



## NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

---

Meeting Minutes - **Monday, Dec 2, 2019 - 6:00pm @ NMS Learning Commons**

---

Meeting Dates - 2020 - Jan 13, Feb 3, Mar 2, Apr 6, May 4

Attendees: Lorinda Huebert, Sabrina Loewen, Don Salter, Tanya Pomaranski, Craig Cumming, Michael Koester  
Meeting Commenced - 6:05pm and ended at 6:50pm

### Chair Report *(Tanya Pomaranski)*

- Welcome here / Intros
- Previous Minutes; motion passed; post to website
- **Governance**
  - PAC Kiosks - Dec 5 - Parent-Teacher (4:30-6:00)
  - Chair Recruitment for 2020 / 21 - one-page flyer delivered to parents in January; email distribution as well. Tanya to work on flyer content - what will we lose if no PAC?
- **Teacher Rep Updates (Laura)**
  - Confirmed Christmas hamper messaging for newsletter. Drop off donations @ PAC kiosk.
  - Craig and Michael confirmed a slight change in the approach given the expectation of a hamper donation. Students may turn to a food drive instead; PAC will continue to shout out for non-perishable donations.

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

- Presented and reviewed at each meeting
  - Michael outlined Fair Trade Festival. Laura is coordinating the event this year. Students may make purchases Dec 9-11; one evening on Dec 10 @ band concert.

### Financial Report *(Rob McCorriston)*

- **Monthly Budget Rpt 2019-2020**
  - Presented @ each meeting. HSD reporting requirements - Nov, Feb, May
    - Reference Lorinda's LGA summary doc; include fundraising purpose in HSD rpt.
    - Rob will have account statements ready; Tanya and Lesley Reimer will complete the Lotteries account breakdown ready for HSD request.
- **Online Banking** NHS follow up on our fees and services to determine cost effectiveness.

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

- **Monthly Bright Arrow Emails to parents**
  - PDF copies will be posted on PAC / News tab
  - Dec 2 msg contains - Mtgs, Raffle update, PAC Chair 2020, Grade Reps, Staff Appreciation, Christmas Food Drive, Volunteers
- **Social Media (FB via Volunteer Parent)**
  - Continue to send out PAC reminders via Social media - Volunteer Shoutouts, Events, Mtg Reminders
- **Parent Resources (PAC Web Page)**
  - Volunteers needed to create content for subject areas (communication team will review/edit before school review and approval to post)



## NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

Meeting Minutes - **Monday, Dec 2, 2019 - 6:00pm @ NMS Learning Commons**

Meeting Dates - 2020 - **Jan 13, Feb 3, Mar 2, Apr 6, May 4**

- MY Fee table, Digital Citizenship, FAQs, Band vs. Arts, Emergency Response Plan Chart Review
- This task on hold until we resume in the new year.

### Fundraising Report *(Event Leads)*

- **Corporate Ask Letters** *(Tanya/Lesley R)*
  - Ask letter drafts underway (will focus on more in new year)
- **Raffle - Spirits of the Season Tickets - Sept-Dec 10** *(Lorinda Huebert/Lesley Reimer)*
  - Update - 50% participation and potential profit.
  - Prize donations accepted until Dec 5
  - Lorinda researching Spring Raffle 2020
    - Options; confirm profit use stmt
    - participation plan? Confirm potential vs. Sept 2020 plans
      - Group in attendance agreed to a 50-50 Raffle utilizing fundingchange.ca
      - Tanya and Lorinda to prepare application requirements to submit @ first meeting in January in order to be ready for a Feb/March launch and draw date in early May.
- **Tri-Track** *(Lesley Giardino) - June 4 2020*
  - Portable BBQ / Tools - Corp Ask / purchase by May 31; research BBQ style in progress

### Program Support *(Executive)*

- **Active Learning and Green Space Committee (ALAGs)** *(Lyndsay Eidse)*
  - Grant research/organization still in progress.
  - MakerSpace contributions - when we return in January - focus will be on Arts and Crafts supplies
  - Green Space
    - Tennis Courts - letter submitted; follow up @ year-end with HSD Ops Committee
      - Tennis courts are a part of a larger agreement between Town and HSD for Niverville schools. Town priority is the daycare; Tennis courts may not be approved until Spring.
    - Active Play Committee
      - Monthly meetings w/ School Committee (Dave K)
        - Recess Equipment signout pgm design in-progress
          - David Kukkonen has a layout for the recess/ lunch break shed.
          - Looking for quotes and ideas for a covered shelter for the alcove by the back door.
          - We are deciding on location for playground, more swing sets and a volleyball sand pit area.



## NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

Meeting Minutes - **Monday, Dec 2, 2019 - 6:00pm @ NMS Learning Commons**

Meeting Dates - 2020 - Jan 13, Feb 3, Mar 2, Apr 6, May 4

- We could apply for the HSD playground grant of \$2500 once a year to help with swing costs. One quote from playcrafts but would like to get one from blue imp as well.
  
- **Food Committee**
  - New B's cafe / Freshii
    - Lesley Reimer meeting with Freshii - Sage Creek / Niverville Chicken Chef owner to discuss lunch options for both schools.
  
- **Staff Appreciation (Dec 5 / Spring - TBD)**
  - Thank you to everyone who assisted in coordination, in donating supplies and time.
  - Thank you to our NMS staff and on behalf of NMS parents - enjoy the day!
  - **General (Actions for the Coordinating Team)**
    - a reminder to parents who volunteered to bring drinks and snacks and offered to setup @ supper will be a good idea; one parent brought drinks by today.
    - table set up will be ready Thursday morning at 8am - main school entrance; drop off supplies at the table. Staff will ensure snacks and drinks make it inside the staff room.
    - Reminder to chicken chef - NMS PAC will provide payment - no one at the school will have a cheque. We need an invoice submitted to Rob and payment can be submitted immediately following.
  
  - **Bus Drivers (9 recipients)**
    - Need confirmation on who is picking up coffee/breakfast treat for the 9 bus drivers (bus # 315 has 2 recipients). Purchaser can submit receipt photo to Rob for reimbursement.
    - Be sure Coffee are in separate cups, cream/sugar and treat are in a separate bag for easy hand-off.
    - Deliver to the school for 8:15 bus arrivals
    - Thank you to Craig who will distribute on our behalf
  
  - **EAs (learning Support Room) - 8 recipients**
    - Lunch provided via Lyndsay Eidse and Common Grounds.
    - Lyndsay will coordinate setup/clean up in the Learning Support Room
  
  - **Supper - 35 staff (including custodians)**
    - Chicken Chef will deliver - 6 lg pizzas (2 tops) = 48 slices
    - 80 pcs chicken = 2 pieces per person
    - pasta salad
  
- **myBlueprint / Student of the Month (in progress)**
  - These programs are underway with stability.
  
- **Grade 4 Welcome - June 2020 - Parent Tour / Orientation**
  - Updates to slide content/templates (logo use-tbd) - April/May



---

## NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

---

Meeting Minutes - **Monday, Dec 2, 2019 - 6:00pm @ NMS Learning Commons**

---

Meeting Dates - 2020 - Jan 13, Feb 3, Mar 2, Apr 6, May 4

- **Grade 8 Farewell - June 2020**
  - Collaborative plan w/school admin year-end celebrations - pizza party, bbq?