



MONTROYAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

PAC MEETING Minutes

Date: November 20, 2019

Time: 7:00 pm

Location: School Library

Attendees: Shannon Harris, Teresa Ross (Class Rep.), Christine Campbell (Events), Tracy Hall (DPAC), Jessica Wang (Communications), Zeldá Samwell (Communications), Melanie Waldhaus (PAC Chair) and Alexia Akester (Secretary) joined by Vice-Principal Erin Vanderkerkhove.

1. Call to Order

Meeting commenced at 7:00pm.

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 ask for approval of the minutes of the meeting dated 23 October 2019. Approved by all.

5. Chair Update

M.Waldhaus provides the Chair Update

Wooden Playground Replacement

Two final designs have been received from the vendors (Habitat and Swingtime), the designs range from \$36,000 to \$60,000. M.Waldhaus describes each design and highlights that the difference in price is due to the product lines of each company. M.Waldhaus proposes that the above designs are placed in the school lobby for parents to review. M.Waldhaus notes that a voting mechanism needs to be put in place so that parents can vote once for their preferred design.



J.Wang suggests adding a form to the MPAC website which parents can complete with their choice of design.

Action: J.Wang to compile form for the website for the Playground Design Survey.

Action: M.Waldhaus to arrange presentation of designs in the school lobby.

Spirit Wear

A temporary website is now online and will be available for two weeks twice a year. Items for sale on the site need to be selected. There is a minimum purchase order of 24. M.Waldhaus presents a selection of the items available for sale: polo shirts, toques, long sleeve shirts and hoodies. The meeting agrees that only hoodies in forest green with the white school logo should be offered for sale. Different items can be offered at the second sale in the new year. M.Waldhaus proposes displaying the hoodies in various sizes in the display cases in the lobby.

Action: M.Waldhaus to 1) confirm with the vendor that only hoodies will be offered for sale and request various sample sizes, 2) confirm when orders need to be in by to insure delivery before the end of school on 19 December 2019, and 4) display hoodies in the school display cases in the lobby.

Action: E. Vanderkerkhove to ask the teachers whether they are interested in purchasing polo shirts.

School Ground Clean Up

M.Waldhaus reports on a meeting with Principal Campbell and the School District. School District confirmed that there has yet to be a response to the School Ground Clean Up Report prepared by M.Waldhaus and N.Velasquez. However, the School District confirmed that it will: 1) remove some lower hanging branches from some of the trees but no canopy branches; 2) remove some bushes and brush by the front steps to the school and behind the sign and 3) tidy up the cedar bushes by the carpark. T.Hall raises the issue of the lack of lighting and low hanging branches around the stairs to the school.

6. Treasurer Update

Yi.Yang is not present at the meeting so no Treasurer Update is presented.

7. Functional Areas:

Communications

Z.Samwell reports that the new website is running successfully. J.Wang notes that the resources section of the new website is still to be reviewed. Z.Samwell reports that she is



receiving information from E. Vanderkerkhove in order to update the MPAC newsletter and that approximately 280 parents have signed up to receive the MPAC newsletter. Discussion follows the use of the Class Representative emails. E.Vanderkerkhove requests MPAC updates so that she can include it in the SchoolMessenger system if necessary.

J.Wang presents the new Montroyal Volunteer Lanyards that have been made for MPAC volunteers to wear at school events. 100 lanyards have been made and will be kept in the school storage. M.Waldhaus thanks her for her contribution.

Events

C.Campbell reports that the Giving Tree is up in the lobby and ready to receive donations. The charity, the Christmas Bureau, has requested pyjamas and socks for ages 13 to 18. All donations need to be collected by 4 December and delivered to the Christmas Bureau.

Action: T.Ross to include this information in an email to the Class Representatives and Z.Samwell to include it in the MPAC newsletter.

C.Campbell reports that Movie Night will take place on Thursday, 19 December in the gym from 6:30pm to 8:30pm with popcorn and hot chocolate provided. Discussion follows regarding the choice of movie, provision of hot chocolate and popcorn.

Action: C.Campbell to liaise with Tanya Kensington about Movie Night popcorn and confirm choice of movie.

C.Campbell reports that she is meeting with two other Montroyal parents to discuss the possibility of a parents social and/or gala.

DPAC

T.Hall reports that a districtwide strategic planning meeting is due to take place on 27 November. T.Hall will be attending and suggests other parents attend too in order to give their input. T.Hall reports that Handsworth is trying to raise \$500 from the FOS funding so that it can present "Screenagers". T.Hall will update the PAC if and when it will be shown.

E. Vanderkerkhove reports that Montroyal has already given its input (teachers, parents and students) to the districtwide strategic planning committee and that a follow up meeting is due on March 3rd. M.Waldhaus proposes that an item is included in the MPAC newsletter.

Action: Z.Samwell to include an item about the Districtwide Strategic Planning meeting on November 27 in the MPAC newsletter.



8. Committee Update

Programs

S.Harris reports that she is transitioning out of the role as head of the Programs Committee. S.Harris confirms that the After School Club registration is open and registration went well. The Programs Committee is looking into other Friday after school options (possible multisport) for next term. Chess and Basketball will continue to be offered as lunch time programs next term. The Programs Committee is researching an arts program option. The Ski and Snowboard Program at Grouse Mountain will probably go ahead. S.Harris is meeting with Grouse Mountain to finalise details.

Action: S.Harris to inform Z.Samwell once the Programs for next term have been finalized so that Z.Samwell can update the website and newsletter.

Technology

Gillian Gray and Shaun Tinline are not present at the meeting. M.Waldhaus reports that the Coding Club will continue as an unpaid volunteer program. M.Waldhaus has proposed a meeting in January with Principal Campbell, Gillian Gray and Shaun Tinline to discuss the coding club and computer lab needs. Principal Campbell has confirmed that Montroyal School will fund the replacement mouses and keyboards.

E. Vanderkerkhove requests funding for the replacement of two projectors which are failing. E. Vanderkerkhove confirms that the School District will not fund their replacement and this is why the Montroyal is asking the PAC. E. Vanderkerkhove confirms that a replacement projector costs \$600. Discussion follows regarding the funding of the two projectors. S. Harris suggest funding the replacement projectors from the Curriculum Enhancement funds which were voted on in the May 2019 AGM. E. Vanderkerkhove confirms this fund has been used for the Second Step program and a speaker. S.Harris proposes that any remaining sums in this fund should go towards the replacement projectors.

9. Open Positions

Holiday Market and Hot lunch volunteers are still needed.

Action: Z.Samwell to include request for volunteers in the MPAC newsletter.

10. Principal Update

E. Vanderkerkhove provides an update on the traffic and student safety issue. After discussion with other FOS schools, the only clear answer appears to be asking parents to park several blocks away from the school and students walking to school from there. E.



Vanderkerkhove notes that Cleveland School has a rainbow crosswalk and proposes something similar for Montroyal.

Action: E. Vanderkerkhove to obtain more information and report back to the PAC.

E. Vanderkerkhove reports that the Grade 7 hoodies have been a great success as well as the new sport jerseys. S.Harris suggests a photo of the new sport jerseys for the school and MPAC website.

Action: E. Vanderkerkhove will arrange a photo for the school and/or MPAC websites.

E. Vanderkerkhove confirms that meetings with the School Strategic Community have been held and updates will be provided soon.

E. Vanderkerkhove reports that 1) the next Second Step staff review will be in January, 2) reports cards are due on December 13th and 3) Montroyal has a new night Custodian, Brenda, who should be kept informed of the PAC meeting times

S.Harris raises the issue of the blank calendar on the School website.

Action: E. Vanderkerkhove to look in to this and amend or delete if necessary.

11. Items from the Floor

M.Waldhaus notes the scruffy state of the school lobby and highlights the scuffed paint, scratches and chipped handrails. M.Waldhaus informs the meeting that some students have received splinters for the hand rails and asks if the School can arrange for the lobby to be painted and the handrails sanded and varnished.

Action: E. Vanderkerkhove to obtain more information and report back to the PAC.

M.Waldhaus asks if the back wall in the gym can be repainted with the new Montroyal Logo. E. Vanderkerkhove confirms that the School District would need to approve this. S.Harris suggests, after School District approval, that this is a proposed Grade 7 legacy gift to the school.

Action: S.Harris to speak to the Grade 7 fundraisers and report back to the PAC.

12. Meeting adjourned at 8:23pm

Next meeting: 22 January 2020