

RSPC Parent Connection

Meeting Minutes

16 OCTOBER 2024 / 6:00 PM / ROYAL SCHOOL LIBRARY

The Meeting was called to order at 6:11pm by Kara Spittal, Chair.

ATTENDEES

Executive Members In Attendance:

Jani Sorensen, Natasha Griffiths, Tricia Sutherland, Monica Gill, Heather Mudry, Kara Spittal

Other Members In Attendance:

Jessie Thiessen, Sunny Yin, Aly Hildebrand, Leanna Williams, Tanis Thiessen, Robyn Liddle

APPROVAL OF MINUTES

A motion to approve the minutes of the previous May 2024 meeting was made by Natasha Griffiths and seconded by Heather Mudry.

A motion to approve the minutes of the previous September 2024 meeting was made by Monica Gill and seconded by Natasha Griffiths.

PRINCIPAL'S UPDATE

Bullying Awareness Month

Tanis presented on Bullying Awareness Month, Manitoba's Safe Schools Charter, the Safe and Inclusive Schools legislation and lock down drills. Two fire drills and one lock down drill have been done so far this year. An overview of the topics discussed can be found [here](#).

During the discussion, parents asked how body image issues were addressed. Tanis noted it's included in the older grades' health curriculum but not in legislation. Parents wanted a focus on fostering positive body image in younger years. Tanis suggested meeting with therapist Natasha Griffiths to explore resources.

ACTION ITEMS

Tricia

- Close RSPC savings account
- Send list of outstanding pizza orders to Tanis

Tricia & Robyn

- Purchase drinks, juice boxes and candy (with some vegan options) at Costco if we do not hear from potential sponsors.

Jani

- Instagram posts for dance - Last call for volunteers, sponsor thank you, caricatures.
- Signage for food, sponsor thank you, volunteer check in and caricatures (11x17 printed)
- Communications to solicit donations for the Holiday Market based on a list from Tanis.
- Bulletin board sign to advertise the Lending Library

Aly

- Carve pumpkin for front entry decor

Leanna

- Purchase food safe gloves, aprons and hairnets at Dollarama

Natasha

- Purchase food safe gloves, aprons and hairnets from Amazon (If Leanna is unable to find them at Dollarama}

Heather

- Obtain Criminal Record Check and Child Abuse Registry Check to be able to help Monica with fun lunches.

Tanis

- Review leftover gifts from last year's Holiday Market and provide Jani with a list of any gaps and desired donations.

NEW BUSINESS

Welcome & Intro

Deferred to prioritize other items.

Financial Update

Tricia shared the financial update. See [treasurer's report folder](#) for October update.

It was unanimously agreed that Trishia will close the savings account due to lack of need and bank fees.

Playground Update

Tanis shared that a new bench and landing pads were installed, funded by the school division. The need for accessible playground equipment was raised, with plans to explore grants or city partnerships. Further discussion was deferred to the next meeting.

Dance Update

Kara reviewed the [Dance Budget Spreadsheet](#). Kara made a motion to increase the pre-approved budget from \$1000 to \$1200. The motion was seconded by Heather and passed.

Pizza & Food

Tricia will finalize pizza orders on Friday after Jani closes the form the night before, and Leanna will place the order. We'll round up and add one extra pizza per flavor for day-of orders. Excess fun lunch funds will cover outstanding orders for families in need; Tricia will send the list of outstanding orders to Tanis before following up on payments. Tricia and Robyn will buy drinks, juice boxes, and candy from Costco.

Decor

Eighteen round tables have been ordered, but we still need 7 round orange or black tablecloths and 4 rectangular ones. Classes are making centerpieces. Dance setup starts at 3:30 p.m., with supplies drop-off available the day before. Jani will create signage for food, sponsors, volunteer check-in, and caricatures. Tanis will provide Natasha with an easel and whiteboard for quiet room rules.

Volunteers

As of today there are only 6 volunteer spots unassigned. Jani will create an Instagram post in a final push for volunteers.

Temporary Food Licence (Directive From The Division)

Kara informed us that a temporary food handler's license is required for events serving food. She has applied and is awaiting a response. Tanis will be the designated safe food handler for the dance, and Leanna will purchase gloves, aprons, and hairnets for volunteers.

Fun Lunch Update

Monica proposed November 15th for the first fun lunch, pending her background checks. Jani has submitted hers, Leanna will check on hers, and Heather will obtain hers to volunteer.

Winter Clothing Drive & Holiday Market

Jani will post on Instagram to promote the lending library and request winter clothing donations. Once our closet is stocked, extra items will go to Teacher Grace's Koats for Kids drive. Jani will also create a bulletin board poster to raise awareness of the lending library before the dance. Tricia will lead the Holiday Market with help from Robyn and Leanna. Tanis will review leftover gifts from last year's Holiday Market and provide Jani with a list of any gaps and desired donations. The market is on Dec 12-13, with setup on Dec 11.

Review Go Fund Me Page Guidelines

Jani presented [her report](#) on the steps needed to get divisional approval for a Go Fund Me page for RSPC. After a lengthy debate, it was decided to postpone this until we clarify our fundraising goals at the next meeting.

Introduction of RSPC Constitution Updates - Google Drive Responsibilities & Executive Ownership

Tabled. Tricia, Heather and Jani will meet independently to discuss roles.

AGENDA ITEMS ADDED FOR NEXT MEETING

- Playground goals regarding accessibility
- Fundraising goals and priorities for Go Fund Me page

ADJOURNMENT

Kara adjourned the meeting at 8:02pm. The next Royal School Parent Connection Meeting will be held at 6:00 PM on November 20, 2024 in the Royal School library and virtually via. Teams.

Minutes Submitted By

Heather Mudry, Secretary