

PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: December 5, 2016, 6:30 PM

Executive Committee Present

Jill Condra (Chair)

James Wright (Vice-Chair)

Secretary - vacant

Regrets

Audrey (Co-treasurer)

Melissa (Co-treasurer)

School Administration

Principal: Mr. Rossi

Vice-Principal: Mme. Ostermann

Recorder

Andrew Stobart

Minutes

Agenda / Speaker	Discussion
Opening statements and call to order	Previous minutes from October 4 th meeting were amended and approved.
James Wright (Vice-Chair) - Executive report	<p>We have three vacant positions.</p> <ul style="list-style-type: none">• Secretary• French Language Coordinator• Picnic Committee Director <p>Discussion took place on various strategies to try and get the above positions filled. Call for volunteers will happen at upcoming events with parents. The Picnic Committee Director is the most urgent.</p> <p>We may need a new treasurer for next year. Need to touch base with the current treasurers. Maybe we could pick a treasurer for next year, and they could shadow the current treasurers for the rest of this school year.</p> <p>Discussion took place about the French Immersion Advisory Committee. They will be looking to recruit teachers from other parts of Canada.</p> <p>Lauren Hope volunteered to be the French Language Coordinator.</p> <p>Financial Notes</p> <ul style="list-style-type: none">• \$7,000 sitting in a savings account.

	<ul style="list-style-type: none"> • Financial forms are not clear. We need to come up with templates for reporting our finances. • For future events that require volunteers, we need to ensure volunteers know to keep receipts for any out of pocket expenses. Without receipts, we cannot reimburse them. We should put a note on our website about this. • Jill Condra and James Wright will reach out to the treasurers, Melissa and Audrey, and discuss financial statements, and work on making them more clear. • With Phase 2 of the playground project now complete, we don't have a lot of extra money. If we did, we would need to establish a goal for the funds, or else we risk losing our charitable status. This is not a concern at the present time. <p>The committee discussed future plans for digital storage. A location for files, and having set email addresses for the various board positions so that new members would have complete records of past communications. We will look into registering a top level domain name and hosting for email.</p>
<p>Teacher Presentations Sara Tham – Grade 2 Mr. Leochko – Grade 6</p>	<p>Sara presented on how she teaches writing in her class. She practices “shared writing,” which teaches the kids to consider questions such as, “Why are we writing?”, and “Who are we writing for?” Her class has been writing letters to people in the community like Jim Carr, and they have also been writing to other classes in other cities (Churchill, Ile-de-France).</p> <p>Mr. Leochko talked about “Roots and Shoots” in conjunction with Jane Goodall, the school gets onboard with sustainability. Roots and Shoots is in 84 different countries, and Robert H. Smith was the first in Winnipeg to join the program.</p>
<p>Principals’ Report Mr. Rossi & Mme. Osterman –</p>	<p>Mr. Rossi summarized the report- see the “Principals’ Report” PDF file for full details.</p>
<p>Julia Garcia - Fundraising report</p>	<ul style="list-style-type: none"> • Peak of the Market fundraiser generated a profit of \$2,515. • QSP generated a profit of \$912. • Fundscrip (gift cards) generated a profit of \$1,252. • Year to date we have a profit of \$4,679. <p>We don't have a plan yet for the third phase of the playground enhancement project. This could include more trees, or the baseball diamond. We need to discuss this at our next meeting.</p>
<p>James Wright – Family dance recap</p>	<p>Lia Wright really enjoyed doing the family dance, and it was a very successful event. We don't know if there was a profit yet or not. James will be following up with Melissa.</p>
<p>Melanie Dorrington - Fun Lunch</p>	<p>The first fun lunch was in November. The PayPal system has worked very well and has received a lot of praise from parents. We have received many more orders through the PayPal system than we have through received cheques.</p> <p>We have too many volunteers wanting to help with the fun lunch program and we have had to turn volunteers away.</p>

<p>Andrew Stobart – Communications update</p>	<p>Social media stats</p> <ul style="list-style-type: none"> • Our Facebook page started the year with 82 Likes, and we currently have 91. This is essentially our reach. • Since September 1, our posts have received 236 likes • Our posts on Facebook have an average reach of 60, ranging from 40 to 80 usually. • Our Facebook post about our Playground obstacle course being finished reached 242 people. • Facebook page views are about 5 per day unless we do a post • Our website sees about 20 views a day, with about 10 of those being unique • On Twitter we only have 9 followers, and have done 29 tweets this year • Facebook is our best place for posting information, followed by our website, and lastly Twitter <p>We received very good feedback about our first newsletter of the year. We discussed how to get more engagement for PAG meetings. Maybe offering drinks or food? Maybe have them in other locations? Another idea is for the PAG to have a parents meet and greet.</p> <p>We also discussed having all Synervoice communications go through the Communications Director. This way we can coordinate communications across multiple platforms (Facebook, Twitter, Website, Synervoice). We could have Facebook and Twitter prepped with a post to go live once the Synervoice comes out.</p>
<p>Terry Wuerz – South District Advisory update</p>	<p>The last meeting mostly covered the 2017/2018 WSD budget. This year the budget was \$390 million, and next year they are hoping for \$400 million. Parents are highly encouraged to submit feedback on the proposed budget. There was also a presentation of FAST (program for at risk schools).</p>
<p>Meeting adjourned at 8:20 PM.</p>	

Next PAG meeting is Jan. 16, 2017 at 7 PM.