

# Whitehills School Association Meeting Minutes

November 14, 2017 • 6:00pm



1. Call to order with welcome and introductions
2. Agenda approved; October minutes approved.
  - a. Announcement: December WSA meeting will be cancelled due to Hanukkah and Book Fair. Next meeting will be held Tuesday, January 9. WSA will circulate notification.
3. Principal's report
  - a. Request for regular or occasional parking lot volunteers was posted after last WSA meeting. Have there been any responses?
    - i. Mr. Johnson is not aware of any new volunteers. Mr. Hagen continues to help in the morning.
    - ii. Mr. Johnson hopes to make a video of the parking lot drop-off/pick-up procedures in collaboration with the Safe Routes to School team.
  - b. The Northgate/Pebblebrook corner does not always have a crossing guard or PACE staff. Anyone interested in this paid position should contact city of East Lansing, or volunteers are welcome to help monitor this busy intersection.
  - c. WSA approved spending for additional parking lot signs and will work with Mr. Johnson.
    - i. Facilities crew painted lines in the traffic/parking lot circle this week. Signs reading "pull forward" "drop off here" "slow down," etc. have been ordered.
  - d. Have any changes been made in lunch line-up in response to discussion at last month's meeting?
    - i. Mr. Johnson determined this is not a major issue. Have not had complaints since last WSA meeting.
  - e. Praised Mrs. Pike's classroom "informances," successfully held in the last few weeks. Informances for lower elementary classes will be held in the spring.
4. Teachers' report(s) and activities
  - a. Mrs. Pike - Lower Elementary Winter Musical will be held December 6.
    - i. Materials and mask costumes have been purchased.
    - ii. WSA will provide snacks
    - iii. A pre-lit tree has been donated for the musical. Decorations for the tree will be spearheaded by Elizabeth Ivkovich.
    - iv. Fourth grade trip to see Lansing Symphony Orchestra in May –Four elementary schools are sending groups this year; students will perform with the symphony for a "link up concert." Program includes a book for each child. Expense of \$3 per student was approved, totaling \$225. Will build into WSA budget next year.
5. Safe Routes to School report – Todd Buckingham
  - a. Todd is the new SRTS Community Coordinator; he supports Stefani Wagner, the District Coordinator.
  - b. Discussed recent morning visit at Whitehills to observe traffic flow, number of walkers, bussing, etc. Recorded 26 walkers that morning and over 100 cars. Discussed possibility of remote drop-off points with "corner captains" and encouraging drivers to drop their children off a block or two down the street from school. Noticed numerous cars arriving early and parking until the first bell, impeding traffic flow.
  - c. Todd will be assisting Mr. Johnson with the parking lot instructional video.

- d. Would like to establish a second walking school bus at Whitehills if a parent or teacher is willing to volunteer. Contact Todd at [srts@elps.us](mailto:srts@elps.us).
    - i. WSA will promote need for "corner captains."
  - e. Mr. Montgomery asked if 5<sup>th</sup> grade safeties could serve in this role; possibility depending on the distance and visibility. End of Pebblebrook, at entrance to White Park trail, may be a possibility.
6. School Board representative report
- a. Erin Graham discussed the second Red Cedar Community Bond forum meeting; only a few members of the public attended. Next bond workgroup is 10:00am Thursday.
  - b. Josh Robertson from Donley was hired as new principal for Marble Elementary following previous principal's resignation.
  - c. Board could not reach a consensus at last night's meeting for appointment of a new board member. The final decision will be made by the Ingham County ISD. ISD board has not gone through this process before; they'll determine their procedures moving forward. They will not be voting at their next meeting but will discuss the process at that time.
7. Officers' reports
- a. President Joy Campbell
    - i. The WSA was recently asked if it has a non-discrimination policy (in the context of soliciting donations for PawPalooza); there was no formal one written into the bylaws that date back to 2005. Joy proposed adopting the Non-Discrimination and Complaint Procedure contained in the BOE's bylaws; distributed copies of proposed language (attached in minutes)
    - ii. The pertinent section of the Board of Education Non-Discrimination and Complaint Procedure currently in place reads, "The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, sexual orientation, political beliefs or disability."
    - iii. Many thanks to attorneys Sara Cunningham and Dominic Rios of the Loomis Law Firm for their assistance with this matter.
    - iv. Paul Donahue asked what the procedure would be if a complaint was made against the WSA. Erin Graham will talk with Superintendent Leyko on this question.
    - v. Bylaws amendment will be placed on January WSA meeting agenda for a vote, pending clarification from the superintendent.
  - b. Vice President Jen Gorchow had no report.
  - c. Treasurer Jeff Hicks shared current balance of accounts: \$17,456.
  - d. Secretary Elizabeth Ivkovich was absent.
8. Recent WSA events
- a. Teacher Appreciation Lunches, Tuesday and Thursday, October 17 and 19
    - i. Thank you to everyone who brought food or volunteered! Some teachers requested spring lunches to be held the Wednesday before conference week instead of Thursday that week; this change has been made.
  - b. Student Directory
    - i. Thank you to Kirsten Borgstrom for coordinating the directory again this year!
    - ii. Final version will be sent home in the next few days.

- c. STEM Festival, Thursday, November 9
  - i. Thank you to co-chairs Kyle Enger and Pete White, to the organizations that came, and to everyone who volunteered!
  - ii. More than two dozen labs—the most ever—and other groups from MSU and the community came to do hands-on demos for science, math, engineering, and more. Estimated 250 attendees and several dozen presenters.

9. Upcoming WSA events and volunteer opportunities

- a. "Winter Wonderland" Scholastic Book Fair, Monday-Friday, December 4-8
  - i. Report from co-chairs Erica Dziedzic and Zaje Harrell (also see separate handout).
  - ii. They reviewed Scholastic records, noting that the December fair has higher sales, averaging approximately \$7,000. Looking to increase revenue without asking more from Whitehills families who already support strong sales; would like to donate books to a local nonprofit organization as well. Propose requesting donations for the Refugee Development Center, via the "All for Books" program that Scholastic offers. Will target select local businesses for donations between \$25-50. Scholastic offers matching funds for donations and additional funds would be donated in Whitehills Elementary name to national nonprofit.
  - iii. Erica and Zaje will work with December display case volunteer to promote the Book Fair and will coordinate with Sarah Cole-Blankenship, who was already signed up for December.
- b. PawPalooza
  - i. Seeking more people to assist with collecting donations for Silent Auction.
  - ii. Student-selected class basket themes were announced last week in a letter sent home with students.
  - iii. Funds will be designated to grade level needs or grade-specific special events (e.g., Nature Discovery visit to first grade classrooms). Specials teachers will also receive a portion of the proceeds.
  - iv. Sign Up Genius is posted on website (includes both event help and treat donations).

10. Other leadership and volunteer opportunities

- a. Embrace the World will be coming up in February.
- b. Student performances will begin at approximately 7:20pm.

11. Upcoming events (**bold = need volunteers!**)

- Wed. 11/15 - Walking School Bus
- Wed. 11/15 - Deadline to be included in final school directory
- Thurs. 11/16 – Marco's Pizza Night
- **Fri. 11/17 - [Science Club](#)**
  - Topic: Civil engineering
- Fri. 11/17 - Music Class Informance for Ms. Desilets, 8:55-9:40am
- Fri. 11/17 - Music Class Informance for Mrs. Kemsley, 10:35-11:20am
- Wed.-Fri. 11/22-24 - Thanksgiving break, no school
- Fri. 12/1 - Popcorn Friday!
- **Mon.-Fri. 12/4-8 - Winter Wonderland Book Fair**
- CANCELLED Tues. 12/5 - WSA meeting, 6:00pm (moved from 12/12 due to Hanukkah)
- Fri. 12/8 - Box Tops Winter I Deadline
- **Fri. 12/15 - [Science Club](#)**
- Thurs. 12/21 - Marco's Pizza Night

12. No other business.

13. Adjournment at 7:15pm.

**In attendance:**

Todd Buckingham

Joy Campbell

Trisha Donahue

Paul Donahue

Erica Dziedzic

Jen Gorchow

Erin Graham

Zaje Harrell

Jeff Hicks

Shane Johnson

David Montgomery

Katie Pike

AMENDMENT NO. 1

TO

BYLAWS OF WHITEHILLS SCHOOL ASSOCIATION [WSA]  
Approved by Action of the Governing Council and Voting Members  
On November 14, 2017

1. **Article I – Organization and Object, Section 2 – Purpose and Policies**, is hereby amended and restated in its entirety as follows:

**Section 2 – Purpose and Policies**

- a. The Association is organized and shall be operated exclusively for purposes described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
- b. The purposes for which the Association is operated are:
  - i. to promote, support, and enhance the education, safety, health, recreation, and social opportunities provided to students at Whitehills School;
  - ii. to promote and encourage communication among Whitehills students, parents, teachers, administrators, the community, the East Lansing Board of Education, and concerned individuals; and
  - iii. to provide volunteer and financial support for Whitehills School activities.
- c. The Association shall be non-commercial, non-sectarian, and non-partisan. Officers and others shall not use the Association to endorse any enterprise or candidate. The Association may, however, publicly acknowledge individuals or businesses who contribute donations for WSA activities.
- d. The Association shall have the power, either alone or with others, to do any lawful act and to engage in any and all lawful activities which may be necessary, useful, desirable or proper for the furtherance of the purposes for which the Association is organized. Notwithstanding anything contained herein to the contrary, the Association shall exercise only such powers as are in furtherance with the exempt purposes of the organizations set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations thereunder. No part of the activities of the association shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication of or distribution of statements), any political campaign on behalf of any candidate for public office.
- e. **NON-DISCRIMINATION POLICY AND PROCEDURE:** The Association hereby adopts and shall comply with the Non-Discrimination and Complaint Procedure contained in the East Lansing Public Schools Board of Education Bylaws, Sections 2450, 5030, and 8015, as the same may be amended from time to time.

2. Except as modified herein, the Bylaws of Whitehills School Association [WSA] are hereby ratified and affirmed.

THIS IS TO CERTIFY:

That I am the duly elected, qualified and acting Secretary of Whitehills School Association, and that the above and foregoing Amendment No. 1 to Bylaws was submitted to the Governing Council and Voting Members on the 14th day of November 2017, and was adopted by the necessary vote in favor of the amendment of the persons entitled to exercise the voting power of said Association.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of November 2017.

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Elizabeth Ivkovich, Secretary

DRAFT

**WHITEHILLS SCHOLASTIC BOOK FAIR**  
**December 4-8, 2017**  
**Co-organizers: Zaje Harrell and Erica Dziedzic**

**OBJECTIVES:**

- To increase revenue for Whitehills Book Fair without asking families for increased contributions.
- To donate to a local non-profit organization.

**PLAN:**

- Ask local businesses to make a \$25-\$50 donation to the Whitehills Book Fair.
- Books will be bought with donation money during book fair, then donated to Refugee Development Center in Lansing.
- Whitehills receives Scholastic Dollars and donates books to children in our community.

**DETAILS:**

- Working with Erika Brown-Binion, RDC Director.
- Late November: sending letters to businesses, collecting money by November 30.
- All for Books Program
  - All donation money will count towards Whitehills sales, Scholastic Dollars.
  - Whitehills donates to a local non-profit.
  - Scholastic will match Whitehills' donation money and donate to national non-profit organizations (Kids in Need Foundation, Kids in Distressed Situations).