



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

Meeting Date: Monday, October 1, 2018

Next Meeting Dates: November 5, 2018

Meeting called to order at 6:05 pm

Attendees: Tanya Pomaranski, Edna Friesen-Wiebe, Krista Shidel, Lesley Reimer, Leslie Bardal, Lyndsay Eidse, Lorinda Huebert, Craig Cummings, Michael Koester, and Brad Mehling

Chair Report - (Tanya Pomaranski)

- Welcome – thank you; intros; new members; presentation of agenda and meeting format
- Executive roles voted and accepted at September AGM meeting.
- Constitution Amendments: No changes needed, signed by Chair and Secretary and given to Craig Cummings to share on the PAC Website.
- Budget - Program Support:
 - myBlueprint - There will be 2 separate cheques for each semester
 - Student of the Month -Gift Cards for Country Snacks for Middle years students, Subway and Chicken Chef gift certificates for High School years. Appreciation to each of these corporate supports for helping out with this program.
 - Grad Scholarships - 2 x \$250.
- PAC Annual Planning/ Housekeeping
 - There were no questions on the previous minutes
- PAC directory circulation

Principal's Report (Michael Koester)

- Present and file Report
- Action Items – Forward PAC Bank Statements to NCI-HSD on Nov 30, Feb 28, and May 31.

Finance Report - (Lesley Reimer)

- Monthly Report – Lesley emailed Tanya and Lyndsay the Bank statement.
- HSD Month-end – Nov 30, Feb 28, and May 31 -acct balance and fund transfers as applicable.

New Business

- Grade 8 Farewell – Parent request put forward to a grad for Grade 8 moving to Niverville High School. Craig and Michael discussed this and suggested because this year Grade 9-12 grades are all moving over to the new school, it would be something to consider for 2019-2020 year instead. Tanya suggested could we as a PAC have something for the entire Grades 8-11 going over? An Assembly? We should contact the student council to partner and possibly host a BBQ for Gr.8-11. When would be the best time to host this? What is on the Student Council Agenda? Would staff volunteers be willing to take part in this event? Michael said he is in discussion with Randy Dueck regarding staff placement, and by Christmas the staff will know which school they will be teaching in for year 2019/20.
- Grade 9 Welcome – The orientation and timing of this will need to consider when students are making their class selections as well as when the new principal is starting. They have an opportunity to tour SRSS, and the students give a survey at NCI to recognize the interest of which

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students are considering switching their education over to SRSS. A guidance counsellor from SRSS comes to NCI to talk with the interested students. Michael suggested to communicate with Randy for the interim of who needs to talk to who, before Kimberley starts her new role as principal for the Niverville High School.

- Grad Committee Support -to be continued for next month meeting
 - There are 3 components for Grad – Convocation, Banquet which is sponsored by NCI/Hanover, and the Safe Grad Social organized by Parents.

Securing the Facility is the biggest issue and confirmation is needed by the spring of the previous year. Convocation usually starts between 3:30-4:00 pm. The Banquet follows at around 6 pm and will be in the Heritage Center ballroom (this includes grade 12 Awards). If the Safe Grad is in the same location, then the attendees exit the building and reenter with tickets. The Grade 12 parents host the event and the Grade 11 parents are support.

Convocation – they have run into issues with people reserving whole pews in the church, leaving some guests not able to view their own graduate. Michael reported this last year they gave out tickets, so they used both the upstairs and downstairs of 4th Avenue Bible Church. With a live stream for the parents watching in the basement. He said this went over really well.

With the expected increase in class sizes coming in future years, location will be a factor for all 3 components. Michael likes to support the local community. Keeping this event in Niverville in the future could be a challenge.

Grad supper - Do the graduates pay for their own meals? NCI receives a certain amount of money for certain categories from the division. Meals are very expensive. Last year, the meal cost \$40 a person, Hanover covered half of the meal cost. Is there a parent representative we could reach out to about PAC paying for just the graduates' meals? Michael suggested to be in contact with Alanna Dunn. Craig Cumming suggested we could consider waiting to start this as a new tradition for the new high school as it is not in the budget for PAC for this coming grad.

Committees Reports (as applicable)

Committees may meet separately to discuss, resolve, and coordinate functions; committee lead/rep provides monthly reports at monthly meetings. Reports as follows:

- **Fundraising Committee** (Parent Members)
 - StuCo Follow up (Edna Friesen-Wiebe)
 - The meeting went well, they collaborated together and looked at their events calendar. How do they sign up to volunteer for Bingo? Would Student Council run canteen for their own fundraising at the Bingo or could they offer support to PAC? It would be great to see the Student Council be on board and have a presence at the BINGO fundraiser. Lesley Reimer said there is someone who would like to donate for the Canteen. Tanya will confirm details through email regarding this and the corporate ask.

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- Corporate Ask = Lesley Reimer/Edna Friesen-Wiebe
 - There are sponsorships in the general community that would like to specifically donate towards specific items like a rain garden, a bench, for the new school, the shed for middle years, etc.
 - The committee will keep track of the potential donors and when the timing is most appropriate for implementation, circle back.
- **Fundraising Sub-Committees**
 - Bingo - Oct 27, 2017 / March 2019 (Lorinda H / Tanya P)
 - Lorinda confirmed everything is in order with LGA, just waiting on approval and license number. We can't advertise until we have this number.
 - Set up /floor plan review -after meeting.
 - Chairs and Tables are booked
 - The Venue is the gym
 - The November newsletter will be a follow up on the event and will list the winners from each of the games.
 - Tanya will make a volunteer sign-up for Edna to StuCo.
 - Set up is on Saturday Oct. 26 at 3:00; to decorate as well.
 - Bingo Calling equipment will be secured by mid-Oct.
 - School Dance – Feb 2019 (Terry Riley & TBD)
 - Venue donation request submitted for review; once approved, set committee
 - Tri-Track Canteens – June 6 2019 (Lesley Giardino & TBD)
 - Tanya /Lesley G to submit proposal to Bigway by end of November.
- **Communication Committee (Leslie Bardal / Stephen Geissler)**
 - Monthly Newsletters
 - Stephen Geissler will do creative writing for the newsletter. Are parents reading the newsletter? Put a coupon in the middle of the newsletter to see if they are opening it and reading through it.
 - Surveys/ Anncts
 - 163 parents were given the survey, 17 responded. 98% of the 17 were happy with the event. As a new parent they thought it was helpful information.
 - Fundraising Marketing Material
 - Continuing with the Red and Black format and Panther logo. Kiosk Material will reflect the new info.
 - PAC Kiosk material
 - Grade 4 Welcome Material
 - Social Media (Lesley Giardino)

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- Lesley will be the parent to present to the public on social media delivering preformatted reminders and requests.

- **Active Learning and Green Space Sub Committee** (Lyndsay Eidse)
 - Rain Garden – Lyndsay will follow up with Laura Vandenbrul for a specific date. Can we move this date to February?
 - New Shed / Outdoor Equipment – Winter/Spring
 - What would the EA's and Recess monitors request? The swings are always occupied and there's often a long wait for the swings.
 - Green Space – Active Learning – long term planning / research / fundraising

- **Meet the Teacher/Parent Involvement Committee** (Executive / Leslie Bardal / TBD)
 - Volunteer shifts- Parent Teacher -November 15, 2018
 - Needing Parent Volunteers

- **Grade 4 Welcome / Tour (Executive, Communication, NCI/NES Administration)**
 - Begin Planning in New year once NES has given their calendar.

- **Food Program Committee (Krista Shidel, Mira Salter, Kathleen Wiebe, Susan Snider)**
 - 2019 Snack program-Hot Lunch
 - Survey for Hot lunch last year would have missed the new Grade 5's that came to this school. On Site Storage Space would be necessary.
 - Executive requires the committee to build an outline of needs and what kind of local support is needed.
 - Meet with the High School PAC and Kimberley for the snack program. Waiting to hear what WOL will do regarding Son city lunches when the schools split.
 - What will happen to pizza day which is run by the current Student Council?
 - Soup's On-not needed this year
 - Staff Appreciation – Nov 15 /June
 - Krista is working with Leslie Bardal about staff appreciation communication through newsletter.
 - There are 64 Staff members. In June there needs to be recognition for the bus drivers. If we can do bus drivers in November – even better.

- **New School Committee**
 - Begin planning discussions in November.
 - Parents are needed. Tanya will ask Randy what happens if parents don't volunteer or step in to this new committee? Results will merge into a newsletter story.
 - Secure PAC Executive – (Jan - Mar)

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- Constitution, Policies, 2019-2020 meeting dates
- Budget/bank account
- Program support
- Grand Opening – plan w/new principal – April
- Annual Org & Plan Meeting – Sep 2019
- Grade 9 Welcome (Feb 2019 & 2020)

Next Parent Advisory Council AGM meeting will be at 6:00 on Nov.5 in the School Library.

Meeting Adjourned at 7:25 pm