

# PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: June 23, 2020, 7:00 PM

Location: Virtual Zoom Call

## 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

Sara Epp (Communications)

Kristy LeBaron (Staff Appreciation)

Julie Garcia (Environment)

Tanis Knowles Yarnell (Environment)

Debbie Armstrong (Fundraising)

Randi Keefe (Fun Lunch Chair)

Tanya Brunel (Volunteer)

Whitney Smith

Tiffany Boychuk

Sarah Graham Leon

Kate Ament

Jennifer Upton

Zilla Jones

## 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	
Voting Items <i>Melanie Dorrington</i>	<p>1. January PAG meeting Minutes</p> <p>2. PAG Position Nominations            PAG Treasurer – Whitney Smith accepted nomination  <i>(Review of experience)</i></p> <p>Family Picnic Co-Chair – Tiffany Boychuk accepted nomination  <i>(Review of experience)</i></p> <p>Family Dance Committee – Sarah Graham Leon accepted nomination  <i>(Review of experience)</i></p> <p>Family Dance Committee – Kate Ament accepted nomination  <i>(Review of experience)</i></p>	<p>Motion to approve January 21<sup>st</sup> PAG meeting minutes – Melanie Dorrington            Seconded – Stacey Hay            All in Favour</p> <p>Motion – Melanie Dorrington            Seconded – Kristy LeBaron            All in Favour</p> <p>Motion – Melanie Dorrington            Seconded – Sara Epp            All in Favour</p> <p>Motion – Melanie Dorrington            Seconded – Tanya Brunel            All in Favour</p> <p>Motion – Melanie Dorrington            Seconded – Tanis Knowles Yarnell            All in Favour</p>

	<p>3. 2018-2019 Financials put to vote <i>Note – Stacy completed quick review of financials and minor issue identified at the January PAG meeting</i></p> <p>Vice-Chair position is currently vacant</p>	<p>Motion to adopt financials from 2018-2019 - Melanie Dorrington Seconded – Julie Garcia All in Favour</p>
<p>Treasurer’s Report <i>Stacey Hay</i></p>	<p>Review of 2019/2020 Financial Statements as of June 21<sup>st</sup>, 2020</p> <ul style="list-style-type: none"> <li>- Income Statement &amp; Balance Sheet</li> <li>- Discussion around Fun Lunch net income</li> <li>- Breakeven year</li> <li>- Discussion around Grade 6 fundraiser and money management process</li> <li>- Discussion around closing Paypal – unable to close account</li> </ul> <p>Melanie – Thank you to Stacey Hay on behalf of the PAG for effort and contribution during tenure within PAG Treasurer position</p>	<p><i>Report Provided</i></p> <ul style="list-style-type: none"> <li>- <i>Income Statement</i></li> <li>- <i>Balance Sheet</i></li> </ul>
<p>Chair Report <i>Melanie Dorrington</i></p>	<p>Review of 2019/2020 accomplishments</p> <ul style="list-style-type: none"> <li>- Discussion around virtual PAG meetings</li> <li>- Welcome to new members</li> <li>- Discussion around fun lunch money donations</li> <li>- Update on pay it forward lunch donation <ul style="list-style-type: none"> <li>o Money will be held / decision to be made in the fall</li> </ul> </li> <li>- Discussion around Grade 6 farewell gift / funds</li> </ul>	
<p>Principal’s Report <i>Mme. Powell &amp; M. Nickerson</i></p>	<p>Review of Principal’s Report</p> <ul style="list-style-type: none"> <li>- Review of key 2019/2020 school events and accomplishments (Professional learning, enhanced school-based technology, Movement room, Library collection, Construction projects, Instrument purchase (supported by PAG), 100<sup>th</sup> Anniversary (some small-scale celebrations))</li> <li>- Discussion around Covid-19 impact <ul style="list-style-type: none"> <li>o Teacher response / adaptability</li> <li>o Parent feedback <ul style="list-style-type: none"> <li>▪ Parent survey</li> <li>▪ E-mail school</li> <li>▪ Provincial survey</li> </ul> </li> <li>o Report cards <ul style="list-style-type: none"> <li>▪ Discussion around difficulty of assessment / student participation</li> </ul> </li> <li>o 2020/2021 school year <ul style="list-style-type: none"> <li>▪ Staffing List</li> <li>▪ Planning for a variety of scenarios</li> </ul> </li> </ul> </li> </ul>	<p><i>1 Reports Provided</i></p> <ul style="list-style-type: none"> <li>- <i>Principal’s Report</i></li> </ul> <p><i>Minister of Education –</i> <a href="mailto:minedu@leg.gov.mb.ca">minedu@leg.gov.mb.ca</a></p> <p><i>Virtual Farewell from Staff –</i> <a href="https://www.youtube.com/watch?v=Yw9n6A_082E&amp;feature=youtu.be">https://www.youtube.com/watch?v=Yw9n6A_082E&amp;feature=youtu.be</a></p> <p><i>RHS Centennial School Song –</i> <a href="https://www.youtube.com/watch?v=-wi16gctILs">https://www.youtube.com/watch?v=-wi16gctILs</a></p>
<p>Environment <i>Tanis Knowles Yarnell</i></p>	<p>Review of Report inclusive of key Environmental Committee items:</p> <ul style="list-style-type: none"> <li>- Shade Grove Project - Phase 3 placed on hold due to Covid-19, to be proceeding with installation (Noted division selects provider)</li> <li>- Governor General Tree Replacement</li> </ul>	<p><i>Report Provided</i></p> <ul style="list-style-type: none"> <li>- <i>Committee Report</i></li> <li>- <i>Butterfly Garden Presentation</i></li> </ul>

	<ul style="list-style-type: none"> <li>- Spring Gardening Volunteer</li> <li>- Review of new Butterfly Garden (Pictures reviewed)</li> <li>- Community Veggie Garden</li> <li>- Summer Watering – Recruiting volunteers</li> <li>- Future Planning and Environmental involvement in the school</li> <li>- Confirmation of members of committee for 2020/2021 school year</li> </ul>	
Staff Appreciation – <i>Kristy LeBaron</i>	<p>Review of Report inclusive of key staff appreciation events:</p> <ul style="list-style-type: none"> <li>- Events completed - Custodian Appreciation Day (Oct 2<sup>nd</sup>) &amp; Staff Appreciation Lunch (February 4<sup>th</sup> 2020)</li> <li>- Administrative Professionals Day &amp; Support Staff / EA Appreciation Day initiatives were unfulfilled due to Covid-19</li> <li>- Discussion around benefit of having greater structure to appreciation events, volunteer opportunities</li> </ul>	<i>Report Provided</i>
Fundraising - <i>Debbie Armstrong</i>	<p>Review of Report inclusive of key fundraising efforts:</p> <ul style="list-style-type: none"> <li>- Fundraising events completed during 2019/2020 year – Peak of the Market, Wine Raffle, Mabel’s Labels <ul style="list-style-type: none"> <li>o All other 2019/2020 fundraising events cancelled due to Covid-19</li> </ul> </li> <li>- Review of ideas for fundraising events for 2020/2021 school year and discussion around potential Covid-19 impacts <ul style="list-style-type: none"> <li>o Noted need to prioritize events that can be completed on-line</li> </ul> </li> </ul>	<i>Report Provided</i>
Fun Lunch – <i>Randi Keefe</i>	<ul style="list-style-type: none"> <li>- Review of Fun Lunch completed in February 2020</li> <li>- Successful year with high student participation</li> <li>- Appreciation expressed to volunteers</li> <li>- Will wait until fall to start plan for 2020/2021 school year – Covid-19 dependent <ul style="list-style-type: none"> <li>o Discussion around limiting how many lunches are purchased at a time</li> </ul> </li> </ul>	
<i>Meeting Adjourned at 9:04 pm</i>		