



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

Meeting Date: Monday, Dec 3, 2018

Next Meeting Date: Monday, Jan 14, 2019

Meeting called to order at 6:03 pm

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

Chair Report - (Tanya Pomaranski)

- Welcome – thank you; intros; new members; meeting format
- Previous Minutes Accepted
- Housekeeping
 - PAC Directory
 - Volunteer Check reminder - all PAC members working with Students in the School Building must have Volunteer Driver / Child Abuse/ Confidentiality Check Completed. The School Office has the forms available and Alanna will take care of registering them.
- Program Support
 - Grade 8-12 - 2019 Farewell – Lesley Reimer said there hasn't been any more communication with the volunteer parent.

Principal's Report (Michael Koester)

- Present and file report
- Sports – NCI hosted successful Varsity Boys & Girls Zone Volleyball play downs Nov.12. Both Varsity VB teams qualified for their respective 3A provincials. We are a 2A school, but we moved up a level for competition. Boys ended up being a finalist.
- MY Drama: The return of the glass slipper on Dec. 12 & 13 in the gym @ 7 pm. NCI purchased Head Mics.
- NCI staffing changes- Hired an EA replacement, Jackie McKinnley, and PT Secretary, Rebecca Kroeker. 3 Teacher changes as well – Kaitlyn Arnold, Danielle Campbell and Larry Klassen.
- Staff appreciated the contribution from Parents and Parent Council of food and thank you notes decorating the Staff room.

Finance Report - (Lesley Reimer)

- November Monthly Report – wasn't available at meeting, but will be sent to Lyndsay Eidse via email once received. The transactions for the month of November will be some ins and outs for Bingo.
- HSD month-end – Nov 30, Feb 28, May 31 – acct balance & fund transfers as applicable
- Bingo financial report: The Costs for the event: Paper, Bingo Machine, License Fee (Admin Fee) LGA requires 1% of the revenue. Lesley will send Lyndsay via email, the Costs and revenue from Canteen.



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New Business

- Open Floor
 - Grad Committee updates, Alanna will keep in touch
 - Email Distribution: How many messages are parents receiving in a given week from school? PAC will be more diligent working with Admin to improve how much to communicate. Being aware of volume being set out to parents. Once a week, PAC could send a bulk email? Tanya will communicate with the communications team.

Committee Reports (as applicable)

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

- **Relations Committee**
 - StuCo (Edna Friesen-Wiebe)
 - Corporate Ask (Lesley Reimer/Edna Friesen-Wiebe)
 - Looking for additional parent volunteers to assist here in Jan 2019
- **Communication Committee** (Leslie Bardal / Stephan Geissler)
 - Monthly Newsletter stories
 - Surveys/ Anncts update
 - Social Media plans
- **Fundraising Sub-Committees**
 - December School Fundraising/Activities
 - StuCo Pizza Days, StuCo Xmas Fundraising, Band – Mom’s Pantry, Gr 6 Camp
 - SWAG Hot Choc Sales, SWAG Siloam collection
 - Bingo (Lorinda H / Tanya P)
 - Oct 2018 – sponsor thank you letters and cards delivered this week.
 - March 9, 2019 – PAC decided on an Irish theme for our next Bingo. Consideration of add an online raffle attached to the event. There is an online version that Tanya is familiar with regarding a deck of cards, and person can buy a spot on one of the cards for \$10. The person’s name is written on the card and when the cards are revealed at the Bingo night, wherever the Ace of spades is, 50% of funds raised from this raffle would go to the person’s name on the Ace. There would be instructions online to pay electronically. The winners would be posted from the Bingo night in a PAC newsletter. LGA must approve a raffle license
 - Tanya will talk to Cheryl and CC: Michael about Facility requirements and the set-up crew would be there for 4pm to decorate and get the gym ready.



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- Age Restrictions: We discussed at the meeting any age can play but it has to be an adult of 18 years or older to purchase Bingo Sheets and collect the prize. LGA doesn't have an age restriction but because the event is considered gambling, we will leave it at 18. PAC wants to maintain the event as a family friendly with kids welcomed with parents.
- School Dance – Feb 2019 (Terry Riley & tbd)
 - Venue request follow up / establish planning committee
 - Lesley Reimer looked into Trotco but it was too small and no elevator. Heritage Center declined, South end of Arena too small. The Golden friendship center would reduce the rental fee but not donate their venue.
- Tri-Track Canteens – June 6 2019 (Lesley Giardino & tbd)
 - Tanya / Lesley G will submit a proposal to Bigway. John would like to work with PAC on establishing a purchasing discount instead of small donations.
- **Active Learning and Green Space Sub Committee** (Lyndsay Eidse)
 - Rain Garden – funding date (Feb)
 - New Shed / Outdoor Equipment – teacher presentation (Dec staff mtg)
 - Lyndsay Presented questions and short term and long-term goals with the NCI staff at their staff meeting.
 - Where are Kids typically playing in the school yard and what activities are they playing? Students are playing wall ball by the doors, which a better location would be appreciated for this. They require a cement pad for the ball to bounce off of and hit the wall. Kids are playing soccer, basketball, 4 square in summer, swinging, but there is a shortage of swings, Volleyball over a chain link fence.
 - What can you see being helpful to promote inclusivity among students and acceptance of others? Kids alone, and kids with special needs? There is a buddy bench but it's not used for that. One teacher suggested it would be neat to see a paved oval track around the field, to get the kids with mobility issues further out into the yard. An Accessible Play Structure.
 - What kids of equipment would you recommend in the ALAGS school recess shed? Sleds, Snow tools, Field Hockey Equipment, Tetherball, Kites, 4x8 Targets, Wall climbing. Crazy carpets, with Natural gradual snow hills.
 - To Paint games and activities on the Tennis Courts Cement pad, the PAC needs to contact Ryan Dyck from Town office about this. The Tennis Courts are owned by the town.
 - Corporate Ask for Storage shelves and hooks, and Shed.
 - Michael to talk to Gary Black regarding fire code on placement of Cement pad and sheds. Lyndsay will send reminder to Michael and Craig to discuss and inquire about planning strategy of current space and future renovations.



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- Lyndsay will focus on the priorities list, and what funds can be used for immediately as well as a list of projects and programs to focus on for long term goals as well.
- Green Space – Active Learning
 - Volunteer shout out feedback
- **Meet the Teacher/Parent Involvement Committee (Executive / Communication)**
 - PAC Kiosk – ½ hr Volunteer shifts – Celebration of Learning March 2019
- **Food Program Committee (Krista Shidel, Mira Salter, Kathleen Wiebe, Susan Snider)**
 - Staff Appreciation – follow up rpt / June date - tbd
 - 2019 NHS Snack program research progress / 2019 NMS Hot Lunch - survey progress
- **New School Committee – NMS / NHS (PAC Exec) – Nov to Jan**
 - PAC Exec Planning
 - Jan – lead in newsletter story - Parent Involvement – Chair, Secretary & Treasurer
 - Feb – submit nominations
 - Mar – Vote @ March meeting, schedule first meeting
 - Prep work can begin and include:
 - Dec - Create new email address for PAC (Tanya)
 - Dec/Jan - Update Constitutions & Policies – draft for new PAC reviews (Tanya)
 - March - Create new bank account for PAC (Lesley R)
- **Grade 4 Welcome / Tour - January discussion**

Thank you for all who have attended the meetings and events this year and we look forward to meeting and working together with you in 2019.

Meeting adjourned at 7:22 pm. Next month's meeting will be held in the NCI Library at 6:00 pm on Monday January 14, 2019.