



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

Meeting Date: Monday, January 8, 2018

Next Meeting Date: Monday, February 5, 2018

Meeting called to order at 6:02 pm

Attendees: Tanya Pomaranski, Michael Koester, Craig Cumming, Sabrina Loewen, Lyndsay Eidse, Lorinda Huebert, Lesley Reimer, Brad Mehling

Chair Report (Tanya Pomaranski)

- Welcome / thank you and meeting format:
 - Happy New Year; thank you to everyone for attending. Open for questions on previous month's minutes; last month's minutes adopted.
- Program Support -Scholarships:
 - The current Parent -Student handbook addresses criteria for different awards. Discussion on revisiting criteria for the PAC award and how a student meets them? Tanya to do prelim research with Teacher Advisor.
 - Two new companies have come forward with awards if Students qualify and apply.
 - Michael Koester noted a nomination committee review meeting is held in June.
- Governance Housekeeping:
 - Constitution was presented and voting passed to acceptance; Michael and Lyndsay will retain signed copies, while Craig will post on the School website.
 - The constitution refers to HSD documents considering HSD guidelines, policies, school profile, PAC goals, etc.
 - If any executives miss 3 meetings in a row without reason, they will be dismissed from council.
 - The Constitution has been created for both High School and Middle Years for the next two years. The constitution will be revisited annually for AGM and in 2019 in prep for the school split. Referencing policy documents will require review and updates as well.
 - Future Action Items:
 - Policies – Tanya (with Heather Miller and Leslie Giardino) will work on executive and communication policy drafts for Feb meeting distribution.
 - When does a PAC need to be in place for the new transition of one school separating to two?
 - From a fundraising perspective, recognizing a need for a new school PAC, we will work at fundraising for 2018/19 and determine in our policies how we contribute to a financial continuum for both schools in that first year after the split.
 - The new school will need support for green space, continued scholarship funds, etc. We could build a start-up list in prep for a new PAC once we know more.
 - Michael suggested we consider inviting Randy Dueck and the newly appointed Principal of the new school (when announced) in May/June for



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insight and assistance in planning a PAC transition re – funds and needs.

- The ALAGS Committee has started a wish list of needs for the current School and starting the process of researching. Fundraising is the next key critical step. Some questions that came up:
 - What does the constitution say as far as school's splitting their names?
 - Would it make sense to split funds between the schools already? The Scholarship money should be in a separate account.
 - For now, the Constitution covers general themes; policy documents can outline more details and plans for the school split and transition.
 - One financial account stays active at this time; again, planning assistance will help us determine a future date for new school accounts.

Principal's Report (Michael Koester)

- Report is emailed to the parent distribution list; Michael presents. Report is posted and filed.
- Key highlights:
 - Recognition of Life remembering Ivy Friesen, a former staff member of NCI.

Finance Report (Lesley Reimer)

- Lesley Reimer shared cost prohibitive fees with online banking for PAC; Executive agreed to status quo.
- Account balance similar to last month, with a bit of interest.
- A \$60 expense issued to HSD for myBlueprint program support - 6 gift cards @ \$10 each.
- Lesley is working on a budget template to have in place for review at our February Meeting.

New Business

- No new business raised at this meeting.



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Committee Reports

- **Active Learning and Green Space Sub Committee (ALAGS)** - (Lyndsay Eidse / Leslie Bardal)
 - Tanya updated the group on next steps for the committee – building a visual reference outlining short and long term wish list items for the current school, including (where possible) estimates, research information, questions, timelines and priorities.
 - This subcommittee will follow protocol with school support and divisional support as we discuss our goals with Randy Dueck, School Admin, and Executives at Parent Council.
 - This subcommittee will be charged with the task of investigation, research, documentation and establishing protocol for potential projects within the school and the division.

- **Fundraising Committee** - (Sabrina Loewen, Lorinda Huebert, tbd)
 - Tanya is working together with parents to come up with fundraising ideas. Suggestions are welcomed; any parents wishing to help – please let us know.
 - Sabrina Loewen and Lorinda Huebert have joined to start research on ideas presented to date. Tanya will assist them with building documentation and planning a fundraising calendar. The Committee should work towards finalized choices and a 2018-19 PAC fundraising calendar by the May meeting.

- With ideas on the table for PAC to work towards, 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. It is open for new members to be part of this committee to discuss, and help coordinate functions once we are in the planning stages of proposed ideas. Further discussion will continue on how to bring awareness to parents for the need of more members on these committees. Perhaps an idea for the MTT Committee

- **Meet the Teacher Committee** - TBD
 - Volunteers are needed for this Committee to finalize ideas and plans by June meeting:
 - Build messaging to parents - what are we fundraising for and how?
 - Work towards a “Meet the Teacher” PAC table – what do we display, how do we engage new parents in PAC, let them know how they can help, how do we work with NES to ‘communicate’ to new NCI parents, etc.
 - Again, we need parents on this committee; Tanya to assist with documentation, ideas, etc. where needed.

Meeting Adjourned at 7:08 pm

Reminder Next month’s meeting will begin at 6:00 pm on February 5, 2018.