

PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: January 16, 2017, 7:00 PM

Executive Committee Present

James Wright (Vice-Chair)

Melissa Harrison (Co-treasurer)

Program Directors Present

Gail Johnston (Family Picnic)

Julie Garcia (Fundraising)

Mel Dorrington (Fun Lunch)

Terry Wuerz (South district advisory)

Angi Petruzzelli (Staff appreciation)

Andrew Stobart (Communications)

Regrets

Jill Condra (Chair)

Audrey McNab (Co-treasurer)

Lauren Hope (French language coordinator)

Secretary – vacant

School Administration

Principal: Mr. Rossi

Vice-Principal: Mme. Ostermann

Recorder

Andrew Stobart

Minutes

Agenda / Speaker	Discussion
Opening statements and call to order	<ul style="list-style-type: none">• Previous minutes from December 5th 2016 meeting were amended and approved.• Gail Johnston was welcomed as a new member of the PAG. She has taken on the role of Picnic Committee Director• We clarified that Lauren Hope did take on the French Language Coordinator position at the last PAG meeting on Dec 5 2016.
Melissa Harrison - Finances	We discussed the current template used for finances and using a new one going forward which will provide better transparency and be easier to read. James has a sample report that we will use going forward. Currently the Pay

	Pal account is managed by fundraising, but it really should be managed by finance.
Gail Johnston – Family picnic	The family picnic will take place on June 7 2017. It has already been added to the calendar on the school’s website. We are talking about using the HotLunches website to collect money for admission, food, etc. We will also have a paper option. The picnic will look a lot like last years’ picnic. We will be sticking with Stella’s for food. The picnic is not a fundraiser, the money gained will go towards the cost itself. We will be budgeting to break even.
Thomas Rossi – Principal’s report	<p>Thomas Rossi talked high level over the points in the Principal’s report.</p> <ul style="list-style-type: none"> • Canadian Citizenship ceremony will be taking place on Monday • Community Breakfast is coming up and it is for an amazing cause • The musical this year is “Wizard of Is”, which was written by Mr. Leochko (teacher in the school).
Julie Garcia - Playground and Fundraising	<p><u>Playground</u> We have not yet received financial reports for Phase 2 of the playground as not all of the payments have gone through. We are hoping to have this by the end of the month. We only have a small expense outstanding, which is for the plaques for the benches. This cost will be around \$300.</p> <p>Phase 3 of the playground enhancement project will be smaller than phase 2. It will consist of planting trees between our current trees and the hill. This will probably take place in the 2017 / 2018 school year.</p> <p>RHS is on a list of schools that are in line to have the gravel around the play structures replaced with Fibar, which is what we used on the phase 2 obstacle course structure. We are probably still 3 years away from this. Fibar compresses so that a wheel chair can be rolled over it.</p> <p><u>Fundraising</u> We only have two fundraisers left this year. We are planning an adult paint night, where up to 50 people could attend, with each person paying \$40. We would make \$15 per person.</p> <p>The other fundraiser is bedding plants in the spring. In the past, each classroom teacher has ordered plants for their classroom to plant. This year, we are talking about having one person order the plants for all the classrooms to have better coordination.</p> <p>Discussion about the “Stop, Drop, and Go” area badly needing to be paved (or use paving stone). When it rains this area is currently extremely muddy. Mr. Rossi will look at getting some quotes on this.</p>
Mel Dorington – Fun lunch	There’s one coming up this month with Santa Lucia Pizza and Tim Horton’s doughnuts. Coming up there will be a meeting about the “pay it forward” program. This is our third year doing “pay it forward.”
Andrew Stobart – Communications	We are planning to put out our second news letter of the year about a week after our next PAG meeting, which will be on March 6. In that newsletter, we

	will include the bedding plants fundraiser, and the Pay it Forward program from the fun lunch program.
Angi Petruzzelli – Staff appreciation	We need to start planning the staff appreciation event. Student lead conferences will be taking place on March 16. Maybe we have food here for the teachers?
James Wright	Motion to adjourn meeting.
Meeting adjourned at 8:00 PM.	

Next PAG meeting is March 6, 2017 at 7 PM.