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

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Meeting Date: Monday, April 8, 2019

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Last Meeting Date: Monday, May 6, 2019

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**Meeting called to order at 6:00 pm**

**Attendees:** Sabrina Loewen, Terry Loewen, Lorinda Huebert, Lesley Reimer, Tanya Pomaranski, Lyndsay Eidse, Kimberley Funk, Rob McCorriston, Michael Koester, Brad Mehling, Craig Cummings

**Chair Report - (Tanya Pomaranski)**

- Welcome to members, intros, thank yous, parent directory circulated
  - Don Salter (NMS) and Mira Salter (NHS) regret not being able to attend tonight
  - Christa Cooper regrets sent
- Michael Koester - response to Lockdown after there was a threat made on social media this afternoon at NCI, April 8, 2019. Suspect is in custody. Everyone followed protocol while NCI was in a *Hold and Secure*. Parents were communicated to through HSD BrightArrow.
- Previous Minutes - March Accepted
- Program Support
  - 2019 NCI Grad Scholarship eligibility-no change from last year. Craig confirmed D. Wiebe will be in touch.
  - NMS Student of the Month - Sep prep underway; Subway and Peppies/Country Snacks confirmed. Waiting to hear from 2 other vendors
  - myBlueprint - 2018-2019 winners - 3 winners randomly picked including 2 students in Grade 7, Samuel Brandt and Trinity Funk, and 1 in Grade 12, Jazmyn Lajeunesse. Over 1900 Entries were made into the draw. Pat Fast passed on appreciation for PAC support encouraging use/increased enrollment
- Housekeeping
  - PAC Liaison - April 23-2019
    - Agenda includes - K-12 Education Review, 2019-20 Budget Review & Student Cell Phone Use. Held at HSD Division Office. 7-9:30 Confirm before Apr 12 with Tanya if attending.
  - NCI Wrap Up - last meeting in May; a number of items to wrap up the year:
    - Staff Appreciation, Tri-track Canteen, Grade 4 Welcome, NCI Farewell BBQ
  - NMS/NHS Start Up
    - PAC Annual Planning & Finances
    - set date for Annual Plan & complete NCU Finances Authorization Forms
- Governance
  - Review Ballot -Filling 1 last position - Vice-Chair for NHS.
  - Voting Ballot Count @6:30pm - all in attendance cast vote; review results
  - Exec group photo for May newsletter deferred; ensure Volunteer packages are available to parents; create new parent directories
  - Set Meeting Dates
    - NHS PAC - Meet and greet with Kimberly -confirmed April 16 7:00 @ NCI Library. Tanya to follow up with Agenda.
    - NMS PAC - Annual PAC Planning - confirmed May 7 at 6:30 @Tanya 's. Follow up details, reminder and directions to come.
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***Principal's Report*** (Michael Koester)

- Present and file -March
- Sports - Our JV Boys basketball Teams finished runner up at their provincials; and the Varsity boys basketball team captured the Provincial Banner. Badminton Season is now under way and Track and Field will begin after Spring Break.
- Celebration of Learning - Grade 5 to 8 students and their teachers hosted our Celebration of Learning event on March 14. We had over 200 scheduled time slots by parents /guardians. By all accounts it was a successful event. Interviews are still welcome with parents to arrange with teachers on their own time.
- Upcoming Event: Town Clean up - May 3. Weather permitting, Parent Volunteers are welcome to come supervise. This is a MY event only. NMS takes care of School North to Main Street and West to Railway Tracks. NES Takes care of the north side of Main Street.
- Discussion Items: Thought Exchange Response helped steer and direct parent thoughts. There was a strong feelings on Building Community and the NCI Cares model.
- At the Farewell BBQ, NMS & NHS will be unveiling their colors and Logo.
- Landscaping NMS - What to do with the ground as it has drainage issues. NMS Kids are going on walks for fitness because fields are muddy and wet.

***Finance Report*** - (Lesley Reimer)

- Monthly Report – present and file
- Bingo - minimal costs incurred as a result of considerable sponsorships. Profit - \$1163.36.
- Rain Garden Cheque for \$500 issued to Niverville Collegiate c/o Laura VandenBrul
- Paid Grad Scholarships \$250 each to 2 graduates of 2018. Chloe Costillo, and Dayna Enns.
- HSD month-end – Nov 30, Feb 28, May 31 – acct balance & fund transfers as applicable. May 31 to come.
- NMS & NHS Account prep
  - NCU Account Creations /signing authorities required for 2 new schools.
  - Consider leaving NCI account in place with appropriate balance for 2019 Grad Awards.
  - 2019-2020 Budget Templates
- PAC Financials summary - see April Newsletter for Financial update to parents.
- New Valid Signors will be added to accounts at NCU.
  - Tanya to remain on NCI, NMS & NHS.
  - Christa Cooper and Mira Salter for NHS Account.
  - Rob McCorrison and Don Salter for NMS Account.
  - Lesley Reimer for NCI & Bingo Account.

***New Business***

- Grad Committee Updates - 2 Moore rentals confirmed
- Steinbach Online Inquiry - Parent concerns re: – Cannabis Store in Niverville. Michael said there have been no concerns presented at this point.

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- Parent Member heard Lucky Luc's is looking for an organization for Chase the Ace. There is one other group that is deciding if they will engage in it by end of April. If they decline, we would be next. Michael suggested Tanya talk to Scott B for direction.

**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:

- **Communication** (Leslie Bardal / Stephan Geissler)
  - April/ May/ June Newsletters
  - Grade 4 Welcome Presentation pieces; Farewell lunch ticket not needed - will purchase ADMIT one split tickets.
  - PAC Communication plans for 2019-2020
- **Fundraising**
  - NCI - April Activities
    - StuCo Pizza Days
  - Bingo (Lorinda H / Lesley Reimer / Tanya Pomaranski)
    - March 9, 2019 - Finance update presented as outlined in the April Newsletter
    - Fall 2019 - Oct 19, 2019 - Harvest Theme - Gym booked
    - Thank you cards /letters in progress.
  - Tri-Track Canteens – June 6 2019 (Lesley Giardino)
    - Event Plan up to date for canteen order, order sent to Bigway, finances/floats planned.
    - Volunteers set; shout out for BBQ and truck still needed
- **Active Learning and Green Space** (Lyndsay Eidse)
  - Rain Garden Cheque issued for \$500 to NCI.
  - New Shed / Outdoor Equipment -hinge on Capital grant for NMS – door upgrade
    - Grant Application ideas-review stage
      - Making a list of possible grants we can apply for. Michael emailed awareness to the Canada Post grant.
      - Leslie Bardal has sent Lyndsay a template to use for applying for grants, however most applications are depending on financial information and definite plans with measurements and expense statements before they will be reviewed and accepted.
      - Green Space measurements and space availability have not been confirmed as it all waits on the Schools transition and how the spaces are used at that time as well as planned renovations inside and around the school of NMS.
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- School yard tours; There has been a welcoming response from other schools in the HSD Division for Lyndsay to come and tour their school yards and get further information from them once the snow melts in Spring. Vision Boards for Long Term and Short Term Goals were created for PAC Kiosks and events; newsletter updates to communicate plans for NMS.
- Committee needs new volunteers to help planning for the work ahead - specifically grant writing experience and school tours where possible.
  
- **Food Program (Krista Shidel)**
  - June 3 - Staff Appreciation
    - Tim's donation - Krista Shidel confirmed
    - Sandwiches & Baking – Grades 9-12 Parent Shout out and April/May Newsletters
  - 2019 - NMS Lunch Program
    - Son City - Status quo -1x/ weekly
    - Pizza Days - TBD - parent sign up is low - April newsletter on deck. Peppies is ready and very accommodating with our waiting for more volunteers to organize this. They will help us when we come to them.
    - Sage Creek Freshii Lunch Program - need a Parent volunteer to meet with them if interested.
  - 2019 NHS Snack program research progress – on hold until NHS planning in place
  
- **Grade 4 Welcome / Tour – PAC Exec / Communication Committee / NCI Admin**
  - June 11 - 6pm-7pm -Parent Tour confirmed -Michael/ Craig
    - Snacks /refreshments -TBD?
  - Welcome Pamphlet/ Slides / Gr 4 MTT report card insert – Leslie B/ Tanya/ Michael
  - Secure Teachers, gym, tables, chairs, project/screen, podium/microphone - Michael confirmed
  - Parent email invite - NES - May Newsletter - emails - May 7, May 21, June 4 -Tanya
    - Confirm use of NCI vs NMS as we review communication pieces
    - Drafts ready for approval. Tanya to send to Admin, then to NES with timeline.
  - Follow up thank you for attendance -June 17 -Tanya/ Michael/ Craig
    - Draft ready for approval
  
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- **NCI Farewell (PAC Exec/ NCI Admin /Parent Volunteers)**
  - Friday - June 14 -Assembly /BBQ to follow
    - Secure teachers, gym, etc. - Michael
  - Secure Block Party Wagon for PAC - Tanya/ Lesley
    - Application/ cheque for damage deposit
    - Includes 8 tables/ about 30 chairs / yard games
  - Event Plan in progress - Tanya
    - Confirm yard location / layout with Admin
    - Rain plan
    - 1 Table per grade, coolers,
    - Ticket = 1 hot dog/ chips/ drink/ summer treat. Purchase tix as req'd.
    - Tanya to work with Admin office to provide tix by homeroom.
    - April/ May Newsletter Volunteers – Leslie B
    - Two parents and another to BBQ on the list already; NCI Execs available
    - Send out Ask letter for Corporate donations such as Hot dogs, Chips and Drinks for the event. Estimated cost of \$1600 if we went with freebies for the sweet treat from Bigway.
  - Agenda of Assembly - Slide show begin/end; Former Students/Teachers (DW/RL) speak; StuCo Presidents and time capsule; Acknowledge Retiring Teachers; Intro NMS and NHS staff; Unveiling of School Colors and Logo. PAC ( Leslie and Sabrina or Tanya) could have some time as well.
  - PAC extending offer to StuCo to offer suggestions in planning and volunteers.
  
- **New School Committee - NMS /NHS (PAC Exec)**
  - Email addresses in place (Tanya)
  - Set 2019- 2020 PAC meeting dates (Tanya/ Michael/ Kimberly)
    - Includes Sept Annual Org - Sept ratify members for NMS/NHS 2019-2020
  - Governance draft templates ready for Sep review (Tanya)
    - Constitution & Policies
  - Set Annual PAC Planning meeting date (Tanya)
  - Create new NCU Accounts / Set up PAC Signers (Lesley R / Mira Salter/ Rob McCorrison)
  - Structure – Tanya will chair both councils. We are hoping to plan 1 Council meeting if focus and timing allow. Collaborative fundraising, recognizing that both schools will have needs and being mindful of volunteer fatigue will be an important collaborative front for the two schools in our community.
  - Ballots were tallied for NMS Vice Chair Position.
    - Christa Cooper and Barry Piasta let their names stand.
    - There were 7 votes and 7 votes were for Christa Cooper as the Vice Chair.
    - Niverville Middle School 2019-2020 School Year Results
  
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- No voting required; all seats acclaimed based on nomination deadline submissions
  - Chair - Tanya Pomaranski
  - Vice-Chair – Don Salter
  - Secretary - Lyndsay Eidse
  - Treasurer - Rob McCorriston
- Niverville High School (NHS) 2019-2020 School Year
  - 3 Seats acclaimed based on nomination deadline submissions
    - Chair - Tanya Pomaranski
    - Vice-Chair - Christa Cooper (Voted in)
    - Secretary - Lesley Reimer
    - Treasurer - Mira Salter

Meeting Adjourned @ 7:16 pm Last Meeting will be May 6 at 6:00pm in the Library.

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