

PAG (Parents' Advisory Group)

École Robert H. Smith School
Meeting Minutes

Date: September 26, 2017, 6:30 PM

Executive Committee Present

James Wright -Chair
Vacant (Vice-Chair)
Sarah Snider- Secretary
Brendon Boland-Treasurer

Regrets

Lauren Hope (French Language Coordinator)

School Administration

Principal: Mr. Rossi
Vice-Principal: Mme. Ostermann

Minutes

| Agenda / Speaker | Discussion | Responsible for Action/Timeline |
|--|---|---|
| Opening statements and call to order | Previous minutes from June 4 th meeting were amended and approved. | Move-James Wright Second-Brendon Boland |
| James Wright (Chair) Executive report | <p>We have four vacant positions. Call for volunteers</p> <ul style="list-style-type: none"> • Communications Director— Sara Robert Move-James Wright Second-Melanie • Family Dance Coordinator--Tiffany Move-James Wright Second-Audrey • Vice Chair position--vacant • South District Advisory—vacant call out being done <p>Tech Soup—3rd party to see if we can get charitable status in order to get software to support all PAG documents in one accessible digital filing cabinet to help streamline info/passover between councils. Also 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>Financial Notes</p> <ul style="list-style-type: none"> • \$2,000 sitting in a savings account. • Lots of grants received last year but big payout for playground • 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. • 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>All</p> <p>James</p> <p>Communications</p> |

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| | <ul style="list-style-type: none"> See pdf for detailed year end statement | |
| Teacher Presentations Mme Maynard – Grade 2 Mr. Leochko – Grade 6 | Mme. Maynard presented on co-teaching and new Support Room Mr. Leochko spoke to New School Initiatives DANCE/STEAM ~Women’s History Month School wide Book Garbage Free Day Theme’s throughout year i.e. 7 wonders of world, world dance | |
| Principals’ Report Mr. Rossi & Mme. Ostermann – | Mr. Rossi summarized the report- see the “Principals’ Report” PDF file for full details. Lots of Heart in this school! 11 th year for Mr. Rossi, 3 rd year for Mme. Ostermann at Robert H. Smith | |
| Julia Garcia - Fundraising report | <ul style="list-style-type: none"> Peak of the Market fundraiser coming up See fundraising attachment for -2017/8 Fundraising Schedule -Details of Phase III of the Playground Enhancement | |
| Family Dance | In need of volunteers—will be very organized Tiffany outlined ideas, discussion ensued Synervoice to be sent out to help recruit volunteers and sell tickets | Tiffany and Volunteer Coordinator |
| Melanie Dorrington - Fun Lunch | Info sent out—6 events this year very similar to last year just more options for allergies/sensitivites ie. Gluten free, sweet impressions cookies, dairy free frozen treat. The PayPal system has worked very well and has received a lot of praise from parents will continue. | |
| Communications update | Social media stats to be provided at next meeting | |
| South District Advisory update | | |
| Staff Appreciation | | |
| Meeting adjourned at | | |
| Next Meetings: Tuesdays - November 21, January 16, March 6, April 24 | | |