



Royal Bay Secondary School  
Parents' Advisory Council

**Minutes final:**

**September 12, 2018**

**Royal Bay Secondary School Learning Commons**

**IN ATTENDANCE:** Sarah Melanson, Caroline Aked, Kim Mayoh, Kim Stewart, Marianne Scheuner-Chase, Colleen Norcross, Marie Worden, Andrea Robertson, Cindy Kerr, Julie Costello, Sharon Moss, Fern Smythe, Windy Beadall.

1. Welcome
  - Meeting called to order at 6:42pm.
2. Approval of Agenda
  - Approved by Fern Smythe; seconded by Kim Stewart.
3. Approval of Minutes from last meeting
  - Minutes from June 6, 2018 were adopted. Moved by Kim Stewart; seconded by Caroline Aked.
4. Reports
  - **President** – Warm welcome to all in attendance. Introductions were made.
  - **Vice-President** – nothing to report.
  - **Secretary** – nothing to report.
  - **Treasurer** – General Account currently sits at \$631.38 and the Gaming Account is at \$4,902.59. Gaming Summary - \$600+ was not spent from the 2017/2018 allotted budget. Ms. Snowsell did not do any 50/50 raffles, therefore no funds received. Cheque was received from the Legion for \$500.00 towards the music department. Kim will write a cheque in that amount to give to them. The 2018/2019 Gaming funds should arrive sometime in late September/early October. A budget meeting has been set for September 26<sup>th</sup>. Funding request forms will go out to teachers, with a deadline of September 24<sup>th</sup>.
  - **Communications Officer** – (President to report as no current Communications Officer) – An email was received from George Colussi. He is the Volunteer Service Associate and Youth Programmer with Volunteer Victoria. He has interest in attending a PAC meeting to see if he could help with any PAC initiatives. This was discussed and felt it would be better for him to speak to the students directly through the counsellors and Leadership since he already has an established relationship with them. Sarah will contact him to let him know. An email was received from Epicure regarding fundraising opportunities. This was forwarded to Windy to go out to teachers/clubs if they are interested. 50/50 raffle licences can be done online now (4 draws – one per term), this may be good for

school clubs. Windy will forward to them. A draft revised policy of “Dissemination of Information through Schools” was received from the board office. This will be presented at the September 25<sup>th</sup> board meeting for adoption. A copy of this draft is available for anyone who may be interested.

- **SPEAC Rep** – nothing to report. Next meeting September 19<sup>th</sup>. Online attendance is now available.
- **Principal** – update on the 2018/2019 school start – 1150 students this year. Ten portables. The District has now taken back the area previously used by Westshore Learning in order to gain more space. We now have a third Vice Principal, Mark Johnson, due to our growing numbers. A few new teachers have been hired for a total of 80 teaching staff! Staff did a “planning day” in August where they discussed a Vision/Mission Statement, Focus Block and Career Prep. Windy will share this with us at the next meeting. The traditional “Open House” for parents to meet teachers is up in the air this year. They are looking for new ways of presenting this in order to get higher parental attendance. They are open to ideas. Update on school expansion – the building expansion is almost ready to go out to tender. (mid-end of October). The interior plans have started and some things have been ordered. A few changes will be made to the Learning Commons. They are also looking into possibly having cameras installed in the new parking lot. Hopefully all work should be complete sometime in 2020. Windy will bring the building plans to the next meeting.

5. **Old Business** – SPC cards. Conversation has been tabled for now. Sarah and Caroline to meet and plan. Will update at next meeting.
6. **New Business** – ELECTIONS – Vice President – a nomination was made for Larissa Coates for this position. Larissa accepted this nomination via Sarah as her proxy. A vote was made and passed with all in favor. Secretary - a nomination was made for Kim Mayoh for this position. Kim accepted this nomination. A vote was made and passed with all in favor. Other non-executive positions filled – Communications Officer – Marie Worden. SPEAC – Caroline Aked. On a side note - the subject of illegal parking in the designated handicap parking stalls at the front of the school was brought up and discussed with Windy. She will try to monitor this moving forward.
7. **Next Meeting** – October 3rd, 2018
8. **Adjournment** – meeting adjourned at 8:02 pm. Moved by Kim Stewart; seconded by Fern Smythe.