

# PAG (Parents' Advisory Group)

École Robert H. Smith School

Meeting Minutes

Date: March 16, 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)

Gail Johnston (Environment & Grade 6 Farewell Chair)

Debbie Armstrong (Fundraising)

Sara Epp (Communications)

Randi Keefe (Fun Lunch Chair)

Sarah Graham Leon (Family Dance)

Kristy LeBaron (Staff Appreciation)

Saul Hillel Benjamin (South District Advisory)

Cynthia Mitchell (French Advisory)

Rebecca Kirk (Family Picnic)

## Minutes

Agenda / Speaker	Discussion	Notes / Responsible for Action/Timeline
Welcome <i>Melanie Dorrington</i>	Introduction to the meeting & Review of meeting cadence	
Chair Report <i>Melanie Dorrington</i>	Review of current events & initiatives Review of Communication platforms - PAG Facebook page status and volume of reach - School Newsletter Review of Grade 6 babysitting course - Virtual - April 15-17 <sup>th</sup> (over 3-day duration) PAG Executive conducting preliminary review of Constitution & By-laws Final PAG meeting scheduled for Tuesday May 18 <sup>th</sup> (AGM)	<i>Report not Provided</i>
Treasurer's Report <i>Whitney Smith</i>	Review of 2020 / 2021 Financial Statements - Balance Sheet o Review of savings o Will review GST rebate - Income Statement o Review of specific statement items ▪ Discussion around staff appreciation funds ▪ Discussion around thank a teacher Thursday funds - Review Budget Sheet	<i>Documents Provided</i> - <i>Income Statement</i> - <i>Balance Sheet</i> - <i>Budget Template</i>

	<ul style="list-style-type: none"> <li>○ Draft Budget template</li> </ul>	
Principal's Report <i>Mme. Powell &amp; M. Nickerson</i>	Review of Principal's Report Updates/Initiatives <ul style="list-style-type: none"> <li>- I love to read Month</li> <li>- Festival du Voyageur</li> <li>- Report Card distribution (March 17<sup>th</sup>)</li> <li>- Student-Led Conferences (March 18<sup>th</sup>/19<sup>th</sup>)</li> <li>- Teacher Professional Learning (ASCD learning series, Mathematics)</li> <li>- Non-instructional days (April 16<sup>th</sup>, May 3<sup>rd</sup>, June 7<sup>th</sup>)</li> <li>- Grade 6 Farewell – June 24<sup>th</sup></li> </ul> Planning Ahead <ul style="list-style-type: none"> <li>- ESD Projects</li> <li>- Professional school-based learning</li> <li>- Musical Performances</li> <li>- Enrollment projections / Staffing process <ul style="list-style-type: none"> <li>○ Discussion around Guidance Counselor</li> </ul> </li> <li>- School Fundraiser – May <ul style="list-style-type: none"> <li>○ Student Wellness Month</li> </ul> </li> <li>- Grade 6 Farewell Planning</li> </ul>	<i>Report Provided</i> - <i>Principal's Report</i>
Voting Approval <i>Melanie Dorrington</i>	Motion to approve January 19 <sup>th</sup> Meeting Minutes	Motion – Melanie Dorrington Seconded – Whitney Smith No Objections
Grade 6 Farewell <i>Gail Johnston</i>	Review of Status of Grade 6 Farewell planning <ul style="list-style-type: none"> <li>- 6 parents on Committee / Several meetings held</li> <li>- 61 kids graduating</li> <li>- Planning underway with consideration to Covid-19 safety and health protocols</li> <li>- School responsible for formal ceremony</li> <li>- No Fundraising initiatives will occur</li> </ul>	<i>Report Provided</i>
Fundraising <i>Debbie Armstrong</i>	Review of current fundraising initiatives for 2020/2021 <ul style="list-style-type: none"> <li>- Mabel's Labels (on-going) (will promote in June)</li> <li>- Genlea Greenhouse Bedding Plants (In-Process) <ul style="list-style-type: none"> <li>○ Target Raising \$1,500</li> <li>○ Question around historical fundraising results</li> <li>○ Discussion around distribution requirements &amp; coordinating volunteers</li> </ul> </li> <li>- Peak of the Market to return in fall 2021</li> <li>- Noted it was a very successful year</li> </ul>	<i>Report Provided</i>
Environment <i>Tanis Knowles Yarnell</i>	Review of Environment Survey Summary Report & Open feedback summary <ul style="list-style-type: none"> <li>- Overall positive uptake with survey &amp; response</li> <li>- 79 Responses (93% very or somewhat satisfied)</li> </ul> Review of General Maintenance & Repair Projects for 2021 <ul style="list-style-type: none"> <li>- Refurbish outdoor classroom area</li> </ul> Review of Special Projects for 2021 <ul style="list-style-type: none"> <li>- Playground small upgrades</li> <li>- Gardens</li> </ul>	<i>3 Documents Provided</i> - <i>Committee Report</i> - <i>Environment Survey Summary Results</i> - <i>Environment Survey Open Feedback</i>

	<p>Review Future Improvement Phases</p> <ul style="list-style-type: none"> <li>- Support Tree Canopy</li> <li>- Refurbishment of outdoor classroom area</li> <li>- Indigenous outdoor project</li> </ul> <p>Spring Update and call for Volunteer Discussion around use &amp; removal of compost bin</p>	
<p>Staff Appreciation <i>Kristy LeBaron</i></p>	<p>Review of Staff Appreciation Lunch</p> <ul style="list-style-type: none"> <li>- February 11<sup>th</sup> with Valentine's Day theme</li> <li>- Catering: The Greek Market</li> <li>- Parent Contributions</li> <li>- Student Contributions – Thank you notes / Valentines cards</li> <li>- Review of next events <ul style="list-style-type: none"> <li>o Administrative Professionals Week</li> <li>o Support Staff Recognition Week</li> <li>o Discussion around ideas</li> </ul> </li> </ul>	<i>Report Provided</i>
<p>South District Advisory <i>Saul Hillel Benjamin M. Nickerson</i></p>	<p>Overview of key points of meeting</p> <ul style="list-style-type: none"> <li>- Draft budget review for 2021/2022 <ul style="list-style-type: none"> <li>o Noted nearly \$5mln dollar in programing to be cut</li> <li>o Review of proposed program changes</li> </ul> </li> </ul> <p>Discussion around Provincial Proposal</p> <ul style="list-style-type: none"> <li>- Changes to School boards, School divisions &amp; education authority</li> <li>- Changes to PAC / PAG</li> </ul>	<i>Report not Provided</i>
<p>French Language Advisory <i>Cynthia Mitchell</i></p>	<p>Overview of key meeting topics</p> <ul style="list-style-type: none"> <li>- Draft budget review for 2021/2022 <ul style="list-style-type: none"> <li>o Noted funding for French Immersion programs come primarily from Property Tax</li> <li>o French Language Program expenditures ~\$45mln</li> <li>o Committee concerned about how program funded</li> </ul> </li> <li>- French Immersion Program <ul style="list-style-type: none"> <li>o Update provided on programing through division</li> <li>o Teacher Shortage remains</li> <li>o Administration shortage also exists</li> <li>o Review of virtual learning / online programs</li> </ul> </li> <li>- New Business <ul style="list-style-type: none"> <li>o No update on “Build from Within” initiative (Delayed due to Covid-19)</li> <li>o School Name Inquiry not addressed</li> </ul> </li> </ul>	<i>Report Provided</i>
<p>PAG Family Dance <i>Sarah Graham Leon</i></p>	<p>Review of Virtual Dance – March 12, 2021</p> <ul style="list-style-type: none"> <li>- Advertised with email / posters</li> <li>- Held virtually using zoom platform</li> <li>- 24 families participated</li> <li>- Kate Ament &amp; Sarah Graham Leon co-hosted</li> <li>- Dance songs with video moves were played</li> <li>- Families and children looked to have a great time</li> <li>- Dance seemed to appeal to the younger grades</li> </ul>	<i>Report Provided</i>

	- Overall a great success	
<i>Meeting Adjourned at 9:19 pm</i>		

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