

## Meeting Minutes

Date: November 13, 2013

Present:

Bill Skubovius (Chair); Jim Cresswell (Vice-Chair); Jen Lee (Treasurer)

Principal: T. Rossi	Teachers: Mme. Daniels; Mme. Emanuel	
Simone Smith	Cindy Klippenstein	Cory Krestonowich
Brad Regehr	Daryla Christie	Andrea Robertson
Kali Li	Tanya Ducharme	Nalini Reddy
Cathy Macey	Vicki Shaller	Ross Stokke
Susan Broadhurst	Yvonne Skubovius	

Recorder: Jim Cresswell

Agenda	Discussion	Action
<b>Opening statements and call to order</b>	Meeting commenced at 6:42 PM	
<b>Changes to Minutes</b>	Motion to approve prior meeting minutes	Motion to approve: Darla; Simone 2 <sup>nd</sup>
<b>Executive Reports</b>		
1. President <b>Bill Skubovius</b>	We are transitioning in our roles and getting organized.  Thanks to the ERHS administration for inviting JC & BS to the staff meeting.	
2. Treasurer <b>Jen Lee</b>	We are working on funds for committees and the budgets in concert with Jen (Treasurer).  Jen is currently organizing our finances and we will provide more details about budgets and funding once our affairs are in order.  These budgets include meeting some of the needs expresses by ERHS administration  In regards to "My Fair Share," parents will have the option to choose where funds should go We are working towards monthly updates and updating a spread sheet. A power-point report is available from the treasure if parents would like one. Jen can be contacted directly for this report if parents were not present at the PAG presentation.  The budget for 2012/2013 did not capture	Jen to provide details of budget at January 2014 meeting

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	projected revenue so we are developing a better model by looking back to previous last years. Next year, we will be obtaining information and setting a budget earlier. This advance work will involve closer work with the committee members to assess needs	
3. President <b>Bill Skubovius</b>	We have some grants in process and are currently obtaining financial statements in order to apply for more funding. We have received \$2000 from the Winnipeg Foundation	
Standing Items		
4. Teacher Presentations <b>Mme Emanuel</b> <b>Mme Daniels</b>	Catherine Emanuel (grade 2 French Immersion) presented on counting collections and dividing bags to encourage math and abstract categorization.  Teresa Daniels (grade 1/2 in the English program) illustrated integration of the new Arts education curriculum by presenting how she incorporates movement into the class daily.	
5. Administration Updates – <b>Mr Rossi</b>	Please see Appendix A	
Committee Reports		
6. Fun Lunch – <b>Mel Dorington</b> <b>Kate Franklin</b> <b>Aimee Rice</b> <b>Vicki Shalley</b>	Next Fun Lunch is Friday, December 6 with Boston Pizza and Sweet Impressions Bakery. Within the next 1-2 weeks we will be contacting and finalizing the Parent Volunteers for this event.	
7. Promotions and Fundraising – <b>Cory Krestanowich</b> <b>Yvonne Skubovius</b>	"Poinsettia and Swag" order forms were sent home Tuesday, November 5, 2013. Deadline for orders is Friday, November 15. Pick-up is on Tuesday, December 10, in hallway, outside of the library.  We will be sending out order forms for "Peak of the Market" on Monday, November 25, 2013 and deadline is on Friday, December 6, 2013.	
8. Science Fair Club – <b>Claudia Davies</b>	The Science Club has approximately 150 students signed up. Claudia & Andrea will be organizing bi-weekly groups that are intended to start Nov 25. The program is evolving and taking shape through dialogue. The WSD carries 3 <sup>rd</sup> Party liability and so participants and volunteers are protected.	
9. Family Dance - <b>Brad Regehr</b>	Brad's report; Please see Appendix B	
10. Volunteer	As usual, it has been a busy start to the school	

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recruitment and activities – <b>Daryla Christie</b> <b>Shauna Filuk</b>	<p>year. We have compiled the information returned to us from the 2012-2013 Volunteer sign-up sheets. The information has been recorded into a Master List and will be distributed to the appropriate directors and staff members when they need them. All Parent volunteer names have been forwarded to Janice Beers to check that the appropriate forms have been completed prior to volunteering at Ecole Robert H. Smith. Any new names that come to us will be added to our existing lists and then forwarded on to the correct people. It is a bit of a process making sure that all of the volunteer forms are up to date and that everyone is still current and able to volunteer.</p> <p>The Volunteer Orientation session took place on September 27<sup>th</sup> with both sessions well attended. It was great to see new faces that are enthusiastic to get involved and volunteer at our school. All of their questions and concerns were answered by the WSD Volunteer Coordinator.</p> <p>The first of three vaccinations for Hep B. and HPV took place on Oct. 1st. We recruited 7 parent volunteers. The morning ran very smoothly and the children were well taken care of. The next vaccination will take place on January 14th, 2014.</p>	
11. Academic support – <b>Nalini Reddy</b>	<p>Jump math is now on the MB approved list for teaching resources.</p> <p>The terms of reference for the ASC have been updated as per the committee's consideration of some suggestions.</p> <p>Ross S. &amp; Ward boundaries: change current system to 9 ward system and it was passed</p>	<p>Nalini moved to adopt the TOR, Kali 2<sup>nd</sup> ; voted and approved unanimously approved.</p>
12. French Language - <b>Andrea Robertson</b>	<p>No report</p>	
13. Picnic – <b>Yvonne Skubovius</b>	<p>No report</p>	

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14. Environment (sustainable development) - <b>Simone Smith</b>	<p>We have received our new recycling containers from Recycle Everywhere. The Recycle Everywhere team is coming into the school to help with the education portion.</p> <p>We have submitted a grant application to the City of Winnipeg. They suggest two months for feedback on the application. We also attended a Community Spaces grant writing workshop, and will be submitting an application by December 15th.</p>	
21. Staff appreciation - <b>L &amp; S Broadhurst, Anji Petruzzelli, Kali Li</b>	Kali (staff appreciation): went well today and seemed really positive; teachers felt really appreciated.	
22. Communications <b>Cathy Macey</b>	No report	
23. South District Advisory – <b>Ross Stokke</b>	No report	
<b>Unfinished Business</b>		
24. Secretary position	Secretary position is yet to be filled. Mr. Rossi will send out a synervice.	
25. Parent survey	We are working on a better process for decision making and are considering a survey to parents.	
26. PAG promotion	There was some discussion about promoting the PAG. One idea is a quarterly PAG newsletter. Another was an open house where regular attendees would encourage others to attend. A third was to provide notice of what teachers are presenting. A fourth was to reach out to class representatives by the executive	
<b>Meeting Adjourned: 8:03 PM A good time had by all!</b>		
<b>Next Meeting:            Wednesday January 22, 2014            Rescheduled to Monday January 20, 2014</b>		

## **Appendix A: Administrators Report**

**T. Rossi**  
**Principal**  
**S. Labossière**  
**Vice Principal**

October and November have been extremely busy months at École Robert H. Smith. We have completed the initial phase of our Elementary Assessment and teachers are busy preparing for Tri-Conferences next week. Report cards will be going home on Monday November 18 hopefully. Reporting Conferences will be on November 21 in the evening and November 22 all day. You will be receiving information on this shortly.

Within the classrooms, learning is evident and there have been many exciting things happening. We have been invited into a number of classrooms to see presentations by students, their artwork, and to share in their successes. Teachers have been sending students to see us so that they can show us their work. We love these opportunities. It is clear that there is a great love of learning in our school and community.

During the month of November once again we remembered those that fought for our wonderful country, by showing respect at our Remembrance Day Service. Our service Our students did a remarkable job hosting and as audience members.

Twenty five members of the community have volunteered to come in and share their love of reading with our students. While sharing this, they will describe how mathematics is needed in their lives and careers. There will be numerous activities focused on reading. This year we will have an assembly during the afternoon where classrooms will demonstrate something they have learned about reading and mathematics. We will also be assembling a “mathematical” quilt in the gym.

The Winter Concert is scheduled for Thursday December 12. Nursery and Kindergarten once again will be having their own concert during the morning due to the large number of families that turn out. Grades 1 to 4 will perform during the afternoon and the evening. There will be a dress rehearsal for everyone on Wednesday December 11.

We have had six fire drills to date, one lock down drill and one evacuation drill that we will practice before our winter vacation. All drills have run smoothly and we feel that staff and students are well prepared.

Last day of school for the Winter Holidays this year is Friday December 20. Students return Monday January 6, 2014.

Staffing there are no changes with the exception that Ms Gomes comes back full time on December 9 and Mrs. Cullen will be going on maternity leave beginning Monday November 18. Mr. Karpenko will be taking her place.

Thank you for the ray of sunshine on a cold autumn day! Our staff today really “appreciated” the Staff Appreciation Day. We are fortunate to have such supportive parents. We all learned something new about each other. We are so blessed to have supportive parents in our school and community.

## Appendix B: Fall 2013 Family Dance Report – November 5, 2013

### Overview

The Family Dance was held on October 25, 2013, from 6:00-8:30 PM. We had 157 families purchase tickets for the dance (162 families in 2012 and 176 families in February 2013). The number this year does not reflect the number of “walk ups” we had, which was higher than usual this year.

We had orders for 31 pasta meals, 44 pizzas (individual slices and whole pizza orders combined – we had 65 in February 2013) and 294 drinks (430 in February 2013). Both pasta and pizza orders were down. Pre-ordered drinks were directly tied to food sales.

We had parent volunteers for a variety of positions, including food service, canteen, front desk, bake sale, hallway monitoring, set up, clean up, silent auction, 50/50 and Wall of Ghouls.

### Silent Auction Donors

As in the past, we had many generous donors to the Silent Auction. They include (in no particular order): Linne Mackenzie (Rogers), Teo's, Market Burger, Clarion Hotel, Subway, Penners Autobody, Academy Bowling Lanes, Teknique Massage Therapy, Belinda Loschiavo, Sobey's, Saucers Cafe, Everest Training Centres, The Creative Paper Gallery, Sushi California, Bonfire Bistro, Chiropractic Life Centre, Turnbull Whitaker Insurance, Yoga Centre Winnipeg, Madison Hair Design, Metro Cleaners, Lilac Bakery, Sylvia Richardson, Food Fare, Murray Chev Olds and D'Arcy & Deacon LLP. Thanks again to all our donors!

### Finances

Ticket sales and pre-ordered food sales totaled \$3126.25.

Silent auction revenue totaled \$1359.50

Wall of Ghouls revenue totaled \$460.00

Bake sale revenue totaled \$301.00

50/50 revenue totaled \$250.00

Canteen revenue totaled \$233.50

Front Desk revenue from “walk ups” totaled \$92.00

“Walk Up” food revenue totaled \$19.05

Jelly Bean Guess revenue totaled \$19.00

Total Revenue = **\$5,860.75**

Food expenses (Sorrentos, drinks and chips) totaled \$909.82

Supplies totaled \$401.33

Coat rack rental cost \$417.92

Music was provided by Crystal Sound and cost \$420.00

PAG donations for Silent Auction cost \$288.10

Total Expenses = \$2437.17

Net profit was **\$3423.58** (unaudited). Net profit in 2012 was approximately \$3500.00 and in February 2013 was approximately \$3967.40

### Key Results

Wall of Ghouls had 100 jars vs. 50 jars in February (Wall of Hearts). Approximately 15 jars left over. 50/50 jackpot was over \$200 in February 2013 and was \$250.00 for this dance!

Bake Sale generated just over \$300.00 – lower sales from previous dance.

DJ played great music and was very cooperative.

Generous donors for Silent Auction – resulted in 19 baskets.

Tin for the Bin at front door – able to fill up 123 pounds of food.

Lots of compliments on dance and kids had great time.

Chips sales OK but not great.

### **Recommendations for Next Year**

Move Bake Sale into MPR to clear up hallway congestion.

Reduce Wall of Ghouls to 75 jars instead of 100.

Ask families to clean up after selves and do announcement 10 minutes prior to end of dance.

50/50 and Reception Table need separate floats – caused delay in counting 50/50.

Look at different ticket order and distribution system – current system is cumbersome and time-consuming.

Need bigger floats with larger amounts of \$5, \$1, \$2 and \$0.25.

Need clean-up supplies available at end of evening – rags and buckets.

Need more Committee members to deal just with Silent Auction.

### **Final Comments**

The Fall 2013 Family Dance was a success – both as a fun and entertaining event and as an important fundraising event. Thanks to all the parent volunteers who gave of their time to make this event such a success!

In addition to the work done by Committee members, assistance was provided by Tanya Reid, Holly Glew and Mark Chyzy. Jennifer Lee was great with making deposits, providing floats and counting up proceeds. Thank-you to Tanya, Holly, Mark and Jen.

This year the Family Dance Committee consisted of Andrea Robertson, Anji Petruzelli and Aimee Rice, with Brad Regehr as chair. The Committee is always looking for suggestions and welcomes all comments. Thanks to Mr. Rossi and Madame Labossière for their input and help in putting on the Fall 2013 Family Dance.

### **Brad Regehr**

Family Dance Committee Chair