

**WEST END SECONDARY SCHOOL PARENT ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES**

*October 17, 2022*

**Agenda**

- Approve Minutes (see below)
- Principal's Update
- Presidents' Statement
  - Preparations for 6th grade, HS reps election at PA meeting
  - Updates
- Treasurers' Report
- Vote on Budget changes
- Roundtable Updates:
  - VP HS Skip Card
  - VP MS Jennifer Richey
  - VP at Large Max Alvarez
  - VP DEI Aishwarya Kumar and Samantha Alvarez Benowitz
  - Communications Secretary Karen Cape
  - Recording Secretary Barry Waldman

I. Call to Order

Co-President Rebecca Weel called the meeting to order at 7:00 pm.

In attendance: Rebecca Weel, Max Alvarez, Samantha Alvarez Benowitz, Skip Card, Karen Cape, Marc Ehrlich, Jill Gabin, Yvette Russell (7:15pm) Aishwarya Kumar, Jennifer Richey and Barry Waldman were not in attendance.

Non Board Member Attendees: Jessica Jenkins (7:29pm)

II. Approval of September 2022 EB Meeting minutes

Minutes were approved unanimously

III. President's Report

Rebecca reminded us of the upcoming general meeting on October 26, where two 6<sup>th</sup>Grade representatives will be elected. A question was asked about who was eligible to vote, and the answer was all parents, not just 6<sup>th</sup> grade parents.

IV. Updates

Rebecca provided an update from Jennifer Richey, VP of Middle School, who is working on streamlining and improving the Buddy program, and syncing up Membership Toolkit. There have been questions from families on the school's cell phone policy, parent access to JumpRope and Google Classroom.

Individual parent socials for Grade 6, 7, 8 parents are planned for November

Skip Card also mentioned that a parent social was being planned for HS parents.

Karen Cape sent out the September newsletter, and was able to recruit a parent, Bernie, who is going to help with the website. The new PA website, which is currently being reviewed by PA co-presidents, will have a cleaner and more straightforward look, be more user friendly and mobile responsive. It will be shown to the Executive Board and Karyn Gooden before being launched.

Update from DEI chairs - Int'l Food Festival being discussed as an event for Jan/Feb timeframe.

Max provided an update from the Wess Benefit committee. Erin Banks, with the help of others, have been starting to plan the event, and divide out different roles in event planning, fundraising, and event/auction website management..

V. Vote on Budget Change

Rebecca moved, and Jill Gabin seconded a motion to change the budget and transfer funding from reserve of \$53K. The motion was approved.

VI. Treasurer Report

\$113.14 came in through Amazon Smile

Family Giving donations have been minimal - mostly recurring donations.

\$2000 spent on a deposit at Symphony Space for 12th grade graduation

Some \$ was spent on Teacher Professional Development

VII.. Principal's Report

Jessica mentioned the recent workshops by teachers to help with Mayor Adams's initiative to help them screen all students for dyslexia and to pivot toward phonics-based literacy curriculum.

She has begun planning for graduation activities. There was some discussion and interest from EB members on how the PA and parents might be able to help provide input and fundraising for a Senior Trip.

She would very much like to set up time for PA Executive Board to visit the school and see classes in action.

There will be open houses soon for incoming 9th grade students, as well as one dedicated to WESS 8th graders.

Updates are forthcoming on the overnight Club Getaway trips for 6th and 7th Graders, and the proposed multi-day trip for 8th Graders to Virginia/Washington DC.

#### VIII. Adjournment

The meeting was adjourned at 9:10pm

Respectfully submitted,

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Max Alvarez, VP at Large  
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