

RSPC Royal School Parent Connect May Meeting Minutes

Date: May 27, 2026

Time: 6:00 p.m.

Location: Royal School Library

Attendance (In Person): Jani, Kara, Trish, Natasha, Leanna, Heather

Attendance (Online): Monica

1. Principal's Report

Tanis shared updates from the Principal's Report (see attached notes).

Class Placement Process

Tanis explained that while technology assists with creating class lists, teachers continue to play a significant role in the process. Each teacher reviews the computer-generated class placements individually and collaboratively before making adjustments to ensure the best learning environment for students.

Kara asked whether teachers can request that a particular student not be placed in their class. Tanis shared that she could not recall this ever occurring and noted that, if such a request were made, she would first seek to understand the circumstances. More commonly, discussions focus on matching students with teaching styles that best support their learning.

2. Welcome and Year-End Acknowledgements

Kara thanked Tanis for her ongoing support, transparency, and willingness to work collaboratively with the Royal School Parent Connection throughout the school year. She acknowledged Tanis's resourcefulness and commitment to supporting RSPC initiatives.

Kara also thanked all Parent Connection members for their time, dedication, and contributions throughout the year.

3. Review of Action Items

The following action items from the April meeting were reviewed:

- Constitution updated to include the Treasurer's responsibility for monthly reporting of donations to the division.
- Playground reserve balance adjustment to \$1,000 carried forward.

Motion: Jani moved to amend the Treasurer duties within the constitution to include monthly reporting of donations to the division.

Seconded by: Kara

Decision: Motion carried unanimously.

4. Approval of April Meeting Minutes

Motion: Leanna

Seconded by: Natasha

Decision: Motion carried.

5. Financial Update

The current financial report is available in the RSPC Financial Folder.

6. Fun Lunch Update

Monica reported that:

- The final Fun Lunch in April generated **\$173** in profit.
- Total profit for the school year was **\$578**.
- Each Fun Lunch supported approximately **15 additional student lunches**, with an additional **10 pizza slices frozen** for students who forgot their lunches.
- Working with Charleswood Boston Pizza was a positive experience throughout the year.
- All Fun Lunch communications have now been completed and archived.
- Monica offered to assist the incoming Fun Lunch Coordinator during the transition.

The group thanked Monica for her dedication and successful coordination of the program over the past two years.

7. June Meeting

Motion: Kara moved that no June meeting be held.

Seconded by: Leanna

Decision: Motion carried.

8. Purchase of Shade Tent

To better support outdoor school events, Kara proposed purchasing a portable shade tent.

Motion: Kara moved to approve the purchase of a shade tent from Canadian Tire for up to **\$150**.

Seconded by: Natasha

Decision: Motion carried.

Monica volunteered to purchase the tent, and Mr. Bridge offered to store it between events. The tent will also be available for teachers to use during outdoor learning activities.

9. Canada Day Walk & Grade 5 Farewell

Freezies

As in previous years, RSPC will provide freezies for students during the Canada Day Walk.

Motion: Kara moved to approve the purchase of freezies.

Seconded by: Natasha

Decision: Motion carried.

Grade 5 Photo Booth

Tanis shared positive feedback regarding last year's photo booth, noting it provided students with an opportunity to take memorable photos in a designated area where photography was permitted.

Natasha volunteered to organize the photo booth again this year.

Motion: Kara moved to approve up to **\$350** for the Grade 5 Farewell photo booth.

Seconded by: Heather

Decision: Motion carried (4 in favour, 2 opposed).

Some members expressed concerns regarding the cost of the photo booth, and discussion included the possibility of creating a school-run photo station in future years.

10. Playground Update

Municipal Community Incentive Grant Program (MCIGP)

Jani presented information on the Municipal Community Incentive Grant Program, which can provide funding for up to 50% of eligible project costs. Projects must begin within two years of receiving funding and be substantially completed within five years.

Motion: Jani moved to apply for **\$18,000** through the Municipal Community Incentive Grant Program to fund both the playground café and monkey bar projects.

Seconded by: Heather

Decision: Motion carried unanimously.

Canada Helps Fundraising Goal

Discussion was held regarding the fundraising goal displayed on the Canada Helps donation page.

Motion: Jani moved to establish an initial fundraising goal of **\$25,000**, with the goal adjusted downward as additional funds are raised through other fundraising efforts.

Seconded by: Leanna

Decision: Motion carried.

11. September Elections Meeting

Motion: Jani moved to hold the September Elections Meeting on **Tuesday, September 15, 2026, at 6:00 p.m.**

Seconded by: Kara

Decision: Motion carried.

12. Fall Planning

Back-to-School Bash

Kara encouraged members interested in organizing the Back-to-School Bash to begin planning over the summer.

- Purchases under **\$100** may be approved by Kara and Trish.
 - Purchases exceeding **\$100** should be submitted to the Executive Committee for approval.
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13. Fundraising & Event Updates

Krispy Kreme Fundraiser

- **217 dozen** donuts sold.
- Total profit: **\$1,739**.

End-of-Year Picnic

Planning is progressing well and preparations are on schedule.

14. General Discussion

Staff Appreciation Week

Feedback indicated that families preferred contributing toward a catered staff lunch rather than providing themed daily donations.

Jani suggested avoiding scheduling Staff Appreciation Week during the same week as Mother's Day in future years.

Mother's Day Activities

Discussion was held regarding the inconsistency of Mother's Day activities between classrooms. Tanis clarified there is no divisional policy, and each teacher determines what is appropriate for their class. Kara expressed the importance of consistent expectations for families.

Safer Student Transportation

The Chair of the Charleswood Parent Advisory Council shared a pre-written advocacy letter regarding recent school bus schedule changes affecting middle and high school students.

Members agreed that the letter should be included in the RSPC newsletter for interested families.

PTSD Soccer Day

A parent asked why Royal School has not participated in PTSD Soccer Day.

Tanis explained that staff capacity has been the primary limitation. Jani indicated that if Parent Connection support could help make participation possible in the future, the group would be happy to assist.

Year-End Housekeeping

Jani reminded members to delete any student or family email addresses, e-transfer information, or other personal information collected while coordinating events during the school year.

15. Meeting Adjournment

The meeting adjourned at 7:33pm

Action Items

- **Monica:** Purchase a shade tent from Canadian Tire (up to \$150).
- **Trish:** Purchase approximately 125 jumbo freezies (two large boxes) from Costco for the Canada Day Walk.
- **Natasha:** Organize the Grade 5 Farewell photo booth (budget up to \$350).
- **Jani:** Submit the Municipal Community Incentive Grant Program application for the playground project.
- **Jani:** Launch the Canada Helps fundraising page with an initial goal of \$25,000.
- **Members interested in the Back-to-School Bash:** Begin planning over the summer and seek approvals for purchases as required.
- **Jani:** Include the safer student transportation advocacy letter in the next RSPC newsletter.
- **All Event Leads:** Delete any collected personal information (emails, e-transfer records, etc.) related to school events before the end of the school year