

**Westhaven School Council**  
**ANNUAL REPORT**

**September 2022 - August 2023**

**Submitted: October 2023**



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October 17, 2023

Grande Yellowhead Public School Division  
3656 - 1 Avenue  
Edson, AB  
T7E 1S8

Attention: Board of Trustees

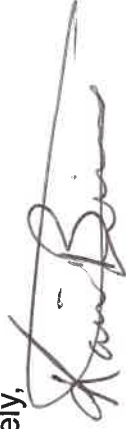
Dear Sirs/Madams:

RE: 2022-23 School Council Annual Report

Please accept the attached Westhaven School Council Annual Report for the 2022-23 school year. This report contains a summary of activities and initiatives, copies of the minutes and a financial report that were made available to the council.

If you have any questions, please contact the undersigned at 780-728-5946

Sincerely,



Kaila Bisson  
President  
École Westhaven School Council

## Ecole Westhaven School Council Activity Report for the 2022/2023 School Year

### September

- Meeting
- Hot lunch starts
- Snack Program starts
- Council purchased agendas for the students
- Stocked Mother Hubbards Cupboard

### October

- Meeting
- Hot lunch and Snack program continues
- Council hosts Halloween Dance.
- Fundraising Committee started the Dielemans (DFS), Calibri, and Poinsettia fundraisers.

### November

- Meeting
- Hot lunch and Snack program continues
- Council members work school book fair.
- Council purchases a new fridge for milk as well as some new kitchen supplies.
- Council sponsors cupcakes for Westhaven School Birthday.
- Fundraising Committee closes DFS and Calibri fundraisers.

### December

- Meeting
- Hot lunch and Snack program continues
- Council hosted Movie Night with Santa event
- Council sponsored holiday musical.
- Council planned Gingerbread House Raffle (which did not happen due to cancellation of holiday concert)
- Fundraising Committee closes Poinsettia fundraiser.

### January

- Meeting
- Hot lunch and Snack program continues
- Council purchased ukuleles for the school.

### February

- Meeting
- Hot lunch and Snack program continues
- Council sponsored pancake breakfast and hot lunch during Bonhomme Carnival.
- Council sponsored the Dance Play program to come to Westhaven.
- Fundraising Committee starts Purdy's fundraiser.

### **March**

- Meeting
- Hot lunch and Snack program continues
- Council sponsored bowling field trips for all students.
- Fundraising Committee closes Purdy's fundraiser.

### **April**

- Meeting
- Hot lunch and Snack program continues
- Fundraising Committee starts Mothers Day Flowers Fundraiser.

### **May**

- Meeting
- Hot lunch and Snack program continues
- Elections for next years council were held.
- Council organized a Teacher Appreciation event with lunch and gifts.
- Council members baked muffins for students.
- Fundraising Committee closes Mothers Day Flowers Fundraiser.

### **June**

- Meeting
- Hot lunch and Snack program continues
- Council volunteers helped with the schools Fun Run
- Supplied pizza lunch for Sports Day as well as funds for equipment
- Vice President assembled the school yearbook
- Council purchased umbrellas for outdoor tables.
- Council supplied fruit tables during Girls in Sports events.
- Council sponsored Grade 5 Farewell celebration.

# **Westhaven School Council Meeting Agenda**

**September 12, 2022 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve June minutes
4. Outstanding Action Items
  - Book Fair
  - Dishwasher
  - PCHS Hot Lunch
5. Treasurers Report (Sara)
  - Budget
6. Snack Program (Paige & Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra & Lisa)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
  - Vice President Election
  - Halloween Dance
  - Westhaven School Council Terms of Reference - possibility of rewrite
12. Meeting Adjourned- next Meeting October 3, 2022

## **Fundraising Meeting**

1. Call meeting to order
2. Options - DFS, Snack Bags, Wreaths
3. Meeting Adjourned

## Westhaven School Council Minutes

### September 12<sup>th</sup>

In attendance: Candace Lawson, Sarah Stewart, Amy Vanderveen, Paige Knutson, Kaila Forbes, Vanessa Dick, Fiona Fowler, Yana Phillips, Stephanie Fossheim, Sara Beck, Debra Boos, Jocelyn Pettitt

1. Candace called the meeting to order at 7:10 pm.
2. Introductions were made.
3. Minutes from the previous meeting were accepted by Stephanie, seconded by Sarah.
4. **Outstanding Action Items:**

#### Book Fair:

- Mrs. Murry is looking for volunteers to help with the book fair (set up, takedown, during), currently booked for October 17<sup>th</sup>-20<sup>th</sup>. May be moved to November. They will report back.

#### Dishwasher:

- Discussed guidelines for usage from the health inspector.

#### PCHS Hot Lunch (Cobalt Café)

- Discussed using it throughout the year as volunteers are available.
- Debra will connect Sarah & Yana with the Café to figure out logistics for our school

#### 5. Treasurer's Report (Sara)

- Report provided. Currently sitting at \$12,598.03.
- Debits since April- Monthly fee (\$3.75), Paper Statement (\$4.50), April Hot Lunch Subway (\$740.25), Motivational Magic (\$838.95) totaling (\$1587.45)
- Credits- Wok Box Hot Lunch (\$913.66)
- Outstanding Cheques- \$2278.23
- Sara working on Budget for 2022/2023

#### 6. Snack Program (Paige & Kaila)

- Milk & Bananas to be distributed tomorrow morning by Kaila
- Paige & Kaila to discuss the year plan with Debra
- Candace made a motion to increase the snack program budget to \$150/week, seconded by Kaila, all in favor. This will be built into the budget for the year.
- Stephanie inquired about the milk program (parent paid)

#### 7. Hot Lunch (Stephanie & Yana)

- Looked into online options: School bites (\$50/month), hotlunch.com (\$350-\$675/year), munchalunch (\$30/month, 2 month trial). Option to still pay offline with cash. Debra supported the idea. Motion made by Candace, second by Sara, all in favor.
- Goal- 2 lunches in September, paper form first, next pamphlet about online to go out afterwards. Chopped Leaf- Sept 22<sup>nd</sup>, Subway- Sept 29<sup>th</sup>
- Sysco Account- for ordering supplies for hot lunch. Paige made a motion to set up a Sysco account, Candace second, all were in favor.

- Sara made a motion to approve the hot lunch coordinators (Steph & Yana) to set up an account at Sobeyes & Independent on behalf of School Council. Seconded by Candace.

#### 8. Communications (Krysta-Facebook Page)

-Trying to post at 7 pm

- Hot Lunches- Chopped Leaf- Sept 22<sup>nd</sup> , Subway- Sept 29<sup>th</sup>
- Picture Day Sept 20<sup>th</sup>
- Surepoint Breakfast Sept 21<sup>st</sup>
- Silly Sunglass Sept 23<sup>rd</sup>
- Orange Shirt Day Sept 29<sup>th</sup>
- National Truth & Reconciliation Day Sept 30<sup>th</sup>
- Walkathon- October 7<sup>th</sup>

- Debra will share on the Westhaven Page inviting new parents to join the page.

#### 9. Principal & Teachers Report (Debra & Lisa)

- 273 students right now, gained enrollment in various grades
- JK program is nearly full (50)
- Alberta Education Assurance Results (grades 4/5)- we maintained high/very high standards (citizenship, education quality, and parental involvement, access too supports and learning services)
- Re-branding- new logo (wolf & wolfpack)
- Take the time to submit a review on the facebook page

#### 10. Trustees Report (Fiona & Jocelyn)

- Jocelyn- happy to be back and fully open for events, watch for community engagement sessions, public board meetings are back (next one is Wednesday, Sept 21<sup>st</sup> at 10 am)
- Fiona- Council of School Councils- November 30<sup>th</sup> 6:30-8:30 pm, keep inviting them to events, keeping them in know.

#### 11. New Business:

- Vice President Election- Debra nominated Paige Knutson, Paige accepted, no other nominations were made, Stephanie seconded. All in favor.
- Need another signing authority on bank account- discussed the challenges with RBC. Stephanie made a motion to switch to ATB spirit account with two signing authorities with online banking being Sara Beck, Candace Lawson, Paige Knutson as well as move all funds from RBC to the new ATB account. Seconded by Kaila. All were in favor.
- Halloween Dance- October 28<sup>th</sup>- \$5 family + food bank donation. Time 6-8 pm.  
Budget of \$600 for the dance  
Need:  
DJ  
Water donation  
Candy Bags  
Glow sticks
- Westhaven School Council Terms of Reference- needs updating, Candace will scan and send it out for feedback.

12. Meeting Adjourned at 8:54 pm, next meeting October 3<sup>rd</sup>, 2022

#### Fundraising Meeting



In attendance: Candace Lawson, Sarah Stewart, Amy Vanderveen, Paige Knutson, Kaila Forbes, Vanessa Dick, Yana Phillips, Stephanie Fosheim, Sara Beck, Debra Boos

1. Meeting called to order at 8:56 pm.
2. Candace nominated Vanessa as fundraising coordinator, seconded by Paige. All in favor.
3. Options:
  - DFS
  - reusable snack bags (Colibri)
4. Meeting adjourned at 9:08 pm.

# **Westhaven School Council Meeting Agenda**

**October 03, 2022 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve September minutes
4. Outstanding Action Items
  - Book Fair
  - Dishwasher
5. Treasurers Report (Sara)
  - Budget
6. Snack Program (Paige & Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra & Lisa)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
12. Meeting Adjourned- next Meeting November 7, 2022

## **Fundraising Meeting**

1. Call meeting to order
2. Options - DFS, Snack Bags, Wreaths
3. Meeting Adjourned

Ecole Westhaven School Council  
Meeting Minutes for Monday October 3rd, 2022

**Attendees: Candace Lawson, Sarah Stewart, Justine Kerr, Kaila Bisson, Vanessa Dyck, Paige Knutson, Sara Beck, Yana Phillips**

7:06 pm meeting brought to order. Sara approved, Candace seconded meeting minutes from last meeting.

**Outstanding Action Items**

**Book fair:**

- Will probably run Nov. 15th, 16th and 17th, 16th and 17th are parent teacher interviews
- Janet will run, we will sign up to work shifts like in previous years.

**Halloween Dance**

- Krysta booked DJ - Caleb Tanner is booked for October 27th Thursday 6-8 pm, \$70 an hour.
- Candace bought candy at Costco, \$111.24
- Concession: \$1 water, .25 candy, .50 chips.
- \$5 per family. Children must be accompanied by an adult.
- Justine will make poster.
- Candace will look for glow stuff for prizes.
- Volunteers  
concession: Vanessa, Peyton/Sara Beck  
Set up at 5pm: Paige, Vanesa, Kaila, Candace.  
Entry table: Candace, Sadie/Thia Kerr  
Prize: Justine

**Treasurers Report (Sara)**

- Report provided
- 2 accounts open. Cannot close RBC until we have cheques for ATB.
- Everything in yellow is ATB on report.
- Included hot lunch
- Needs to get a hold of Wok Box, there is an uncashed cheque from last year.
- Justine will write a Thank you card to Dey for storing milk for September hot lunch.
- Budget pending.

**Snack Program (Kaila)**

- Paige is stepping down, Kaila is taking over.
- Handed in receipts, under \$150.
- Bought an extra bag of oranges for Junior Kindergarten.
- There needs to be clarifications on JK involvement for fundraisers.
- Wondering about Milk 2 go instead of cartons.

- Sandwiches and volunteers are good.
- Paige requested \$7000 from Canlin Energy, waiting to hear back.

### Lunch Program (Yanna)

- No Sunday call, which should have included Hot lunch highlight.
- She will be sending paper copies home tomorrow.
- She needs to get ahold of people who have picked alternate payment as on the due date all orders that are pending payment will be erased by the system.
- Will send Hot Lunch Ad to Debra, Krysta, and the other facebook page.
- Kitchen cleanliness -
  - Maybe put up a no kids. It has always been a problem. Maybe some rules need to be posted.
  - All the supplies in there are the councils.
  - Yanna is going to clean the kitchen next week.
  - A list of rules will be approved by council.

### Communications (Krysta)

- Not in attendance
- Upcoming facebook posts:
  - Oct 5th World Teacher Day
  - Oct 7th Walkathon
  - Oct 10th and 21st - no school
  - Oct 25th - Photo retakes

### Principal and Teachers (Sarah)

- Worlds Teacher day - 'Dress like a teacher' day on Wednesday 5th.
- Walkathon on the 7th from 12:30-1:30. Volunteers are needed depending on the class, but will need volunteer packet to go. Kindergartens will stay at the school.
- October 19th - Wear a Tie day
- Halloween - Costume parade during assembly, 8:45am. Will confirm with Debra if parents are welcome. Most will do classroom parties. Can come to school dressed up.
- Mrs. Moses - The whole school will do 2 musicals for the Christmas Concert. A holiday musical for K-2's and A Pirate Christmas 3-5's. Will need volunteers for sets and costumes. Mrs. Bauman and Mrs. Moses are heading it up. Krysta can put on facebook asking for volunteers. They can email to [audrbowm@gypsd.ca](mailto:audrbowm@gypsd.ca) and [taramose@gypsd.ca](mailto:taramose@gypsd.ca) half an hour each for a total of 1 hour. Both morning and afternoon performances.

### GYPSP (Fiona and Jocelyn)

- Jocelyn mentioned at the last meeting they approved a wellness committee. There was no funding but after some discussion they set up an AD-HOC A short term temporary committee to see how it goes. On this committee there is trustees, HR, and mental wellness. How can they improve wellness for staff, students especially after covid.
- Council of school councils is Nov 24th 6:30 - 8:30 pm, Fiona will find more information.

### New Business

- Movie night with Santa to be discussed in November.
- It was suggested to purchase outdoor toys such as rakes/shovels. Something to be discussed.

Next meeting Monday November 7th 2022 at 7pm in the Westhaven School Library

Meeting adjourned 8:36 pm

### Ecole Westhaven School Fundraising Committee

Meeting brought to order 8:37 pm

### DFS Catalogues

- closes on the 11th. Will count Monday 17th, Candace and Kaila 10am, Paige on backup.
- Candace will bring paper copy to Vanessa to enter into computer.

### Calibri Reusable Bags

- Starts Nov.1-14th
- Around \$4.50 return per bag. There's multiple bag sizes, clothes, straws.

### Poinsettia fundraiser

- Cassie brought forward Jacqueline Garden fundraiser.
- We have first dibs until we let him know, as it's Cassie's dad.
- Maximum 60 of each of the table centers and arrangements
- Cost on sheet is their cost. We can upsell to what we see fit.
- Runs until 23rd. Suggest thursday/friday of the week before or mon/tuesday of christmas. One or two delivery dates? One at beginning of december and one closer to christmas. Perhaps outdoor at the beginning of month, fresh arrangements at christmas.
- Space to organize, foyer or maybe more, gym maybe.
- Poinsettias at both.
- He is also looking into Christmas cactus', she will let us know.
- YKCS does all the options, Parkland will also be doing it.
- Candace makes a motion to go ahead with the fundraiser through Jacqueline Gardens, Paige seconds, all in favor.
- Prices were discussed, raising it by a few dollars each.

- Pick up the day of, or arrange for someone to pick up. Left overs will be raffled off at concert.
- Vanessa will make order forms and confirm when they need to be returned.

**Next meeting following council meeting Nov.7th 2022**

**Meeting adjourned 8:57pm**

# Westhaven School Council Meeting Agenda

## November 7, 2022 at 7pm School Library

1. Call meeting to order
2. Introductions
3. Approve October minutes
4. Outstanding Action Items
  - Book Fair
  - Halloween Dance
  - Fridge for School
5. Treasurers Report (Sara)
  - Budget
6. Snack Program (Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra & Lisa)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
  - Christmas Celebration ideas - Movie Night with Santa
  - Christmas Musical Support
12. Next Meeting December 5, 2022
13. Meeting Adjourned

## Fundraising Meeting

1. Call meeting to order
2. DFS, Snack Bags, Wreath
3. Meeting Adjourned

Ecole Westhaven School Council Meeting  
Minutes for November 7th 2022

**Attendees: Candace Lawson, Justine Kerr, Sara Beck, Amy Vanderveen, Debra Boos, Kayleigh Breen, Paige Knutson, Kaila Bisson, Krysta Hawboldt, Stephanie Fossheim**

Meeting brought to order at 7:10pm . Introductions were made. Minutes from last meeting accepted by Krysta, seconded by Candace.

**Outstanding Action Items**

**Book Fair**

- Need positions filled for both French and english.
- Push it a little on facebook, Debra will send an email.
- Need 3 helpers - One for english cash register, one for french register, one out runner.
- CPF will be giving \$25 gift certificates.

**Halloween Dance**

- Huge success! About 200 people came.
- We really appreciated the teachers coming
- DJ was \$140 and \$20 tip. Was really good, brought glow sticks to hand out and the music was well done.
- Profit \$315.01 after all.
- The Foodbank also posted about the donation. 85lbs of food.
- Thank you card to Integra for water.

**Fridge**

- Old fridge stopped working, about 30 years old.
- Looking at all fridge (no freezer) for milk crates about \$1999 from both Costco and local Edson Appliance.
- Milk program might not exist if we don't have a fridge.
- Milk is a bit of a push. Teachers are forgetting and milk is not being drunk.
- Discussed different options to make it run smoother. Will implement a new system of delivering crates and picking up after lunch.
- The previous grant application fell through.
- Stephanie motions for council to pay for the fridge in full (Approx. \$2000) from the local Edson Appliance if it is really delayed we will go with Costco, Candace seconds. All in favor.
- Debra will go down and get the info on the fridge.

**Treasurers Report (Sara)**

- Report provided.
- \$18,000 between the two accounts. Expenses and Deposits listed. Hot Lunches and Snacks paid for.
- Approx. \$5,600.00 profit for DFS fundraiser.



- Justine will send Sara Budget

### **Snack Program (Kaila)**

- Paige was able to confirm that Canlan donated \$5000 to the school council snack program. Thank you card to them.
- Kinettes donated some gift cards. Thank you card to them.

### **Hot Lunch (Stephanie)**

- Rocky mountain is sponsoring free lunch in December.
- Some complaints after the system has closed. Will continue to remind about deadlines.
- Will try and do 2 months at a time in the new year, however it might be just one month at a time.
- Stephanie is wanting to purchase some kitchen supplies for the hot lunch program. Candace motioned that we give her \$250. Paige seconded. All in favor.
- Discussed a Council sponsored free hot lunch in February. Hot dogs are the cheapest, cost wise. Discussed to coincide with Carnival, perhaps a french theme. Will discuss the budget in January.

### **Communications (Krysta)**

- Will continue to give a Hot lunch warning the day before.
- Fall Break Nov 9-13
- Book Fair and parent teacher interviews Nov 16&17th
- Wreaths due by Tuesday Nov 8th
- Calibri due Mon Nov 14th
- Dress Like a Book Character Day Nov 18th
- Nov 25th Crazy Hair Day / Westhaven Birthday
- Dec 2nd No school
- Dec 6th Wok Box hot lunch
- Delivery wreath day is Dec 5th and Dec 21st
- Candace tried to change facebook page name, doesn't think it can be changed. If we are able to change it sometime, we will shorten the name.

### **Principal (Debra)**

- Did data day in october, looking at numeracy and literacy as well as an indigenous component.
- A committee drafted up a new vision and mission statement. A drafted up version was passed to council. The statement when being written up made the teachers excited, council members were very pleased with it in general. Next step will be to make and apply some core values.
- Walkathon brought in \$6000 which will go to Field Trips. May need more from council due to bus costs.
- Dec 2nd - float in the parade. Teachers are helping to build, parent volunteers welcome. They have a theme and truck and trailer. School council kids are able to go on float. Non-school day.

- Dance Play - Amy W. can do one day program or 5 days for each class. If she did a full week it would cover the dance curriculum. One day might miss a couple classes. \$600 for a day, \$3000 for the week. Four themes to pick from. Super hero is what Kailey is leaning to. Candace suggested if we do this, we don't do fit set ninja. Krysta makes a motion to book Dance play for the 5 day program, Justine seconds, All in favor.
- Polar Bear program: Regularly -25 they stay inside. But with this program parents would sign off that their kids could go out during cold weather for a period of time. Letter to come home soon.

### New Business

#### Christmas Celebration Ideas

- In the past there has been 'Movie Night with Santa', Open to other ideas if there are any.
- Going ahead with Movie Night with Santa Dec. 8th. Mentioned that we could get the QMO group from Pinegrove to sell popcorn.
- Candace motioned to ask the QMO group from Pinegrove to sell popcorn, Paige seconded. All in favor.
- 'Mickey's Once Upon a Christmas' was agreed upon as an appropriate choice.
- 6pm - starting at 6:15pm
- Need a Santa maybe an Elf and Bonhomme. Kaila will ask her dad. Candace will get candy canes. Krysta will be an elf. Will find Bonhomme. Sara will dry clean.

### Musical

- Candace attended planning meeting. They are needing help volunteer wise as well as financially.
- Caleb Tanner would maybe be available for sound system.
- Stephanie motioned to donate \$250 to the musicals. Candace seconded. All in favor.

### Westhaven Birthday

- We usually get mini cupcakes. Open to other ideas.
- Stephanie motions to go with mini cupcakes. Sara seconds. All in favor.
- Paige will get the cupcakes. 350 in total.

### Gingerbread Raffle

- Usually at Christmas Concert, open to other ideas.
- Will discuss more at next meeting

**Next Meeting Monday Dec 5th 2022 at 7pm**  
**Adjourned 9:02pm**

## Westhaven Fundraising Committee

Meeting brought to order 9:03pm.

- Vanessa not in attendance but passed on information

### DFS

- It is now closed and was successful.
- The profit was approx. \$5,600 between both online and order forms.

### Wreaths

- Order forms are out and due back Tuesday Nov 8th.
- Delivery days will be Dec 5th and 21st

### Calibri

- Order forms out and due on Tuesday Nov 14th

Next meeting following Council meeting Dec 5th

Meeting adjourned 9:10 pm

**Westhaven School Council Meeting Agenda**  
**December 5, 2022 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve November minutes
4. Outstanding Action Items
  - Movie Night with Santa
  - Gingerbread & Basket Christmas Concert Raffles
  - -Fridges
5. Treasurers Report (Sara)
6. Snack Program (Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
12. Next Meeting January 9, 2023
13. Meeting Adjourned

**Fundraising Meeting**

1. Call meeting to order
2. Fundraising (Vanessa)
3. Meeting adjourned

Ecole Westhaven School Council  
Meeting Minutes from December 5th 2022

**Attendees: Candace Lawson, Justine Kerr, Sara Beck, Sarah Stewart, Jocelyn Petit, Fiona Fowler.**

Brought to order at 7:06pm. No introductions needed. Minutes from November's meeting accepted by Candace, seconded by Sara.

**Outstanding Action Items**

**Movie Night with Santa**

- Lisa Rowand will be the teacher available at the event.
- Justine will be there with QMO Pinegrove students to run concession.
- At the time of the meeting no one was lined up to be Bonhomme, if the costume is at the school Justine will try and find a volunteer the night of.
- Santa, Kaila's dad, is coming at 7pm for about 15 minutes. He will hand out candy canes.
- Candace will track down the water and see how much is available to give to the concession.

**Gingerbread House Raffle**

- 2 different concerts with 2 performances each on Thursday Dec 22nd: K- Gr.2 9am and 12:30pm, Grades 3-5 10am and 130pm.
- After some discussion the council decided on (in total) 8 premade gingerbread houses, 4 grogu kits and 4 regular kits. With 4 performances there will be 2 premade, 1 grogu kit and 1 regular kit at each.
- Candace will send volunteer forms tomorrow or asap. Volunteer builders need to be contacted by Monday the 12th and the kits at the school for that day as well for pick up and they will have to return them back by the 21st.
- Candace will grab kits and work the raffle, Sara can possibly work it too.
- Justine will check with Debra for sign and will make a replacement if need be.

**Fridges**

- A new one for milk has been purchased for the school and is working well.
- Discussion on a new council fridge will be postponed to next meeting.

**Treasurers Report (Sara)**

- Report provided.
- Wok Box cheque finally went through (from May) so the RBC account can be closed pending an appointment. Sara will arrange with Denay.
- Munch a lunch charge for the year was included this month.
- Budget pending.

### **Snack Program**

- Kaila messaged and said it is going well.
- Food bank gave us a whole bunch of bread, it is frozen so it will keep.

### **Hot Lunch**

- Wok Box (Dec. 6th) and Pancake lunch (Dec 22nd) – Going to confirm date with Christmas concert as the kitchen can not be used.
- Munch a lunch - Sarah S. said if there would be a calendar posted online that would be helpful

### **Communications**

- Krysta not in attendance but said that everything that was mentioned at the last meeting has been scheduled on facebook.
- New items: - Gingerbread Raffle and Concert times
  - possible new Hot lunch date for the sponsored pancake lunch.
  - Kinette Hampers deadline is Dec. 13th

### **Teacher Report (Sarah)**

- 12 days of christmas starting Thursday, themes as follows:
  - Dec. 8th- Wear a Holiday Sweater
  - 9th - Christmas card
  - 12th - Sock drive (adult)
  - 13th - Picnic with another class
  - 14th - Getting Candy Canes
  - 15th - Holiday story
  - 16th - School wide carol
  - 19th - Popcorn
  - 20th - wear a toque
  - 21st - board game day
  - 22nd - concert
  - 23rd - PJ day, traveling storytime.
- Dec 8th farm safety presentations virtually.
- Report cards are going home on 22nd.
- Winter walk on Feb 1st.
- Polar Bear Club may start tomorrow Dec.6th if it's -29 or warmer.

### **Trustees Report (Fiona and Jocelyn)**

- The 3 year educational plan is all online on the GYPSD website, parents are encouraged to read it. GYPSD is within range or exceeding provincial average.
- Council of school councils was postponed due to illness.
- \$500 is being given from ASCA to promote and support school council activities.

### **New Business**

- No new business

**Next Meeting January 9th 2023**  
**Meeting 8:10pm**

**Fundraising Committee Meeting**

**Poinsettia Fundraiser**

- Today was the first pick up day. Still quite a few orders still here, Vanessa will call everyone tomorrow.
- Profit will be given in January after the final invoice.

**Calibri**

- Is in at the school but needs to be organized.

**New Business**

- Jacqueline gardens is willing to do a spring fundraiser. Can be delivered before mothers day. Will discuss at next meeting or at a later date.

**Next meeting following council meeting on January 9th**  
**Meeting adjourned 8:30pm**

**Westhaven School Council Meeting Agenda**  
**January 9, 2023 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve December minutes
4. Outstanding Action Items
  - Movie Night with Santa
  - Gingerbread Houses
  - Fridge
  - School Council Yearbook Photo Ideas
5. Treasurers Report (Sara)
6. Snack Program (Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
12. Next Meeting February 6, 2023
13. Meeting Adjourned

**Fundraising Meeting**

1. Call meeting to order
2. Fundraising (Vanessa)
3. Meeting adjourned



## Westhaven School Council Meeting January 9<sup>th</sup> School Library

In attendance: Debra, Jocelyn, Paige, Sara, Vanessa, Amy, Krysta, Kaila, Sarah, Fiona.

1. Paige called the meeting to order at 7:06 pm
2. Introductions- not necessary, everyone is familiar.
3. Sarah approved the December minutes.
4. Outstanding Action Items:
  - Movie Night with Santa- went well. Good turnout.
  - Gingerbread Houses- 2023 event- Kaila made a motion that we ask for a donation from Walmart for 8 kits (if they are not expired), if not donated we will purchase them at the sale price. Sara seconded that. All were in favor.
  - Fridge- discussion pushed to next meeting.
  - School Council Yearbook Photo Idea- everyone think of an idea for next meeting.
5. Treasurers Report (Sara)
  - Motion made by Vanessa to close the School Council RBC account and transfer all the funds to the ATB account. Seconded by Paige.
  - Account balances: \$11,223.76 (RBC), \$7,508.03 (ATB). Total \$18,731.79
  - Discussed putting money away each year into a reserve for potential playground upgrades.
6. Snack Progress (Kaila)
  - Paige brought the \$5000 cheque from Canlin for the snack program.
7. Hot Lunch Program (Stephanie & Yana)
  - January dates: 19<sup>th</sup> (Boston Pizza), 26<sup>th</sup> (Chopped Leaf). Gluten & Dairy Free options available.
  - Posted on Facebook Page
  - March 2<sup>nd</sup> (Carnival Outdoor Day)- French Toast with sausage
  - Is there a way that everyone can have those free hot lunches rather than registering online for them? (it is barrier to free hot lunch access). Vegetarian/Halal option available? To be discussed.
  - In the future no styrofoam is preferred (so it can be recycled).
8. Communications (Krysta)
  - Posted Hot Lunch
  - Christmas Concerts January 12<sup>th</sup>
  - January 19<sup>th</sup>- Wear something that makes you proud day (traditional clothing, soccer jersey, etc.) Cultural related or not.
  - January 27<sup>th</sup> Rock Star Day (dress like one)
  - Winter Walk Day Feb 1<sup>st</sup> - more info to come
  - Post picture of Canlin cheque when it happens
  - Will share the mental health newsletter
  - Make a call for Volunteers for March 1<sup>st</sup> pancake breakfast 6-9:30 am.
9. Principal & Teachers Report (Debra)
  - Concerts this week
  - Recycle Depot coming in for presentations soon- sorting, cleaning, etc.

- Rock Star Day
  - Where something that makes you proud day
  - Focus work on mental health/wellbeing for staff and students- mental health newsletter
  - BEST Coach comes into the classroom weekly to talk about mental wellbeing- Erin Bezula
  - Carnival- March 1<sup>st</sup> (need lots of parent volunteers 6:00 am-9:30 pm), Need supplies- pancake batter (7 bags), utensils, plates (no Styrofoam), frozen berries, butter, syrup (12 small, 1 large), etc. Sara/Kaila will buy the supplies. Vanessa made a motion that School Council will purchase the supplies for the Pancake Breakfast on March 1<sup>st</sup> up to a maximum amount of \$1000. Seconded by Sara. Encourage families to bring their own plates/forks/mugs/etc.
  - DancePlay- February 13-17<sup>th</sup> with Amy Wesolowsky in all the gym classes. Sponsored by School Council.
  - Tara Moses- Music request to purchase ukulele's for the older students. Horizon Music quote- \$55-\$65 (comes with bags), 30 in total, 2 left-handed. School will cover any ongoing maintenance costs. Kaila made a motion for Tara to spend a maximum of \$2100 on 30 ukelele's to support the music program. Krysta will second that. All were in favor.
10. Trustees Report (Fiona & Jocelyn)
- Jocelyn- float was really nice to see. Great representation in the community.
  - Fiona- board meeting coming up in January if anyone wants to attend.
11. New Business
- None
12. Next Meeting February 6<sup>th</sup>, 2023
- Any Valentine's Day ideas?
  - Family Spaghetti Night in March?
13. Meeting adjourned by Paige at 8:06 pm.

#### Fundraising Meeting

1. Meeting was called to order at 8:07 pm by Paige.
2. In attendance: Debra, Paige, Sara, Vanessa, Krysta, Kaila, Sarah.
3. Fundraising:
  - Calibri- great feedback. \$720 income from it.
  - DFS- \$5600 profit. Two missing orders and we will re-order for them.
  - Greens- \$610.83 profit. Christmas Cactus's were the biggest hit/money maker. We did not sell out. Next year we could sell them at the Christmas Movie prior or have some sort of pre-order system.
  - Purdy's- maybe do at Easter? Vanessa will get back to everyone.
  - Flower order for mother's day?
  - Bake sales (can we do? Debra will check)

Potential upcoming costs/wishlist: wolf mascot, outdoor classroom (big rocks, stumps), shade structure over picnic tables, skates & helmets, kids spin bikes.

4. Meeting adjourned at 8:45 pm by Paige.

**Westhaven School Council Meeting Agenda**  
**February 6, 2023 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve December minutes
4. Outstanding Action Items
  - Gingerbread Houses
  - Valentine's Day Ideas
  - Fridge
  - School Council Yearbook Photo Ideas
  - Family Spaghetti Night
  - Bonhomme Carnaval
5. Treasurers Report (Sara)
6. Snack Program (Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
12. Next Meeting March 6, 2023
13. Meeting Adjourned

**Fundraising Meeting**

1. Call meeting to order
2. Fundraising (Vanessa)
3. Meeting adjourned

Westhaven School Council  
Meeting Minutes for Monday February 6th 2023

**Attendees: Candace Lawson, Debra Boos, Justine Kerr, Kaila Bisson, Stephanie Fossheim, Yana Phillips, Lisa Rowand, Sarah Stewart, and Sara Beck.**

Meeting brought to order 7:03pm. Minutes from last meeting accepted by Candace, Sara seconded.

**Outstanding Action Items**

**Gingerbread Houses**

- Paige bought houses and Candace supplied leftovers. Raffle did not happen due to the cold climate that canceled the concerts.
- Paige purchased 8 houses to be used next year for \$20

**Valentines**

- Some discussion, council decided not to do anything this year.

**Fridge for Council**

- To be tabled for next meeting

**Council Yearbook Photos**

- Last year we did our photos with our own children that attend Westhaven. Candace thought we should do the same. We all agreed to go ahead with this.

**Family Spaghetti dinner**

- Vanessa wanted to do a meal as a fundraiser, will differ to fundraiser meeting.

**BonHomme Carnivale**

**Breakfast**

- Planning meeting is next week
- Sara bought breakfast stuff and is here.
- Paige volunteered to make gluten free pancakes.
- Stephanie will ask Sysco about berry cost, as well as individual butters. Otherwise we will look at Independent, Sobey's, other local sources and/or Costco. Will most likely go with margarine tubs rather than individual due to environmental impact.
- Asking for people to bring plates and forks.
- Kaila will ask McDs about donating coffee. Tim Hortons or A&W as back up.

**Winter Day Thursday March 2nd**

Toque tuesday and hot lunch  
Monday french Movie night

**Treasurer Report (Sara)**

- Report provided

- Went and closed the RBC account today. Bank will mail out the money order to the school. \$`11,215.01 left in that account.
- Paid for Ukuleles \$2047.50 and danceplay \$3281.25
- Sitting at \$18845.53 between both accounts.

### **Snack Program (Kaila)**

- Going good, going through a lot of sandwiches this last month or so. So she's buying meat, cheese and bread as needed. She's probably making 20 sandwiches.

### **Hot Lunch (Stephanie & Yana)**

- Going good. Every restaurant has been great and thankful for the support.
- Thinking of doing a feedback survey online. Council thinks its a great idea, maybe a survey monkey.
- The free lunch went back to teachers taking orders rather than online.
- Will be getting more utensils for the kitchen before the french toast hot lunch.

### **Communications**

- Krysta not in attendance.
- She has the following prepared to be posted:  
Career Day 8th  
Teacher Convention 9th/10th  
Laundry Day 17th  
Pink shirt 22nd  
Carnival feb 27th-2nd

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

- Dance play is coming 13th -18th
- 100th day is the 21st
- Prek and kinder registration is open. March 7th is open house.
- March 2nd is community engagement night 6pm on Thursday.
- Parents of % students, survey is being mailed out in the next couple weeks.

### **New Business**

#### **Elections**

- Should do them early, Candace motions elections be in April with a couple months of learning/shadowing with September being when they take the position.

**Next Meeting Monday March 6th at 7pm in the Westhaven Library Meeting Adjourned 8:04pm**

## Westhaven School Fundraising Committee

Brought to order 8:05pm

- Vanessa not in attendance but report was sent.

### Purdys

- Has been sent home with children.
- March 5 is order deadline for online, March 2 for paper orders.
- Delivery to the school is the week of 13-17, Need to be organized on the 19th.

### April 14th Spaghetti and game night

- After some discussion council decided it was a lot of work when an extra fundraiser is not needed as well as spaghetti for full families might not be feasible with the size of our kitchen.

### Fundraising purchases

- maybe shades for the front playground, debra will look into prices.

### Next meeting March 6th following council meeting

Meeting adjourned 8:21pm

**Westhaven School Council Meeting Agenda**  
**March 6, 2023 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve February minutes
4. Outstanding Action Items
  - Carnaval
  - Fridge
  - Elections
  - Teacher Appreciation
5. Treasurers Report (Sara)
6. Snack Program (Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
12. Next Meeting April 3, 2023
13. Meeting Adjourned

**Fundraising Meeting**

1. Call meeting to order
2. Fundraising (Vanessa)
3. Meeting adjourned

Westhaven School Council  
Meeting Minutes for Monday March 6th 2023

**Attendees: Paige Knutson, Debra Boos, Sara Beck, Stephanie Fossheim, Lisa Rowand, Sarah Stewart, Kayleigh Breen and Vanessa Dick.**

Meeting brought to order at 7:04pm. Minutes from last meeting accepted by Sara, Paige seconded.

**Outstanding Action Items**

Carnaval

- There were 4 bags of pancake mix leftover, so we agreed to keep it for hot lunch use.
- A thank you card for McDonalds needs to be made up for the donation of the coffee

Elections

- Agreed to have them in May
- Candace is going to make up a poster to put up at the school and to hand out for Kinder registration night
- Would like to send a poster home with all the kids as well
- Could vote some of the positions this spring but leave some for the fall if we don't have the people needed to fill them

Fridge for Council

- To be tabled for next meeting

Teacher Appreciation

- Discussed and decided that everyone could brainstorm for the next meeting because of the low numbers of people attending the meeting.

**Treasurer Report (Sara)**

- Report provided
- Closing balance from previous month should actually be \$10,416.26 not the \$11,215.01 that was in last month's minutes.
- Vermillion Energy donated \$2500.00 to the hot lunch/ snack program (Kayleigh applied for the grant from them), we have not received the cheque but did receive the email confirmation of the donation.
- Sitting at \$17,777.33 in the account
- Stephanie approved and Vanessa seconded the changes to the minutes and the treasurer report.



### Snack Program (Kaila)

- Kaila was not in attendance
- Snack is still going good
- Mentioned that the week of March 20th not to purchase snack program except Kaila will come in to still do sandwiches- this is because of spring break.

### Hot Lunch (Stephanie & Yana)

- Going good
- Lots of leftover bread from the french toast lunch. Lots of ideas for lunches for using it up though and snack has been using it too.

### Communications

- Krysta not in attendance.
- She has the following prepared to be posted:
  - Mario Day (dress like a Mario character)- March 10th
  - Report Cards Go Home - March 21st
  - Purdys Order Pick Up - March 20th (8-9am / 230-330pm)
  - Spring Break - March 23- April 2
  - Parent Council Meeting - April 3rd
  - April 10th - Students IN class day (misprint from calendar)

### Principal Report (Debra)

- April 10th is NOT a stat, misprint in the GYPSD calendars.
- Parents of  $\frac{4}{5}$  students, complete survey by March 17th
- Dance Play was great. Students and the teachers really enjoyed having this.
- Kayleigh will need volunteers for skating (she is planning for the first week of April after spring break, she will confirm so we can post information for her)
- 93 pairs of skates were donated, only about 8 helmets but she did a survey and the majority of kids had their own helmets at home.

### New Business

#### Bowling

- Kayleigh asked for money to take the school on a bowling field trip. The cost would be \$3/ student. Everyone voted yes and Stephanie motioned for us to pay up to \$1000 for a bowling field trip and Vanessa seconded it.

**Next Meeting Monday April 3rd at 7 pm in the Westhaven Library Meeting Adjourned 7:37pm**

## Westhaven School Fundraising Committee

Brought to order 7:39pm

### Purdys

- Was closing tonight
- We had \$2600.00 in sales with \$685.66 in profit.
- March 19th at 2pm has been scheduled to meet and sort the orders in the school gym - Vanessa, Paige and Sara were available, will see if anyone else was in the group text if needed.
- Pick up for parents will be on March 20th from 8-9am and 230-330pm, if they don't pick up that day we will send the order home with the students the following day ( we will include that in the poster that can go on facebook)
- We discussed that next year if we go ahead with this fundraiser that Christmas might be a better time for it as there isn't as much selection in the Easter fundraiser and that we think there would be more large orders to support it.

### Mothers Day/ Spring Flowers

- We all voted to go ahead with doing this fundraiser that the christmas one was enjoyed.
- Vanessa is going to go ahead with getting the information from the greenhouse.

### Fundraising purchases

- shades for the front playground, debra will look into prices. - Debra is getting quotes on this for us.
- Outdoor forest school supplies (something for students to sit on, a board for the teacher to write on, etc) - Sarah is going to find some ideas to bring to the meetings
- Discuss in future meetings to have money put away for larger purchases (playground fund, sports equipment etc.)

Next meeting April 3rd following council meeting  
Meeting adjourned 7:59 pm

**Westhaven School Council Meeting Agenda**  
**April 3, 2023 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve March minutes
4. Outstanding Action Items
  - Fridge
  - Elections
  - Teacher Appreciation
5. Treasurers Report (Sara)
6. Snack Program (Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
12. Next Meeting May 1, 2023
13. Meeting Adjourned

**Fundraising Meeting**

1. Call meeting to order
2. Fundraising (Vanessa)
3. Meeting adjourned

Westhaven School Council  
Meeting Minutes for Monday April 3rd 2023

**Attendees: Candace Lawson, Kaila Bisson, Paige Knutson, Krysta Hawboldt, Debra Boos, Lisa Rowand, Fiona Fowler, Sarah Stewart, Sara Beck, Darcy Gyoerick**

Meeting brought to order at 7:01pm. Minutes from the last meeting accepted by Kaila, Paige seconded.

**Outstanding Action Items**

Fridge

-Pushed to the next meeting.

**Elections**

- Push to get information to parents for elections next month
- Flyer was eye catching
- Could vote some of the positions this spring but leave some for the fall if we don't have the people needed to fill them

**Teacher Appreciation**

- Voted on the You are Berry Awesome Camping Theme
- Candace will build the invitations to put in the mailboxes
- Justine, Candace and Sara will decorate the staff room the evening of May 2nd
- Will have Taco In A Bag for lunch, Sara offered to supply and cook the beef and bring it in, Paige offered to make a vegetarian option, Kaila is going to purchase the rest of the supplies from Sobseys along with fruit trays, Candace was going to ask Stephanie/Yana to order the chips as we can get a bigger personal size from Cisco, and Darcy is going to bake sugar cookies and individual package them.
- Candace, Paige, Kaila, and Krysta will come from 11:15 - 12:30 to cover supervision. 3 people will go outdoors and 1 person will stay in the gym.
- Candace is going to purchase the gift, we all voted yes to getting portable hammocks but she will price out and confirm by group message.
- Paige motioned we spend up to \$600 and Kaila seconded.
- Justine can let us know what she needs for decorations or help with the decorations.

**Treasurer Report (Sara)**

- Report provided
- Sitting at \$18403.74 in the account, once the outstanding cheques clear we should be at \$17160.40
- Vermillion Energy cheque came in and will be deposited when the next bank deposit goes in.
- As the school year end is coming up, please ensure all receipts are submitted to Sara or left at the office.

### **Snack Program (Kaila)**

- Snack going good
- Has had lots of helpers volunteer
- Sandwich making has dropped down again as the numbers needed is less, still more than the beginning of the year though.
- Milk and Cheese being kept together
- The donated seeded bread is going to be offered to Nicole Frankiws class for toast and if she doesn't want it then we will donate.
- Should use up the leftover french toast bread for sandwiches

### **Hot Lunch (Stephanie & Yana)**

- Not in attendance
- Still going well - 3 hot lunches coming up in April

### **Communications**

- Krysta has the following prepared to be posted:
  - Hot lunch - Pizza April 6th
  - Hot Lunch - Hot Dogs April 13th
  - Hot Lunch- Pasta Lunch April 26th
  - No School April 7th - Good Friday
  - There IS School April 10th- was a typo from the GYPSD calendar
  - Earth Day - April 20th Bring a garbage free lunch
  - No School April 21st
  - Wild West Dress Up Day - April 28th
- Krysta mentioned some events happening within the community that could be shared:
  - Name the grader contest, elementary kids can enter names for the graders for a chance to win a prize.
  - May 27th there is a bike rodeo at griffiths park- Can bring your bike to get some safety information.
  - April 21st There will be a volunteer appreciation night at the museum. Drinks and snacks to get the chance to meet other volunteers and mingle.

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

- The school has lots going on in May - bowling, swimming, musical theatre, book reading.
- The celebration of Learning will be on May 2nd from 4-6pm, asked if we wanted to have food/ snacks present. Krysta is going to look into an ice cream stand and we discussed council paying for a portion of the treats.
- May 9th will be the grade % science fair.
- Jump Rope for heart will be on June 12th
- The fun run will be on June 2nd.

- Sarah brought photos of the outdoor learning space from a school in Edmonton, and put Westhaven into a contest to win one of the outdoor sets.
- Debra is going to bring quotes for the playground shades next month
- All communications from the School Council need to be approved by Debra via email prior to distribution
- There will be a volunteer recognition within Westhaven coming up on April 20th, more information will be sent.

**Trustee Report (Fiona)**

- The Council of the Councils has been rescheduled for May 16th from 6-8pm, more information will be sent out. It will be a hybrid meeting with the towns virtually connecting rather than travelling to all be together. There will be feedback after about how these events should be.
- There is a school division election in May and GYPSD will be sending out pamphlets with information about what they are advocating for in our area.
- Fiona and Dale completed a 1st year university program about First Nations
- Krytsta asked what our division does for Truth and Reconciliation
  - The schools have dedicated Liaison members
  - There is a U of A professor, Dr Donald that does teachings for the lead teachers of our division to get more education to have available
  - The school does the 17th grandfather teachings, one each month
  - There is conferences that lead teachers can attend about indigenous education
  - In Hinton the Friendship Center partners with Crescent Valley for providing education and programs in the classrooms.

**New Business**

- None

**Next Meeting Monday May 1st at 7pm in the Westhaven Library Meeting Adjourned 8:30pm**

**Westhaven School Fundraising Committee**

Brought to order 8:30 pm

### **Mothers Day/ Spring Flowers**

- Orders need to be submitted by April 6th
- Paige is going to see about using a truck/trailer to pick up the flowers on May 11th and will let Vanessa know
- May 12th will be the pick up day at the school

### **Fundraising purchases**

- shades for the front playground, debra will look into prices. - **Debra is getting quotes on this for us still, should have for the next meeting**
- Outdoor forest school supplies (something for students to sit on, a board for the teacher to write on, etc) - **Sarah brought some photos in and submitted the school into a contest to win this setup.**
- Discuss in future meetings to have money put away for larger purchases (playground fund, sports equipment etc.)- **Will discuss in May and June what to do**

**Next meeting May 1st following council meeting**  
**Meeting adjourned 8:40 pm**





Ecole Westhaven School School Council  
Meeting Minutes from May 1st 2023

**Attendees: Candace Lawson, Justine Kerr, Paige Knutson, Kaila Bisson, Debra Boos, Sara Beck, Sarah Stewart, Liz Palma, Darcy Gyoerick, Lisa Rowand, Bryanna Averay, Stephanie Fossheim, Yana Phillips,**

Meeting brought to order at 7:03pm. Introductions were made. Minutes were accepted by Stephanie seconded by Candace.

**Outstanding Action Items**

Fridge

- They measured and found one. Full fridge, found at Canadian Appliance. \$1900 before delivery (delivery could be free, they are still looking into it.)
- The fridge we bought for the milk is \$1400 and can be a full fridge. Maybe it would be appropriate to measure it and see if that would fit.
- Will re-address next meeting.
- Candace motions that we budget them at \$2000 and then they can go ahead if one is found. Paige seconds. All in favor.

**Elections**

Positions will be implemented in September 2023.

President-

Paige volunteers.

Justine nominates Kaila, accepted.  
Taken to a vote. Kaila voted in.

Kaila Bisson will be added to the School Council bank account.

Vice President-

No nominations. Tabled until June.

Treasurer:

Candace nominates Paige. Paige accepts. All in favor.  
Paige Knutson will be added to the bank account.

Secretary:

Paige nominates Justine, Candace seconds, she accepts. All in favor.

Snack Program:

Sara nominates Liz, Candace seconds. All in favor.

Hot Lunch:

Candace nominates Yana and Stephanie, they accept.

Communications coordinator:

No nominations. Tabled until June.

Fundraising Coordinator:

Kaila nominates Vanessa, Candace seconds. She agreed to let her name stand.

Candace Lawson and Sara Beck will be taken off the bank account.

**Teacher Appreciation**

- Justine decorated prior to the meeting
- Hammocks were bought as take home gift.
- Taco in a bag - Sara is bringing meat
  - Paige is doing vegetarian option
  - Stephanie got doritos.
  - Candace is getting salsa, lettuce, tomatoes, sour cream, fruit tray, lemonade.
  - For taco meat 1lb per 5-6 servings.
- Justine will pick up trail mix items for trail mix bar.
- Krysta, Paige, Kaila, Candace are coming to do supervision. Liz will be back up.
- Darcy making cookies, root beer flavor icing.
- Candace brought plates, napkins.
- Candace will be here at 10-10:30. Paige and Kaila will come right before supervision.

**Treasurers Report (Sara)**

- Report provided.
- Sobey's will need to be paid soon and Stephanie has a cheque still to deposit.
- Teacher Appreciation will be pending.

**Snack Program (Kaila)**

- Snack is going good.
- Kaila and Paige made muffins for each class. They made 500 muffins.
- Kaila/Paige/Yanna requesting a sheet listing the dietary restrictions in each classroom.

**Hot Lunch (Yanna/Stephanie)**

- Stephanie worked out the profits from the last couple hot lunches. She plans to do this in the future.
- 3 hot lunches for May
- 1 for June and then the free pizza at sports day.

**Communications**

- Krysta not in attendance
- Candace will put out a post about the fundraiser on Friday.

### Principal Report (Debra)

- Council of school councils will be May 16th. Could be virtual or at Parkland. Paige might be able to attend.
- There is no limit to what we can save from year to year, just that we are following the rules to manage it.
- Quote for a sunshade, cloth and sail type for over the picnic tables. \$5500 installed. Maybe a gazebo would be a better option possibly from Costco or from a contractor. Stephanie will look into Blue Imps options.
- Agendas - Debra asked if the Council was paying for next year's agendas. Candace motions that we pay for them, Justine seconds, all in favor.
- June 2nd - Fun Run - Candace will check for freezies and replenish.
- June 12th - Jump rope for Heart

### Trustees

- Sent brochures for council to review

### New Business

#### Sports day

- Date to be determined. In the past, Council sponsored free pizza and we usually get water donated. Everyone in favor of doing this again.
- Debra suggested we get large water bottles donated and then we can get compostable cups for the water station instead of bottles. Kaila will ask the PKE water store if they will donate. We have cups leftover from the volunteer tea.

**Next meeting June 5th 2023 at 7pm**

**Meeting adjourned 8:10pm**

### Westhaven School Fundraiser committee

**Meeting brought to order 8:11pm**

#### Flowers

- Flowers will be delivered at 7:30 am, parents can pick up between 8-9. Paige and Candace can be here for 7:30 and Kaila will come from 2:30-3:30pm. Reiterate that parents should not go in the bus lane.

No more fundraisers this year.

**Next meeting Sept. 2023 following the Parent Council Meeting**

**Meeting adjourned 8:18pm**

**Westhaven School Council Meeting Agenda**  
**June 5, 2023 at 7pm School Library**

1. Call meeting to order
2. Introductions
3. Approve May minutes
4. Outstanding Action Items
  - Fridge
  - Sports Day
  - Vacant Council Positions
5. Treasurers Report (Sara)
6. Snack Program (Kaila)
7. Hot Lunch Program (Stephanie & Yana)
8. Communications (Krysta)
9. Principal and Teachers Report (Debra)
10. Trustees Report (Fiona & Jocelyn)
11. New Business
  - Grade 5 Farewell
12. Next Meeting September 11, 2023
13. Meeting Adjourned

**Fundraising Meeting**

1. Call meeting to order
2. Fundraising (Vanessa)
3. Meeting adjourned

**Have a Fantastic Summer!!**

Ecole Westhaven School Parent Council  
Meeting Minutes for June 5th 2023

**Attendees: Candace Lawson, Kaila Bisson, Justine Kerr, Sara Beck, Sarah Stewart, Debra Boos, Jocelyn Pettitt, Darcy Gyoerick, Paige Knutson, Vanessa Dick, Kayleigh Breen.**

Meeting brought to order 7:03pm. Introductions were not needed. Minutes from last meeting accepted by Candace, seconded by Sara.

**Outstanding Action Items**

**Fridge**

- Stephanie and Yana not in attendance. Tabled for September.

**Vacant positions**

- Vice President and Communications coordinator are still open. No candidates. Tabled to September.

**Sports Day (Kayleigh)**

- Fun run was good. Water station went well.
- Girls in Sport comin up.
- Bowling is still a go.
- Water fight - station idea, in the morning dry activities. Afternoon water activities. Might get reusable water balloons (magnetic). Requested if Council would sponsor around \$80. Also needs buckets for another activities around \$40. Candace motioned to give \$200 towards sports day, Paige seconds. All in favor.
- PKE Donated the water for fun run and is willing to donate to future events. Kaila will get water for girls in sports and sports day.
- Council is supplying Pizza lunch. Yana and Stephanie not in attendance but if they are unable Candace, Paige, and Kaila are available.
- Freezies also available.

**Sunshades**

- Debra looked at Amazon at regular umbrellas. Roughly \$1000-1500 to get them and bases. Kaila motioned to go for the \$1500 to pay for the umbrellas for each table including the Cooper Memorial table. Candace seconds. All in favor.

**Treasurers Report (Sara)**

- Report provided.
- Sitting at \$20,892.94
- Sara will meet with Paige to transfer over her duties.
- Thank you to Sara for her time on the board and being involved on council. Her time and commitment was greatly appreciated.

### **Snack Program (Kaila)**

- She got us on the distress list on sobeys. Left over pastries and such. The kids in need will grab from the kitchen or get distributed by the teachers.
- Kaila motions to do a Fruit table during girls in sports with donation coming from Sobeys, Candace seconds it. All in favor. Approximately 10 watermelons, 9 bags of oranges. Kaila, Chablis, and Paige will come in and cut.

### **Hot Lunch (Stephanie and Yana)**

- Not in attendance.
- Free Pizza Lunch on Sports Day.
- Sara is still in need of some receipts to close out the year,
- Council is all in agreement that hot lunch was a huge success this year and Yana and Stephanies work this year was greatly appreciated.

### **Communications (Krysta)**

- Not in Attendance
- Thank you to Krysta for her time on council, her work was greatly appreciated.

### **Principal and Teacher Report (Debra)**

- Upcoming Events:
  - Girls in sports
  - Jump Rope for Heart
  - Sports Day
  - French Canadian Dance
  - Indigenous Day
  - JK Grad
  - Kinder Grad
  - Grade 5 Farewell
  - Fieldtrips
  - Grade 5 BBQ
- Lisa Rowand is moving to Australia. Amanda Clark will be here next year as LST and Assistant Principle.
- France is retiring but she will be subbing, Nicole Trainor is doing FRIM Grade 1.
- Maude will be taking a year of absence, temporary position has been posted.

### **Trustee Report (Jocelyn)**

- Fiona sends regrets. They were in a meeting all day for Alberta school board. They approved the education plan. Which is on the school website for parents to look at.
- Council of school councils has been postponed to the fall.

### **New Business**

Grade 5 farewell

- They are doing a Grade 5 BBQ. 40 kids plus parents. June 26th. Candace motioned that Council budgets \$200 in perpetuity for a grade 5 event. Justine Seconds, all in favor.
- Sara will motion that this year with the BBQ we will give an extra \$100 to cover costs, Kaila seconds. All in favor.

Big Thank you to Candace Lawson for her time on council and the past few years as President! She did a fantastic job and she will be missed.

**Next meeting Sept. 11th 2023 at 7pm in the school library.**  
**Meeting adjourned 8:07 pm**

### **Ecole Westhaven School Fundraising Committee**

Meeting Brought to order 8:08pm.

#### **Upcoming Fundraisers:**

- There are no more fundraisers for this school year.
- Booked DFS for the fall. Picked dates similar to last year.
- Will plan to do Calibri beginning of September and see how it goes.
- First aid kits - Pinegrove and girl guides have just done them. Not a consumable item, probably won't sell well. Decided not to go ahead.
- Purdy's - not doing Easter, if doing it maybe for Christmas. Not easy to sort.
- Christmas and Mothers Day flowers from Jacqueline Gardens. Would do it again and maybe see about having no cap. Add on the form if they don't pick up before the end of the day unless they will be donated to the lodge, etc.
- Decided to do fundraisers around every two months, approximately 5 fundraisers per year.
- Will discuss more in the fall.

#### **Other Options/ideas:**

Wilhawk, Perogies, Moms Pantries, Spaghetti supper, Date night, Wine night (similar to chase the grape), Craft Beer, Online Auctions, Bake sale.

**Next meeting following the Council meeting on Sept. 11th 2023**  
**Meeting Adjourned 8:30pm**

**Opening Balance****September 1 2022****\$13,426.27****EXPENSE TRACKER 2022-2023****Debits**

TOTAL TO DATE:

DATE OF PAYMENT	METHOD OF PAYMENT	PAID TO	DESCRIPTION	AMOUNT PAID	RUNNING TOTAL
1/Sep/22	Direct	RBC	Monthly Fee and Paper Fee	\$8.75	\$ 8.75
13/Sep/22	Chq- 403	Candace Lawson	Rainbow Sprinkler - Track and Field Day (June 2022)	\$62.99	\$ 71.74
22/Sep/22	Chq- 404	Chopped Leaf	September Hot Lunch	\$1,023.75	\$ 1,095.49
27/Sep/22	Direct	ATB	Ordered Cheques	\$71.69	\$ 1,167.18
17/Oct/22	E-Transfer	PIQ Potentail	Agendas	\$1,830.20	\$ 2,997.38
3/Oct/22	Direct	RBC	Monthly Fee and Paper Fee	\$8.75	\$ 3,006.13
4/Oct/22	Chq- 407	Candace Lawson	Candy For Halloween Dance	\$111.24	\$ 3,117.37
5/Oct/22	Chq-406	Sobeys	Grocery for Snack/ Hot Lunch	\$808.57	\$ 3,925.94
11/Oct/22	Chq- 405	Fresh Vine	Hot Lunch - Milk	\$169.71	\$ 4,095.65
1/Nov/22	Direct	RBC	Monthly Fee and Paper Fee	\$8.75	\$ 4,104.40
7/Nov/22	Chq-596	Wox Box	May Hot Lunch	\$790.00	\$ 4,894.40
28/Oct/22	Chq - 7	Candace Lawson	Candy, Glowsticks, Chips For Halloween Dance	\$481.45	\$ 5,375.85
28/Oct/22	Chq- 4	Edo Japan	Hot Lunch	\$1,147.40	\$ 6,523.25
28/Oct/22	Chq-6	Caleb Tanner	DJ for Halloween Dance	\$160.00	\$ 6,683.25
31/Oct/22	Chq-3	Sobeys	Grocery for Snack/ Hot Lunch	\$522.86	\$ 7,206.11
3/Nov/22	E-Transfer	Munch A Lunch	Fee for Online Ordering	\$336.00	\$ 7,542.11
3/Nov/22	Chq- 1	Mountain Steak and Pizza	Hot Lunch	\$488.94	\$ 8,031.05
4/Nov/22	Chq-8	Papa Johns Pizza	Hot Lunch	\$491.40	\$ 8,522.45
8/Nov/22	Chq-9	Stephanie Fossheim	Hot Lunch Expenses	\$162.38	\$ 8,684.83
15/Nov/22	E-Transfer	Aktion Enterprises	Fridge Delivery	\$140.00	\$ 8,824.83
16/Nov/22	Chq-13	Edson Appliance and Furniture	Purchase of Fridge for Milk Room	\$1,312.49	\$ 10,137.32
17/Nov/22	Chq-12	Wendys	Hot Lunch	\$1,048.60	\$ 11,185.92
17/Nov/22	Chq-11	Sysco Edmonton	Hot Lunch	\$438.90	\$ 11,624.82
23/Nov/22	Chq-10	Sobeys	Grocery for Snack/ Hot Lunch	\$683.69	\$ 12,308.51
1/Dec/22	Direct	RBC	Monthly Fee and Paper Fee	\$8.75	\$ 12,317.26
30/Nov/22	Direct	ATB	Service Fee	\$1.20	\$ 12,318.46
20/Dec/22	Chq-14	Wok Box	Hot Lunch	\$910.48	\$ 13,228.94



22/Dec/22	Chq-16	Jacqueline Gardens	Fundraiser - 1/2 Winter	\$1,771.35	\$ 15,000.29
28/Dec/22	Chq-17	Candace Lawson	Candy Canes and Gingerbread Houses (Xmas Concert)	\$272.74	\$ 15,273.03
31/Dec/22	Direct	ATB	Service Fee	\$0.60	\$ 15,273.63
3/Jan/23	Direct	RBC	Monthly Fee and Paper Fee	\$8.75	\$ 15,282.38
12/Jan/23	Chq-18	Stephanie Fossheim	Hot Lunch - Griddles and Rice Krispies	\$192.94	\$ 15,475.32
18/Jan/23	Chq-22	Sara Beck	Carnival - Pancake Mix and Syrup	\$115.90	\$ 15,591.22
19/Jan/23	Chq-21	Sysco Edmonton	Hot Lunch	\$311.65	\$ 15,902.87
23/Jan/23	Chq-19	Sobeys	Grocery for Snack/ Hot Lunch	\$683.05	\$ 16,585.92
23/Jan/23	Chq-23	Boston Pizza	Hot Lunch	\$951.56	\$ 17,537.48
23/Jan/23	Chq-20	Jacqueline Gardens	Fundraiser - 2/2 Winter	\$363.82	\$ 17,901.30
1/Feb/23	Direct	RBC	Monthly Fee and Paper Fee	\$8.75	\$ 17,910.05
26/Jan/23	Chq-24	Chopped Leaf	Hot Lunch	\$730.14	\$ 18,640.19
1/Feb/23	Chq-25	Free Bird Investments (Horizon Music)	30 Ukuleles for Music	\$2,047.50	\$ 20,687.69
2/Feb/23	E-Transfer	Play Education Consulting	Dance Play for Gym (1 week rental)	\$3,281.25	\$ 23,968.94
3/Feb/23	Chq-15	Audra Bowman	Christmas Concert Supplies	\$250.00	\$ 24,218.94
9/Feb/23	Chq-26	Tim Hortons	Hot Lunch	\$888.64	\$ 25,107.58
10/Feb/23	Chq-28	Yana Phillips	Hot Lunch - Timbits and Bowls	\$90.37	\$ 25,197.95
6/Mar/23	Chq-29	Sobeys	Grocery for Snack/ Hot Lunch	\$601.43	\$ 25,799.38
3/Apr/23	Chq-31	Sobeys	Grocery for Snack/ Hot Lunch	\$688.23	\$ 26,487.61
11/Apr/23	Chq-32	Sysco Edmonton	Hot Lunch	\$821.20	\$ 27,308.81
12/Apr/23	Chq-33	Papa Johns Pizza	Hot Lunch	\$498.37	\$ 27,807.18
25/Apr/23	Chq-30	Paige Knutson	Gingerbread Houses - Xmas Concert	\$20.00	\$ 27,827.18
1/May/23	Chq-34	Sobeys	Grocery for Snack/ Hot Lunch	\$295.51	\$ 28,122.69
2/May/23	Chq-27	Stephanie Fossheim	Hot Lunch - Rice Krispies	\$24.98	\$ 28,147.67
4/May/23	Chq-35	Candace Lawson	Teacher Appreciation	\$443.93	\$ 28,591.60
15/May/23	Chq-36	Wok Box	Hot Lunch	\$906.00	\$ 29,497.60
17/May/23	Chq-37	Sysco Edmonton	Hot Lunch	\$350.81	\$ 29,848.41
23/May/23	Chq-38	Sobeys	Grocery for Snack/ Hot Lunch	\$927.61	\$ 30,776.02
24/May/23	Chq-41	Stephanie Fossheim	Hot Lunch - Timbits	\$142.89	\$ 30,918.91
25/May/23	Chq-39	Jacqueline Gardens	Invoice #36- Mothers Day Flowers	\$1,659.00	\$ 32,577.91
29/May/23	Chq-40	Candace Lawson	Teacher Appreciation	\$49.10	\$ 32,627.01
31/May/23	Chq-42	Stephanie Fossheim	Hot Lunch - Wendys	\$930.90	\$ 33,557.91
27/Jun/23	Chq-46	Panago	Hot Lunch - Free for Sports Day	\$920.59	\$ 34,478.50
28/Jun/23	Chq-47	Melissas Bouncy Castle Fun	Foam Pit - Sports Day	\$362.25	\$ 34,840.75
29/Jun/23	Chq-48	Kayleigh Breen	Sports Day Supplies	\$248.56	\$ 35,089.31
30/Jun/23	Chq-44	Edson Bowl	Field Trip - Bowling	\$711.00	\$ 35,800.31
4/Jul/23	Chq-43	Kaila Bisson	Water Pump	\$31.45	\$ 35,831.76
5/Jul/23	Chq-49	Sysco Edmonton	Hot Lunch	\$753.89	\$ 36,585.65
6/Jul/23	Direct	ATB	Ordered Cheques (50)	\$71.69	\$ 36,657.34
6/Jul/23	Direct	ATB	Ordered Cheques (50)	\$71.69	\$ 36,729.03
10/Jul/23	Chq-45	Ecole Westhaven School	Umbrellas for Picnic Tables	\$1,031.24	\$ 37,760.27
11/Jul/23	Chq-50	Sobeys	Grocery for Snack/ Hot Lunch	\$647.04	\$ 38,407.31

**Total** **\$38,407.31**

**Credits**

DATE OF PAYMENT	METHOD OF PAYMENT	PAID FROM	DESCRIPTION	AMOUNT PAID	RUNNING TOTAL
21/Sep/22	Cash	Fundraiser	Fundraiser	\$2,831.35	\$ 2,831.35
29/Sep/22	Cash	Fundraiser	Cash Deposit	\$25.00	\$ 2,856.35
3/Oct/22	Direct	Munch A Lunch	Hot Lunch Deposit	\$1,005.38	\$ 3,861.73
11/Oct/22	Direct	Munch A Lunch	Hot Lunch Deposit	\$2,105.64	\$ 5,967.37
17/Oct/22	Direct	Munch A Lunch	Hot Lunch Deposit	\$190.43	\$ 6,157.80
17/Oct/22	Cash/Chq	PAC Fundrasier	DFS Fundraiser	\$4,589.75	\$ 10,747.55
31/Oct/22	Direct	Munch A Lunch	Hot Lunch Deposit	\$2,539.37	\$ 13,286.92
3/Nov/22	Cash	Fundraiser	Fundraiser	\$1,082.70	\$ 14,369.62
7/Nov/22	Direct	Munch A Lunch	Hot Lunch Deposit	\$948.76	\$ 15,318.38
14/Nov/22	Direct	Munch A Lunch	Hot Lunch Deposit	\$427.43	\$ 15,745.81
14/Nov/22	Chq	PAC Fundrasier	DFS Fundraiser	\$1,007.55	\$ 16,753.36
14/Nov/22	Cash/Chq	PAC Fundrasier	Fundraiser	\$2,760.00	\$ 19,513.36
22/Nov/22	Cash/Chq	PAC Fundrasier	Fundraiser	\$576.34	\$ 20,089.70
30/Nov/22	Direct	ATB	Interest Payment	\$0.02	\$ 20,089.72
5/Dec/22	Direct	Munch A Lunch	Hot Lunch Deposit	\$30.45	\$ 20,120.17
12/Jan/23	Chq/Cash	Colibri/ Canlin Energy / Fundraiser	Colibri Fundrasier, Canlin Energy Donation, Fundraiser	\$5,525.24	\$ 25,645.41
16/Jan/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$2,255.51	\$ 27,900.92
23/Jan/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$119.01	\$ 28,019.93
30/Jan/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$901.07	\$ 28,921.00
31/Jan/23	Direct	ATB	Interest Payment	\$0.07	\$ 28,921.07
6/Feb/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$1,257.05	\$ 30,178.12
23/Mar/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$912.16	\$ 31,090.28
31/Mar/23	Direct	ATB	Interest Payment	\$0.34	\$ 31,090.62
3/Apr/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$1,011.19	\$ 32,101.81
10/Apr/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$73.49	\$ 32,175.30
25/Apr/23	Chq/Cash	Fundraiser / Vermillion Energy	Fundraiser / Vermillion Energy Grant	\$5,036.65	\$ 37,211.95
30/Apr/23	Direct	ATB	Interest Payment	\$0.38	\$ 37,212.33
1/May/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$471.63	\$ 37,683.96
8/May/23	Direct	Munch A Lunch	Hot Lunch Deposit	\$2,906.99	\$ 40,590.95
15/May/23	Chq/ Cash	Purdys	Purdys Fundraiser	\$435.75	\$ 41,026.70
31/May/23	Direct	ATB	Interest Payment	\$0.58	\$ 41,027.28
30/Jun/23	Direct	ATB	Interest Payment	\$0.44	\$ 41,027.72
31/Jul/23	Direct	ATB	Interest Payment	\$0.28	\$ 41,028.00
<b>Total</b>					<b>\$ 41,028.00</b>

**Closing Balance**

**August 23 2023**

**\$16,046.96**