

RSPC Parent Connection Meeting Minutes

Date and year / 6:00 PM / ROYAL SCHOOL LIBRARY

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

ATTENDEES

Members in Attendance: Natasha Griffiths, Jenna Lauber, Leanna Williams, Patricia Sutherland, Kara Spittal, Jani Sorensen, Lisa Beilman, Yuki Wang, Samantha Pope, Tanis Thiessen

PRINCIPALS UPDATE

1. Enrolment Update – currently have 196 students registered, with 10 new students enrolled in grades 1-5!

2. Divisional Updates –

a. New Assistant Superintendent of Inclusive Support Services: Potoula Locken

b. Divisional Standard of Behaviour Updated (on the divisional website)

c. Fast Facts for Families (resources on the divisional website)

d. Updated Training: Commit to Kids; safeTalk

e. Divisional Rehab Assistant support – a change from school-based decision-making regarding rehab assistance. This year, our divisional RA is shared with two other school buildings.

f. Lunch Supervision Program – division wide \$150 per student fee for K to 8 students established by Pembina Trails for consistency. Schools asked to try to include as many EAs as possible in lunch supervision staffing.

3. School Updates –

a. Safe, Caring, and Inclusive Schools Update:

i. School-wide Respect Agreement reviewed at our Sept.11 assembly

1. Classroom based agreements/treaties

ii. WSH Committee met Sept.16

1. Emergency Response Plan

2. Crisis response – 2 staff deaths activated our team & supports

3. Fire response – one fire drill completed (1/month)

4. Severe weather response – one drill completed (2/year)

5. Lockdown response – two drills to be completed per year

6. Safety Audit – interior and exterior lighting. All exterior lighting are photocells (automatically update themselves for sunrise/sunset times).

iii. Nutrition Program – ongoing provincial programming

b. School theme for 2026-27 is Mission: Possible!

c. Staffing: awaiting hiring process to be completed, for addition of two full time educational assistants to our team.

d. Lunch Supervision Program – currently have 5 returning lunch supervisors, 2 EAs as lunch supervisors, and awaiting hiring process to be completed for EAs to add our final 8th needed lunch supervisor to the team (8 homerooms).

e. Other Highlights – first cross country meet for gr.4-5 was today, in new school shirts!

APPROVAL OF MEETING MINUTES

Motion to Accept May Meeting Minutes:

Forwarded by: Jani Sorensen

Seconded by: Kara Spittal

Result: Everyone in favour. Motion passed.

ACTION ITEM FOLLOW-UP

All action items from May Meeting were completed as follows:

- **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

ACTION ITEMS FOR SEPTEMBER MEETING

- **Jani:** Double-check all privacy information from 2025-26 school year was deleted.
- **Jani:** Advertise vacant executive and grade rep positions in October email.
- **Jani:** Send more info on Secretary, Events Coordinator and Communications Coordinator to Lisa, Priya and April
- **Trish:** Make appointment at BMO to change signing authority and online banking access to Jenna Lauber
- **Jani:** Remove Google Drive access for members not returning and provide access to new members
- **Jenna:** Update permission master and provide to Tanis for school safe
- **Jani/Tanis:** Finalize October 22 or 23 for Cafe install
- **Tanis:** Create Lunch Bunch page on Royal School website that includes: Who, what, when, where, why of lunch bunch, fees and links to behaviour expectations on PTSD website
- **Tanis:** To share RSPC concerns about Royal School no longer having a full-time Rehab Assistant with PTSD

- Jenna, Leanna, Jani research new Fun Lunch program.

CURRENT BUSINESS

FINANCIAL UPDATE

General Balance	\$1,000.00
Fun Lunch Supporter Fund	\$101.50
Playground Cafe	\$10,417.46
PTSD Cafe Donation	\$3,500.00
Canada Helps (Monkey Bars)	\$103.90
Total	\$15,122.86

AGENDA ITEM 1: VOTE ON CAFE EXPENSE

Jani Motions to approve Cafe expense of \$13,460.80 leaving our accounts as follows:

Leanna Seconded

All in favour. Motion Passed

General Balance	\$1,000.00
Fun Lunch Supporter Fund	\$101.50
Playground (Monkey Bars)	\$456.66
PTSD Cafe Donation	\$0.00
Canada Helps (Monkey Bars)	\$103.90
Total	\$1,662.06

AGENDA ITEM 2: EXECUTIVE POSITION ELECTIONS SEPT 2026 to SEPT 2028

Chair - Jani Sorensen volunteered, Kara seconded, all in favour. Passed.

Treasurer - Jenna Lauber volunteered, Jani second, all in favour. Passed.

Secretary - vacant

Fundraising Coordinator - Leanna Williams volunteered, Kara second, all in favour. Passed

Community Event - vacant

Playground Coordinator - Jani Sorensen volunteered, Leanna second, all in favour. Passed.

Communications Coordinator- Jani Sorensen volunteered, Trish second, all in favour. Passed.

AGENDA ITEM 3: GRADE REP VOLUNTEERS 2026-2027

The following people volunteered to be grade representatives:

Kinder - Robyn Liddle

Grade 1 - Lisa Beimlian

Grade 2 - Leanna Williams

Grade 3 - Vacant

Grade 4 - Natasha Griffiths

Grade 5 - April Serink

Music, Library, Gym - Jani

AGENDA ITEM 4: PLAYGROUND RENEWAL PROJECT UPDATE

- RSPC received a \$5000 donation from City of Winnipeg care of Councillor Evan Duncan over the summer to put towards the Cafe making install possible this fall. This amount is reflected in the current Playground Cafe Account Balance. We received it through the Community Fund Grant which doesn't have any reporting guidelines to follow making administration tied to this grant much easier than the Community Incentive Grant Program we originally applied for asking for 50% of Cafe and Monkey Bar cost (approx \$17,500.) Councillor Duncan encouraged us to apply again once we have 50% of funds raised towards the Monkey Bars (approximately \$10,000) and also to look into provincial grant programs like the new Healthy Kids, Healthy Communities Play Structure Fund.
- Cafe is scheduled to be installed on October 22 (benefit that everyone will see it at the dance that even ing) or October 23 (benefit that it is a PD Day so no recesses will be affected.)
- Cafe payment process is as follows for Jenna to complete as treasurer:
 - The invoice will be paid to PRU upon completion by the division.
 - Inspection of the equipment will take place by the division.
 - The division (treasury) will reconcile the account, and the remaining balance will be invoiced to the RSPC. A GST credit will be calculated and applied bringing down the amount owing.
 - RSPC will pay the division the amount owing on the invoice. This amount will approximately be \$13,460.80 (PO) - \$3500 (PTSD contribution) = \$9960.60 - GST credit (estimated GST is \$1840)
- Last winter we joined Chapman Daycare and Royal Kids Inc. in writing advocacy letters to City Councillor Evan Duncan to update Bramble Park Drive adjacent to school as it is used by the

daycare on a daily basis but has old wooden surfaces that are degrading. We were successful in our advocacy efforts and Bramble Park Drive is on the list of playgrounds to be updated by the Public Works department in 2027.

AGENDA ITEM 5: FALL EVENTS

Kara and Natasha offered to prime the Hallowe'en Dance using a different format as previous years that will focus on raising money versus it being a community event where costs were kept to a minimal to make it affordable to families. Jani offered to organize a Canada Helps drive in association with this event.

Kara motions to approve a \$500 budget on dance expenditures with the plan to recoup all costs and any profits will go towards Playground Fund (Monkey Bars). Natasha seconded. All in favour. Motion passed.

AGENDA ITEM 5: FALL FUNDRAISERS

Fun lunch:

Jenna Lauber feels the Fun Lunch Program needs to be revamped to make it more: frequent, efficient, effective and profitable. As the Fun Lunch position is vacant, the current Exec will research program options and bring a new plan forward to the October meeting to be approved. Leanna will research restaurant partners and pricing, Jenna will look into back-end form, reconciliation and operation efficiency, Jani will speak to Aly Hildebrandt about day-off volunteers and will also focus on change management and roll-out of new program to parents.

Leanna brought forward two fundraising ideas:

- McDonalds Lunch Fundraiser where we will sell McHappy Meals (toy not included) for \$7-\$8. Cost on McHappy Meals is \$5.00. Date is TBD. Leanna motion, Jenna seconded. All in favour. Motion passed.
- Shermerdines has changed how their holiday fundraiser operates. Instead of groups collecting money, paying Shermerdines, picking up/delivery product; parents buy vouchers on the Shermerdines website, print off voucher and pick-up product themselves. Shermerdines pays community group in one lump sum. Leanna stressed that doing this would be zero work for RSPC. Kara and Jani raised concern that Shermerdines was very unpopular when last offered in

Nov/Dec 2023 and could cannibalize other fundraisers. As we were overtime no decision was reached on whether or not to do Shelmerdines.

AGENDA ITEM 6: MEETING DATE GO FORWARD

Everyone agreed meetings go-forward will be on the 3rd Tuesday of the month.

ADJOURNMENT

- Meeting adjourned at 7:45 p.m. by Kara Spittal.