



Meeting Minutes - **Monday, Sep 16, 2019 - 6:00pm @ NMS Learning Commons**

Meeting Dates - 2019 - Oct 7 (AGM), Nov 4, Dec 2 / 2020 - Jan 13, Feb 3, Mar 2, Apr 6, May 4

Meeting called to order at 6:00 pm

Attendees: Edna Wiebe, Rob McCorriston, Sabrina Loewen, Kelly Friesen, Lorinda Huebert, Lesley Reimer, Tanya Pomaranski, Lyndsay Eidse, and Don Salter

Chair Report (*Tanya Pomaranski*)

- Welcome - introductions. Tanya summarized that the Annual meeting is a review of our plans and the format of regular meetings. This meeting can run longer than the 1 hour mark as new attendees ask questions, learn and get involved. We appreciate everyone's participation.
- NCI PAC Wrap Up
 - May Minutes Archived, Principal Report, Close out Financials - Tri Track, Farewell BBQ and Accts
Lesley Reimer shared Financial information and the closing of accounts from NCI and separating into separate accounts for NMS and NHS.
Rob will get a book of cheques
- Governance
 - Annual Planning Highlights
 - Logo update - we have new PAC logos as requested by HSD; separate from the School logos.
 - Web Page is up and running; including our Community Report and PAC Exec Directory (leads only).
 - New recruits - Parent Involvement form (Donate/Volunteer form). We are going digital; we have 10 responses so far. Sept 9 email went out to parents to encourage them to sign up. We have Leslie Giaradino as our parent volunteer that communicates PAC messages through social media. CAR checks are still via paper @ school office.
 - Grade Reps @ mtgs - what's in it for me? Benefit to have more voices per grade. We want to have momentum as parents age out of this PAC to NHS. Without Grade Reps we are missing Parent perspective at each grade level. People get turned off by fundraising, People could volunteer time helping instead of fundraising. There are many ways to be involved and it doesn't have to be a huge commitment, it can be a one time help.
 - Online meetings? There's more value face to face but it could be seen as a way of reaching out to parents that can't make it to PAC Meetings.
 - Chair Recruitment for 2020 / 21. Tanya's last year on NMS. We need a new person to volunteer to fill this position.
 - AGM Prep - Constitution and Policies waiting on PAC logo
- Parent Involvement
 - PAC Kiosks - Sep 3 - MTT ; Dec 5 - Parent-Teacher, Mar 25 (Parent-Student); Apr 23 - C.O.L. / Science Fair; May 1 -Town Cleanup
- Student Involvement - Leadership Group - wait to hear from NMS Administration on structure, etc.



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Principal's Report *(Michael Koester)*

- Presented and highlights reviewed at each meeting. Copies posted on PAC tab on school website.
 - outlines school events - high level review; address questions or key topics

Financial Report *(Rob McCorriston)*

- Draft Budget 2019-2020 Review - AGM prep underway
 - The budgets include tracking large initiative fundraising accts; lotteries fundraising / use of profits and in-month account activities.
- Online Banking (Portal not programmed to accept donations for PAC) Parents can e-transfer donations as our e-transfer is a two-signor/approver process
- HSD Tax Receipt Plan. HSD will issue a receipt for donations over \$20...PAC Exec is investigating the process.

Communication Report *(Leslie Bardal /Cyndi Wiebe / Tanya Pomaranski)*

- Bi-Wkly Bright Arrow Email
 - Regular PAC update will be every 2 weeks; mindful of parent inbox volumes; school admin resources.
 - Sep 9 and Sep 23 emails will include topics:
 - Meetings, Pizza Days, Bingo/Raffle, Web Page, Volunteers, Community Profile, Grade Reps, ALAGs volunteers
 - Follow up - Newsletter Readership stats from NCI (PAC web page hits) outlined a total of ~150 hits. Low volume based on NCI's available readership at the time
- Social Media
 - FB (via Volunteer Parent); Twitter - School Account.
 - Leslie Giaradino confirmed she will remain our social media parent. She posts crafted key messages and advertising from the Communication Committee when directed by Execs.
- Parent Resources (PAC Web Page) - documents to come as volunteers work with us to create and Communication Committee edits. This is information for parents to know what their NMS fees are for. Info available for Grade 4 parents welcome. There is a reminder to check daily announcements to stay in the know on the school website.



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Fundraising Report *(Event Leads)*

- Research - Lorinda - follow up - will address next meeting
- Bingo - Oct 19 (Lorinda Hubert)
 - License approved
 - Event plan in progress; volunteers needed
 - Kelly Friesen took poster copies and map to help out with this task.
- Raffle - Spirits of the Season Tickets - Sept-Dec 10
 - License approved, tickets and posters ready (even though a typo noted on ticket prize outline);
 - Tickets will be for sale for \$2.00 a ticket. We have the potential to earn \$8000.00 if we can sell all of the booklets. If prizes are donated and expenses kept to a minimum - the earning goes up towards 10K
 - Community Events (Nov-Dec)- sales plan in progress; 20 parents/grade sell Sep-Nov 15. Students are not permitted to sell as per Lotteries.
- Tri-Track (Lesley Giardino)
 - Planning will take place in the months to come.
 - June 2020
 - Portable BBQ / Tools - Corp Ask or purchase BBQ by May 31. Lesley G researching the portable BBQ for the team.

Program Support *(Executive)*

- **Active Learning and Green Space Committee (ALAGs)** *(Lyndsay Eidse)*
 - Meet w/ Active Play School Committee - begin plans with green space
 - Lyndsay and David Kukkonen will organize monthly meetings with the Active Play School Committee during their lunch hour.
 - Maker Space contributions. Met with Sara Conway regarding her plans and thoughts of space organization and supplies needed for the Maker Space. Could PAC ask parents to donate some art supplies, a raised work table, and some table lamps
 - Single playground equipment placement (balance beam, funnel ball, volleyball sand court and nets)
 - Tennis Courts, indoor reusable directional signage, Recess equip - signout pgm.
 - Signout equipment for Lunch hour would be useful and helpful for tracking lost equipment and creates responsibilities for students. Lyndsay will ask Andrew to send over the Google forms to our PAC email so we can open it up and create a system for NMS.
 - Alcove design/next steps - sheds, etc.
 - Outdoor classroom - tbd. Michael is expecting timeline of next spring, waiting for more Portables to move off property on West side of school.
 - Student Voice should be included in green space active play structures.



NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

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- Grant writing (including HSD \$2500) and budget #s. Kelly Friesen will look up deadlines for applications for a list of 18 grants. Sara Conway offered to write the grants for PAC.
- Kelly and Tanya working towards creating a grant database to effectively facilitate the grant writing priority and applicability when we are ready. \$\$ needed in our account, a solid yard space plan is needed, equipment choice and estimates so we know what we are fundraising for and how much and when and where placements can begin.
- **Food Committee**
 - Son City - 1x/wk - menu posted on school website
 - New B's cafe and Freshii submitted hot lunch programs and menus. PAC member is researching; need to confirm what program looks like and determine if the model fits in the current school structure (consult admin).
 - Pizza Day - parent run program. Without parent volunteers, this program stays on hold. PAC continues to communicate to parents and collect interested parent volunteers. Only 2 to date. Need 6 every week or at least one/month to give the program a shot. Peppie's pizza is on stand-by as we continue to prepare.
- **Staff Appreciation**
 - planning will take place in the months to come - need administration confirmation on date
 - Fall - Confirm date with admin - Dec 5
 - Spring - TBD
- **myBlueprint / Student of the Month**
 - Student of the month program is underway - gift certs from Subway / Peppie's Pizza
 - myBlueprint - teacher champion to be confirmed; discuss support plan (Gr 7&8)@ next mtg.
- **Grade 4 Welcome**
 - Planning will take place in the months to come.
 - June 2020 - parent orientation/tour
 - Updates to slide content/templates (logo use-tbd) - April/May
- **Grade 8 Farewell**
 - Planning will take place in the months to come.
 - June 2020
 - Collaborative plan w/school admin year-end celebrations - pizza party, bbq?

Meeting adjourned at 7:40 pm. Next Meeting October 7th in the Learning Commons Room at 6:00pm