Under: Asset > Cash and Bank				
Starting Balance				\$9,599.13
Jan 20, 2024	Staff Request #2 - Chairs		\$601.00	\$8,998.13
Jan 22, 2024	Staff Request #3 - Chromebooks		\$5,000.50	\$3,997.63
Jan 31, 2024	50/50 in-person sale	\$50.00		\$4,047.63
Feb 02, 2024	50/50 in-person sales - 1 Act Plays	\$135.00		\$4,182.63
Feb 03, 2024	50/50 in person sales - 1 Act Plays	\$170.00		\$4,352.63
Feb 04, 2024	50/50 in person sales	\$70.00		\$4,422.63
Feb 07, 2024	Greenhouse Gift Cards	\$485.48		\$4,908.11
Totals and Ending Balance		\$910.48	\$5,601.50	\$4,908.11
Balance Change				-\$4,691.02
Difference between starting and ending balances				

50/50 Raffle				
Under: Income > Income				
Starting Balance				\$0.00
Jan 31, 2024	50/50 in-person sale		\$50.00	\$50.00
Feb 02, 2024	50/50 in-person sales - 1 Act Plays		\$135.00	\$185.00
Feb 03, 2024	50/50 in person sales - 1 Act Plays		\$170.00	\$355.00
Feb 04, 2024	50/50 in person sales		\$70.00	\$425.00

50/50 Raffle			
Under: Income > Income			
Totals and Ending Balance		\$0.00	\$425.00
Balance Change			\$425.00
Difference between starting and ending balances			

Greenhouse Gift Gards			
Under: Income > Income			
Starting Balance			\$0.00
Feb 07, 2024	Greenhouse Gift Cards		\$485.48
Totals and Ending Balance		\$0.00	\$485.48
Balance Change			\$485.48
Difference between starting and ending balances			

Banking Fees			
Under: Expense > Operating Expense			
Starting Balance			\$1.75
Jan 20, 2024	Staff Request #2 - Chairs	\$1.00	\$2.75
Jan 22, 2024	Staff Request #3 - Chromebooks	\$0.50	\$3.25
Totals and Ending Balance		\$1.50	\$3.25
Balance Change			\$1.50
Difference between starting and ending balances			

Staff Appreciation			
Under: Expense > Operating Expense			
Starting Balance			\$565.95
Jan 20, 2024	Staff Request #2 - Chairs	\$600.00	\$1,165.95
Totals and Ending Balance		\$600.00	\$1,165.95
Balance Change			\$600.00
Difference between starting and ending balances			

Staff Requests			
Under: Expense > Operating Expense			
Starting Balance			\$6,361.71
Jan 22, 2024	Staff Request #3 - Chromebooks	\$5,000.00	\$11,361.71
Totals and Ending Balance		\$5,000.00	\$0.00
Balance Change			\$5,000.00
Difference between starting and ending balances			

Account Balances

Westgate Parent Association

Date Range: Jan 10, 2024 to Feb 10, 2024

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Checking Account	\$9,599.13	\$910.48	\$5,601.50	-\$4,691.02	\$4,908.11
Total Assets	\$9,599.13	\$910.48	\$5,601.50	-\$4,691.02	\$4,908.11
Liabilities					
Accounts Payable	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Total Liabilities	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Equity					
Total Equity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income					
50/50 Raffle		\$0.00	\$425.00	\$425.00	
Greenhouse Gift Gards		\$0.00	\$485.48	\$485.48	
Total Income		\$0.00	\$910.48	\$910.48	
Expenses					
Banking Fees		\$1.50	\$0.00	\$1.50	
Staff Appreciation		\$600.00	\$0.00	\$600.00	
Staff Requests		\$5,000.00	\$0.00	\$5,000.00	
Total Expenses		\$5,601.50	\$0.00	\$5,601.50	
Total for all accounts		\$6,511.98	\$6,511.98		

Volunteer Hours:

Perogy & Sausage Fundraiser			
Activity	Time Spent (hrs)	Total Hours	57.5
Liasing with Companies	1		
Setting up online products	2		
Updating Form	1.5		
Tallying Paper & Online Orders	3		
Volunteering for event (Chair + 8 volunteers)	50 total for all		

50/50 Raffle Fundraiser			
Activity	Time Spent (hrs)	Total Hours	18.5
Teleconference - learning to use system	2		
Setting up online raffle	3		
LGCA Application	1.5		
Poster Creation	2		
Emails to recipients	1		
Selling at events	7		
Emails with Funding Change	1		
Conducting draw	1		

Basket Raffle Fundraiser			
Activity	Time Spent (hrs)	Total Hours	52
Creating Categories	1		
Sending Emails	1		
Purchasing additional items	3		
Creating Baskets (16) with 5 pple	30 total for all		
Selling tickets at lunch	10		
Putting tickets in bins for draw	3		
Conducting Draw	1		
Delivery & reaching out to winners	3		

Greenhouse Gift Cards Fundraiser			
Activity	Time Spent (hrs)	Total Hours	4
Communicating with companies	1		
Setting up online products	1		
Updating Form	1		
Tallying Paper & Online Orders			
Sending orders to companies	1		
Compiling orders			
Handing out orders			

Online Orders Historical Document:

**Westgate Board Meeting
May 15, 2017
Parent Association Update**

Westgate Parent Association has been busy preparing for Staff Appreciation week, May 29 – June 1. It will be significantly more humble than in past years, respecting the limitations of Chapman School, yet we anticipate a great celebration and thank you of the efforts of all staff throughout this school year.

We believe that the final proceeds from the Gold Card Momentum fundraiser for the Inspired Spaces Campaign have been received and have written a cheque to the Campaign for over \$6300. There will be a scholarship awarded on Awards Day. Due to changes in format in the Momentum organization, it will be smaller than anticipated, however, we are really pleased to be able to do this.

The e-commerce initiative is set up and ready to go for the Perogy and Farmer Sausage fundraiser in the fall. Orders will now be able to be received online as well as in traditional paper/cheque format. One hope is that there will be clarity between Parent Association and School fundraising that will reduce the administrative work, another hope is that more folks will make orders, and another is that parent volunteers will have a significantly-reduced work load. Many thanks to Andrew Krahn and Mike Berg for their work on this. Once the Parent Association has test-run this program, the school might very well be interested in adopting it for uniform sales, instrument rentals, cyclathon, work day ...

A survey is set to go out to the parent body this week to discern what understanding there is of the Parent Association and how parents might more readily participate in the Parent Association.

Nominations are being accepted for several positions on the Parent Association, including the position of Chair. I have appreciated serving for these 2 years and will certainly be around to support the new Chairperson. Information about these opportunities will be shared in emails over the next few weeks.

Respectfully submitted,
Patricia Baker

Staff Requests Historical Document:

Westgate Parent Association Fundraising Wishlist Allocation

This wish list session brings with it a new process.

With a new committee for a new school year, we have had the opportunity to review our mandate and ensure we are representing the voice of the Westgate parent community. We believe parent fundraising proceeds should go to requests that enhance the student experience in ways they would not otherwise have within the regular school budget.

We feel that it should not be the P.A.'s responsibility to fund regular school, staff, or equipment needs. We offer the extras as parent fundraising generosity allows.

To that end, we have some new criteria and a new form for you.

As you will see, we are asking for more detailed information on how your request supports the mandate of the P.A. funds. We are cognizant of our need to be accountable to parents. We appreciate that this is a change and we hope it will elevate the Westgate student experience even higher.

Signed xx

This session requests exceeded available funding which prompted a discussion on prioritization and accountability to parents.

With a new committee for a new school year, we have the opportunity to review our mandate and ensure we are representing the voice of the parent community. We believe parent fundraising proceeds should go to requests that enhance the student experience in ways they would not otherwise have within the regular school budget. It is not the P.A. responsibility to fund regular school, staff, or equipment needs.

To that end, we have allocated funds for this round as follows:

Cafeteria tables split three ways with junior and senior council funding 2 thirds - P.A. funds one third for \$1609.48

Viola – full amount funded

Rechargeable mice – half of requested funding allocated

Shorts – full amount funded, however we would like to see a schedule of what the athletic department needs to replace for the next several years and how the school budget accounts for this. P.A. would consider some support but it needs to be beyond regular programming

Pottery Wheel – half of funding requested allocated. The school already budgets for this unit, and by getting this wheel, adds \$1200 to the art department budget by next fall.

Staffroom carpet – no funding allocated

Library book ends – no funding allocated

IT Stand up desk – no funding allocated

Going forward, we will be asking for more detailed information on how your request supports the mandate of the P.A. We appreciate that this is a change and we hope it will elevate the Westgate student experience even higher.

Parent Association Mandate

Represent the parent's voice within the Westgate community

Fundraising mandate

To allocate funds to staff requests that enhance the student experience in a way they would not otherwise have within the regular school budget.

Criteria

Do students touch/see this item on a regular basis?

Does this go beyond a regular school budget item to offer added value?

Does this fit within the philosophy of the school?

Considerations

Has the asker given a rationale for why the P.A. needs to fund the item?

Does the asker come with other funds already secured?

Can this item be partially funded?

Is the item already bought and is in use?

Why is this item not covered by your department budget?

Options to consider in terms of time management

- Have a subcommittee (or just exec) who reviews requests prior to bringing recommendations to the full council
- Consider more partial funding
- Keep track of grants in order to add to board report and parent nights. Include what we didn't fund too. Illustrates the kind of need to the board
- Think about role of student councils and if requests are better funded by them.

Examples

Carpet in staffroom – no, not of benefit to students

Chromebooks – yes, enhances existing technology experience, but students would still have computer time if we said no.

Rechargeable mice – yes, enhances experience. Mice exist but these are better

Viola – yes, gives students opportunity they wouldn't have if the family had to get a viola, enhances strings ensemble experience.

Cafeteria tables – shared expense, yes, all the levels use the tables. Tables exist but aren't nice, could get by without but this enhances. Possible could have been 4 way split with school adding some \$\$ too.

Stand up desk for Lori/Edith – we did this, and might still be yes though partial funding as it enhances the front desk experience for everyone going in the office. Could also be no.

IT stand up desk, no, not related to student experience, If you need workplace accommodation, that's on the employer.