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

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Meeting Date: Monday, December 4, 2017

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Next Meeting Date: Monday, January 8, 2018

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**Meeting called to order at 6:01 pm**

**Attendees:** Tanya Pomaranski, Michael Koester, Craig Cumming, Sabrina Loewen, Lyndsay Eidge, Lorinda Huebert, Lesley Giardino, Kenzie Prudhomme

**Chair Report** (Tanya Pomaranski)

- Welcome / thank you and meeting format:
  - Thank you to everyone for attending; Open for questions on previous month's minutes. Last month's minutes adopted.
- Program Support:
  - Tanya thanked Craig Cumming for continued support on the Student of the Month program; the program is up and running for the remainder of the school year.
  - After consultation with HSD and Pat Fast, Tanya and Michael agreed on the HSD approved approach to support the myBlueprint program. PAC members voted and approved the 6 prizes (expenditure of \$60) for the school year. Tanya will work with Lesley to ensure next steps are implemented for the prize allocations.
  - Tanya will discuss the Scholarship program at the January meeting.
  - Tanya will ensure the programs and processes are documented in upcoming policy documents.
- Governance Housekeeping:
  - Tanya reviewed the Emergency Flip Chart; clarified one question on the hut evacuation (Craig confirmed all students evacuate as directed within the drills and in the event of an emergency). These procedures are available to parents for viewing.
  - Draft Constitution – The Constitution review team continued with the second draft and last few comments. Tanya will update the final edits as discussed; the final draft will be circulated to attending parents, ahead of the January meeting.
    - At January's meeting we will motion to adopt the Constitution, with amendments considered at each AGM on a go-forward basis.
    - The Constitution is a document for all of NCI for the next two years; updates and separating the documents will be revisited in 2019 and changed as needed.



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**Principal's Report** (Michael Koester)

- Report presented, posted and filed.
- Michael distributed the report to Tanya; and Tanya distributes to parents ahead of the meeting for review.
- Key highlights noted:
  - As NCI begins to consider future planning for two schools we will begin to learn of future considerations:
    - Grade 6 Band - There is preliminary discussion with staff members about incorporating the Grade 6 classes into the band program. Proposing an introductory timeline where instruments are presented to students to explore their options.
  - In January or February there will be a letter going out to the grade 6 parents/guardians to inform them about 2 evenings coming up in spring when students can come and try out instruments for grade 7 band.
  - Yearbooks – There has been a decline in commitment and sales over the last number of years. Is there a passion for this to continue, or will this come to an end until someone takes initiative to take this on? Parents were provided an overview of the possibilities as the dynamics of our schools as students change.

**Finance Report** - (Lesley Reimer)

- Monthly Report
  - Lesley Reimer will provide an electronic copy of the November statement for HSD review.
    - Our account is in acceptable status for balance and school size; no transfer needed at this time.
    - We will provide statements and updates for the three reporting periods in the year. November 30, February 28 and May 31.

**New Business**

- No new business raised.



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### **Committee Reports**

- School Yard
  - Parents discussed the nomination list of names for our School Yard Committee.
    - Majority votes resulted in an accepted Committee name - **Active Learning and Green Space Committee (ALAGS)**.
  - Tanya and the Committee asked administration (in advance) for a wish list (short/long term) for our schools where PAC can consider financial support and parent involvement.
    - Michael Koester shared ideas, goals, and needs that we can address over the short term and long term. He noted Superintendent, Randy Dueck is aware that there will be upgrades needed to bring this school to a middle school level.
      - Breakfast Program – what are the student needs? Do we have volunteers? What is involved? How can PAC support?
      - SWAG - Students working across the globe. Lauran Vandenbrul is working on a rain garden and is open to expanding this project and willing to write for grants.
      - Gym Wall Pads say NCI – these need updating or replacing. We could consider shipping these to the new school; would then need new blank ones for the MY school.
      - The Gym Center court logo will need to be updated – ETA - September of 2019.
      - The Electronic Sign Logo will need updating and likely the equipment will need an upgrade/replacement with existing software challenges.
      - The Score clock will need to be replaced, with a last cost review estimate between \$7,000-11,000.
      - The Display case in the Home Education and Industrial Arts could use upgrades.
      - Outdoor Fitness equipment and school yard considerations for the ALAGS.
      - Winter outdoor recess equipment – i.e. snow block molds for fort building.
  - A great discussion by all in attendance; a great starting point list; everyone is welcome to consider additions to the list as we move forward.
  - As part of the ALAGS committee, Lesley Bardal and Lyndsay Eidse will take the list and build on the information for review and considerations for future meeting and discussions.
  - This sub-committee will follow protocol with school and divisional support as we discuss our goals with HSD and the Executives at Parent Council.
  - 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. And presenting to Executive and Administration (and parents) along the way at appropriate points.



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- Fundraising Committee
  - With ideas on the table for PAC to work towards and consider for support, we are stressing the importance of a Fundraising Committee.
  - We are in need of parents to put their names forward and participate in any way they can. PAC is open for new members to be part of this committee to discuss, and coordinate functions to support the financial needs as NCI becomes two schools.
    - PAC is open to suggestions for fundraising ideas; how to bring awareness to bring in more volunteers to assist.
    - Tanya would love to hear from parents (via PAC email address) interested in building our bank account to begin considerations of supporting NCI as we merge towards two schools with two sets of needs.
    - We are in need of fresh fundraising ideas and learning about the school fundraising activities to ensure we continue a collaborative effort and be mindful of donor fatigue.
    - We have a couple of ideas on the table and are in need of parent coordination and execution. Parents do not always need to attend meetings to be a part of the fundraising committee, any and all efforts are always welcome and appreciated.
- Meet the Teacher Committee
  - As we begin to see a list of school needs for our future schools, we need intertwine fundraising and parent awareness and involvement.
  - This committee – open to new members, can begin discussions raising awareness for new parents joining us from NES, improving parent communication, building our PAC presence at Meet the Teacher Night and future meetings.
  - Anyone interested can reach out to Tanya through the Parent Council email address.

**Meeting Adjourned at 7:00 pm**

**Reminder Next month's meeting will begin at 6:00 pm on January 8, 2018.  
All the best to everyone over the holiday season.**