

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

September 21, 2022

I. Call to Order

Co-President Yvette Russell and Rebecca Weel called the meeting to order at 9:00 am.

In attendance: Yvette Russell, Rebecca Weel, Max Alvarez, Samantha Alvarez Benowitz, Skip Card, Karen Cape, Marc Ehrlich, Jill Gabin, Aishwarya Kumar, Jennifer Richey and Barry Waldman.

Non Board Member Attendees: Jessica Jenkins and Karyn Gooden

II. Introductions

Everyone shared their kids' ages and hopes for the new year.

III. Co-Presidents' Report

Yvette Russell and Rebecca Weel, Co-Presidents, each spoke.

Discussion of Norms

Ensure everyone is respectful of others.

Executive Board Meetings Structure

1. Want to have standing monthly meetings with individuals and co-chairs before the EB meetings. These will include items to share, soliciting input, etc.
2. Members should let presidents know what days/dates they may not be available for EB
3. Meetings for now will be on zoom and will set up recurring calendar meetings with standing zoom invitations.
4. Newsletter format will be redesigned. There can be individual standing columns each month with snapshots of what is happening and what is planned.
5. For messages that need to go out to parents, notes should be reviewed by PA presidents first. Please give ample time for Karen to process and text her if the matter is urgent.
6. Suggestion to create an EB WhatsApp group.
7. Looking for a graphic designer to contribute to newsletter from the parent volunteer pool.

IV. Treasurers' Report

Marc Ehrlich, Co-Treasurer, shared the following:

\$233,000 - fundraising

\$5000 possible deficit

1. REVENUE - \$233,000

Some donations are not reflected yet.

2. EXPENDITURES -

\$2,000 deposit for 2023 graduation.

Some funds for school equipment have been allocated.

PSAL Support - track and other deposits.

Try to submit any expense requests in the same month.

Budget also has a reserve amount.

Best to request direct payments from treasurers so they can make payment through bank or debit cards.

V. Principal's Report

WESS had the highest rate of attrition for teachers this year. It was not surprising since there is a teacher shortage throughout the country. Several are switching to different careers, want to work from home, etc.

Consequently, we were able to bring in incredible teachers to fill the gaps. There is diversity in the teaching population.

Curriculum night, open school night and parent teacher conferences will be over zoom as determined by the DOE. This is to accommodate those that are not vaccinated.

There will be other opportunities to interface with Jessica and the administration.

Sports - Had club meeting for high school today, where 20 clubs are represented. Where appropriate WESS may join multiple leagues. This should provide more opportunities for more students to make the teams. This is focused on high school sports. This will help promote WESS even more. This will help retain incoming 9th graders and attract others athletically inclined.

Plan for outward bound experience for 6, 7, 8 and 9th graders by the time of PA meeting.

VI. Vice Presidents' Report

Jennifer Richey, VP of MS - She is waiting for the list of incoming students to set up a buddy program.

Plan for middle school gatherings in October and will set up grade-wise coffees with Jessica as well.

Will plan to have middle school newsletters and possibly grade-wide newsletters/updates.

Need to get reps for 7th and 8th grade, that are not board positions.

Max Alvarez, VP at Large - Big job is soliciting volunteers for committees, such as the auction. Erin Banks is looking for volunteers for the auction and wants to start that process early, including selecting a venue.

Suggestion was made to get fresh volunteers now at the beginning of the year while interest is high.

VII. Adjournment

The meeting was adjourned at 10:23 am

Respectfully submitted,

Barry G. Waldman, Recording Secretary