

**Parents' Advisory Group Inc.  
École Robert H. Smith School  
Annual General Meeting**

Tuesday, June 16, 2009

7:00 pm - Library

1. Call to Order
2. Welcome – Kathleen Reid (2)
3. Review and Approval of Previous AGM Minutes (1)
4. Review and Approval of Agenda – Additions/Deletions (1)
5. Reports
  - Chairperson - Kathleen Reid (10)  
    Annual Report
  - Standing Committees
6. Bylaw Amendments
7. Administration Report - Mr. Rossi & Mme Warnke (10)
8. Elections – Vice Chair – Adelle Field Burton
9. Motion to Adjourn

**ÉCOLE ROBERT H. SMITH SCHOOL**  
**PARENT ADVISORY GROUP**  
Annual General Meeting  
June 10, 2008

**Present:** Penny McMorris, Pat Nitchie, Paula Jasper-Hall, Tara MacCallum, Rosa Deluca-Poole, Doug Odowichuk, Adelle Burton, Kathleen Reid, Lisa Emre, Karen Loveridge, Lindsay Stevenson, Trish Wainikka, Corinne Pommer, Leigh Ann Carriere, Claudette Warnke, Salen Guttormsson, Yutta Fricke, Carole Jung, Bonnie Cadieux, Tom Rossi

**Regrets:** Tracey Sneesby, Jane McSwiggan, Lisa MacAulay, Tally Young, Patti Chiappetta-Sharpe, Heather Pare, Nadine Karpinski, Cathy Dyck

**The meeting was called to order at 6:37 p.m.**

**1. Approval of June 5, 2007 AGM Minutes**

The minutes from the June 5, 2007 AGM were approved. (Moved by Penny McMorris, Seconded by Tara MacCallum)

**2. Executive Committee Reports**

**Chair:** Verbal report. All outgoing directors should get their binders in order and meet with incoming directors.

**Vice Chair:** Penny McMorris submitted proposed roster for the 2007/2008 PAG (on behalf of Tracey Sneesby). A motion to approve the proposed roster was then carried. (Moved by Penny McMorris, Seconded by Yutta Fricke.)

**Treasurer:** Submitted written report as attached.

**Secretary:** No report.

**3. Standing Committee Reports**

**Block Parents:** No report.

**Callback:** Verbal report.

**Environment:** No report.

**French Immersion:** Verbal report.

**Fun Lunch:** Written report.

**Picnic:** Verbal report and written financial report. There was a discussion regarding making a donation with the additional funds raised through the picnic; in order to do this, a constitutional change may be required.

**Promotions/Fundraising:** Written report.

**South End Advisory Committee:** No report.

**Staff Appreciation:** No report.

**Volunteer Committee:** Verbal report.

**Past Chairperson:** No report.

**4. Administration Report. Verbal report.**

**5. The meeting was adjourned at 7:52 p.m.**

**Parents' Advisory Group Inc.**  
**École Robert H. Smith School**  
 Reports for Annual General Meeting June 16, 2009

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**Chair's Report - Kathleen Reid**

I stepped into the role of Chairperson, excited and yet with some reservations, having never been on the PAG executive before. I took on this position knowing that certain aspects would be challenging, but with the hope that I would develop new skills along the way. The support and trust that I have received from parents in this role humbles me. It has been an honour to chair this parents' advisory group. I have had the pleasure of watching a group of very competent parents go about their respective committee tasks with confidence and dedication. The credit for the numerous events, activities that PAG delivered this year, lay with this group of remarkable parents.

At our first meeting, PAG passed a motion to support the school's goal of sustainable development. With this in mind, our environment committee consisting of Jane McSwiggan and Nadine Karpinski, in conjunction with the lunch program staff, set up a composting system for lunch program. Compostable plates and cups were also used at our dance in March to further our commitment to the environment.

Thank-you to Salin Guttormsson, who took the time to review and organize our files. In doing so, constitutional amendments will be brought forward at our AGM to clean up any grammar or spelling errors; to add a new Director of Communications and to hopefully change the term of office to end June 30<sup>th</sup>, with the AGM no later than May 31<sup>st</sup>, allowing a transition time when children are still in school, and parents still available. Due to technological advances in monitoring children's attendance, our callback position is no longer needed. We are hopefully adding a new position, Director of Communications whose main purpose is to facilitate communication between home and school, including the managing of the website.

Thank-you to Steve Molly, a parent who by his own initiative set up and managed a website for PAG. This website has been kept up to date regularly, with new information added every few days.

PAG developed a Mission Statement this year. P.A.G.'s Mission Statement is: *The Parents' Advisory Group is a diverse group of parents, representative of the current student body, which serves as a liaison between our families, our community and our school.*

*We are partners with École Robert H. Smith School, supporting its Mission and, by promoting active parental involvement; we strive to enrich our children's educational experience.*

PAG directors met to plan and goal set in February. We were able to as a group define the following goals going into next year: Communication, Recess Equipment, Artistic Opportunities, and the school's wish list.

Throughout the year, PAG has once again run like a 'well-oiled machine', working with the staff to provide the children at ERHS many events and programs that serve to enhance the educational experience. Fun Lunch, Staff Appreciation, the Family Dance, the Family Picnic and workshops for parents are among some of the many activities that PAG has delivered.

The final and probably most important news to share is that our field project has been approved by the Board of Directors, and the work is scheduled to begin on July 2<sup>nd</sup>, 2009. PAG is responsible for the construction fencing, watering and mowing the sod. The tilling, grading, and sodding is being contracted out to McEwen Brothers.

I have saved the best for the last – a thank-you to everyone who has given their time to help make École Robert H. Smith School a better place for their children. I especially would like to thank my executive – Adelle, Lisa and Trish, who together have had amazing synergy- it has been wonderful to work with you.

Thank-you.

**Vice Chair's Report – Adelle Field Burton**

**PAG Nominations for 2009 - 2010**

1.	<b>Chairperson</b>	Kathleen Reid (2 <sup>nd</sup> yr)
2.	<b>Vice-Chairperson</b>	Steve Molloy
3.	<b>Recording Secretary</b>	position open
4.	<b>Treasurer</b>	Lisa Emre (2 <sup>nd</sup> yr)
5.	<b>Fun Lunch</b>	Doug Odowichuk
6.	<b>Fun Lunch</b>	Position open
7.	<b>Promotions (Fundraising)</b>	Rosanna Deluca-Poole
8.	<b>Promotions (Fundraising)</b>	Heather Pare
9.	<b>Volunteer Recruitment and Activities</b>	Tara McCallum (2 <sup>nd</sup> yr)

10.	<b>Volunteer Recruitment and Activities</b>	Corinne Pommer
11.	<b>Block Parents</b>	Position open
12.	<b>Picnic</b>	Sheila Reed (2 <sup>nd</sup> yr)
13.	<b>Environment</b>	Jane McSwiggan
14.	<b>Environment</b>	Nadine Karpinski
15.	<b>Staff Appreciation</b>	Denise Gout-Smith
16.	<b>South District Advisory Committee (SDAC)</b>	Salin Guttormsson (2 <sup>nd</sup> yr)
17.	<b>Communications Director</b>	Cathy Macey
18.	<b>French Language Coordinator</b>	Patti Chiapetta-Sharpe
19.	<b>Director at Large</b>	Paula Jasper-Hall
20.	<b>Director at Large</b>	Bonnie Cadieux (2 <sup>nd</sup> yr)
21.	<b>Director at Large</b>	Dan Orlikow (SDAC Alternate)
22.	<b>Director at Large</b>	Candace Partyka
23.	<b>Director at Large</b>	Position Open
24.	<b>Director at Large</b>	Position Open (90 <sup>th</sup> Anniversary Committee)
25.	<b>Director at Large</b>	Position Open (Playground Equipment)
	<b>Past Chair</b>	Position Vacant

#### Treasurer's Report – Lisa Emre

- Attached

#### Field of Dreams Sub-Committee Report – Kathleen Reid

In February I was asked to chair the subcommittee for the Field of Dreams project. The committee consists of Tom Rossi (principal), Adelle Field-Burton (Vice-Chair), Tracey Sneesby (parent volunteer coordinator), Vic Lee (landscape architect), and myself. Last year, there was confusion regarding the necessity of a city permit for the work that needed to be done on the field. This year, we have clarified this, by calling our project a 'field repair', which does not require any permitting.

It was apparent early on that the new quotes for the field were higher than the monies put aside in our Field of Dreams account. We applied for two grants, Western Diversification and Manitoba Community Places. We are still waiting to hear from both organizations. We anticipate hearing from MCP on June 20<sup>th</sup>.

PAG submitted two quotes to the Board of Directors for approval at their June 1<sup>st</sup> 2009 meeting. Approval for the project was granted at this meeting. The contract was awarded to McEwen Brothers. It is interesting to note that approval was granted last year, and because the scope of the project has changed from a large to small volunteer workforce, approval must be sought again.

Waiting a year has allowed PAG to raise more funds to create a comfortable cushion in case more fill, top soil or sod is required. PAG is able to do this project with the maximum 2% grade that was recommended last year, but due to financial concerns, a 1% grade was accepted. Larger rolls of sod will be laid professionally thus ensuring better success rate for our new grass.

McEwen's tentative start date, weather permitting is July 2<sup>nd</sup>, 2009. The field will require 21 work days. Board approval was granted on the following division of labour:

1. Fence PAG is responsible for supplying the construction fencing. Pioneer Fencing will drop off the panels June 25<sup>th</sup> or 26<sup>th</sup>. Mr. Rossi has made arrangements for two more custodians to help out Friday June 26<sup>th</sup> in the morning so that PAG does not have to pay for set-up.
2. Field Mc Ewens will till, add fill, rough grade, add top soil and sod the field. They will protect our track by putting a base of mud and plywood down.
3. Watering Vic Lee, is looking after buying the hoses and setting up a watering system to be put on a timer.
4. Water Line – The division has committed to ensuring that the water lines on the field are operational for our project.
5. Mowing – PAG is responsible for mowing the new grass. Although we had intentions of depending on volunteers for this portion, we have decided to hire a professional service to do the job properly.
6. Maintenance Once school begins, the school Division is responsible for doing the maintenance on the field.

#### Other Considerations

- Call before you Dig has come by, and there are no hydro lines to be concerned about.

- It has been suggested that PAG use mud mats.
- A letter requesting any volunteer help will go home soon.
- Local community centers and daycares will be notified that the field will be out of use for the entire summer.
- Construction signs have been bought
- Mr. Rossi will be in touch with Michael Pare once the field is scheduled to begin, to stake the correct grade.

Financial:

A. Fence – (\$250.00 x 2months) \$500 + delivery (\$75 each way) =	\$650.00
B. Mud Mats - \$175.00 x 2 =	\$350.00
C. McEwen's	
1. Field preparation (roto tilling)	\$ 2,500.00
2. Removal of goal posts and benches	400.00
3. Supply & placement of 1,000* cu. yds. clay fill @\$6.42	6,420.00
4. 555 cu. yds. top soil	8,325.00
5. 5,000 cu. yds. sod	8,500.00
6. Finish grading	5,000.00
7. Install sod	4,675.00
	PST <u>595.00</u>
	TOTAL \$36,415.00 excl GST
D. Watering – material estimate	\$2500.00
E. Mowing – (\$115.00 x 3 months) + GST	\$345.00
	Estimated grand total: <b>\$39 350.00</b>
	PAG funds (general acct + FOD acct) <b>\$51 00.00</b>

\*Please note that GST is not in the quote because we get it back due to our charitable status.

### Callback – Doug Odowichuk

Another year is coming to a close. It is not only the end of the school year for the callback volunteers, it is the end of this volunteer position. For the next school year, Anita Gomes, aka the all knowing one, will be taking on as part of her daily responsibilities the verification of student attendance.

I would like to thank all people that have been involved in this final year of this important volunteer position. You all have made my time as the callback director very very pleasant. The core that has continued doing callback this year without the interaction of the student body were truly doing so as a service for the entire school community, thank you for your time.

I would also ask if there is anyone interested in continuing their weekly volunteer time for this upcoming school year please contact the PAG, I am sure that we can coordinate a task for each of the callback volunteers for the upcoming school year.

HAVE A GREAT SUMMER

### Fun Lunch – Lindsay Stevenson

- This 2008/2009 School year, the Fun Lunch committee organized 5 fun lunches.
- We had 2 during the first half of the school year and 3 in the last half of the school year.
- The envelopes worked well with orders printed on the front and the collecting of money.
- We organized 2 Panago Pizza lunches, 1 A&W and 2 Subway lunches.
- As we are not a fund raising committee, we tried to keep the costs reasonable and to come in on Budget. We had a budget left of approx \$25.00.
- Our Parent Volunteers organized by Andrea Weber-Ethans with the help of the PAG Volunteer committee had approx 40 parent volunteers per Fun Lunch, which is amazing!! The volunteers truly are the back bone of the Fun Lunches. We have 2-3 parents per classroom and it really makes the whole process work very well. Thank you to all who help out. Your children benefit from such a commitment. I feel the classes were left tidy and in good condition.
- The composting was established for the last 2 Fun lunches and kept the garbage and recycling down immensely. It would be good to have buckets in the classes downstairs to help keep everyone on the same page as to where the food/paper/etc goes.
- The Lunch Program was a great help with monitoring outdoor recess and indoor recess. Thank you for your continued duties during the fun lunch program. It is greatly appreciated.
- The next year's Fun Lunch dates will be set with Mr. Rossi and the new Fun Lunch Committee.

### Fundraising and Promotions – Rosanna De Luca-Poole & Heather Pare

#### **1. Entertainment Books**

This is the first fundraiser we held and felt it was very successful. We sold 501 books and made \$12.50 per book profit. In the upcoming year we will be selling the entertainment book again. We feel it is good value and the rep is very helpful in running an organized campaign.

#### **Steps to follow:**

1. First we set up an initial meeting with Tammy the Company Representative and set the time for when the campaign would begin and end. This is usually done in June for September. Then we submit 2 letters to Anita for printing. The first one goes out to the parents explaining the first fundraiser we our running and the second one goes to teachers explaining all the fundraisers that we our planning for the year. Then once the

books are delivered in August we go into the school and assemble the packages and deliver the books to each classroom. This way we are organized and ready to go the first week we get back.

## **2. Q.S.P Magazine Fundraiser**

This was the next fundraiser we held and which we felt was very successful. We meet the set goal for magazine sales and also received an extra \$500.00 for making a referral to another school. The magazine fundraiser was easy to implement and the company representative was organized and very helpful. This fundraiser is great because it promotes literacy and runs all year long with the proceeds continually going to the school.

### **Steps to follow:**

First we set-up an initial meeting with Gary the Company rep. and set the time for when the fundraiser would begin. Then we submitted the newsletter blurb to R.H.S staff (Anita)-ask for deadline. We then distributed the packages which were sorted by classroom and labeled with each child's name and room No. every student received one package. Then every-day we checked the box in the office for any magazine orders. Don't forget that magazine orders could be placed on-line it is easy and a much more efficient to promote this method of ordering. Although the company keeps track of all the orders and prize levels we also prepared a spread sheet and kept track of the prize levels ourselves. Once the campaign was finished the prizes came in and we distributed them out by classroom, the company labels all the prizes with the students name and room No.

## **3. The Family Dance**

This fundraiser was our personal favorite. There was a lot of work involved in planning the dance but the kids had a blast and it gave the parents a chance to mingle with other parents from different grades.

### **STEPS FOR DANCE SET-UP**

1. Book date and time with RHS Admin staff- Anita at 488-1137, book 300 chairs and 40(8') tables in Sept of current school year.
  2. Take out all required permits for school (we permitted the whole school)
  3. Book music man at least 3 months prior.
  4. Write newsletter write-up and submit to RHS via e-mail ask Anita for deadline.
  5. Review Box of last years supplies and compare to last years individual lists form canteen, bake sale etc.... make new shopping list.
  6. Call volunteers form P.A.G. volunteer lists. Make sure to check for Abuse Registry clearance through P.A.G. coordinators.
  7. You need to set-up dance committee. You will need about 7 coordinators and about 46 assistants.
    - Set-up – 1 coordinator & 5 assistants
    - Front Door- 1 coordinator & 2 assistants
    - Silent Auction- 2 coordinators & 8 assistants
    - Canteen -1 coordinator & 11 assistants
    - Bake Sale- 1 coordinator & 12 assistants
    - Clean-up-1 coordinator & 8 assistants
  8. Set-up initial planning meeting with coordinators either at your home or at the school. Delegate each person's responsibilities for their department.
  9. Coordinate prizes with Silent Auction Coordinator
  10. Design and print tickets, order tickets pre-cut the Dance limit is 550 people.
    - Write letter to teachers
    - Write letter to parents with order forms. Request collate and staple to parent letter and order form. Have enough copies for 1 per family. Sort into "By Family" delivery bundles for each teacher. See R.H.S. staff for class lists.
  11. Distribute paper work to classrooms a month prior.
  12. Make sign for bake sale (4) Canteen (1) Silent Auction (3) See Coordinators for the prices
  13. Write letter to Custodial Supervisor (Bob) requesting garbage cans, Lunch program tables, etc... Ask who will be night custodian (usually Tom).
  14. Write news letter report after dance and thank all silent auction donators. Check with Anita for deadline.
- The music man, the coat racks and hangers, the decoration and the cappuccino cart were a great success we received a lot of positive feedback.

### **Suggestions for the following year:**

1. Have extra security for the dance at the front doors and one person at every school entrance/exit for safety reasons.
2. We would like to stamp people once they enter the dance so we are sure who gave us a ticket.
3. We should try to incorporate something new into our bake sale.
4. We would have liked a set budget for the family dance.
9. We would like to implement a Cook Book fundraiser around the Easter holiday season pending the board's decision.

We have had a great year doing the fundraiser and would like to thank all the volunteers for their help and all the board members for their support with all the fundraising events. We look forward to working with everyone next year.

Thank –you

## **Picnic – Sheila Reed**

Family Picnic, June 3, 2009 - PAG AGM, June 16, 2009 - Final Report

This picnic is not a one person job and I would like to acknowledge the committee which consisted of Patti Chiappetta-Sharpe, Shannon Bowden, Jan Siemens and Cathy Macey. They all put in a lot of time and effort to make this picnic work.

We had a very successful Family Picnic this year. The amazing "clearing of the skies" for one evening boosted attendance and seemed to make people hungry. Food sales were up this year!

Once again the staff of Tony's Academy Auto Service partnered with the school and barbecued delicious hot dogs and smokies on the spot. This year food calculations were spot on and we did not run out. We also served pizza from Panago. We ended up selling extra slices at the end of the evening for \$1.00 per slice. The teachers manned the ticket desk to sell food tickets to those who did not pre-order food, a huge thank you for all of their help.

Mr. Rossi spent the evening driving the train again this year. Thank you for organizing this as it is always the highlight of the evening. We had four bouncers this year along with four attendants from the bouncer company. The minimal cost for the attendants was well worth it as it reduced the number of volunteers required. Volunteers are not always keen to work the bouncers so this maybe something to keep in mind for future picnics.

Al Pitch was the DJ this year providing lots of entertainment for everyone. He was impressed with the changes we had made to the picnic as he had sent his assistant last year.

Thank you to MaryAnne Ammeter and the Grade Six students for providing face painting.

Parents were very generous with their time this year. Almost everyone who was asked to volunteer did so and some people asked to help the night of the picnic.

We had two door prizes this year – One-year family memberships to Fort Whyte Centre and the Manitoba Museum.

I have attached a financial statement. The picnic is not supposed to be a fundraiser, but has resulted in a surplus the last few years. We attempted to spend more this year, but still the results were a surplus of nearly \$1,000.00. Over the next year I will find a way to spend the surplus on the picnic by reducing costs for families attending.

Thank you to all staff, teachers, students and parents who helped to make this a very successful picnic.

### **École Robert H. Smith School**

#### **June 3, 2009 Family Picnic**

Financial Statement – June , 2009

#### **REVENUE**

Advance Admission and Food	\$3,585.50	
Door Admission	\$439.25	
Door Food	\$725.25	
Candy Floss	\$115.40	
<b>TOTAL REVENUE</b>		<b>\$4,865.40</b>

#### **EXPENSES**

##### Entertainment:

Superbounce Amusement	\$1,408.05	
Al Pitch (DJ)	\$446.25	
Train (fuel)		
Bubbles	\$4.76	
Dance Prizes	\$78.72	
Door Prizes	\$170.00	
Handouts at entrance	\$60.41	
<b>Total Entertainment</b>		<b>\$2,168.19</b>

##### Food:

Pizza	\$523.32	
Hotdogs/Smokies	\$372.79	
Ice	\$60.00	
Drinks, Chips, Condiments	\$563.33	
<b>Total Food</b>		<b>\$1,519.44</b>

##### Thank you gifts:

4 Committee members	\$100.00	
MaryAnne Ammeter	\$25.00	

Danielle & Ed Friesen	\$25.00
Staff	\$40.00
<b>Total Thank Yous</b>	<b>\$190.00</b>
<b>Total Expenses</b>	<b>\$3,877.63</b>
Total surplus	\$987.77

### **South District Advisory Committee – Salin Guttormsson**

I will confess that when I was asked to join the PAG for the 2008-2009 term and assume the SDAC Representative role, I had absolutely no idea what the position involved.

I have now learned that SDAC, the South District Advisory Committee, was established by the Winnipeg School Division Board of Trustees to provide a means of communication between it, the Community and School Parent Councils, such as our PAG. The members of SDAC include, amongst others, a Parent and an alternate Parent Representative from each School in the District, one or more Trustees, the Superintendent or representative thereof and about three School Administrators selected by the District Administrators' Council.

The Committee usually meets 3-4 times during the year, with 2 of those meetings being primarily devoted to the Annual School Division Budget. The Parent Representative's role is to relay School news and views to the Committee and to then report to their Parent Council/Group.

This year, the Committee met 3 times. In addition to the Budget issues, there was also a School Trustee Election held during this timeframe.

With the creation of PAG's very own website, I took the opportunity to post a lot ( and that is perhaps an understatement) of Budget and Election information. I also augmented my "information relay" role to include all sorts of tidbits & newsy items I would come across in the dead tree version of the Winnipeg Free Press or in its Education Reporter's online blog.

Over the summer months, I plan to prepare a "report" of recommendations and suggestions for the Board of Trustees regarding its Budget Process, primarily dealing with the frustrating lack of or timely access to information.

The SDAC position allows for great networking and the contacts made at the meetings became a de facto forum for sharing information in a number of respects with other School Councils in our area.

As high as the learning curve was, I truly enjoyed my first year on the PAG as our Representative and look forward to my next (and final) term.

### **Volunteer Coordinators Report –Tara McCallum & Patti Chiappetta-Sharpe**

Our main focus this year was to follow up on the creation of the Volunteer Database. There doesn't seem to be a clear strategy of keeping track of this overwhelming amount of information at the school level. With the assistance of the WSD Volunteer Coordinators, we can attempt to keep our list current. I am under the impression that the division is still in the process of revamping their tracking system. I am hopeful that in the fall of 2009 we will be given an updated list of all the parents who are eligible to volunteer.

Unfortunately, there are still a number of parents who have chosen not to fill out the forms. According to division policy, they are therefore unable to volunteer in any capacity within the school. We will still attempt to encourage them to return their forms to the office.

I have been informed that the eight year renewal policy previously followed by Child Abuse Registry is changing to three years as of September 2009. The change in policy is a good one; but, it also means that there will be another busy fall filled with forms.

We decided against including the abuse registry forms with the nursery/kindergarten registration packages. After discussions with the office staff, it was concluded that the forms would end up lost or forgotten in the mountain of information the new parents are given.

As for the "In-School" volunteer forms, there was a general consensus that the revamped forms were well received. Unfortunately, the database never came to pass this year. As the forms have a "return by" date it is important to start inputting the data once that date has passed. The forms continue to trickle in for a few weeks but it is easier if you stay on top of the flood of information. Forwarding the names of the volunteers on to the portfolios or staff members helps to make the start of school run smoothly.

We exceeded our budget for the year. Which I think means that we did our best at taking care of the many wonderful volunteers. It makes sense to me to work closely with all the portfolios that require volunteers and figure out a system to share in the "Care of Volunteers". In other words, split the cost of providing refreshments at the different events.

The scheduling of the pre PAG mini workshops was undertaken by the Chair this year. However, we did assist in hosting the Positive Parenting afternoon workshop held at our school in February.

Another successful year of VOLUNTEERING! Thank you!!