

W.E.S.T. MEETING MINUTES

MARCH 8, 2016

The meeting was called to order by Lisa Bannon and JoEllen Holowinski (Co-Presidents) at 6:30 P.M.

In attendance

Lisa Bannon, JoEllen Holowinski, Kristie Donegan, Amanda Ramsing, Amy Pendergast, Erica Donadio, Joyce McGlynn, Elena Tjaden

Welcome & Introductions by Lisa Bannon & JoEllen Holowinski

Quick Updates

1. Yearbook: Lifetouch is a new yearbook company for WPS and CRS this year. Ideas discussed for next school year on how to streamline the process of obtaining pictures for the yearbook:
 - a. Possibility for teachers to pick a parent from each class designated to take pictures for the yearbook for that class. Would be separate from room parents.
 - b. One night for a tech person to be available at the school(s) to help parents upload pictures.
 - c. Recruit volunteer students from OHMS and/or the high school.
 - d. Incentives for volunteers.
2. Westhill Bouncetastic Fun Nights coming up at Live To Bounce in Driver's Village, Cicero. Friday March 18th and Saturday March 19th. General information and sign-ups sent out on flyer via backpacks. Westhill parent, Heather Zuckerman, is owner of Live To Bounce and coordinated these fun and special nights with WEST for WPS and CRS students/families at discounted rate.
3. Gertrude Hawk Fundraiser: Amy Pendergast coordinating volunteers for order pick-ups this Thursday, March 10th at WPS. Gertrude Hawk sales down this school year by \$5,000. Yankee Candle sales were down as well.
4. Fundraising: Overall, fundraising down approximately \$10-12,000 this school year. Lisa Bannon and JoEllen Holowinski have meeting planned with WPS and CRS principals to discuss budget issues to help with planning.
 - a. WEST needs to think of a few other fundraiser ideas. Please submit suggests to Lisa Bannon and JoEllen Holowinski (co-presidents).
 - b. Some suggestions include: CRS and WPS spirit wear (child sizes); mum sale; gear sale such as towels, balls, pinnies; Father/Daughter and Mother/Son Dance; rent out a restaurant where WEST may be able to get 10% of proceeds; tulips for Mother's Day; silent auction.

5. MOST night sponsored by WEST for WPS and CRS families. \$1500. May date TBD. More information to come.
6. Movie Night: WEST to sponsor a spring movie night on May 13th. "Minions". More information to come.
7. Next Year Positions discussed. Openings for various positions such as Box Tops Coordinator and Water Carnival Coordinator. More information to come.
8. Shades of Orange offering to come before or after school for a few week art program. Mission statement of Shades of Orange: "Shades of Orange is dedicated to supporting the fine arts in a creative, safe, learning environment that will encourage imaginative thinking as well as individual interests and skills; always with a sense of fun and wonder for children and adults." More information to come. WEST also working on a program to bring in Bricks for Kids.

Treasurer's Update – Lisa Bannon and JoEllen Holowinski for Erin Ryan

*General Fund: \$22,152.53

Community Fund: \$612.43

*CRS Site Based Fund: \$7026.86

*WPS Site Based Fund: \$7093.52

Outstanding Expenses: \$1696.00

Funding Requests discussed such as Pirate Dave WPS Friday Program, Bucket Filling Fairy Book Tour for May WPS Friday Program, Children's book author/presenter for WPS Friday Program, Francis Academy of Irish Dance (WPS) and Tearney's Field Trip for Tammy Phillips for student OT/PT goals.

Amazon Smile: Will give 5% back to charity of choice. Choose "Westhill" if signing up for Amazon Smile.

*Financial Process Information:

1. General Fund

- Approvers: WEST Board
- Funding requests and Board directed expenditures up to \$600 can be approved OR rejected by a majority of the WEST Board. Any expense over \$600 (except for field trips) must be presented at a WEST meeting and a majority vote is required to approve the funding. Any expense of \$200 or less can be decided by the WEST President(s) and one other board member with the approval of the treasurer.

2. Site Based Account Funds

- Approvers: WPS and CRS Principals
- Money that resides in the Site Based accounts has been primarily earned outside of WEST and is to be utilized at the sole discretion of the Principal overseeing the fund. Documentation is required strictly for auditing purposes. No WEST board member approval is required on these expenditures.

3. Community Fund

- Requestor/Approver: School Social Worker

- Income from community service fundraisers (if held) and donation from WEST General Fund, minimum \$500 per year.
- Expenses include gift cards and other items at the discretion of the school social worker to help students and families in need.

SAVE THE DATES:

1. WPS Book Fair and Open House: March 23rd 6-7:30 PM
2. Westhill Educational Foundation Chip in for Education: Saturday, April 16th
3. CRS Book Fair and Open House: May 19th 6:30-8:00 PM
4. Movie Night: May 13th "Minions". More info to come.

NEXT MEETING:

TUESDAY, April 5, 2016 AT CRS 6:30 PM

(Please note this meeting date change. Original meeting was scheduled for April 12th).

Any interested Westhill staff member, teacher or family member is welcome to attend.

Motion to adjourn the meeting was made at 7:15 pm and was passed unanimously.

WEST MISSION

Make a difference in the education of Walberta Park and Cherry Road School students through volunteering and fundraising which will enhance and support their life-long learning.

Provide opportunities for families to create lasting memories during the early school years.

Create a sense of community among our members by encouraging participation, leadership and teamwork.