



2022-2023
Family Informational
Packet

Welcome to Westlake Academy and the Westlake Academy House of Commons! The House of Commons (HOC) is the 501(c)3 parent/teacher organization at Westlake Academy. We are looking forward to a GREAT new school year!

Unlike many PTOs, we do not charge a separate membership fee to join. Each parent at Westlake Academy is automatically a member of the HOC. However, we ask that each family make an annual contribution to support our efforts. The HOC Annual Fee of \$25 provides the funds necessary to cover operational expenses, including the HOC website, online store, Spirit Shop, as well as HOC events and teacher appreciation. As a benefit of paying the annual fee, members receive full access to the online school directory through Membership Toolkit.

The HOC hosts events throughout the year to foster a sense of community at Westlake Academy. In addition, through our fundraising efforts, the HOC provides much needed support to the school to “fill the gap” on needs that cannot be satisfied within the school budget – such as speakers, bleachers, senior bricks, smart boards, playground equipment, and more. We also host many staff appreciation events throughout the year, which are supported by parents.

We hope this packet will provide you with some valuable information to help you navigate the 2022-2023 school year, including board contact information, event dates, fundraising information, and volunteer information. Please consider ways you can help the HOC continue to meet the ongoing needs at Westlake Academy. We look forward to your new ideas and fresh perspective!

Mary Beth Rhea

Speaker (speaker@wahoc.org) of Westlake Academy House of Commons

Dahlia Hassani

Vice Speaker (vicespeaker@wahoc.org) of Westlake Academy House of Commons

The purpose of the Westlake Academy House of Commons is building, serving, and supporting the Westlake Academy community and the fostering of a first-class education for ALL Westlake Academy students.

Visit our website at wa-hoc.org and follow us on Facebook, Instagram, and Twitter to stay up to date on all HOC happenings and calendar events!

2022-2023 WAHOC Board of Directors

Speaker

Mary Beth Rhea, speaker@wahoc.org

The Speaker of the House of Commons acts as a liaison between the board and Westlake Academy parents and staff. The Speaker presides at all HOC meetings and is automatically a member of each HOC committee. They support the work of the officers and committees so that the HOC's objectives can be met.

Vice Speaker

Dahlia Hassani, vicespeaker@wahoc.org

The Vice Speaker aides the Speaker. They perform the duties of the Speaker in their absence, such as presiding over HOC meetings when the Speaker is not present. The Vice Speaker also works with school representatives on ways to support the House System at Westlake Academy. The Vice Speaker advances to the office of Speaker the following school year.

Treasurer

Mattie McCoy, treasurer@wahoc.org

The Treasurer is responsible for and has custody of all funds, chairs the budget committee, and prepares the annual budget for adoption by the HOC. They make disbursements as properly authorized, prepare financial reports for each meeting, ensure taxes, insurance, and other federal/state documents are completed and submitted by the due dates, and prepare the books for an annual audit. Serves two consecutive years.

Secretary

Camille Ace, secretary@wahoc.org

The Secretary prepares an agenda for each HOC meeting, takes minutes, and distributes those minutes to be approved by board members in attendance. The Secretary also maintains the membership database and HOC bylaws and oversees the school's online directory (Membership Toolkit).

Communications Directors

Emily Roberts and Adrienne Yule, communications@wahoc.org

The Communications Co-Directors oversee all HOC communication distributed to families and staff at Westlake Academy on behalf of the HOC, including a weekly e-newsletter and all social media channels. In addition, they maintain the HOC website (wa-hoc.org).

Fundraising Director

Tiffany Rogel and Sunita Nandwani, fundraising@wahoc.org

The Fundraising Directors coordinate the retail affiliate programs (Kroger, Tom Thumb, Amazon Smile) and holiday gift cards for teachers and staff. They also oversee Kids Rule the School and EPI School Supply orders, as well as Spirit Restaurant Nights at local restaurants. We welcome any additional ideas for fundraising and affiliate programs.

Social Events Directors

Marsha Ailey and Ali Coffey, social@wahoc.org

The Social Directors plan and organize events that help foster a sense of community at Westlake Academy, including two school-wide events: Monster Mash in the fall and Bandana Bonanza in the spring. They also help oversee and support the Daddy Daughter Dance and Mother Son Fun event committees. Parent volunteers are essential for making these events a success!

Volunteer Director

Mia Tidden, volunteer@wahoc.org

The Volunteer Director solicits and coordinates volunteers for HOC events and projects throughout the year. Want to get involved? Don't know where to start? As opportunities arise, requests will be sent out to families to see if you are available to help. Jump in where you want, doing the activities you are interested in as your time allows!

Community Directors

Jessica Smith and BobbyeJo Crouch, community@wahoc.org

The Community Directors plan social events to welcome new families and build community within our school. Events include: Tears and Cheers, New Family Breakfast, New Family Mentor Program, Grandparents & Special Friends Day, and other parent gatherings.

Teacher Appreciation Directors

Rachel Richardson and Mandy Morrison, appreciation@wahoc.org

The Teacher Appreciation Directors coordinate the Welcome Back to School teacher and staff luncheon prior to school starting. They also organize Teacher Appreciation Week and monthly teacher appreciation events, such as lunch or snacks in the break rooms or a happy hour at a nearby restaurant.

Spirit Shop Director

Khyati Patel, spirit@wahoc.org

The Spirit Shop Director coordinates the production and sale of Westlake Academy spirit wear, as well as maintaining the mobile Spirit Shop. Spirit Shop is open monthly and at special events. Check the HOC newsletter or Facebook page for our current schedule. Additionally, many items are for sale through the Spirit Shop store online.

Historian

Open, historian@wahoc.org

The Historian is responsible for photo-documenting Westlake Academy events and creating an annual scrapbook. Have some great pictures you want to share? Send them to us by email.

Committee Chairs/Coordinators

Room Parent Coordinator

Christina Crawford

Works as the liaison between room parents and the HOC, and helps support room parent activities at HOC events when needed.

New Family Mentor Coordinator

Tammy Reeves

Matches new families with existing families throughout the year.

MYP Liaison

Patty Pinnsnault

Works as a liaison between HOC, MYP administration, and MYP parents to help with communication and coordination of two to three “meet and greets” for the MYP community.

PYP Liaison

Chandrika Dasgupta

Works as a liaison between HOC, PYP administration, and PYP parents to help with communication and coordination of two to three “meet and greets” for the PYP community.

Uniform Resale Chair

Helen Shahwan

Coordinates the collection, organization, and resale of donated used school uniforms. Resale shopping events are scheduled a few times throughout the school year and during special events. Supported by the Spirit Shop Director.

Mother Son Fun Night

Amber Dias

This person or committee organizes the annual Mother Son Fun Night during the fall semester. This typically includes Nerf Wars, laser tag, dinner, and snacks. Supported by the Social Director.

Holiday Tree

Yelena Johnson

Coordinates the setup and decorating of our holiday decor and trees throughout the school common areas during the month of December, along with taking down and packing away the decor after the holiday break. Supported by the Volunteer Director.

Daddy Daughter Dance

Meghan Nelan and Annitra Martin

This committee organizes the annual Daddy Daughter Dance held in February. Coordinates a theme, arranges food. In addition, they sell tickets, corsages, and boutonnieres. Supported by the Social Director.

Bulletin Board

Amber Dias

Decorates and maintains the bulletin board at the entrance of the PYP commons throughout the year to provide any important information for PYP parents and students.

Important Dates

August 17, 2022, Tears and Cheers

September 29, 2022, New Family Breakfast

October 22, 2022, Monster Mash

November 18, 2022, Grandparents and Special Friends Day

February 11, 2023, Daddy Daughter Dance

March 4, 2023, Mother Son Fun Night

April 22, 2023, Bandana Bonanza

Check wa-hoc.org/events/ for a detailed events calendar with specific times and locations.

How Does the WAHOC Help Westlake Academy?

Here is just a small list of HOC hosted events, funded items, and areas where the WAHOC has offered support in the last year:

First day of school Tears and Cheers	School directory
Back to school teacher gift cards	Gallery Night Fund an Item and Spirit
New Family Breakfast	Shop silent auction items
New Family Social	Graduate board
New Family Mentor Program	Senior bricks
Monster Mash fall festival	Teacher of the Year awards
Grandparents and Special Friends Day	New WA athletic gear
School holiday tree and decorations	Supplies for nurse's office
Monthly teacher appreciation events	MYP Family Coffee events
Teacher Appreciation Week	DAWGS Appreciation Breakfast
Mother Son Fun Night	WA staff holiday gift cards
Daddy Daughter Dance	Uniform resale shop
Restaurant spirit nights	Spirit Shop
School picture day	...and more
Bandana Bonanza spring festival	

Have a proposal for an item to be funded?

Parents or staff may submit a funding request to the WAHOC. Proposals submitted may require coordination and/or approval from the appropriate staff at Westlake Academy. Go to wa-hoc.org/forms/ for the proposal request form. Submit the completed proposal and supporting documentation to the Speaker at speaker@wahoc.org for discussion at the next appropriate HOC board meeting.

Other Important WAHOC Information

Joining WAHOC

Each Westlake Academy parent is automatically a member of the WAHOC. We do ask for an annual contribution of \$25 to support our efforts, which goes toward many of our operational expenses. When you pay the \$25 annual fee, you will also get access to Membership Toolkit, our online school directory. Visit wahoc.membershiptoolkit.com to pay the fee and update your family's directory information for the year.

Communications

WAHOC sends out a weekly email with upcoming news and information. In addition, you can get all information regarding WAHOC events on our website at wa-hoc.org and on WAHOC social media. If you are not receiving our emails, contact our Communications Director at

Website

Check out our website at wa-hoc.org for the most current WAHOC information and events.

Social Media

Facebook - Find us at facebook.com/wahoc/ or search for WESTLAKE ACADEMY HOUSE OF COMMONS.

Twitter - Follow us on our handle @WAHOC

Instagram - Follow us on at [westlakehoc](https://www.instagram.com/westlakehoc)

communications@wahoc.org.

Additionally, each class has a dedicated Facebook page administered by parents for class-specific information. The class pages are named Westlake Academy Class of 20xx (enter appropriate graduation year).

Resale

Uniform resale is a great fundraiser for the WAHOC, a way for parents to save money on uniforms, and a way to reduce clothing waste. Drop off any gently used uniforms your kids have outgrown in the brown bin located on the left side of the PYP Commons between the fireplace and the library. We host several uniform resale events throughout the year for WA families to purchase uniform pieces for \$5 or less. Contact our Resale Coordinator at resale@wahoc.org if you have questions.

Spirit Shop

Students can wear approved WA spirit wear or house shirts with uniform bottoms on Fridays. The Spirit Shop offers new, fresh designs online and in the mobile Spirit Shop. Visit the online Spirit Shop at wevegotspirittees.square.site/ and join the Spirit Shop Facebook by searching for WAHOC Spirit Shop. The mobile Spirit Shop is open monthly and at special events.

Fundraising

The HOC participates in a variety of programs and events dedicated to earning money for our school while providing value to our families. We partner with retail affiliates like AmazonSmile, Tom Thumb, Kroger, and Mabel's Labels so you can turn money you are already spending into funds for Westlake Academy. We also host restaurant Spirit Nights throughout the year, for community building and fundraising together! Visit wa-hoc.org/fundraising/ for more information and details on signing up.

New Family Mentor Program

Learning the ins and outs of a new school can be daunting. The New Family Mentor Program matches new families with veteran WA families. This valuable connection gives new families a place to go for questions and information. Sign up to volunteer to mentor a family or to be matched with a mentor at <https://forms.gle/sPQrsG7ta7ZCcAgJ7>.

Volunteer

We couldn't support the school without support from YOU! All HOC events and programs benefit from volunteer help. We'll send periodic requests for volunteer opportunities. Give time where you can. An hour here or there makes a big impact. Reach out to volunteer@wa-hoc.org or speaker@wa-hoc.org if you would like more information.

