

**Parent's Advisory Group Inc.
École Robert H. Smith School
Minutes of the Meeting - September 23, 2008**

Present (based on sign-in sheet): Kathleen Reid, Adelle Field Burton, Lisa Emre, Tara McCallum, Heather Paré, Tom Rossi, Doug Odowichuk, Pat McCallum, Michelle Gaber, Shannon Bowden, Jennifer Mollins, Nadine Karpinski, Jane McSwiggan, Yutta Fricke, Sheila Reed, Lindsay Stevenson, Corinne Pommer, Stephen Molloy, Pam Shay, Dave Leochko, Susan Gilmore, Cathy Macey, Debbie Robertson, Mike Paré, John McConville, Janet Siemens, Helene Moore, Bonnie Cadieux, Denise Gout Smith, Jennifer Miles, Trish Wainikka, Patti Chiapetti-Sharpe

Regrets: Salin Guttormson, Rosa DeLuca, Pat Nitchie, Sharon Morton, Paula Jasper-Hall

1. **Meeting called to order at 7:05 p.m.**
2. **Introductions and Welcome – Kathleen Reid**
 - Kathleen distributed copies of *PAG Draft Meeting Guidelines & Housekeeping** and highlighted a few items.
3. **Review and Approval of Previous Meeting Minutes***
 - ***Motion to approve the minutes of the April 21, 2008 PAG Meeting – Moved by Tara McCallum, Seconded by Yutta Fricke, Carried.***
4. **Review and Approval of Agenda***
 - Addition to Agenda Item #10 – Parents for French Language.
 - Amendment to note at the bottom of the Agenda – should read “Agenda item 7” (regarding reports).
 - ***Motion to accept the revised agenda – Moved by Jane McSwiggan, Seconded by Nadine Karpinski, Carried.***

5. **Executive Reports***

PAG Chair - Kathleen Reid

- Correspondence received from Iris Muirhead; thank you for the retirement gift.
- Mission Statement (see notes in the Chair's written report).
- Motion that the question of a PAG Mission Statement be referred to a Special Committee consisting of PAG members/directors as established by the PAG Chair – Moved by Adelle Field Burton, Seconded by Doug Odowichuk.
- There was a discussion around the issue of having non-PAG directors on this committee. Response was that the constitution currently limits this type of committee to PAG members/directors. Parents would have the opportunity to participate and contribute to the process, but would be unable to vote. There was interest expressed in reviewing the constitution (regarding the parents not having voting rights) – some parents commented that they would like to have voting rights, others did not want to have voting rights. If the constitution is reviewed, we must ensure that we abide by the guidelines imposed on our PAG because we are incorporated as a charity (in order to issue tax receipts). Following this discussion, the motion was amended as follows.
- ***Motion: That the PAG Mission Statement and review of the PAG Constitution be referred to a Special Committee consisting of PAG members/directors as established by the PAG Chair – Moved by Adelle Field Burton, Seconded by Doug Odowichuk, Carried.***
- Parents will be invited to attend and participate in the meetings of this committee. The goal will be to develop a mission statement by November and then review the constitution.

PAG Vice Chair – Adelle Field Burton

- Everyone participated in a brief ice breaker exercise regarding change.
- With change, people always think of what they are going to lose, but they should also make a conscious effort to think of what they will gain.

PAG Treasurer – Lisa Emre

- No report at this time. Has just received the financial information. Will have a report for the next PAG meeting.

6. **Environment Committee Report* & Motions* – Jane McSwiggan & Nadine Karpinski**

- Motion: That the PAG support the school and its programs in their sustainable development initiatives – Moved by Jane McSwiggan.
- The PAG Environment Chairs (Jane and Nadine) have been invited to sit on the school's Sustainable Development Committee. After a brief discussion, the motion was amended as follows:
- ***Motion: That the PAG collaborate with the school and its programs in their sustainable development initiatives – Moved by Jane McSwiggan, Seconded by Doug Odowichuk, Carried.***
- The second motion (proposed in the written report from the Environment Committee), regarding \$200 allocated to the Lunch Program for the set up and trial run of an organic waste pick up program was cancelled (not required).

- **Motion: That a budget of \$650.00 be allocated to the Environment Committee to pay for annual costs of lawn care, spring and fall clean-up of gardens – Moved by Jane McSwiggan, Seconded by Yutta Fricke, Carried.**
- **Motion: That \$600.00 be allocated to restore the gardens to a state in which maintenance will be easier in spring and fall – Moved by Jane McSwiggan, Seconded by Lindsay Stevenson, Carried.**
- The costs of this project (restore the gardens) will be shared with the school. This type of project will likely not be required again for about 5 years. (It has been 8 years since it was last done.)

7. **Standing Committee Progress Updates / Reports***

South-End Advisory - Salin Guttormsson (forwarded this information to PAG Chair)

- The South District Advisory Committee Meeting scheduled for October 22 has been postponed.

Volunteer Recruitment & Activities – Tara McCallum, Patti Chiapetti-Sharpe

- Reminder: PAG Orientation and Volunteer Meet & Greet will be held on Thursday, October 2 at 9:15 a.m. and 1:15 p.m. in the Multi Purpose Room. This is also “Walk to School Day”.

8. **Teachers’ Report – Pam Shay**

- School home reading program started today; thanks to Tina Hellmuth.
- The school currently has 9 smart boards. There may be a demonstration prior to the next PAG meeting (details to be announced).
- Basic French program is offered at the school from kindergarten to grade 6. There are also 4 teachers using the AIM (Accelerative Integrated Method), an exciting new interactive approach using gestures to teach French language.

Teachers’ Report – Dave Leochko

- The new grade 6 patrols are working hard. It is a tough job for the kids and they need the support from teachers and parents. Please remember that they sometimes make mistakes.
- There is a new year long math project for grade 4-6 teachers. It is a fantastic program for kids to explore and dialogue about math.

9. **Administration Report – Tom Rossi**

- September 22 is a full day in-service on “Assessment for Learning”.
- School newsletter is now electronic, part of sustainable development initiative.
- There will be a weather station installed on the roof of our school to take weather readings, wind chill, etc. There will be no cost to the school.
- The grade 5/6 musical will take place every second year. In 2008/09, there will be a musical. In 2009/10, there will be a camp (3 days, 2 nights). Mrs. Mitchell will have the opportunity to try out other activities, such as a Talent Show in non-musical years. Some parents commented that the school may want to consider scaling back the musical because everyone is exhausted by this huge endeavour (staff, volunteers, students). Some parents also shared supportive comments regarding other activities, such as a Talent Show, that will allow kids with varying talents to participate.
- The school has been painted. Next spring/fall the classrooms and the rest of the school will be painted. This is not a school decision – the division has a rotation and it was our school’s “turn” to get painted. (The “painting” budget is part of the Division budget – it cannot be re-allocated by the school to another area in need of funds.) Parents mentioned that the school staff does a great job of the hallway displays with children’s work.
- Tomorrow is the deadline for the October newsletter.
- The school is having a logo contest. First they will be voting on submissions for a school name, and then they will move on to consider the artwork / logo.

10. **New Business**

- Book Fairs – There are two book fairs (run by Tracey Sneesby) – one in the fall (during parent/teacher conferences) and one in the spring.
- Parents for French Language – Yutta Fricke receives information from this group. Please contact her if you are interested.
- Items tabled to next PAG meeting: Posting of PAG documents to the School’s website and PAG top 5 list of priorities

11. **Next Meeting – November 25, 2008 at 7:00 p.m.**

12. **Motion to Adjourn**

- **Motion to adjourn the meeting – Moved by Yutta Fricke, Seconded by Adelle Field Burton, Carried.**

*Meeting minutes and written reports are posted on the bulletin board (across from school office). Written reports are submitted to the secretary in advance of the meeting and are not read at the meeting (a few copies are made available at the meeting). To receive a copy of PAG Agendas, Meeting Minutes, Written Reports or handouts, please contact the PAG Secretary (Trish – 956-5406 or trish@qnet.mb.ca)

Parent's Adviosry Group Inc.
École Robert H.Smith School
Reports for Meeting on September 23rd, 2008

Chair's Report - Kathleen Reid

One-to-One Meetings

I endeavored to meet with every director before the first PAG meeting (I still have a few left) to get to know them, to share their goals and to answer any questions or concerns they may have in regards to the PAG.

Mission Statement

The PAG has a constitution where objectives of the organization are laid out. Although this is useful, the executive felt it important to develop a short, clear, concise and easy to memorize statement, (a Mission Statement) that would serve to help directors make decisions in their portfolios. The executive has begun the process of developing a mission statement by answering the following questions,

1. Who does this group primarily serve?
2. What are the basic needs that this group fills?
3. How does this organization meet the needs of those it serves?

Salin Guttormsson has kindly offered to help Kathleen head up a 'special' committee to further develop this, and hopefully present at the Nov PAG meeting.

Babysitting

The executive have decided to hire a sitter for PAG meetings. The sitter will be paid a flat rate in the event that no one requires her/his services of \$5/hour. The families will be divided up evenly among the sitters, if more then one is required. Each sitter will be paid \$5/family/hour.

Correspondance

Our neighbourhood constable has sent us a letter outlining the various topics that she is willing to come and present to the children at the school.

Monica Bailey sent us a nice thank-you card.

Environment Committee Report & Motion – Jane McSwiggan & Nadine Karpinski

Goals for 2008/2009

1. To support the sustainable initiatives in partnership with the school and it's programs. This will include the initiation of an organic waste pick up service in addition to recycling in the school.
2. To establish a plan for yearly paid maintenance of the school gardens both spring and fall
3. To support the school staff with projects related to the outdoor classroom and school gardens.
4. To develop a plan to upgrade the gardens and walkways over the next two years.

To enable the above goals 1-3 the committee wishes to put forth the following motions at the PAG meeting scheduled for September 23rd.

MOTION: That the PAG support the school and it's programs in their sustainable development initiatives. Examples of this are outlined in the green schools initiative menu which can be found at www.greenschoolsmb.ca, and which will be discussed at the meeting.

MOTION: That \$200.00 be allocated to the Lunch Program to pay for the set up and trial run of an organic waste pick up program in conjunction with Samborski's Greenhouses.

MOTION: That a budget of \$650.00 be allocated to the environment committee to pay for annual costs of lawn care, spring and fall clean-up of gardens.

MOTION: That \$600.00 be allocated to restore the gardens to a state in which maintenance will be easier in spring and fall.

Fun Lunch Report - Lindsay Stevens & Andrea Weber-Ethan

- There will be 5 Fun Lunch Fridays during the school year

- The dates are: Oct. 17, Dec.5, Feb. 27, Apr.24, June 12
- We will have 2 before holiday break and 3 in the new year
- We will have a pizza lunch for the 1st one and probably A&W for the 2nd
- Envelopes will be sent out with both lunches on the envelope in September and 3 lunches/ envelope in January. This will be a more efficient means of collecting money. Cheques will be strongly requested.
- We will offer carrots and dip for every fun lunch.
- We will try to give a vegetarian option with every lunch.
- Our committee will work with the Volunteer committee to get our parent volunteers organized a few weeks ahead of each fun lunch date to give ample time for our volunteers.
- We will try to get lunch donated for the parent volunteers from our lunch provider

Promotions & Fundraising - Rosanna Deluca Poole & Heather Pare

Here is a short summary of what we have planned for the year:

- We have just finished our first fundraiser the Entertainment Coupon Books, which ended on Monday Sept 22, 2008 and hopefully our numbers will be in soon.
- We will then be starting our next fundraiser the Q.S.P. Family Reading Program on Monday Oct 6, 2008 to Monday Oct 20, 2008. This year included with the magazine subscriptions there is a separate order form along with a catalogue were you could purchase cards and other miscellaneous items this is an **extra option** and is part of the same fundraiser.
- The next promotional event will be held from Monday Nov 3, to Monday Nov 17, 2008. We have decided to go with the company La Montagne which offers us a wide selection of different specialty cheeses to sell. Hopefully, with the holidays around the corner this will be a huge success, what is better then offering (healthy) cheeses while entertaining guests.
- Then, in March we will hold our always anticipated annual school dance which is the final fundraising event for the school year.

Volunteer Coordinators Report –Tara McCallum & Patti Chiappetti-Sharpe

Short Term Goals

Volunteer Orientation scheduled for October 2, 2008

- Information sessions in the AM and PM to encourage both morning /afternoon nursery and kindergarten parents to attend
- Hope to see portfolio heads on the 2nd to help explain your positions to the new and returning parents
- Will encourage staff who need volunteers to stop by and describe their requirements to volunteers

Follow up on the communication box form

- Design a sheet that is easy for everyone to use
- Ask administration to include form in the new electronic newsletter in accordance with the schools new sustainable development policy

Start work on organizing the volunteer job sheets returned to volunteer coordinators

- Contact parents who signed up to help with Grade 4 and 6 vaccinations which take place in October
- Purchase snacks and beverages for students

Long Term Goals

Continue to improve the volunteer forms

- Need to incorporate staff requests i.e. parents for winter patrol positions
- Ensure office staff are aware of the need for the form to be double sided (alleviates lost pages and works with the schools commitment to sustainable development)

Work towards organizing the volunteer lists better

- Develop methods to cross reference against school lists to identify Graduating Volunteers
- Allows us to better serve other portfolios and more easily recognize volunteers at the end of the year

Organize the Home Reading and Call-Back at the end of the current school year to ensure that the fall implementation is easier

Callback Report - Doug Odowichuk

- Well, we are back at it and off to a great start. Tom Rossi and his staff have implemented a new computerized attendance method that from the get go has been great. It has been implemented with a few minor input data glitches.
- Each teacher now enters their class attendance and known student information into their room computer and forwards absentees to the master file for one complete attendance information report.
- Not only does it speed up the implementation of the information, it allows the classes to settle and start their lessons faster.
- Our volunteers for the callback desk need only review the information received on the callback answering machine and input/follow up the forwarded master attendance information into the appropriate places.
- As the year moves on, with input from teachers, staff and volunteers, the callback system will be tweaked to add efficiency and reduce redundancy.
- One drawback already noticed, our seasoned volunteers seem to be missing the cheery kids that would bring the attendance sheets to callback, in fact I have had a few interesting conversations with some of the kids in the past.
- As of this writing, most volunteers have returned from last year to take similar responsibilities. We have had a few new volunteers that have stepped up to help with the callback desk, but are still looking for two more volunteers to fill afternoon spots. I do not for see these spots staying vacant very long.

Administrator's Report - Mr. Rossi & Mme Warnke

1. Enrolment: We are doing extremely well this year. Presently we have 469 children enrolled at École Robert H. Smith School, up 18 students from last year.
2. Staffing assignments: M Khalboubi teaching Grade 3, Mr. Leochko teaching Grade 6, Mrs. Kirk has been hired .50 Grade 2, Mrs. Wardrop Educational Assistant Nursery a.m., Mrs. Lois Braun Educational Assistant Nursery pm, Mme Parker will be replacing Mme Malanik October 1, 2008.
3. Meet the Staff Evening; Second best to none and very informative. Positive feedback from the family members that attended.
4. Reading Recovery: Mme Jackson this year morning and afternoon.
5. Terry Fox Run: Friday September 19, 2008 went very well. Thank you to Mr. Zajac, our staff, and our leadership team for organizing the run. It was wonderful.
6. Stopping and/or Parking on the street: Our "Stop, Drop, and Go Zone" on Ash Street going North Bound only is going very well . This year we have not handed out any MARS Bars as friendly reminders.
7. Projects for 2008-2009: Mother Goose January 2009 to March 2009, Grade 4-6 Middle Years Math Model, All classrooms will be reporting on Literacy with ICT this year .
8. Health Care Plans: Being reviewed and updated. Mme Warnke has almost completed all of them. A huge thank you to her.
9. Patrols: Grade 6 Teachers and their classrooms are responsible for children going to and from our school and doing an exceptional job. Thank you to our grade 6 classrooms for participating this year as patrols.
10. Peanut Free Rooms: This year are rooms 124, 212 and 203.
11. Life Touch Fall Picture Day will take place September 24, 2008.
12. Musical for grades 5 and 6 this year is to be determined and the 2009-2010 school year we will be taking our grade 5 and 6 students to camp. A school based decision to alternate the musical and camp was decided on at our Goal Setting Inservice in May. This will enable us to try something different in the area of Arts the school year when we have camp.
13. School Painting-Phase 1 completed hallways, staff room, and washrooms. Phase 2 next year remaining classrooms, gym, and library. We have had many compliments about the colour choice and others, that may take some time to get use to the change!
14. Bells-are working better and we have changed the tone inside and outside.
15. Badges for Staff, Volunteers, Visitors-Life Touch will be taking pictures of all staff on picture day. To increase safety and awareness, our staff will continue to wear their badges. Volunteers and visitors will be required to wear visitor badges also. We will also encourage both our Daycares to get badges.
16. CAP Implementation has already started in several classrooms. Our school will be providing coverage for the classroom teachers and our educational assistants will also be utilized to assist for coverage, not to teach!

17. Thank you to our Parent Volunteers that are assisting us with our Computer Generated Attendance and Call Back system. From all indication, this year has been very smooth and we thank Doug and his volunteer team for assisting our school.
18. Fund-raising – Thank you to our Fund-raising team for doing an outstanding job so far. (Hand out)
19. PAG Information Booth at Meet the Staff was wonderful.
20. Up coming professional development, days off, and events: October 9th and 10th Mme Warnke and Mr. Rossi at their annual Winnipeg Principals Vice Principals Association Conference in Gimli, October 13th No School-Thanksgiving Day, October 23rd 2:30 early dismissal, October 24th No School-Team Building Inservice in Gimli, October 20th Picture Retake Day, October 31st Halloween Parade pm only ., November 11th –No School Remembrance Day, November 20th evening Parent Teacher Interviews, November 21st All Day Parent Teacher Interviews-No School, November 28th Special Area Groups (SAG)-No School.

The month of September has been very good to all of us. Administration certainly felt very good about the start of the school year. The children, parents, volunteers, and staff are wonderful. That's what school is about. École Robert H. Smith School is off on the right foot also and there are a number of great things happening in the area of education. CAP's should be complete towards the end of October. Nursery and Kindergarten CAP have a different deadline towards the end of November. CAP is what initiates what should be taught in the classroom. Goals and expectations are clear to all, and most of all, children are receiving a quality education and a safe learning environment. Yes, we know that no school is perfect and we will never boast to be "the perfect school", but as long as we have the children, staff, and parents working together, mistakes will be minimized and quality of education will be maximized. Well done and keep up the "great team effort". École Robert H. Smith School is blessed with an exceptional community.

"School is not preparation for life, but school is life."