



MONTROYAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL PAC MEETING Minutes

Date: October 23, 2019

Time: 7:00 pm

Location: School Library

Attendees: Christine Campbell, Nina Velasquez, Megan Enns, Signe Noergaard, Stacey Thomas, Melanie Waldhaus (Chair), Alexia Akester (Secretary), Yi Yang (Treasurer), Jessica Wang (Communications) joined by Vice -Principal Erin Vandekerkhove

1. Call to Order

Meeting commenced at 7:03 pm.

2. Establish quorum

M. Waldhaus acknowledges that there is quorum.

3. Approval of agenda

M. Waldhaus asks for approval of the Agenda.

Approved by all.

4. Approval of previous meeting minutes

M. Waldhaus asks for approval of the minutes of the meeting dated 25 September 2019.

Approved by all.

5. Chair update

M. Waldhaus provides the Chair Update

- Wooden Playground replacement

- 1) initial quotes of approximately \$80,000 to \$90,000 each have been received from 2 vendors and revised quotes in the region of \$50,000 have been requested;
- 2) quotes for inclusive playground designs would increase the possible cost to approximately \$100,000; and
- 3) the playground will be designed for students from Kindergarten to Grade 4, the current design includes a spinning top with climbing ropes, talking tubes, a crawl log and some single spring rider structures. The playground will be natural looking to blend in with the school environment. M. Waldhaus requests input from the PAC members at the meeting on the contents of the current design.

Comments from the Floor: S. Noergaard suggests that the new playground design should encourage collaborative play and suggests removing the single play spring rider structure. N. Velasquez suggests including a water trough play structure for rain water.



- Action: M. Waldhaus will speak to the prospective vendors about removing the single spring rider structure and including a water trough feature in the new playground design.

- Montroyal Sport Jerseys

M. Waldhaus confirms arrival of the Montroyal sport jerseys and presents an example to the meeting. The Montroyal sport jerseys will be kept in Vice-Principal Vandekerkhove's office and will be signed out by students at Montroyal sporting events only.

Comments from the Floor: Vice-Principal Vandekerkhove suggests asking parents for deposit each time a sport jersey is taken out and used by their child in order to keep track of the jerseys. Discussion follows as to the possible cost and procedure. M. Waldhaus suggests signing out the sport jerseys only and consider introducing a deposit next year if many sport jerseys are lost throughout the school year.

- Spirit Wear

M. Waldhaus confirms an online site for the sale of Montroyal spirit wear has been created. M. Waldhaus requests input from the PAC members at the meeting on the items to be presented for sale. M. Waldhaus asks if the parent community should be invited to provide input on the items for sale.

Comments from the Floor: M. Enns proposes that hoodies and hats (toques and caps) be available for sale. M. Enns suggests that the PAC have a table at the Christmas Market with some of Spirit Wear available.

- Clean up

M. Waldhaus reports that the NVSD has still not come to the school to fix the items highlighted in the report prepared almost 2 years ago by M. Waldhaus and N. Velasquez.

- Action: M. Waldhaus to follow up with Principal Campbell and possibly the NVSD.

Comments from the Floor: S. Thomas asks about the clean up signs for each division in the school playground and if these are regularly used by the teachers and their students. Vice-Principal Vandekerkhove states that the clean-up of the areas allocated to each division is decided by the teacher individually and may not be done on a regular basis by all divisions.

6. Treasurer update

- Votes

Vote 1 - to approve the funding of up to \$4000 of the following PE equipment: footballs, softball gloves, softballs, softball bats, Tchoukball kit and indoor soccer balls.

M. Waldhaus asks who is in favor of vote 1; **APPROVED.**

Vote 2 – to approve the funding of the Basketball referees' fees for the season up to approximately \$200.



Comments from the Floor: M. Enns asks why the MPAC is being asked to fund the basketball referees' fees as this has not been paid by the MPAC before. Vice-Principal Vandekerkhove responds that the fees used to be paid by the school. However, the procedure to do so is complicated. It would be easier to pay the volunteers from fund provided by the MPAC but kept at the school.

M.Waldhaus asks who is in favor of vote 2; **APPROVED**

- Monthly Budget Update

Y. Yang provides an update on the MPAC monthly budget report and indicates that it will be published on the website (refer to monthly budget report document). Y. Yang reports that:

1. the MPAC did not receive the full Gaming Commission Grant this year. Y. Yang confirms that the grant needs to be spent in full each year in order to receive the maximum amount;
2. the Edupack monies are still outstanding;
3. Hot lunch revenue from session 1 has increased slightly and no other revenue has been captured;
4. the funding of the PE equipment and the basketball referees' fees will come from the operating reserve;
5. all liabilities have been captured; and
6. the MPAC has only \$19,000 in the playground reserve so a lot of further fundraising is required.

Comments from the Floor: M. Enns suggests contacting Tanya Kensington regarding the Edupack monies. M. Enns asks a question about the delivery of the student yearbooks. Y. Yang explains that the yearbooks were paid for by parents last school year but received in September this year. J. Wang states that it takes 1 month to produce the yearbook. If the yearbook is to be delivered to students before the end of the school year, work must commence in May, and therefore some events will not be included in the yearbook. Discussion follows regarding the timing and delivery of the yearbooks. M. Waldhaus suggests a cut off deadline of the Jogathon date with delivery by 25 June.

7. Functional Area updates

- Communications

J. Wang reports that the new website will be launched on Friday, 1 November. J. Wang reports that an email address has been set up for parents and teachers to email photos for the yearbook. The MPAC newsletter will contain the email address and guidelines for use.

- Fundraising/Events

Vote 3 – to approve the appointment of Christine Campbell as the Events Coordinator.

M.Waldhaus asks who is in favor of vote 3; **APPROVED**.



C. Campbell reports that a Spring Dance is scheduled for Friday, 22 May 2020 and confirms that this will be a community building event. C. Campbell also proposed a Holiday Movie Night in December. Both these event ideas are supported by the PAC meeting members.

- DPAC

M. Waldhaus reports, in T. Hall's absence, that the MPAC should look into the possibility of a grant from RBC.

Comments from the Floor: C. Campbell states that a parent member of the PAC is an RBC employee and that a grant of \$3000 is available if that parent RBC employee attends and volunteers at a school event.

M. Waldhaus reports that a screening of Screenagers 2, a film which deals with teenagers and stress is available for parents to watch courtesy of the DPAC.

Comments from the Floor. M. Enns confirms that the screening will be on January 20th 2020.

M. Waldhaus confirms that T. Hall will attend the next DPAC meeting on 30 October.

8. Committee updates

- Programs

M. Waldhaus reports that registration for the After-School Club opens on November 20th on the NVRC website. M. Waldhaus requests that parents are reminded of the registration date and procedure by the MPAC. M. Waldhaus confirms that the Programs Committee has 3 new members and no more volunteers are needed.

➤ Action: J Wang to include a notice of After-School Club registration date in the MPAC newsletter and website.

- Technology

M. Waldhaus reports that the Technology Committee will present at the next meeting.

9. Open Positions for 2019/2020

M. Waldhaus reports that hot lunch volunteers are still needed.

Comments from the Floor: S. Thomas asks if a parent volunteer come forward to be the Student Safety Coordinator. M. Waldhaus confirms that an email was sent to the parent volunteer but there was no response.

➤ Action: S. Thomas will follow up with the parent volunteer.

10. Principal Update

Vice-Principal Vandekerkhove reports that:

1. the recent Harvest Lunch was very successful;
2. the Schoolmessenger system is now being used consistently by the school;
3. the Second Step Program has started and is going well. Vice-Principal Vandekerkhove responds to questions from N. Velasquez regarding the implementation of Second Step in split grades.



4. FSAs for Grades 4 and 7 are almost complete;
5. S. Barnett is running intermurals on Mondays, Tuesdays and Thursdays;
6. The Fire Drill (without the bell) was successfully undertaken this week; and
7. The Halloween parade will take place next week.

11. Items from the Floor

C. Campbell asks whether Basketball is being taught by the teachers during the Basketball season, in addition to the Basketball league coached by parents. Vice-Principal Vandekerkhove confirms that this is up to the individual teacher. S. Noergaard states that the Grade 7 girls have no foundational skills in Basketball and it would help if the teachers taught basketball at the same time as the league. C. Campbell agrees.

- **Action: Vice-Principal Vandekerkhove will raise this issue at the next staff meeting.**

M. Waldhaus notes the continuing issue of violation of traffic rules in the pickup and drop off zone. M. Waldhaus notes the importance of improved or alternative signage and or painting of the curb. M. Waldhaus asks whether Vice-Principal Vandekerkhove can raise this issue with the District. N. Velasquez proposes that the Class Representatives send out a note about the traffic rules for the zone in an email to parents. N. Velasquez notes that StrongStart parents need to be reminded of the traffic rules. M. Waldhaus proposes that flyers for parents are given to the students to be taken home. J. Wang confirms that the MPAC has a poster with a picture of the traffic rules which could be used as a basis for the flyer. M. Waldhaus notes that it should have some wording as well which must be translated into Korean, Farsi and Mandarin.

- **Action: J Wang to prepare a flyer on the traffic rules to be given to the students to take home.**

12. Meeting adjourned at 8:12pm

Next meeting: 20 November 2019.