

# PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: November 20, 2018, 6:30 PM

## Executive Committee Present

James Wright –Chair  
 Sarah Snider- Secretary  
 Melanie Dorrington- Vice-Chair  
 Stacey Hay-Treasurer

## Other Valued People Present

Julie Garcia (Environment)  
 Jackie Wasyliv (Fundraising)  
 Saul Benjamin (South District Advisory Rep)  
 Tiffany Yachyshen (Family Dance)  
 BJ Williams  
 Kristy LeBaron (Staff Appreciation)  
 Kate Franklin (Fun Lunch)  
 Tanis Knowles-Yarnell (Environment)  
 Sheila Latulippe  
 Cesar Cruz  
 Natalia Khomukha

## School Administration

Principal: Mme. Powell  
 Vice-Principal: Matt Couture

## Minutes

Agenda / Speaker	Discussion	Responsible for Action/Timeline
Welcome –Chair		
Teacher's Presentation Learning Tools -Mrs. Beer	Presented on 'tools' for children to help focus on learning and being productive in the classroom-- examples of mouth, hand and body tools passed around, anecdotal stories shared by Mrs. Beer and parents	
Principal's Report	-Learning Review Meetings with teachers -Starting first Professional Learning Community (PLC) meetings (teachers to determine focus) -20 Chromebooks arriving over the next 2 weeks -@EcoleRHSSchool twitter account to enhance communication-- will be learning focus -School "swag" looking at clothing with school logo to purchase Clubs underway and beginning-- Coding Gr. 5 & 6	Parents with vintage "Swag" to share with Admin

	<p>MYRCA Gr. 5&amp;6  Lego Gr. 1-3  Board Games Gr. 1-6  Mad Science 3-5</p> <p>Professional Learning Lunches (i.e. math learning series, Roots&amp;Shoots, Positive Behavioural System (PBIS), Numeracy &amp; Literacy)</p> <p>Roots &amp; Shoots-digital package to go out to parents</p>	<p>Admin to explore offering similar presentations to parents if enough parents indicate desire to attend</p>
Treasurer's Report-Stacey Hay	<p><b>**Need to Hyperlink**</b> in the powerpoint slide</p>	
Chair Report –James Wright	<p>Discussion of need to reassign communications chair--previous director too busy to fulfill role and unable to fulfill time commitment, in their absence they were voted out.</p> <p>Sarah Snider nominates Sheila Latulippe for Communications position  Sheila L accepts nomination</p> <p>April 2018 and Sept 2018 minutes from General Meeting reviewed. No amendments.</p> <p>Discrepancy just discovered in last years' finances still investigating do not want to start rumours or discuss until all information has been reviewed thoroughly</p>	<p>Move—Sarah Snider  Second—Tiffany Yachyshen  All in Favour</p> <p>Move--Sarah Snider  Second--James Wright  All in favour  Chair to get Sheila set up with google suite and then Communications to update website with current members contact info, and meeting minutes by next meeting</p> <p>Move to approve-Sarah Snider  2nd- Julie Garcia  All in favour</p> <p>2017/18 Finances tabled</p>
Fundraising report-- Jackie Wasyliw	<p>Peak of the Market made \$ 2 625</p> <p>QSP (magazine) has made \$7.05 Magazine fundraiser is ongoing throughout year paper brochure has not gone out yet</p>	<p>Julie to help Jackie get Magazine brochure out to families</p>

	Bothwell Cheese orders planned and wine raffle--more info to follow	
Environment Report--Julie Garcia	<p>Julie met with admin to get them up to speed with master plan and background on project 2018/19 Project: Phase 3—Shade Grove and Replacement tree planting Estimated cost \$15 000 Discussion on including Spinner and revamping Basketball court--excellent suggestion from parent of putting in a lower net for elementary height **Can we add in Hyperlink for visuals** Move to vote for \$10 000 fundraising goal this year to get this phase done!!</p>	<p>Julie and committee to meet with Project Manager-Wendy Communications to add hyperlink into minutes with visuals</p> <p>Motion --Melanie Dorrington 2nd--Saul Benjamin</p>
Family Dance--Tiffany Yachyshen	<p>Family Dance a Great Success! Brief discussion on ticket price--most likely will stay the same--perhaps family rate cap \$20 for those with large families but overall felt an evening out at \$4 a head is very reasonable Discussion on having it as a fundraiser however needed to table that idea due to time School camera brought up-- PAG does not have one, does not appear that school has one either--use of ipad for picture taking? Would be better to have SD card for storage/ secure management Reel of Dance pictures to be shown in hall when new T.V. installed</p>	<p>Next Family Dance Coordinator to decide</p> <p>Once Family Dance Coordinator confirmed in January can discuss with Fundraising chair and bring Proposal to year end meeting for group to decide</p> <p>Admin to confirm that school does not have a camera</p> <p>Tiffany to provide pictures from dance to Admin for T.V reel</p>
Fun Lunch Report --Melanie Dorrington	<p>First Lunch a great success, so many volunteers! Thank you. More coming up Dec 7, Jan 25, Mar 1, April 12, and May 31<sup>st</sup></p>	<p>Melanie Dorrington &amp; Kate Franklin</p>
Staff Appreciation Report--Kristy LeBaron	<p>Small committee coming together for staff breakfast bar --next Friday (Nov 30) invitation went out today! Theme= You are a star, having a walk of fame and decorations etc</p> <p>Discussion on having only one event this year. Also need to capture lunch staff who will not be at breakfast bar--</p> <p>Staff often treasure personalized messages from</p>	<p>Kristy and crew will provide report of Nov 30th event at next meeting</p> <p>If possible will extend Nov 30 event for post lunch goodies to include lunch staff</p>

	children and have no expectation of large event. Another idea was offering complimentary tickets to Family Picnic	
Budget Projections	Last 5 years put together for an average to help inform projected expenses and set parameters for events	
Meeting adjourned at 9:05		
Next Meeting: Jan 15, March 5, May		