

# Westfield Friends

## Parent Council Meeting Minutes

16 February 2010 7:30pm

The meeting began with a moment of silence.

*Headmaster*  
*Bill Probsting*

*Clerk*  
*Tracy Gaffney*

*Co-Clerk*  
*Beth Lorenz*

*Treasurer*  
*Suzanne Baldwin*

*Secretary*  
*Steve Kasperson*

### Treasurer's Report:

#### Class Balances:

8th grade:	\$1741.59
7th grade:	\$1,819.48
6th grade:	\$2,470.68
5th grade:	\$1,763.35
4th grade:	\$2,184.53
3rd grade:	\$1,938.74
2nd grade:	\$1,189.10
1st grade:	\$1,096.72
Kindergarten:	\$639.55
Pre-K:	\$270.00

#### Income:

Interest:	\$4.18
Box Tops:	\$40.50

#### Expenses:

1st grade Holiday Party:	\$23.94
Kindergarten Holiday Party:	\$52.35
Teacher Luncheon:	\$1,572.60

### Headmaster's Report:

The Meeting had loaned the school \$750,000 for construction of the new building, and there was a recent bequest from a member of the Meeting of \$600,000 for the school toward paying off the loan. It was then decided by the Meeting to forgive the balance of the loan. In addition, the same Meeting member bequeathed \$200,000 for student scholarships.

Many trees have been damaged by the snow, and the snow removal has been a significant expense.

The 7% tuition increase is due to the fact that the current school year has run a deficit. The increase should cover the current deficit, as well as ensure solvency for the next school year.

### Financial Summary and Key Recommendations:

1. Parent Council 2010 year end forecast \$1,500 - \$2,000 in the current account (excluding class balances and the money market account).

2. Parent Council projected net income \$3,000 - \$5,000 annually (excluding class balances).
3. Parent Council dues for 2010/11 would remain at \$20 per family.
4. WFS calendars would be prepared to a similar quality as this year, and would be offered for sale to families at a cost of \$15 each. The Parent Council lost money on the calendars this year, as they cost more to produce than anticipated.
5. WFS Parent Council would gradually phase out their contribution towards the cost of school buses over a three-year period (\$1,000 this year, \$700 2010/11, \$350 2011/12, \$0 2012/13).
6. The teachers' Christmas luncheon to continue 'off-site' with a proposed budget allocation of \$1,600 for next year. The school has kindly agreed to contribute half of the cost this year.
7. Eighth grade will be self-financing with regards to their year book, school gift, etc., and Kris Propp has agreed to write a brief summary for the guidance of future eighth grade parents.
8. WFS Parent Council clerk, co-clerk, and treasurer to meet with head room parents in May to highlight costs associated with eighth grade and yearbook, etc. Each grade to have their own bookkeeping files.
9. A typical class of 20 students has an annual income of \$800, of which \$400 is allocated to teacher gifts. Therefore, each class would take 5 years without additional expenditures to accrue the \$2,000 to cover the year book, school gift, and class party.
10. School to engage a library consultant during the fall to draft proposals for potential functional refurbishment/design. It is proposed that this cost be met by the Parent Council. The scope of the library project and time line for its fundraising/completion can then be drafted and chairpersons agreed.
11. It is proposed that Parent Council will fund the refurbishment of the dining hall to provide enhanced décor, lighting/furnishing from funds currently in the Parent Council money market account (~\$20,000).
12. It is proposed that Parent Council maintain a \$3,000 - \$5,000 buffer in its money market account and anticipate a \$5,000 annualized net income from the projected fund-raising activity.
13. A small sum of \$500 to be allocated for exceptional or pertinent charitable donations, as appropriate, rather than the current annualized allocation.

#### Upcoming Activities:

Chick-fil-A Night - 25 February 2010

Family Fun Night - 12 March 2010

There will be an increased emphasis on older kids.

Parents' Forum Meeting - proposed April 2010

This is a way of informing parents of school-related issues. For parents who are unable to attend the Parent Council meeting, please submit concerns so they can be addressed. Parents are encouraged to participate, as a way of engaging with the school.

Mothers Day Plants - 9 May 2010

A selection sheet will go home with the students.

Pancake Breakfast / Barnes & Noble Night - 27 May 2010

If a parent works for a company that purchases books for whatever reason, please recommend that co-workers purchase their books that night.

#### Upcoming meeting date:

Tuesday, 23 March 2010

The meeting was closed with a moment of silence.