

Royston Elementary PAC

Meeting Minutes

November 12, 2025

1. Call to Order @ 6:35pm

- a. Welcome/Introductions/Land Acknowledgement
- b. Approval of minutes: October 2025
- c. Approval of agenda/Any additions

2. Admin Report

Lee McKillican/Char Siddon

a. Happenings since our last meeting:

- i. Monday, Oct. 13 - Thanksgiving
- ii. Tuesday, Oct. 14 - Friday, Oct 23 FSAa for all Grade 4s
- iii. Friday, Oct. 24 Provincial Pro-D
- iv. Wednesday, Oct. 22 - Fire Safety House Grade 3s
- v. Oct. 20-24 Chanie Wenjack Walk for Reconciliation
- vi. Wednesday, Oct. 29 - Halloween Dance 5:30-7:30pm
- vii. 3 Volleyball teams in Grades 4-6 - no students turned away. Season ends Dec. 3-4 for Grade 6 team, Nov. 26 for the Grade 4-5 teams
- viii. Nov. 7 - Informal Report coming home for all students
 - Families are reminded to note that the proficiency scale is intended as a springboard for further discussion at this stage as it is early in the school year to be making these assessments and we encouraged further discussion at the upcoming Parent Teacher Interviews.

b. Happenings this month around Royston Elementary

- i. Nov. 7 - Kindness Whole School Assembly
- ii. Nov. 12 - PAC Meeting
- iii. Nov. 17-21 Book Fair Week
- iv. Nov. 20 - Parent Teacher Interviews - No school
- v. Nov. 26 - Parent Workshop - Parenting in our Changing World
 - 6:00pm-8:00pm - Royston Library Learning Commons
 - Will send a dedicated email to families re: upcoming Parent Workshops
- vi. Nov. 30 - Winter Market

c. Next month: December

- i. Dec. 17 - Winter COncert - 1:00pm and 6:00pm
- ii. SEL at Royston - Celebrate Kindness Assembly
 - Kindness Quilt - Students are being encouraged to complete random acts of kindness throughout the month of December (and ongoing). These acts will be noted where possible and used to create a paper kindness quilt

- Cereal Box Challenge - We are trying to collect unopened cereal boxes for a domino effect and discussion about the impact of one kind act

d. PAC Requests

- Headphones to support all learners - see request from Jen Bell LST - \$270 (3 packs equalling 30 total) - see attached proposal. Funding approved.
- New re-imagined Indiginized Royston Raven Logo. Submitting an expression of interest to KFN with an estimated price tag of: \$1200.00-\$2000 TBD or as negotiated.
 - Will obtain further info prior to approving funds.
- Fine Arts - Rhythm Resource Feb 25, 2026 - All Day Workshop and a show - all students
 - See video link in scanned documents
 - \$1365
 - Funding approved (may also have some funds from other sources for Fine Arts funding as well)
- Early Primary - Michelle Hawkins - Play based learning request - Next month
 - Math manipulatives (for K-2) for Math Centres - \$460.00
 - Will await further info prior to approving funds.

3. Parenting Workshop Nov 26th 6-8pm

Brianna Matheson

- 14 RSVPs - Still 16 spots!
- Door Prize Book order (need approval) \$70-\$90
- Food budget (need approval) \$75-\$100 depending on what we serve and number of RSVPs
- \$200 budget approved for food.

4. Comox Valley School Trustee Updates

Chelsea McCannel-Keene

- No updates - Chelsea not present

5. Treasurer Report

Danica Prowse

- Spending plan - F/B from teachers?
- Halloween Dance - raised an estimated \$1900
- General account \$43,047.49, gaming account \$5199.22

6. Hot Lunches/Food Distribution

Andrea/Mai

- \$500 Donation from Fanny Bay Inn
- Sales consistent overall
- Parents now able to document child allergies in our system

- d. The quality of the chicken fingers has decreased - smaller and not as good quality. We will assess and consider a different supplier as needed (White Spot?).
- e. We could use some more volunteers ongoing as well. We will reach out to the list of potential/backup volunteers that we have already, but more are always welcome.

7. DPAC Update

Graeme Hahn

- a. Some schools have been asking for community support for supervision during lunch hours. The district is working towards getting a program established to help with this in the future.
- b. Proposed May 15th ProD day for Indigenous Education - mandated by the BC government. Please note, the decision re: timing is typically made after the initial school calendar is published.
- c. School Growth Plans should be out for all of the schools in the district on the SD71 website
- d. The next year will be an important year for School Calendar Planning. The District is soliciting feedback from SD71 families on their website.
- e. The District was seeking feedback re: languages for K-3 learning - the most significant feedback was to improve communication between the classroom work and families so that families are aware and can help to continue learning at home
- f. Changing program for PAC in-service grants - this will now be a flat rate

8. Fundraising

Amanda/Erin/Ashlee

- a. Online store update - discussed sales to date, pick up date
- b. Gunters (HotLunches)
 - i. Once we submit our order, we can set a pick up date which will be after Nov 23rd.
 - ii. Sold nearly ~\$11,000
- c. Winter Market - Nov 30, 10am-3pm
 - i. We need some additional volunteers for concession
 - ii. 28 vendors currently. Looking to get up to 35.
 - iii. Will have Santa and take photographs with people's phones for a donation
 - iv. We will have a wide variety of vendors again this year including food and drink + a hot dog concession as well. We decided not to include a bake sale and will do this at the Winter Concert instead
 - v. Cut-a-thon by Darilyn
 - vi. We will post some more info on the PAC page upcoming.
 - vii. We will have a silent auction again this year.
 - viii. We have some donated quilts (2) as well for the silent auction

- d. Winter Concert December 17 - F/B last year was that parents/grandparents missed the bake sale. Will get a gaming license for sweet seats raffle
- e. Discussion re: possible school needs that we can contribute to
 - i. Consider more tether balls. Lee will check with teachers about this first.
 - ii. New playground equipment. Will source ideas. Consider inclusive play structures. Will review ideas at our next meeting.
 - iii. Consider some water safety programs at the Sports Centre. This may be a good fit for Grade 3. We will look into programs and costs and decide in follow-up.
 - iv. Consider some funding to help with psychoeducational testing - This would likely be too challenging logistically.
- f. Multiple ongoing fundraisers (Hot chocolates, Royston Roasting, RadBirds clothing, etc) - will make info more obvious and evident to families. Perhaps more emails, info available at Parent-Teacher Interviews, info at Scholastic Book Fair, etc

9. Old Business

- a. Food Safe for Erin
- b. Additional Indigenous School Logo
- c. Letter to Jeremy Morrow re extending Royston to Grade 7. We may need to provide some reasoning for/against a change, then survey Royston parents to assess the level of concern/engagement re: this issue.

10. New Business

11. Adjourned at 8:07pm - Next Meeting: December 10

Principal's Report Nov 12, 2025

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- Nov 12th - PAC Meeting
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- Nov 20th Parent teacher Interviews -No school
- Nov 26th Parent Workshop – Parenting in our Changing World
 - 6:00 – 8:00PM -Royston Library Learning Commons
- Nov 30th Winter Market

Next Month: December

Topics

- Dec 17th Winter Concert – 1:00pm and 6:00pm
- SEL at Royston – Celebrate Kindness Assembly
 - Kindness Quilt
 - Domino Effect – Cereal Box challenge

PAC (Parent Advisory Council) Requests:

- Headphones to support all learners – See request from Jen Bell LST
 - \$270.00
- New re-imagined Indigenized Royston Raven Logo. Submitting an expression of interest to KFN with an estimated price tag of:
 - \$1200.00 - \$2,000 TBD or as negotiated
- Fine Arts – Rhythm Resource Feb 25, 2026 -All Day Workshop -all students
 - Here's a link to a short 60 second video about my Resilient Rhythms Show
- **<https://vimeo.com/1113000936?fl=ip&fe=ec>**
 - \$1000.00
- Early Primary – Michelle Hawkins - Play based learning request -Next month
 - Math manipulatives for Math centers - \$460.00

Royston Elementary PAC Proposal

Date: October 23, 2025

From: Jennifer Bell, Learning Support Teacher

Subject: Proposal for Purchase of Headphones for Intermediate Laptop Cart

Purpose

To request PAC funding for the purchase of classroom headphones with built-in microphones to support the use of assistive technology and inclusive learning practices for all intermediate students.

Background

At Royston Elementary, we are continuing to build capacity in using technology tools that support all learners, not just those with identified learning needs. This aligns with our school and district goal of inclusive and equitable access to learning tools.

This fall, our team has been collaborating with Shannon Hagan, District Technology Teacher, to introduce OrbitNote and other accessibility tools during whole-class lessons. These tools allow students to have text read aloud and to use speech-to-text features, empowering them to complete tasks more independently without relying on adult support to scribe or read instructions.

To use these tools effectively, students require headphones with microphones. We trialed the AILIHEN HD850 Classroom Headphones, and they worked extremely well. They provide:

- **Noise-cancelling** features that minimize background noise and help students focus.
- **Built-in microphones** that accurately capture each student's voice without picking up surrounding sounds.
- **Comfortable fit and volume-limiting features (85 dB)** for safe, extended use.
- **Durability and sharing function (you can connect two headphones together for a shared experience)**, making them ideal for classroom use.

During trials, entire classes were able to work simultaneously using speech-to-text features quietly and effectively, with minimal interference or background noise.

Request

We are requesting PAC funding to purchase **30 AILIHEN HD850 Headphones** (3 sets of 10). This quantity would fully equip one intermediate laptop cart, allowing a whole class to use assistive technology tools at once.

- **Product:** AILIHEN HD850 Classroom Headphones with Microphone (Multicolor 10-Pack)
- **Quantity:** 3 packs (30 headphones total)
- **Cost:** \$270.00 total

Meeting Sign Up - Nov 12, 2025

Name

Brianna Matheson

Ashlee Gerlock.

Richelle Lamont Berg

Jessie Proske.

Andrea Braim

Alana Adamschek.

Harmeny Dyek

Graeme Hahn

Erin Johnson

Stacey Moseltan.

Erin Charleton.