



Niverville Collegiate Institute (NCI) Parent Advisory Council (PAC) Monthly Meeting Minutes

Meeting Date: Monday, October 2, 2017

Next Meeting Date: Monday, November 6, 2017

Meeting called to order at 6:30 pm

Attendees: Tanya Pomaranski, Michael Koester, Brad Mehling, Craig Cumming, Edna Friesen Wiebe, Sabrina Loewen, Heather Knip, Lyndsay Eidse, Heather Miller, Lesley Reimer, Lesley Giardino, Tracy Dodge

Chair Report (Tanya Pomaranski)

- Welcome / thank you
 - Thank you to everyone for attending; a working year to establish goals, processes, policies and expectations.
- Meeting format:
 - All parents/guardians of NCI students are welcome to attend.
 - PAC Meetings are 1 hour public meetings, held the 1st Monday of every month at 6:30pm in the school library. Any outstanding items will be carried over to the next meeting.
- Executive nominations/ elections:
 - PAC Chair: Tanya Pomaranski
 - Vice-Chair: remains open (optional position; fill position later in the year)
 - Treasurer: Lesley Reimer
 - Secretary: Lyndsay Eidse (with consultation assistance from Heather Miller)
 - Past Chair: Alison Fehr
- Housekeeping:
 - PAC Directory will be circulated/updated after each meeting; distributed to Michael Koester and PAC Chair; not for public consumption – PAC use only.
 - PAC Meetings:
 - 1st Monday of each month (unless otherwise stated), October - May 2018 at 6:30 pm in the Library.
 - September is an organizational meeting (and elections);
 - No meeting in June
 - Tanya will create a PAC email address – confirm for NCI school website – Parent Council tab
 - Webpage Updated - Craig Cumming is key contact for general updates; Bob Wiebe for more substantial updates. Tanya to connect with both contacts to outline page updates and determine retention for minutes, etc.
 - Draft Constitution – Heather Miller, Lesley Giardino, and Tanya will look after Template; consult with Michael Koester, Brad Mehling, and Craig Cumming. Constitution design considers HSD guidelines, policies, school profile, PAC goals, etc.
 - First draft ready for parent review/discussion for next meeting.



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Principal's Report (Michael Koester)

- Report presented, posted and filed.
- Michael will distribute monthly report to Tanya (via Google docs); Tanya will distribute to parent attendees ahead of the next meeting.
- Key highlights noted:
 - Fire Drills and Lockdown – They have conducted 4 of 10 required fire drills for the 2017/18 school year. The Fall lockdown drill will occur on October 10, 2017. They gave a review of the Emergency Response Plan for the teachers. Open to comments and suggestions.
 - The Terry Fox run was held on the morning of September 28. The school raised \$1200 with a big Thank you to the Student Council for their efforts with this.
 - A new Grade 7 homeroom was created due to high enrollment. Mrs. Becky Tomlinson has been hired as the homeroom teacher. The Class sizes will be smaller for each class. Occupancy in the new portal is anticipated between Thanksgiving and the end of October.
- Upcoming Events:
 - NCI is looking forward to hosting the Soccer Provincials on Oct. 13 and 14. Location for Provincials Banquet has yet to be decided.
- PAC Action Items:
 - Review of Emergency Response Flip Chart – Tanya to review and provide comments for next meeting.
 - Tanya to check with Mr. Fast, Craig and Scott (at HSD) to confirm program eligibility and continued support of My Blueprint and Student of the Month gift certs given HSD Operating Guidelines for PACs.

The Student of the Month Gift Certificates have been a great idea and we would like to continue with presenting these to students. Country Snacks and Subway have been proud supporters with this, and PAC would like to contact some different vendors in town as well to have their support.

Finance Report - (Lesley Reimer)

- Lesley Reimer to build a financial report to present at regular meetings.
 - October statement required for HSD quarterly submission. NCI can maintain a bank balance of \$3000 for the 615 students at NCI.
- Signing authority transfer in progress; Lesley/Tanya completed NCU forms; passed on to Alison Fehr and Tara Fehr for sign off with NCU.
- Future Action Item – build PAC budget; annual draft budgets should be ready for September Org Meeting date.



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New Business

- Manitoba Association of Parent Councils (MAPC) Membership – No one was interested at this time until the PAC committee is further established. To be revisited next year as a great option for ~\$80 annual membership. This Membership provides assistance in grant writing, etc. and would be beneficial when there are projects on the table.
- HSD PAC Liaison Meeting - Tanya will be attending the Public Consultation discussion with PAC Chairs on Oct. 24 at 7 pm at the School Division office in Steinbach.

Committee Reports

- There will be a subcommittee for a greenspace/ play space enhancement at NCI.
 - Lesley Bardal and Lyndsay Eidse are a part of the committee to start; will discuss and designate a name for this committee; in consult with Brad Mehling and Tanya Pomaranski.
 - The committee will be charged with the task of investigation, research, documentation and establishing protocol for a potential project within the school and the division.
 - Brad Mehling suggested looking into Biology, environmental teaching interactive spaces as well.
- Fundraising Committee is open for new members to build this committee, discuss, and coordinate functions once we are in the planning stages of proposed ideas and budget plans. The committee will need to understand the current fundraising activities in the school and the community to be conscientious of donor fatigue/overlap. Will look for new members next meeting.

Meeting Adjourned at 7:38 pm