

PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: Jan 21, 2020, 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

Kristy LeBron (Staff Appreciation)

Saul Benjamin (South District Advisory Rep)

Julie Garcia (Environment)

Cynthia Mitchell (French Language Advisory)

Maryann Ferris (Fundraising Committee Chair)

Rebecca Kirk (Family Picnic)

Minutes

Agenda / Speaker	Discussion	Notes / Responsible for Action/Timeline
Introduction <i>Melanie Dorrington</i>	Introduction to the meeting	
Principal's Report <i>Mme. Powell & M. Nickerson</i>	<p>Review of the highlights of a school survey that was conducted with grade 4, 5 & 6</p> <ul style="list-style-type: none">- Key Focus Social / Emotional Outcomes of school- Government provided report (School could customize 2 questions)- 164 kids participated in survey- Review of engagement rates in school- Several questions were open-ended<ul style="list-style-type: none">o Highlighted what kids did like and what they would like more ofo Highlighted various themes of interest and suggestions- Discussion around survey question around anxiety<ul style="list-style-type: none">o RHS below national average (<i>although has come up slightly YOY</i>)o Discussion around what concerns were identified in regard to anxiety in school children- Question – Did any questions address social media?<ul style="list-style-type: none">o Response – There were no questions specific to social media	<p><i>1 Reports Provided</i></p> <ul style="list-style-type: none">- <i>Principal's Report</i> <p><i>1 Report Reviewed</i></p> <ul style="list-style-type: none">- <i>School Survey Highlights</i>

	<p>RHS School Focus's</p> <ul style="list-style-type: none"> - Increase mindful practices - Proactive social skill planning in each classroom <p>Question regarding Christmas concert reaction and response</p>	
<p>Chair Report <i>Melanie Dorrington</i></p>	<p>2020-2021 Position Openings</p> <ul style="list-style-type: none"> - Vice-Chair (1 year) to Chair (2 years) (3-year commitment) - Treasurer (2-year commitment) - Halloween Dance (Chair or Co-Chairs) (1-year commitment) - Family Picnic Co-Chair (1-year commitment) - Fun Lunch Crew – Looking for another person to join their committee - Voting in occurs at the AGM in May <p>100th Anniversary</p> <ul style="list-style-type: none"> - PAG would like to contribute financially – waiting for wish list - 1 playground tree will be selected for Anniversary – suggestion to obtain a plaque to commemorate event - Location of tree – suggestion by flag pole <p>Performing Arts</p> <ul style="list-style-type: none"> - Discussion around kid engagement & support of the program - Recommendation to use PAG funds raised by wine raffle fundraising towards new equipment for the program - Wish list items / costs reviewed - Question - Would other teachers be opposed? - Response - Teachers are supportive of program - Vote on approval of expense to fund performing arts equipment. - Email communication will be sent to parents to share information <p>Remaining PAG Meetings</p> <ul style="list-style-type: none"> - Discussion around date conflicts - March 25th 6:30 (moved from March 24th) - May 25th 6:30 (moved from May 26th) <p>PAG Meeting Minutes November 12th - Vote</p> <p>PAG Meeting Minutes – Review of proposed approval process</p>	<p>Motion to approve: Spend for performing arts instruments - <i>from – Melanie Dorrington</i> <i>Seconded – Saul Benjamin</i> <i>All in favour - Yes</i> <i>Opposed – None</i></p> <p>Motion to approve: November 12th meeting minutes – <i>from - Stacy Hay</i> <i>Seconded – Rebecca Kirk</i> <i>All in favour - Yes</i> <i>Opposed – None</i></p>
<p>Fun Lunch – <i>Melanie Dorrington</i></p>	<p>Melanie Dorrington read the Fun Lunch Report for January on behalf of Kelly Boulay & Randi Keefe</p> <ul style="list-style-type: none"> - Review of Fun Lunch Statistics / Dates - Fun Lunch #2 went well / No Concerns - Fun Lunch #3 taking place January 24th 	<p><i>Report Provided</i></p>
<p>Environment <i>Julie Garcia</i></p>	<p>Review of current status of Phase 3</p> <ul style="list-style-type: none"> - School division has money for next phase - Requested for quote from 3 landscapers required - Target project installment in the spring as soon as ground thaws (~2 day duration) <p>Discussion around new Projects</p> <ul style="list-style-type: none"> - Environment committee met with school admin to 	<p><i>Report Provided</i></p>

	brainstorm ideas that the committee can support (example - green team / earth day) <ul style="list-style-type: none"> - Objective to support programs beyond enhancing the playground - Environmental committee will keep the PAG advised of discussions as they evolve 	
French Advisory – <i>Cynthia Mitchell</i>	First Meeting November 27, 2019 Key Discussion Topics <ol style="list-style-type: none"> 1. French Milieu vs. Dual Track programs <ul style="list-style-type: none"> - Based on community needs - Limited differences - Focus on recruiting / enrichment for both programs 2. French Immersion Enrollment <ul style="list-style-type: none"> - Increased however could be due to other factors (population growth / boundary changes) 3. French Immersion Status of teachers & Recruitment Efforts <ul style="list-style-type: none"> - Proposal for multi-year strategic plan <ul style="list-style-type: none"> o Teacher recruitment & retention - Noted - IB program available for English in High School (not French) 4. 2020/21 WSD Budget Consultation Overall an optimistic view	<i>Report Provided</i>
<i>Intermission</i>		
Family Picnic – <i>Rebecca Kirk</i>	Discussion around date for Family Picnic – Proposed date - June 2 nd Review of some highlights / event details: <ul style="list-style-type: none"> - Adding additional food truck (gluten free taco truck) - Same Amenities - Addressed last year \$700 profit (many walk ups – good weather) <ul style="list-style-type: none"> o Attendance can be up or down depending on weather - Discussion around cost of event <ul style="list-style-type: none"> o 2018/2019 - \$20 / family o Suggestion for staggered cost o Early bird ticket price \$10 / \$15 then \$20 o Costing structure will be reviewed - Will be recruiting Grade 6 parent volunteer to coordinate tattoos / face-painting - Start time 5 – 8 pm - Discussion around lemonade fundraiser <ul style="list-style-type: none"> o An opportunity for a classroom fundraiser? 	
South District Advisory – <i>Saul Hillel Benjamin</i>	External Affairs update South District Advisory <ul style="list-style-type: none"> - Next meeting Feb 11th – Review of Budget / Ministers’ goals for year - Minister of education released continuous education report <ul style="list-style-type: none"> o Statistics review on trends in education MAPC <ul style="list-style-type: none"> - Partnerships with green action center - School members increasing 	https://mapc.mb.ca/resources

	<ul style="list-style-type: none"> ○ 372 member schools across province (688 schools in Manitoba) - Minister meeting twice with MAPC this year - Two meetings remaining (1 at the end of March / 1 before school year concludes) 	
Treasurer's Report – <i>Stacey Hay</i>	<p>RHS PAG – Income Statement Review – Preliminary Year End Report 2018/2019</p> <ul style="list-style-type: none"> - Review of key financial contributor revenues - Review of key financial expenses <p>Discussion around</p> <ul style="list-style-type: none"> - Software difference higher profit – this year lowered cost - Picnic profit - Family dance loss - Staff Appreciation cost <p>Balance Sheet Review</p> <ul style="list-style-type: none"> - \$1.50 variance attributed to paypal item (<i>effort to investigate too great to given the minimal amount</i>) <ul style="list-style-type: none"> ○ Note: not the same issue with Bambora due to reporting - Discussion around closing Paypal - Discussion around Balance Sheet – To be reviewed further 	<p><i>Report Provided</i></p> <ul style="list-style-type: none"> - <i>Income Statement</i> - <i>Balance Sheet</i> <p><i>Decision made to close Paypal Account – Julie Garcia to complete</i></p>
Staff Appreciation – <i>Kristy LeBaron</i>	<p>Review of key Staff Appreciation events / details.</p> <ul style="list-style-type: none"> - Budget \$800 – Estimated Spend \$725 - Custodian Appreciation Day (Oct 2nd) <ul style="list-style-type: none"> ○ Gift provided - Administrative Professionals Day (April 22nd) <ul style="list-style-type: none"> ○ Flowers - Support Staff / EA Appreciation Day (May 6th) <ul style="list-style-type: none"> ○ Discussion around which staff should be included in this category ○ Discussion around dates - Staff Appreciation Lunch (February 2020) <ul style="list-style-type: none"> ○ Full staff event ○ \$500 budget ○ Buffet meal ○ Family provide décor / messages for walls / staff questionnaire quiz - Review of budgets 	<p><i>Report Provided</i></p> <p><i>Mme. Powell – To provide a list of support staff to Kristy</i></p>
Fundraising - <i>Maryann Ferris</i>	<p>Review of fundraising efforts to date</p> <ul style="list-style-type: none"> - Wine raffle very successful <p>Review of upcoming fundraisers and ideas</p> <ul style="list-style-type: none"> - Discussion around Paint Night idea <ul style="list-style-type: none"> ○ Discussion around rates / # of participants ○ Discussion around alternative vendors (Artful Owl) - Glenlea Greenhouses - Sunset Gourmet - Mabel's Labels 	<p><i>Report Provided</i></p>
100 th Anniversary – <i>Mme. Powell</i>	<p>Date of event confirmed - May 12th</p> <ul style="list-style-type: none"> - Discussion around potential PAG Contribution areas <ul style="list-style-type: none"> ○ Sign for Fence 	<p><i>Mme. Powell – To provide a list of items and costings</i></p>

	<ul style="list-style-type: none"> ○ Tree Planting ○ Revitalizing the entrance way (benches / cushions / plants) ○ Revision of Library space <p>- Andrea can provide some more costing</p>	
<i>Meeting Adjourned at 8:39</i>		