

PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: Sept 25th, 2019, 6:30 PM

Executive Committee Present

Melanie Dorrington - Chair

Stacey Hay - Treasurer

Ainsley Price - Secretary

School Administration

Principal - Andrea Powell

Vice-Principal - Warren Nickerson

Other Valued People Present

Tanis Knowles Yarnell (Environment)

Julie Garcia (Environment)

Saul Hillel Benjamin (South District Advisory)

Tiffany Yachyshen (Family Dance)

Cynthia Mitchell (French Language)

Kelly Boulay (Fun Lunch)

Debbie Armstrong (Fundraising)

Tanya Brunel (Volunteer)

Rebecca Kirk (Family Picnic)

Sarah Epp

Susan Collins

James Lawal

Elizabeth Lawal

Renée Delaurier Jones

Minutes

Agenda / Speaker	Discussion	Responsible for Action/Timeline
Introduction & Welcome - Melanie Dorrington	Introduction of executive committee, committee members, and all guests present	
Principal's Report - Mme. Powell & M. Nickerson	<ul style="list-style-type: none">- Introduction of Warren Nickerson new Vice-President- Overview of Assiniboine Zoo education program (2 RHS - Grade 6 classes participating)- Overview and discussion around new Sensory Path (Design on Floor in hallway) in school – Objective to meet the need for creative / intentional movement breaks for students.- Overview and discussion around PBIS (<i>Positive</i>)	

	<p><i>behaviour interventions and support</i>) - New system being integrated into the school. Objective to positively establish clear expectations of behavior in specific areas of the school.</p> <ul style="list-style-type: none"> ○ gradual roll out ○ encompass entire school ○ Signs to be installed ○ Communication to be sent to Parents <p>- Overview of Safe Arrival System. New system parents will utilize if child late or absent (<i>App technology</i>)</p> <ul style="list-style-type: none"> ○ Will still be option to call or email ○ Improved efficiency for school ○ Introduced October 15th ○ Communication to be sent to parents <p>- RHS 100th Anniversary</p> <ul style="list-style-type: none"> ○ Planning stage, forming committee ○ Communication to parents soon ○ Timing – likely Spring (early May) <p>- Staffing Update</p> <ul style="list-style-type: none"> ○ 1 teacher on medical leave p-4 ○ 1 teacher on maternity leave in February ○ Discussion around change over with Teachers & Support for Children (Raised by Tiffany) <p>- Discussion around extending PBIS to exterior of school (Raised by Julie)</p> <ul style="list-style-type: none"> ○ Discussion around monitoring parking / driving and drop off ○ Discussion around Patrols Training ○ Stop Drop & Go – Any study on direction of stop drop and go and having on both sides of school (Raised by Tayna) (Note – Can not offer on East side due to school bus) 	<p>Recommendation to have 100 year Committee have a standing Agenda item at PAG Meetings for the 2019-2020 year - Melanie</p>
<p>Chair Report – Melanie Dorrington</p>	<ul style="list-style-type: none"> - Introduction & Overview of focus points for the year. - Noted - PAG will support 100-year Anniversary where possible - Target 2hr time frame for meetings <ul style="list-style-type: none"> ○ Will table long discussions or transition topic to a committee for follow up - Reinforce use of Google email / drive for all communication for PAG members - PAG Audit – Post guidelines and procedures on website so there is awareness & consistently <ul style="list-style-type: none"> ○ PAG committee require approvals on dates, types, themes (target at PAG meeting) ○ Communication to Parents require approval – by school executive or PAG executive 	<p>Motion to approve May 28th, 2019 – Meeting minutes – (Update noted - re Environmental - Full budget \$15k – with 10% variance) Motion to Approve – Tiffany Seconded – Cynthia All in Favour No Opposition</p> <p>Information and Communication technology Director Make Motion to vote in Sarah Epp - Melanie</p>

	<ul style="list-style-type: none"> ○ All communication should be done using PAG gmail email addresses - Approve Minutes of last meeting - Discussion around past Communication Director & voting in new Communications Director <ul style="list-style-type: none"> ○ Notified Communications Director elected to step down (Tiffany) ○ Position did not require vote for removal ○ New title Information & Communications Technology Director <ul style="list-style-type: none"> ▪ All Technology ▪ Website - Date for next PAG 	<p>Seconded – Rebecca All in Favour No Opposition</p> <p>Proposed next PAG meeting date - Tuesday – November 12th - Melanie 6:30-8:30 Request for any concerns (none)</p>
Treasurer's Report - Stacey Hay	<ul style="list-style-type: none"> - Review of Historical Financial Statements (Draft 2018/2019 – Statement) <ul style="list-style-type: none"> ○ Discussion around Grade 6 Farewell activities and where \$ should flow through. - Financial Slides will be shared on Google Drive - Review of Financial House Keeping <ul style="list-style-type: none"> ○ Please contact Stacy for any support ○ Expenses for reimbursement (keep receipts) ○ Fundraising spreadsheet for capturing ○ Cash / Cheques – Maintained at the school (counted on site, 2 people, utilize school safe) ○ Target - Have majority of fundraising completed on-line vs. cheque (Melanie) ○ Discussion around various options <ul style="list-style-type: none"> ▪ Can school division dictate payment process? 	<p>Proposal – Have standard spreadsheet available for fundraising activities (google drive) - Melanie proposed.</p> <p>Review if there is a standard payment process for school division – Mme. Powell</p>
<i>Intermission</i>		
French Language Advisory - Cynthia Mitchell	<ul style="list-style-type: none"> - Meeting has not been set up at this point in time. <ul style="list-style-type: none"> ○ Assumption (November) - Key Topics – Determining how division measures success in program, should there be a divisional champion, process for hiring teachers etc. 	
Volunteer Coordinator - Tanya Brunel	<ul style="list-style-type: none"> - Update on Volunteer Status <ul style="list-style-type: none"> ○ Volunteer orientation was hosted ○ Received many forms for volunteers ○ Capturing Volunteer list in excel - Volunteer Coordinator can aid in coordinating volunteers for events <ul style="list-style-type: none"> ○ Contact Tanya directly - Discussion around List of events for volunteers not being received – Raised by Julie - Discussion around volunteer requirements for - Peak of Market Fundraiser 	
Fun Lunch - Kelly Boulay	<ul style="list-style-type: none"> - Fun Lunch Crew - Randi Keefe & Kelly Boulay 	

	<ul style="list-style-type: none"> - Dates set for fun lunches, communication to parents go out Sept 26th - Same restaurants as last year (a few new menu items) - Continue with Pay it forward lunch - Utilize Hot Lunch online ordering system 	
Environment - Tanis Knowles-Yarnell	<ul style="list-style-type: none"> - Review of Environmental Committee Objectives / Focus areas - Review of historical committee actions - Update on Schoolyard Enhancement – Phase 3 “Shade Grove” <ul style="list-style-type: none"> o Adjacent to main play structure / objective to provide shade and more natural play space o Budget \$15,000 (+/- 10%) approved at May 28th PAG meeting (Quote - \$13,500 – Viking Landscaping) o Target October Installation o Communication to be sent to parents - Looking forward – Improving flower beds in front of school (Lower maintenance), 100th Anniversary, enhance educational awareness / leadership in school - Discussion raised – Height of basketball nets – (Tiffany) - Noted - Bike Rack (M. Nickerson) on West side of school (new Sept 25th) 	
South District Advisory- Saul Hillel Benjamin	<ul style="list-style-type: none"> - Overview of South District Advisory <ul style="list-style-type: none"> o “Who are we and what we do” o 3-4 meetings to be scheduled o Hot Topics – Budget, K-12 commission, Amalgamation of districts 	-
Fundraising - Debbie Armstrong	<ul style="list-style-type: none"> - Review of confirmed and potential fundraiser ideas / programs for the 2019 /2020 school year <ul style="list-style-type: none"> o Completed Peak of Market – Profit ~\$2250 - New Fundraising Ideas <ul style="list-style-type: none"> o <i>Note - QSP Magazines – closed</i> o Sunset Gourmet (40% back) o Wine Raffle o Paint Night with Kids o Movie night & Pizza – <i>(Not preferred)</i> o 60/40– <i>(Not preferred – Large sums of Cash)</i> o Mabel’s Labels o Winkler Meats o John Russel - Discussion around Fundraising objectives & Where \$ will be spent 	List of proposed Fundraising initiatives to be reduced to a short list – Proposal for ideas to be brought to next PAG meeting for approval and review – (raised by Melanie)
Family Dance - Tiffany Yachyshen	<ul style="list-style-type: none"> - Date & Time confirmed (Oct 25th 6:00pm) - Discussion around Date <ul style="list-style-type: none"> o Conflict with community club pre-teen dance 	Future Years - Family Dance lead to connect with Community Club to try to coordinate not

	<ul style="list-style-type: none"> ○ Tiffany in contact with Community Club - Discussion around key objectives / guidelines <ul style="list-style-type: none"> ○ Not a fundraiser - No Raffles or Silent Auction ○ Will have some prizes ○ Objective family fun for kids - Discussion around attendance levels and cost of tickets - Discussion around theme “Zombie School Invasion” <ul style="list-style-type: none"> ○ Concern around theme / costumes etc. for younger children - Discussion around Request of Prizes from Parents <ul style="list-style-type: none"> ○ Question how appropriate for a Non-fundraising event ○ Fund’s raised should cover cost of event - Communication to be drafted to go out to parents <ul style="list-style-type: none"> – To be reviewed by PAG executive / School executive Tiffany 	<p>having events on same dates in future</p> <p>Decision to raise cost of tickets to be from \$4 to \$5</p> <p>Recommend do not formally request prizes from parents for non-fundraiser events</p>
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Meeting adjourned at 8:48