

RSPC Parent Connection Meeting Minutes

16 APRIL 2025 / 6:00 PM / ROYAL SCHOOL LIBRARY

The Meeting was called to order at 6:00pm by Kara Spittal, Chair.

ATTENDEES

Members in Attendance:

Kara, Jessie, Trish, Jani, Tash, Heather, Leanna, Tanis

PRINCIPALS UPDATE

Tanis discussed updates on the ongoing efforts to recover from the cyber security incident in December.

Notes for the update can be found in the [google drive here](#).

APPROVAL OF MEETING MINUTES

Motion to Accept March Meeting Minutes:

Forwarded by: Trish

Seconded by: Natasha

Result: Approved

ACTION ITEM FOLLOW-UP

All action items from the previous meeting have been completed.

ACTION ITEMS

- **Trish:** Arrange closure of the savings account.
- **Trish:** Transfer an additional \$100 to the field trip fund.

- **Trish:** Issue checks for Monica for Fun Lunch.
- **Leanna:** Inform Mrs. Leslie about receiving an extra \$100 from the field trip fund.
- **Leanna:** Reach out to Maria to see if she is interested in creating an Instagram post for Teacher Appreciation Week.
- **Jani:** Oversee Instagram post for Teacher Appreciation Week and support or train Maria if necessary.
- **Kara:** Draft and send email communications for Teacher Appreciation Week.
- **Kara:** Email W & M Professional Gym to book the tunnel repair.
- **Jani:** Contact Keri (cc. Tanis) to ask about feasibility of installing the triple ball hoop and share research.
- **Leanna:** Send out the Playground Vision Proposal document before the next meeting.
- **Tanis:** Supervise the tunnel repair on site.
- **Tanis:** Loop in Natasha during Grade 5 Farewell planning.

CURRENT BUSINESS

PLAYGROUND INSPECTION REPORT

Tanis will share the playground inspection report.

Link to be added once available.

FINANCIAL UPDATE

- Savings account to be closed (Trish to arrange).
- \$250 spent from field trip fund to date.

- Mrs. Leslie and Teacher Grace will use funds. Mrs. Leslie will receive double allocation.
 - Motion: Leanna moved to allocate an additional \$100 to Mrs. Leslie's field trip fund. All in favor.
 - \$20 still outstanding from February movie night refund.
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FUN LUNCH UPDATE

Kara shared Monica's Fun Lunch update. [Click here for link to update.](#)

Non-perishable snacks stored in various rooms; perishables in office fridge/freezer.

Frozen yogurt tubes are popular. Snacks are distributed discreetly.

TEACHER APPRECIATION WEEK

Planned for the week of April 12th.

Donation-based campaign: "Hi5 to Royal Staff"

Funds will go toward coffee or lunch, supplemented by RSPC funds if needed.

Communications Plan:

- 1 Instagram post
 - 1 email + 1 reminder
 - Follow-up update on how funds were spent
No Google Form required.
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COMMUNICATION BOARD UPDATE

Kara and Melanie (SLP) have submitted final sign content to John Henry Signs.

Board to be installed by the end of the school year.

Double-sided design for visibility from playground and field.

Accessibility:

Tanis confirmed contrast and design are suitable for students with visual processing challenges.

PDF of board will be saved in Google Drive and linked in the May email.

TUNNEL REPAIR UPDATE

W & M Professional Gym approved to repair tunnel panel for \$375 (3 hours).

Motion: Kara moved to approve additional \$250 (2 extra hours) if required.

Seconded by: Tash

Result: All in favor

Tanis will supervise repair on site.

TRIPLE HOOP / TARMAC PROPOSAL

- Tarmac and existing poles assessed.
- Poles 1 and 3 scheduled for removal via division work orders.
- Poles 2 and 4 considered for triple ball hoop retrofit.
- One retrofit cost: \$2,459.58
- Motion: Jani moved to explore feasibility with division before proceeding.

Result: All in favor

PLAYGROUND VISION PROPOSAL

Deferred to next meeting.

Leanna will send the document beforehand.

GRADE 5 FAREWELL

Tanis will begin planning in the coming weeks.

Suggestion: Include photo booth.

Natasha to be looped in during planning.

Adjournment

- Meeting adjourned at 7:30 PM by Kara.