

Whitehills School Association Meeting Minutes

August 14, 2018 • 6:00pm



1. Call to order with welcome and introductions, circulate sign-in sheet
2. Approval of agenda, approval of previous month's minutes
 - a. Agenda approved, May minutes approved
3. Principal report and opportunity for questions
 - a. Mr. Johnson was unable to attend.
4. Teachers' report(s) and opportunity for questions
 - a. New fifth grade teacher: Alysia Little, recent MSU education graduate
 - b. New second grade teacher: Kelly Strouse, coming from Marble Elementary
 - i. She was at the playground playdate and met some of the parents.
 - c. Questions?
 - i. No questions.
5. Officers' reports and announcements
 - a. President Joy Campbell
 - i. Next WSA meeting will be held on Wednesday, September 12 due to Rosh Hashanah.
 - ii. Free child care during meetings will resume next month.
 - b. Vice President Jen Gorchow
 - i. Unable to attend.
 - c. Treasurer Jeff Hicks
 - i. Current balance of accounts, outstanding/upcoming bills
 1. \$22,103 balance as of today.
 2. ~\$2,600 in expenses will still be paid out for the 5K, which is one of our major fundraisers. This is the first year we have covered 100% of the cost of the event through sponsorships and donations.
 - ii. Budget will be brought to group for approval at September meeting.
 - d. Secretary Lorely Polanco
 - i. No report
6. Fundraising preview
 - a. Major planned fundraisers 2018-19 year: Whitehills 5K, BooPalooza (last year was called PawPalooza), Carnival
 - i. Book Fair funds come in Scholastic dollars, not cash revenue.
 - ii. Smaller planned fundraisers 2018-19 year: Spirit Wear, Box Tops, Marco's Pizza Nights (3rd Thursday of every month), Amazon Smile (designate WSA as the "charity" of choice), Christian's Greenhouse (partners with WSA to give back a certain percentage of gift card sales), Brick Sale (though bricks will not be laid until new school is finished)

- b. Fundraising goals for 2018-19 will be further discussed in September meeting. Line items being added to budget for approval this year, based on requests from teachers and principal, include:
- i. \$200 for Bucket Filler prizes, \$225 for Lansing Symphony Orchestra fourth grade field trip, \$60 for library magazine subscriptions, \$250 for Field Day DJ, \$650 for staff shirts (per principal request), \$1500 for author visit during "March is Reading Month" (increase from last year's amount).
 - ii. "Jan's Closet" presentation by Mia Gougeon-Adarkwa
 1. See information in handout: "Jan's Closet" Initiative Information. It is based on similar program at Marble.
 - a. Donations would be in a separate account from general fund. Mia's requesting that the WSA match the donations up to a set amount. Proposed initial match amount is up to \$1,000 with the goal of possibly growing the program to incorporate additional things like Summer camp, etc. This initiative also assists the family overall, not just the student(s). Mia's also proposing possibly using Jan's Closet funds to purchase a basket at the BooPalooza, allowing the contents to be distributed to families in need.
 - b. Donations to the separate account are still tax deductible.
 - c. Mr. Anderson, Whitehills' social worker, and the front office would be in charge of disbursing the funds according to need and to ensure confidentiality.
 - d. An attendee asked if there is a backpack program which distributes weekend for families in need. People had heard of such programs, and it is believed that Donley may do this, but no one knew if Whitehills might have access to the program.
 - i. Joy will ask the office and school social worker.
 2. Joy proposed a \$1,000 match from WSA.
 - a. Attendees all were in favor of adding this initiative to the budget as a line item up for discussion again in September when budget is brought for approval.
 - iii. Spirit Wear presentation/preview by Kirsten Borgstrom
 1. All 4th graders are encouraged to design a shirt for Spirit Wear. Kirsten brought a mockup of the winner from last year, and said shirts will be available for sale at the Ice Cream Social on September 6.
 2. It is a minor fundraiser but also opportunity for students and staff show school spirit. The cost has been ~\$6 or \$7 per t-shirt, and they are sold for \$10. Shirts are provided free for students in the "Part of the Pack" program.
 3. Kirsten is proposing the addition of an online option for a wider range of styles and qualities to eliminate the WSA acting as middleman and to add to the available options. One company based in Haslett, Local Legend, could work with us to provide

high-quality wear that is around ~\$15 (vs. \$30+ for some brand name online retailers). Flavor Threads is another local company that was suggested. Kirsten will continue to do research on this and will provide an update in a future meeting.

7. Recent WSA events

a. Playground Playdates

- i. Four were held, with two WSA board members at each to welcome families and answer questions. Lots of new families attended, with 25-30 children at each of the K-2 playdates and about a dozen at each of the grade 3-5 dates.

8. Upcoming WSA events and volunteer opportunities

a. Planning ahead

- i. A full-year overview is available on the WSA website and will be included in the welcome packet sent home the first or second week of school.
- ii. All confirmed events are already in Google calendar linked on website.
- iii. Larger events will have Facebook events to encourage sharing.
- iv. Volunteer sign-ups viewable in tabbed format in Sign Up Genius so you can see all current opportunities from one link.

b. Back-to-School Grounds Clean-ups

- i. Thursday, August 16, 5:00-8:00pm or however long you can make it
- ii. Saturday, August 18, 10:00am-1:00pm or however long you can make it

c. Popsicle Playdate, August 22

- i. 6:00-6:30pm and kindergarten, 6:30-7:00pm all ages welcome.
- ii. WSA will provide ~200 popsicles.
- iii. Maps will be available and K teachers make every effort to attend.

d. Fourth Annual Whitehills 5K, Saturday, August 25

- i. Open to all ages and abilities
- ii. Lots of volunteers still needed - sign-up is on the race website.
- iii. Posters and registration forms are available online to download and post (workplace, local hangouts, gyms), or take hard copies tonight!
- iv. Over 100 people signed up as of today, which is better than in previous years by this date. The WSA goal is 200 people (vs 184 last year).

e. First Day of School, Tuesday, August 28

- i. We have posted an opt-in class list spreadsheet on our website so parents who choose to can share their child's teacher before school starts.
- ii. The school directory online form is also posted, and hard copy forms will be in the WSA welcome packet.
 - i. Thank you to Kirsten Borgstrom for spearheading the school directory again.
- iii. Outdoor Logistics (8:15-8:45am)
 - i. Sign-up is posted – we will have line-up door signs and maps.
- iv. Parent Welcome Breakfast (8:45-9:45am)
 - i. Sign-up is posted for set-up help and food/tableware donations.

- f. Welcome Back Night & Ice Cream Social, September 6, 6:00-7:30
 - i. Formerly Curriculum Night
 - ii. Parents and other family members can go into the school and meet teachers and see the classrooms.
 - iii. Treats will be distributed at the Blacktop starting at ~6:45pm.
 - iv. WSA table, Science Club, ELPL, Girl Scouts will have tables, possibly Boy Scouts as well.
 - v. Sign-up is posted for ice cream distribution, Science Club, and Spirit Wear sales help.
- g. Picture Day, September 7
 - i. Sign-up is posted.
- h. Science Club, Wednesday, September 26 and Friday, September 28
 - i. Will meet twice a month this year, differentiated by grade (K-1st in one session, 2nd-5th in other session). Sessions will be 3:45-5:00pm this year.
 - ii. Sign-up is posted for session leaders and assistants.
- i. BooPalooza (formerly PawPalooza)
 - i. Presentation by Elizabeth Ivkovich.
 - i. Moving this silent auction/dance fundraiser to October this year. Will be Halloween-themed dance. May do online bidding or combination of onsite for some items and online for others. Ex. Parking Lot spot auction, Principal for the Day, etc. Logistics are still being worked out. Planning on having a picture area, DJ, hot cocoa and coffee from Blue Owl, etc.
 - ii. Fundraising goal is to raise enough for Wharton Center tickets and Reading Month assembly speaker(s).
 - iii. Discuss: Kona Ice Truck or other incentive for whole school if fundraising goal is met (used to do this for Fun Run goals)? What is fundraising target amount?
 - 1. Most attendees thought the event itself should be the reward, and there was no need for a further incentive.
 - iv. Highest-bid class basket will still receive those funds in the Fall for them to use.
 - v. Classrooms will now do the pottery/rocks decorations which can go with the class theme.
 - 1. Amy proposed that the class with the highest sold item be given back those funds (just as with the baskets).

9. Any other business?

- a. Question/comment from Kirsten: Field trip for 5th graders as a tradition for end-of-year. A group of parents have gotten together and reached out to 5th grade teachers to get input. It averages \$115 per students, \$135 for adults, and \$5,000 total for busing (two buses needed). A fundraising potential could be the 4th and 5th graders doing a cookie dough sale. Other revenue ideas could be can drives, Culver's, sell "Happy Birthday" signs on the marquee. Tuesday May 28th is only day available.
- b. The preference among teachers was for a very long day instead of an overnight stay. The possible day for this would May 31st (Friday).

- c. This would take place of the Aquatic Center field trip. Looking for green light to begin doing it this year.
- d. WSA would help with publicity, pay for some any children (Part of the Pack and other in need, as identified by school) and teachers.
- e. Attendees are all in favor of learning more about this in order to make a final decision.
- f. A business plan will be put forth by the parent committee potentially in charge of this initiative. Working group includes Kirsten Borgstrom, Vicki Belloli, Erin Antaya, Heather Troshack, Bridget Seitz, and Erin Crowe.

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

- Thurs. 8/16 at noon - Deadline for Before and After Care registration through the City of East Lansing
- **Thurs. 8/16 - Back-to-school Grounds Clean-up (1 of 2)**, 5:00-8:00pm
- **Fri. 8/17 at 4:00pm - Teacher assignments will be emailed!**
 - Full class lists are not emailed or posted, but we've created an opt-in form for those willing to share their child's teacher assignment so we can build class lists.
- **Sat. 8/18 - Back-to-school Grounds Clean-up (2 of 2)**, 10:00am-1:00pm
- Wed. 8/22 - Popsicle Playdate
 - 6:00-6:30 - Kindergartners
 - 6:30-7:00 - All grades welcome!
- Fri. 8/24 - Early packet pick-up for Whitehills 5K, 6:00-7:00 in front of school
- **Sat. 8/25 - Fourth Annual Whitehills 5K!!**
 - Packet pick-up and onsite registration, beginning 8:00am
 - Free Kids Fun Run, 9:00am
 - 5K starts 9:30am
- Tues. 8/28 - First Day of School!
 - HALF DAY, dismissal 12:10pm
 - **Parent Welcome Breakfast**, 8:45-9:45am
- Fri. 8/31 - NO SCHOOL
- Mon. 9/3 - NO SCHOOL
- **Thurs. 9/6 - Welcome Back Night & Ice Cream Social**
 - **Session 1:** 6:00-6:20
 - **Session 2:** 6:25-6:45
 - **Ice Cream Social:** 6:45-7:30
- **Fri. 9/7 – Picture Day**

11. Adjournment

In attendance:

Kirsten Borgstrom
 Mitchell Brown
 Nicola Brown
 Joy Campbell
 Trisha Donahue

Paul Donahue
 Mia Gougeon-Adarkwa
 Jeff Hicks
 Elizabeth Ivkovich
 Lorely Polanco-Alimonos

Ryan Shaw
 Bridget Walsh
 Amy Zaagman
 Olivia Zhao

Handout distributed to attendees:

“Jan’s Closet” Initiative Information

- Named in honor of Mia Gougeon-Adarkwa’s mother, who showed generosity and compassion to many kids while Mia and her nine siblings were growing up.
- The program will be funded by donations and is designed to enrich students’ lives and decrease barriers that would affect their ability to learn.
 - Examples of uses for the fund would be to cover car repairs so a family in need can keep driving their children to school, buying winter gear for a student whose family can't afford boots and snowpants, or purchasing emergency food to get a family through a week before a paycheck comes.
- This will be a confidential and need-based program with disbursements determined by the School Social Worker, Principal, and school staff.
- The program’s financial account will be administered by the WSA (separate account from its general fund), with 100% of the donations going to the recipients. The WSA pledges to match donations to a set amount (to be determined by vote).
- Hope to launch initiative in September 2018.