**MONTROYAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL**

**PAC MEETING Minutes**

**Date**: September 25, 2019

**Time:** 7:00 pm

**Location:** School Library

**Attendees:** Christine Campbell, James Hume, Nina Velasquez, Pouga Behnam, Greg Foster, Kan Zhong, Gillian Scott, Megan Enns, Shannon Harris, Melanie Waldhaus (Chair), Warren Dombowsky (Vice Chair), Alexia Akester (Secretary), Yi Yang (Treasurer), Jessica Wang and Zelda Samwell (Communications) joined by Principal Campbell

1. **Call to Order**
   * Meeting commenced at 7:04 pm.
2. **Establish quorum**
   * M. Waldhaus acknowledges that there is quorum.
3. **Introduction of Executive PAC members**
   * M. Waldhaus introduces the Executive PAC Members to the meeting except for Tracy Hall (DPAC) who is absent and Teresa Ross (Class Representative) who joined late.
4. **Approval of agenda**
   * M. Waldhaus asks for approval of the Agenda.
   * Approved by all.
5. **Approval of previous meeting minutes**
   * M. Waldhaus notes that the minutes to be approved are those of 21 February 2019 and not the AGM minutes of 23 May 2019 as noted in the Agenda.
   * M. Waldhaus asks for approval of the minutes of the meeting dated 21 February 2019.
   * Approved by all.
6. **Chair update**
   * M. Waldhaus and W. Dombowsky provide the Chair Update
     + Wooden Playground replacement – M. Waldhaus reports that:
7. she has met with two vendors and anticipates receiving quotes from both vendors soon;
8. Principal Campbell has confirmed that the NVSD has approved and will undertake the tear down of the old wooden structure, drainage and provision of wood chips; and
9. It is intended that two inclusive play designs will be submitted to the parent community for approval.
   * + Outdoor Learning Centre – M. Waldhaus reports that:
10. Principal Campbell has confirmed that NSVD approves this project; and
11. Dave Smail is taking lead on this project and is working closely with NVSD.
    * + Sport Jerseys – M. Waldhaus confirms the ordering of sport jerseys for grades K to 7 with delivery due mid-October. M. Waldhaus thanks M. Enns for her assistance.
      + Spirit Wear – W. Dombowsky confirms that the online purchasing option for Montroyal Spirit Wear will be available within the next two weeks. A link will be added to the Montroyal website and purchases will be made through the vendor.

Comments from the Floor: M. Enns asks whether the purchase of the Spirit Wear is a fundraising opportunity for Montroyal. W. Dombowsky confirms that at present it is not a fundraiser but acknowledges that it has the capacity to be one. W. Dombowsky states that there will be more variety of items to purchase but that there is a minimum order. M. Waldhaus notes that Montroyal Spirit Wear will be displayed in cabinets in the school.

* + - School Ground Clean up – M. Waldhaus reports that:

1. M. Waldhaus together with N. Velasquez prepared a detailed report to NVSDregarding the clean-up of the school grounds, in particular the pruning of trees on the premises; and
2. Principal Campbell has confirmed that the NVSDhas not visited Montroyal school grounds yet but will look at the report and direct what action will be undertaken.
   * + Drop off and Pick up Zone Safety – M. Waldhaus reports that parents are still not following the rules of the drop off and pick up zone and this is impacting the students’ safety. M. Waldhaus highlights the core rules for this area in the PP presentation. M. Waldhaus reports that a parent has volunteered to take on the Safety coordinator role.

Comments from the Floor: M. Enns reports that a Bylaw officer was at Montroyal earlier in the week and did not ticket parents for parking in no-parking areas. M. Waldhaus suggests that MPAC contact the NVD about what can be done to make this zone safer e.g. change the signs from no parking to no stopping and/or lines painted on the road to create a no stopping zone.

* + - * + Action: Z. Samwell to highlight the core rules on the MPAC website and include in the newsletter

Comments from the Floor: S. Harris notes that the MPAC website used to have a translate option for parents to translate the information on the MPAC website and that this would assist in broadcasting these traffic rules to the parent community. Discussion followed regarding the various translation options such as Google Translate or asking parents to translate for the MPAC.

1. **Treasurer update**
   * Y. Yang provides an update on the MPAC monthly budget report and indicates that it will be published on the website (refer to monthly budget report document).
   * Y. Yang confirms the move to Blueshore Financial and the e-banking system. Y. Yang confirms that MPAC just has a GIC account with Blueshore Financial at present. The existing MPAC savings account will mature in November and will be moved to Blueshore Financial.
   * Y. Yang reports that Hot Lunch remains the main profit item and he anticipates profits of around $4000 once all payments have been received.
   * Y. Yang reports on the current monthly MPAC expenses and the status of current MPAC reserves.
   * M. Waldhaus confirms that there are no grants available to Montroyal for the purchase and construction of the new playground structure so this must be funded by MPAC reserves and future fundraising.

Comments from the Floor: C. Campbell questions the figure in the financial reports of the amount raised by the Edupack fundraiser ($0). Y.Yang acknowledges that this figure is not correct but that he hasn’t received an amount from Edupack. S. Harris informs the meeting that Edupack must be contacted directly and the money requested.

* + - * + Action: Y. Yang to liaise with S. Harris to obtain funds from Edupack and include in monthly budget.

1. Functional Area updates
   * Communications
     + - Z. Samwell provides an update on the progress of the new website and anticipates launch by mid-October
       - Z. Samwell requests any MPAC newsletter additions to be submitted to her by Friday morning.
       - Z. Samwell reports on the creation of document bank for Executive PAC documents to assist in the smooth transition of the PAC Executive
       - M. Waldhaus notes that the existing website still contains a lot of outdated information.
         * Action: Z. Samwell to continue purging the existing website of outdated information.
   * DPAC
     + - M. Waldhaus reports that Tracy Hall is currently at a DPAC meeting and that an update will be available on the MPAC website soon.
       - M. Waldhaus confirms MPAC continual membership to the BCPAC.

Comments from the Floor: S. Harris notes that in the past the BCPAC membership fee would be reimbursed by the DPAC.

* + - * + Action: Tracy Hall to raise the possibility of reimbursement of BCPAC membership fee with DPAC.
    - Events
      * M. Waldhaus reports that the MPAC is in need of an Events Coordinator. W. Dombowsky notes that without an Events Coordinator it will not be possible to host all MPAC events.

Comments from the Floor: N. Velaquez notes that a different approach to publicizing the role is required. M. Enns proposes asking the parent community to come up with a fundraising event and the parents then run it separately from the MPAC.

* + - * + Action: Z.Samwell to publicise the role of Events Coordinator on the MPAC website and newsletter and to ask the parent community for fundraising event ideas.

Comments from the Floor: The meeting discussed the possibility of hosting another Montroyal social gala. C. Campbell inquired about Montroyal’s position on providing alcohol on the premises at parent events. C. Campbell suggest that one single Event Coordinator may not be necessary as parents may wish to take on individual events. C. Campbell proposes a Montroyal community-based dance to be held in May and volunteers to lead this event.

* + - * + Action: C. Campbell to take lead on organizing a Montroyal May Dance.

1. Committee updates

* Programs – (refer to full report dated 21 September 2019)
  + S. Harris reports that there are 3 new parent volunteers to the Programs Committee.
  + S. Harris notes that next Programs Committee meeting will be in October.
  + S. Harris reports low registration numbers for the Yoga and Brain Stem Programs
  + S. Harris suggest that the MPAC look into providing after-school childcare and asking the parent community for their input after consultation with Montroyal School.
* Technology
  + G. Scott reports that the coding club is very subscribed and going well.
  + G. Scott proposes delivering coding into the curriculum at Montroyal by way of workshops and parent volunteers.
  + G. Scott proposes providing text books and robotic kits for the coding club.
  + G. Scott notes that there are immediate items for action such as the repair of broken computers, keyboards and mouses.
  + G. Scott requests MPAC funding for above items.

Comments from the Floor: M. Enns proposes a vote to fund the repair and maintenance of the broken computer, keyboard and mouses. S. Harris states that the textbooks and robotic kits could be a Teacher wishlist item. J. Wang notes that the robotic kits should be purchased soon as these could be purchased at a discount before Christmas.

* + - * + Action: A vote to be held at the next PAC general meeting to approve the funding from the MPAC Technology reserve of: 1) repairs to broken computer items and 2) robotic kits and coding text books.

1. Items from the floor

* Hot lunch – N.Velaquez raises the issue of providing cutlery to children on hot lunch days and the possibility of a cutlery fundraiser. Various options for providing children with cutlery on hot lunch days are discussed. J. Wang proposes including a reminder to pack cutlery for children on the Munchalunch hot lunch reminder email.
  + - * + Action: J Wang to speak to Munchalunch and organize.
* Handsworth Update – M.Enns reports that the construction of the new school with be delayed with a possible occupation by December 2021. Tender for bids to construct the school will be sent out by November with construction proposed to start in January. There is an anticipated delay of 6 months to a year. Handsworth Staff are preparing a document on options for the new sports field. Funding remains unclear. The report is due to be presented at the next NVD meeting.
  + Action: M Enns will attend the meeting
* Principal Update – Principal Campbell provides an update on Montroyal’s inclusion to the Second Step Program. Principal Campbell reports that all grades will participate in the Second Step Program. Grades K-5 will be provided with classroom kits and grades 6-7 will participate online.

Comments from the Floor: C.Campbell asks Principal Campbell to confirm if Montroyal would allow the drinking of alcohol on the premises during a MPAC fundraising event. Principal Campbell raises no objection.

1. Adjourn
   * Meeting adjourned at 8:46pm

**Next Meeting:** October 23, 2019 at 7:00 pm