

PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: January 19, 2021, 7:00 PM

Location: Virtual Zoom Call

PAG Executive Committee Present

Melanie Dorrington - Chair

Whitney Smith - Treasurer

Ainsley Price - Secretary

School Administration

Principal - Andrea Powell

Vice-Principal - Warren Nickerson

PAG Board of Directors Present

Tanis Knowles Yarnell (Environment Chair)

Jennifer Upton (Environment)

Tanya Brunel (Volunteer)

Gail Johnston (Environment & Grade 6 Farewell Chair)

Debbie Armstrong (Fundraising)

Maryann Ferris (Fundraising)

Randi Keefe (Fun Lunch Chair)

Sarah Graham Leon (Family Dance)

Kate Ament (Family Dance)

Kristy LeBaron (Staff Appreciation)

Saul Hillel Benjamin (South District Advisory)

Cynthia Mitchell (French Advisory)

Other Valued People Present

Andrea Darnbough

Minutes

Agenda / Speaker	Discussion	Notes / Responsible for Action/Timeline
Introduction <i>Melanie Dorrington</i>	Introduction to the meeting, review of meeting cadence & introduction of meeting attendees	
Chair Report <i>Melanie Dorrington</i>	<p>Reviewed voting process of using 'unanimous consent' & eligible voters (PAG Board of Directors)</p> <ul style="list-style-type: none"> - Motion to approve November 17th Meeting Minutes - Review of PAG Facebook page status and volume of reach <ul style="list-style-type: none"> o Noted page was dormant and restarted use in November 2020 - Review of 4 Thank-A-Teacher Thursday Events for the staff at RHS & 4 Pay-It-Forward Thank-A-Teacher Thursday Events for 5 Inner City School Winnipeg School Division <ul style="list-style-type: none"> o November 26th Snacks & Treats provided by parents for RHS staff and 28 staff at Pinkham School o December 3rd Snacks & Treats provided by parents for RHS staff and 50 staff at Victoria-Albert School o December 10th Snacks & Treats provided by parents for RHS staff and 50 staff at Norquay School o December 17th Money donated by parents used to provide an individual catered lunch for RHS staff from Santa Lucia (pasta, salad & garlic toast) with holiday desserts from 	<p>Motion – Melanie Dorrington Seconded – Saul Hillel Benjamin No Objections</p>

	<p>La Belle Baguette and Frenchway Cafe. In addition money raised catered lunch for 2 Inner City Schools. 50 staff at Dufferin and 50 staff at David Livingstone School (Empanadas from La Pampa & desserts from Frenchway Café)</p> <ul style="list-style-type: none"> - Review of meeting agenda and modification to order of items - Review of dates for next PAG meetings - Next PAG meeting scheduled for Tuesday March 16th, Tuesday May 18th (AGM) 	
<p>Treasurer’s Report <i>Whitney Smith</i></p>	<p>Review of 2020 / 2021 Financial Statements</p> <ul style="list-style-type: none"> - Balance Sheet <ul style="list-style-type: none"> o Review of savings - Income Statement <ul style="list-style-type: none"> o Review of specific statement items - Review Budget Sheet <ul style="list-style-type: none"> o Draft Budget template 	<p><i>Report Provided</i></p> <ul style="list-style-type: none"> - <i>Income Statement</i> - <i>Balance Sheet</i> - <i>Budget Template</i>
<p>Principal’s Report <i>Mme. Powell & M. Nickerson</i></p>	<p>Review of Principal’s Report</p> <ul style="list-style-type: none"> - Updates/Initiatives <ul style="list-style-type: none"> o Covid-19 related impacts <ul style="list-style-type: none"> ▪ Review of two week remote-learning ▪ Virtual Open house ▪ Critical Red pandemic plan updates o Higher quality sound systems to be purchased with Wine Raffle funds o Report Card distribution (March 17th) o Student-Led Conferences (March 18th/19th) o Non-instructional days (February 8th, March 8th, April 16th, May 3rd, June 7th) - Planning Ahead <ul style="list-style-type: none"> o School Budget Process underway o Review of key events over the next few months o School Fundraiser – Spring <ul style="list-style-type: none"> ▪ Fundraising for Technology 	<p><i>Report Provided</i></p> <ul style="list-style-type: none"> - <i>Principal’s Report</i>
<p>South District Advisory <i>Saul Hillel Benjamin</i></p>	<ul style="list-style-type: none"> - SDA Meeting occurred on December 12th - Next SDA meeting scheduled for February 11th - Commentary on current state of affairs <ul style="list-style-type: none"> o No Elections for School Trustees o January 14th – Announcement re Fast Pass testing for School Staff 	
<p>French Language Advisory <i>Cynthia Mitchell</i></p>	<p>Review of Discussions that took place at the December 17th French Immersion Advisory Committee Meeting</p> <ul style="list-style-type: none"> - Agenda – Concern raised that the agenda does not contain items specific to French Immersion - Review of scheduled meetings - Review of Budget Discussion 	<p><i>Report Provided</i></p>

	<ul style="list-style-type: none"> ○ Raised that French Immersion is a priority - Review of Renaming of Schools <ul style="list-style-type: none"> ○ Cecil Rhodes School - Underway ○ Greenway School – Raised for consideration / To be reviewed further at next meeting - Discussion around School Resources Officers - Review of French Immersion Enrollment & Recruitment <ul style="list-style-type: none"> ○ Noted French Enrollment is lower (although lower across the programs) ○ Noted Shortage of French Speaking teachers ○ Noted concern regarding focus on enrollment but not retention - Review of Remote Learning <ul style="list-style-type: none"> ○ Noted oral learning a priority for French learning 	
<p>Fundraising <i>Maryann Ferris</i></p>	<p>Review of Fundraising initiatives for 2020/2021</p> <ul style="list-style-type: none"> - Wine Raffle was a success – Generated \$4,765 - Mabel’s Labels (on-going) - \$170 (to date) - Sunset Gourmet (40% of sales) <ul style="list-style-type: none"> ○ Distribution week of February 8th - Genlea Greenhouse Bedding Plants (Spring) 	<p><i>Report Provided</i></p>
<p>Environment <i>Tanis Knowles Yarnell</i></p>	<ul style="list-style-type: none"> - General Update <ul style="list-style-type: none"> ○ Meeting with School Admin (January) ○ Review of Proposal from Parent re: Prairie Garden Project ○ Meeting with PAG Executive (January) - Review of Special Projects for 2021-2022 <ul style="list-style-type: none"> ○ Proposed conducting Parent survey to gain input into next major project ○ Requested to have next major initiative confirmed for discussion at next PAG Meeting - Review Proposed Environmental Committee Budget <ul style="list-style-type: none"> ○ General Maintenance & Repairs Annual Budget (up to \$350) <ul style="list-style-type: none"> ▪ On-going Maintenance expenses for outdoor areas ○ Annual Plants for Community and Classroom Gardens (Up to \$450) <ul style="list-style-type: none"> ▪ RHS Admin has committed to funding this line item for the 20/21 school year ○ Special Projects <ul style="list-style-type: none"> ▪ To be presented to the PAG on an as required basis for consideration and approval 	<p><i>Report Provided</i></p> <p>Motion – Tanis Knowles Yarnell Seconded – Jennifer Upton No Objections</p>

<p>Staff Appreciation <i>Kristy LeBaron</i></p>	<p>Review of Staff Appreciation Lunch Proposal</p> <ul style="list-style-type: none"> - Date Selected February 11th with Valentine’s Day theme - Catering: The Greek Market <ul style="list-style-type: none"> o Discussion around buffet vs individual packaging. (individual preferred) - Parent Contributions: Fruit Trays / Drinks / Treats (Discussion around using Sign Up Genius) - Student Contributions – Thank you notes / Valentines cards - Confirmation of attendees required - Budget \$500 	<p><i>Report Provided</i></p>
<p>Fun Lunch <i>Randi Keefe</i></p>	<p>Review of Pay it Forward fund distribution from 2019/2020 school year</p> <ul style="list-style-type: none"> - Ma Mawi Wi Chi Itata Centre was provided the funds with a contribution of \$1,725 on December 23rd - Organization was very thankful for the generous donation 	
<p>PAG Family Events <i>Open Discussion</i></p>	<p>Open Discussion around potential PAG Family Events for the 2020/2021 School year</p> <ul style="list-style-type: none"> - Dance Committee presented several ideas for discussion - Options Reviewed <ul style="list-style-type: none"> o Scavenger Hunt o Virtual Dance o Talent Contest - Event would not be a Fundraiser - Target timing March - Dance Committee to review further 	<p><i>Meeting to be scheduled with Dance Committee & PAG Executive</i></p>
<p><i>Meeting Adjourned at 9:20 pm</i></p>		