

**Parent Advisory Group  
École Robert H. Smith School  
September 25, 2013**

Present: W. Skubovius, J. Cresswell, S. Roche, J. Lee, T. Rossi, S. Labossière, A. Huang, Colin Donato, A. Petruzelli, Y. Skubovius, A. Robertson, S. Smith, B. Regehr, N. Reddy, A. Rice, C. Macey, V. Shalley, M. Dorrington, K. Franklin, C. Krestanowich, A. Stokke, S. Filuk, D. Christie, K. Li, L. Broadhurst, S. Broadhurst, T. Ducharme, C. Davies,

**1. Opening statements and call to order – 7:15pm**

The chair and vice-chair introduced themselves and welcomed all in attendance

**2. Motion to approve June 19, 2013 meeting minutes**

Motion made by Andrea Robertson, seconded by Aimee Rice

**3. Goal Setting**

- a. Discussed building a positive and trusting environment with respectful and open dialogue within the PAG meetings
- b. Improved communication and response time through the website drop box

**4. Process changes:**

In order to provide more open and effective communication, the following processes will be put in place:

- responses to all inquiries will be within 24 hours
- website will be updated regularly
- predictable deadlines: agenda posted three days prior to meeting and minutes posted three days following meeting
- committee roles and benchmarks will be established
- agenda items need to be submitted one week prior to monthly meetings

**5. Executive Reports**

a. Chair: Bill Skubovius

- An up-to-date Directors List will be compiled shortly and will be posted on the PAG website
- The website will be updated and redesigned in order to have a better user experience and all contacts will be posted and maintained
- Any concerns can be brought directly to the Chair in confidence.

b. Vice-Chair: Jim Cresswell

- Will facilitate support for committees, parents and teachers

c. Treasurer: Stewart Roche (previous treasurer)

- Reviewed 2012/2013 year end financial statements
- Question was raised about the banking charges and the change to new institution. The current bank is charging limited user fees (only on NSF cheques) compared to \$400 in fees charged by the previous provider.

**6. Teacher Report:**

- a) "Inside Education" - Jim Cresswell introduced the idea of a teacher report being a sharing of what is currently happening in the classrooms at RHS.
- Ms. A. Huang (grade 3/4 teacher) presented on Differentiation and how this looks when teaching students about telling time.
  - Mr. C. Donato (grade 2/3 teacher) presented on Guided Reading and how this looks in the classroom.

**7. Administration Updates** - See attached report

**8. Committee Reports**

- a) Academic Support Committee (previously Curriculum Committee)- Nalini Reddy
- Working on Terms of Reference
  - Working on the creation of a number of parent-run clubs including a Science Fair club, a Math Competition club
  - Will post minutes of next meeting on the website
  - Will meet every four to six weeks
  - Next meeting will be announced
- b) Communications Committee – Cathy Macey - no report
- c) Environment Committee – Simone Smith
- Will be developing goals for this year
  - We have raised \$25 000 to date
  - The Winnipeg Foundation has provided us with \$2 000
  - We have ordered 3 Recycle Everywhere bins for the school yard
  - Next fundraising event is: Extreme Recess on October 18<sup>th</sup> from 6:00 to 8:00 in the playground
- d) French Language – Andrea Robertson – no report
- e) Fun Lunch – dates have been finalized and all information is on the website
- f) Family Dance – Brad Regehr
- Friday, October 25<sup>th</sup>
  - Ticket order forms will be going out shortly
  - Volunteers are needed
  - Baking for the bake sale and silent auction prizes are required
  - There will be a collection of tins for Winnipeg Harvest at the dance

- Children and adults are invited to dress up!
- g) Fundraising and Promotions – Cory Krestanowich and Yvonne Skubovius
  - The school will be planning the Read-a-thon and Exercise-a-thon fundraisers
  - QSP, the plant sale and the Family Dance will continue
  - Other ideas are being discussed and will be presented at the next PAG meeting
- h) Family Picnic – Yvonne Skubovius – no report
- i) South District Advisory – Ross Stokke – no report
- j) Staff Appreciation – Anji Ptruzelli, Kali Li, L & S. Broadhurst
  - Theme this year is “Getting to Know You”
- k) Volunteers – Daryla Christie, Shauna Filuk
  - Please complete and return volunteer forms
  - Names will be passed onto committees
  - Hep B Vaccination Day, October 1st – volunteers needed
  - Other events happening soon which require volunteers include Fun Lunch and the Family Dance
  - Parent Reps will be in contact with parents

## **9. Unfinished Business**

- a) Requirement to change signing authority to new Chair, Vice- Chair and Treasurer
  - Motion made by Daryla Christie and seconded by Simone Smith
- b) Election of Treasurer position - Jennifer Lee – voted unanimously
- c) Election of Secretary position - tabled to next meeting

## **10. Other business**

A suggestion was put forth to consider a fundraising focus on the Playground Enhancement Project for this year. It was also suggested that PAG Environment Committee send out an email informing parents that donations to the project can be made through the United Way. The Fundraising Committee will look into the suggestions and report back at next meeting.

A question was raised about the idea of the Fun Lunch including choices for children with life-threatening allergies in the future. Currently, they ask parents with children who have these types of allergies to contact the restaurants directly if they have concerns.

The set-up of the Multi-Purpose room for this meeting was discussed and this will be rearranged for future meetings.

## **11. Motion to Adjourn Meeting – 8:50pm**

- Motion made by Daryla Christie and seconded by Andrea Robertson