

# PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: October 4, 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	Minutes from AGM May 2016 - approved
Introductions	Everyone who was present introduced themselves to the group.
Jill Condra (Chair) - Executive report	<p>We first elected a vice-chair, James Wright. The motion was put forward by Julie Garcia and seconded by Jocelyn Teskey. The motion passed.</p> <p>Jill discussed the current vacant positions in the PAG.</p> <ul style="list-style-type: none"><li>• Secretary</li><li>• French language coordinator</li><li>• South district advisory – filled by Terry Wuerz</li></ul> <p>We discussed various ways that we could reach out to parents about these rolls. Currently the most important role that needs filling is the secretary. Future PAG meetings this school year will be moved to Mondays.</p>
	<p>The Bee Project is run by an organization that sets up bee hives on top of schools. This provides an educational opportunity for the school, and the project makes money from selling honey. If honey is not sold, then there is a cost to the school.</p> <p>Mr. Rossi said that the school would probably not get approval for this project because of safety concerns from the School Board. We will probably not be exploring this in the future.</p>
Treasurer's Report- Jill Condra	<p>The latest report was circulated.</p> <p>We discussed the present economics of the PAG. Those in attendance found</p>

	<p>the financial statements confusing to read. The format has generated extra work when obtaining grants in the past. The reports are all based on cash which isn't ideal. Further discussion of the report layout was tabled until next time when treasurers will be present.</p>
<p>Leah Wright (Family dance)</p>	<p>This is Leah's first year volunteering, welcome Leah! The Halloween Family Dance will not include a dinner this year. We will have a popcorn machine and sell candy, chips, drinks, etc. Bob's Photo Booth will be present, and Crystal sound will be supplying the DJ.</p> <p>Gym decorations will be minimal, although there may be some tucked away at the school. We will reach out to Susan Rogers (EA at Robert H Smith) and inquire.</p> <p>We need to promote the family dance. Communications will continue to be posted on social media. We are not expecting a massive profit. Any profit made from the dance will be minimal. This dance is all about fun, not generating a big profit.</p> <p>We did some brainstorming on how we would sell candy at the dance (3 / \$1.00?). Maybe buy boxes of candy from Costco or Superstore?</p>
<p>Mr. Rossi &amp; Mme. Osterman – Principals' Report</p>	<p>Mr. Rossi presented and discussed the new WSD strategic priorities for the 2016/2017 school year. The school currently has 449 students, and they are very happy with this number.</p> <p>The school is mandated to have one fire drill every month. This is different from previous years where 10 needed to be done in the year, but they could be at any time.</p> <p>The school requested fundraising support from the PAG this year. The school recently purchased 25 guitars which has been an incredible investment for the students. One of the fundraisers for this year will be devoted to raising money for the school while the others will go into the playground fund.</p> <p>Mme Brunell has had her baby.</p> <p>The school is currently looking to purchase t-shirts and shorts from Carberry. The clothes will have the school crest on them and will be sold as a fundraiser. The cost will have a 25% markup.</p> <p>The school has been trying some new methods for getting lost and found items back to their owners (i.e., emailing pictures of lost and found items to parents). The school has seen a huge success in this and the current count of items in the lost of found bin is at a record low for this time of the year.</p>
<p>Julie Garcia - Fundraising report</p>	<p>The Peak of the Market vegetable fundraiser was very successful, generating \$2500 in profit.</p> <p>The gift card fundraiser will be sometime before Christmas. Parents can purchase a \$100 gift cards from a variety of stores for \$100. PAG will get 3% back from all sales as a profit. This money will be dedicated to the guitar purchase for the school.</p> <p>Julie showed the plans of what the completed playground will look like on the Oak St. side. Construction should start soon and we are hoping it will be</p>

	<p>complete by the end of October. Andrew will post the drawings on social media.</p> <p>The construction/bidding/payment process from the PAG to the contractors is very long. PAG transfers money to the Winnipeg School Division. The division puts the job out to tender, and they manage the payments to the builders. . Last year the transferred money for this phase of the playground and has \$73,000 for the upcoming construction.</p> <p>Other fundraisers include a wine raffle at Christmas, the ongoing magazine subscriptions (last time we will run this one). We need to be mindful of school fundraisers in our scheduling.</p>
Melanie Dorrington - Fun Lunch	<p>An email about the fun lunch programs went out on Monday, which is a month later than previous years. We are using a new online system called hotlunches.net, and the setup took longer than was anticipated. This system is now fully operational though.</p> <p>Hotlunches.net allows parents to pay for the fun lunch program online using their credit card. The PAG will then receive money in our Pay Pal account. At of 6:20 PM tonight, we have already had 82 orders online. While we have received some cheques, a majority of parents have submitted payment online.</p> <p>Hotlunches.net can be used for any school wide activities and are not just limited to lunches (i.e., Dances, fundraisers, etc...). We will consider using this program for future fundraisers and events.</p> <p>We have 6 fun lunches planned for this year. The first one was supposed to be on October 20, but the delay in getting hotlunches.net setup, it has been moved to November 4.</p>
Volunteer coordinator – Jocelyn Teskey	<p>Jocelyn Teskey is working hard on organizing the volunteer group for the year and has circulated a list to parents for all the events that need parental volunteers. Many have returned the forms and the most popular event is the Picnic!</p>
Jill Condra (Chair) – Closing statements	<p>Terry Wuerz volunteered to represent our PAG at the South District Meetings. Motion put forward by Cory Kestanowich and Jocelyn Teskey seconded the motion. Motion passed. Congratulations and thank you Terry!</p>
Meeting adjourned at 8:00 PM.	

**Next PAG meeting is Monday, December 5, 2016, 6:30 PM.**