



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

Meeting Date: Monday, February 5, 2018

Next Meeting Date: Monday, March 5, 2018

Meeting called to order at 6:07 pm

Attendees: Tanya Pomaranski, Michael Koester, Craig Cumming, Sabrina Loewen, Lyndsay Eidse, Lorinda Huebert, Leslie Reimer, Lesley Giardino, Brad Mehling, Edna Wiebe, and Crystal Woligroski

Chair Report (Tanya Pomaranski)

- Welcome / thank you and previous month's minutes:
 - Thank you to everyone for attending; Open for questions on previous month's minutes. Last month's minutes adopted.
- Program Support -Scholarships:
 - The Parent-Student handbook (on school website) addresses criteria for awards and how the students meet criteria.
 - The current Parent Council Award is an open-ended scholarship in the amount of \$250, awarded to a student that has a full course load and high achievements who would not be receiving any other award.
 - Parents were asked to consider a decision for the March meeting - if PAC can support the financial commitment for 2 scholarships in 2018, do we stay status quo, or proceed with a change this year.
 - Currently no awards for Middle years. Future considerations added to our wish list.
 - Staff is reviewing MY awards for merit and excellence. Merit will likely be discontinued.
 - Michael Koester confirmed an award committee meeting will be held in June.
- Governance Housekeeping:
 - A reminder that policy documents can be updated and maintained throughout the year to accommodate the changing landscape of PAC and NCI. Tanya will update and redistribute for review.
 - Executive and Communication Policies – the group reviewed the policy drafts circulated prior to the meeting. A few edits around the terms of executive positions were noted (September to September), including a tighter policy around social media use by parents. Parents and PAC Members are to be respectful with their communication and use on Social media. Any concerns parents have with school business should be addressed with the school directly.
 - Tanya will work on the Financial and Fundraising policy drafts for a March meeting review.
 - Future Action Items
 - A special PAC Executive meeting will be held on June 4 at 6:00 pm.
 - HSD superintendent Randy Dueck, and Niverville school trustees Ruby Wiens and Shannon Friesen will meet with NCI PAC executive members for insight and assistance in planning a PAC transition for the new school.
 - Tanya, together with the ALAGS committee and questions collected from parents, will generate an agenda with questions for the upcoming meeting on June 4.
 - Some questions that came up in discussion:
 - School names – could we have a community vote/consultation?
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- How and when do we transition a new PAC for the new school?
- When would it make sense to split/share funds between the schools?
The Scholarship money should be in a separate account.
- Why is a cafeteria not a part of the initial plans?
 - We should have at least, a snack shack?
- What are the new school needs outside of the build; what does a new PAC have ahead of them?
 - Bike Racks?
 - Green space beautification – benches, trees, shrubs, grass, etc.
- What are the rules around highway traffic act – railway crossings, where will the new road be to the school?
- When a new principal is in place, and a new PAC is formed for the new school, invite them to the meetings so they are part of the transition and decisions going forward.

Principal's Report (Michael Koester)

- Report distributed in advance of the meeting for parent review.
- Report presented, posted and filed.
- Key highlights noted:
 - School Tour – Michael suggested a hands-on school tour at the start of the March meeting. Meet at 5:30pm in the library.
 - School Visitation – Superintendent, Randy Dueck and school trustees will come on June 4. Agenda with questions to be given to Randy ahead of the meeting so he can be prepared for discussion.
 - Scoreboard was in urgent need of replacing. Therefore, a new scoreboard was purchased and installed January 30.
 - PS Parent Teacher Scheduler- HSD has created a program in PowerSchool
 - Celebration of Learning Evening (March 22 following report cards on the 16) - The school will send out reminders to MY parents/guardians of this evening. It will be students showcasing learning in each subject area. Teachers are the facilitators. Parents/Guardians are asked to respect the intention of this evening. If you like to have a private conversation with your child's teacher, contact him or her by email. Parents/Guardians will have to call the school to schedule their time slot with teachers.
 - New School- Renderings are done. Proposed date for Sod-turning is March 23. HSD will start the hiring process for the principal of the new school in early March.
 - Feedback for ALAG's Committee-
 - Breakfast program: The need would be for Grade 7-12 with statistics showing about 70% of Students having breakfast before school. 90%of Grades 5 and 6's do have breakfast before school.
 - Contacts were provided for other HSD Schools that provide breakfast programs.
 - Contacts were provided for the Rain Garden, and Laura Van den Brul's goals and visions with the green space. PAC can approach Laura to gain insight and support needs.
 - Contacts also provided for the Electronic Sign.
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- PAC will mark the display case and wall pads for the Gym as on-hold; we need to wait on budget approvals, and see what the logo and names will be for both of the schools once they split.

Finance Report - (Lesley Reimer)

- Lesley is working on 2018-19 PAC budget template; waiting on more information as the budget is lean given current in-year PAC support. The new year budget template will progress as PAC plans evolve.
- An in-month reporting budget is needed to meet PAC mandates and reporting requirements for monthly reporting even though we have a minimal operating budget. Lesley will work on one to show the 2016-17 and 2017-18 in-month activity reflected in banking stmts.
- \$60 spent in the last month in support of 6 gift cards for the My Blueprint program.
- Account balance is \$2042.65

New Business

- Bike Racks need to be added to the Wish List. We will need more bike racks for the new school.

Committee Reports

- **Active Learning and Green Space Sub Committee.** (Lyndsay Eidse and Leslie Bardal)
 - ALAGS Committee has started a wish list of needs for the Schools and starting the process of researching those for the current school.
 - Research continues with the feedback provided in the principal's report on a few of our key wish list items.
 - We will come to the school at 5:30 pm for our March meeting to look at placement and what does greenspace look like? Size? Location?
- **Fundraising Committee.** (Tanya Pomaranski, Sabrina Loewen, and Lorinda Huebert)
 - This subcommittee will share research findings for fundraising ideas next month. The PAC committee needs to select and plan a 2018-19 PAC fundraising calendar and goals to share with parents by September.
 - Key research variables include profit margin, fundraising options for everyone (i.e. not everyone wants a product or online format of fundraising). A large list of ideas/vendors are being contacted for more information. Sabrina and Lorinda are populating a fundraising log to capture details for decision making.

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- **Meet the Teacher Committee-** (Tanya Pomaranski, TBD)
 - Volunteers needed for this committee.
 - PAC wants to build relationships with parents, teachers and students and upcoming Grade 4 families from NES.
 - Determine needs; develop resources for our kiosk at the PAC table for September – MTT, or even at our Celebration of Learning Night.
 - NES has confirmed support in participating in the distribution of a welcome insert for Grade 4 report cards.
 - Discussion around earlier communication and visibility was raised; Tanya agreed to reach out to NES.
 - NES PAC and Administration has confirmed continued support in the welcome insert. They recommended NCI lead and host any parent information sessions in conjunction with the Grade 4 tour in the spring.
 - NCI parents feel a continued need for transition communication. Building this transition of Grade 4 to 5 communication and visibility will ensure a smoother move for kids and parents to feel more welcomed and knowledgeable about classroom placement, teachers and PAC.

We appreciate and are thankful for the parents that volunteered their time this month to come and share and express their interests and concerns with PAC.

Meeting Adjourned at 7:34 pm

Reminder Next month's meeting will begin at 5:30 pm with a tour of the school, and the regular Meeting to take place at 6:00 in the School Library on March 5, 2018.

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