

**Westhaven Parent Advisory Committee Meeting  
September 14, 2020 starting at 7pm in the School Library**

1. Call meeting to order
2. Introductions
3. Approve June minutes
4. Outstanding Action Items  
-vote
5. Treasurer's Report (Tamara)
6. Snack Program (Sara)
7. Hot Lunch Program (Serina)
8. Principal and Teachers Report (Debra & Jane)
9. New Business
10. Meeting Adjourned, next meeting October 5, 2020

**Fundraising Meeting**

1. Call meeting to order
2. Options - Tamara
3. Vote
4. Meeting Adjourned

Ecole Westhaven School Council  
Meeting Minutes for Sept. 14th 2020

**Attendees: Denay McMorran, Candace Lawson, Tamara Hayne, Sara Beck, Serina Coate, Debra Boos, Sarah Stewart, Fiona Fowler, Jane Marcoff, Justine Kerr**

Meeting brought to order 7:01 pm. Introductions were made. Minutes from last meeting accepted by Sara and seconded by Serina.

**Outstanding Action Items**

**Elections**

- All positions are up as they are only one year terms.

President: Sara nominates Denay, Denay accepts. No opposition, all in favor.

Vice President: Serina nominates Candace, Candace accepts. No opposition, all in favor.

Secretary: Serina nominates Justine, Justine accepts. No opposition, all in favor.

Treasurer: Candace nominates Sara, Sara accepts. No opposition, all in favor.

Hot Lunch: Denay nominates Serina, Serina accepts. No opposition, all in favor.

- Postponing snack program coordinator and delaying hot lunch start as these programs are currently not running. Serina will step into the position when the time comes.

**Playground Upkeep**

- Still needing gravel from last year.
- Need to get more information from Brian. Denay will find the info and get some quotes.

**Treasurers Report (Tamara)**

- No bank statement received past February. Everything is paid up as far as she knows.
- She paid a Sobey's bill in Mar/Apr and that was the last, but there shouldn't be anything outstanding there.
- Tamara will get financial report to Debra.
- She will get the total amount and info to Denay and Sara and they will do up budget and set up bank meeting to get Sara on the account as she is the incoming treasurer.
- There was some discussion of bank fees and possibly even switching banks, no decision was made.

**Snack Program (Sara)**

- Snack program is being postponed due to provincial health guidelines. Mother Hubbards cupboard will remain. There will be no access to parent helpers at this time.
- All leftovers from last year have been donated except that with later expiration dates.
- Jane will look at dates and donate as necessary, all in favor.
- Candace will pick up for Mother Hubbards Cupboard. Prepackaged snacks: apple sauce, granola bars, crackers. Maybe yogurt and cheese strings. Will use giftcards donated from the Shriners last year \$300.

### **Hot Lunch (Serina)**

- Hot lunch program is being postponed due to provincial health guidelines.
- Papa Johns is willing to help out by doing extra organizing to reduce parent helpers for when we do set up the program. They also have made us aware of a 'Pizza Night Project' where families can get points towards a school pizza party, similar to BP's.
- Bp's Pizza Party receipt program is still going. Unfortunately we were unable to do the pizza day last year. The accounts stand at a total of \$817.78. We will continue to accept receipts and have the party when we are able.

### **Principal Report (Debra)**

- The staff is adjusting to always changing circumstances. But are doing well.
- Reminder to families if children have any symptoms they must go home.
- Student numbers: Stacy had projected 300, we are at 228. We have lost quite a few and it will effect the budget. 27 virtual learners and 12 homeschooling through other boards.
- Picture Day is Sept 23rd
- Virtual Open House is 22nd from 6-7pm
- Walkathon - a percentage will go to Terry Fox run and rest will go towards playground upkeep. No parent helpers this year, they will be going at separate times and days so that support staff can help with supervision.
- Midwest Pipelines is donating water bottles to the entire division. Students and Staff will receive.
- Vermillion will be making donation of \$3-4,000 towards snack program or pandemic supplies or costs.
- Communication between school and parents - Stacy had done weekly phone calls and the Westie monthly newsletter. Debra asked what thoughts were, if it should be changed or not. She suggested sending a weekly email memo instead. Some said the phone call was appreciated others said they usually missed it and would appreciate an email. Suggested maybe doing call outs even just to introduce herself as the new principal.

### **New Business**

#### **Halloween**

- No Dance due to covid
- School is going to have orange/black day with halloween hats. Or simple costumes with no props or face paint. No changing in the bathrooms, students would come to school wearing costumes.

#### **Thank You Cards**

- Justine mentioned that the school council thank you card supply is getting low. Last time we ran a coloring contest in which there were designs chosen from multiple students and we made cards from them and the student received a piece of spirit wear as a prize.
- Trail Printing donated the printing and cards last time.
- Sarah Stewart will write something up to be sent to staff so that they can get students to submit drawings/designs.

Next meeting Oct.5th at 7pm in the Westhaven School Library

Meeting adjourned 8:20pm

**Ecole Westhaven School Fundraising Committee**

- DFS has been set up, just waiting for catalogues to arrive.
- Catalogues will be stuffed outside of school and will be returned.
- Money will be able to be counted at the school in an isolated room and during an appointed time.
- Looking at a Nov 6th Deadline and a November 30th delivery.
- Debra will notify when the catalogues are at the school.
- Tamara is done as the coordinator, Denay will take over with help from the other council members.

Next meeting following the School Council meeting on Oct.5th

Meeting Adjourned 8:36 pm