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

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**Meeting Date: Monday, March 4, 2019**

**Next Meeting Date: Monday, April 8, 2019**

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**Meeting called to order at 6:05 pm**

**Attendees:** Lorinda Huebert, Lesley Reimer, Tanya Pomaranski, Lyndsay Eidse, Michael Koester, Brad Mehling, Sabrina Loewen, Heather Miller

**Chair Report - (Tanya Pomaranski)**

- Welcome members; thank you; intros
- Previous Minutes -Jan / Feb.
- Housekeeping
  - PAC Directory – updated
  - Volunteer Check – emailed Directory members / remind those volunteering @ events. We need Parents to volunteer for Executive roles. There are a few parents that have given their names for roles for the Niverville High School. There hasn't been any response for executive roles for the Niverville Middle School. For Voting, we will follow the constitution of PAC, and send out a public email with the candidate names. Those that want to vote can come to the next PAC Meeting on April 8. We will hold voting stations and tables and vote on our executive members.
- 2019-2020 – Student of the Month planning (Craig/Tanya)

Tanya has email drafts ready for delivery to local business sponsors seeing support for the Middle School Student of the Month program. 40 certificates are required; emails will be delivered to Country Snacks, Subway, DQ and Chicken Chef.

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

- Author Visit- Author S. Brouwer's visit to our school was well received. We again received a lot of positive feedback. This was held during I Love to Read Month last year as well. This year he came and worked with the students in the library from grades 6-12.
- Outdoor Ed. Trips – Both of our Outdoor Ed Trips (Camp Cedarwood. – Grade 8 and Winkler - Grade 6) were once again a huge success. Michael applied for divisional grants and \$500 was given for gr. 6 and \$500 for gr.8. Next year Grade 8's will continue for outdoor ed but Grade 6 is questionable as only 2 of the 4 current teaching staff will be here. It's a big endeavor to plan with new staffing.
- Thought Exchange – Parents/ Guardians have the opportunity to share their thoughts as a collective voice to assist us in our planning process for both NMS and NHS. Using Thought exchange, participants are asked to respond to two open-ended questions, and then consider and assign stars to the ideas shared by others. Superintendent, Randy Dueck will be reviewing these results in the next couple of weeks.
- Lockdown drill – March 5 (am)
- Celebration of Learning for Middle years students March 14 . Students are excited to show their parents their work from 5pm -7pm. Emails were sent out for parents to make appointments through calling the school office.

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**Finance Report** - (Lesley Reimer)

- Monthly Report – present and file report
- \$500 cheque issued for Rain Garden project handed to Lyndsay. Waiting to hear who Cheque is made payable to from Craig Cummings or Laura Vanden Brul. Once confirmed, Lyndsay will drop off cheque and letter at NCI.

**New Business**

- Open Floor
  - No updates on Grad Committee.

**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
  - Corporate Ask (Lesley Reimer)
    - Corporate Sponsor donations for Bingo are greatly appreciated, the response has been well received and most businesses have been happy to respond via email or texting.
- **Communication Committee** (Leslie Bardal / Stephan Geissler)
  - Improved PAC email communication – look at weekly PAC email (if applicable)
  - Monthly Newsletter stories / Social Media plans
  - Surveys/ Anncts update
  - Michael Koester expressed that these newsletters are really well done, they are doing a great job.
- **Fundraising Sub-Committees**
  - March School Fundraising/Activities - StuCo Pizza Days, SWAG Hot Choc Sales
  - Bingo (Lorinda Huebert / Tanya P)
    - March 9, 2019 – event progress update; Bingo event upcoming this weekend. Everything is ready. Bigway is supplying the canteen items charging us at cost for everything and taking back what we don't sell.
  - Tri-Track Canteens – June 6 2019 (Lesley Giardino & 6 parent volunteers)
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- Tanya / Lesley G – canteen prices and process confirmed. Bigway will charge us at cost for everything and again take back whatever we don't sell.
  
- **Active Learning and Green Space Sub Committee** (Lyndsay Eidse)
  - Rain Garden – \$500 cheque/ letter delivery this week to Laura Vanden Brul.
  - Green Space – Active Learning -new shed/outdoor equipment
    - Update with Gym Teachers- Currently the Classroom teachers are in charge of their own class' outdoor equipment. The students are responsible for the return of equipment to their classrooms. How do we monitor signing out equipment and what would happen if it was not returned?
    - Suggestions of Asphalt walking-wheeling path along the perimeter of the field. Tetherball poles, ladder ball, and spike ball. Could we use a hut for equipment storage next year if there is one available after the school split?
    - Randy Dueck gave permission to reach out to other schools in Hanover school division to visit and ask questions about their green space. Lyndsay Contacted 8 different schools and received positive feedback to come and visit their properties in spring.
    - Vision Boards ready for March 14 Celebration of Learning Kiosk.
    - Tennis Courts -Painting new games- There needs to be a written agreement. No paperwork can be found about tennis courts agreement and property of Hanover. The Town office gave verbal agreement for us to paint additional lines as long as they don't interfere with the Tennis Court lines.
  
- **Meet the Teacher/Parent Involvement Committee** (Executive / Communication)
  - PAC Kiosk – Parents are needed for ½ hr Volunteer shifts – Celebration of Learning March 14, 2019. Lyndsay, Lesley and Lorinda noted their availability.
  
- **Food Program Committee (Krista Shidel, Mira Salter, Susan Snider)**
  - Staff Appreciation
    - June 3 –event plan due March / communication & planning – April
    - Tim's for donation for coffee, Parent volunteers for baking, Bigway to do sandwiches for that day.
  - 2019 NHS Snack program research progress – on hold until NHS planning in place
  - 2019 NMS Hot Lunch Program – Ideas/ questions Feb; Finalize March; rollout for Sept 2019. \*\*Volunteer Parents are key for the continuation of program; including pizza days.
  
- **New School Committee – NMS / NHS (PAC Exec)**
  - PAC Exec Planning- Nominations (March) /Vote/Acclamation (April 8)
    - Schedule first meeting w/NHS PAC and new principal (April)
    - Mar – Update Constitutions & Policies - draft for new PAC reviews (Tanya)
    - Apr - Create new Bank accounts for NMS/ NHS PAC (Lesley R)
    - NMS Lunch program in Jeopardy- This will be highlighted in the next newsletter. It has been Student Council - high school run until now, and with no volunteers
  
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stepping up, this program can't run. Lyndsay will create a vision board for the Celebration of Learning Kiosk to bring awareness to this issue.

- **Grade 4 Welcome / Tour – PAC Exec / Communication Committee/ NCI Admin**
  - Craig/NES – Grade 4 NMS tour – June 11 / Parent Tour – 6:00-7:00 pm
  - Lesley B/Tanya/Michael – Welcome pamphlet / PPT update; Gr 4 rpt card insert copies @ NES by June 1
  - Michael -Secure teachers, gym, tables, chairs, projector/screen
  
- **Grade 8 to 11 Farewell – PAC Exec/ NCI Admin/ Parent Volunteers**
  - Michael will Confirm Date - Friday June 14
  - Secure Community Resource trailer
  - Secure Facilities/ needs
  - Two Parent Volunteers will help with the event, we have one BBQer. Looking for others to commit.
  - BBQ at noon, run it before lunch. Each person gets a lunch ticket they have to hand in for the food.

Meeting Closed at 7:23 pm

**NEXT MEETING:**

MONDAY, APRIL 8, 2019 @ 6pm - voting ballots held for PAC Executive roles as required.

Parent email update will outline requirements the week of March 18.

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