



## NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

Meeting Minutes - **Monday, Nov 4 2019 - 6:05pm @ NMS Learning Commons**

Meeting Dates - 2019 - Dec 2 / 2020 - Jan 13, Feb 3, Mar 2, Apr 6, May 4

Attendees: Tanya Pomaranski, Michael Koester, Lorinda Huebert, Laura Vanden Brul, Edna Friesen Wiebe, Lyndsay Eidse, and Rob McCorriston

### Chair Report *(Tanya Pomaranski)*

- Welcome here / Intros
- Previous Minutes; motion to pass / post - carried
- **Governance**
  - HSD Liaison Mtg *(Don/Tanya)*
    - Oct. 22 held at the Hanover Divisional Office. Discussions about what Vaping is, awareness and education for students about it. Discussed Emergency Response Plan, and Crisis Approach. Conversation about what is coming in the Provincial and Federal Accounts for the School Division.
  - PAC Kiosks - Dec 5 - Parent-Teacher. Last opportunity at selling Raffle tickets for the Spirits of the Season fundraiser
  - Emergency Response Plan Chart reviewed
  - Chair Recruitment for 2020 / 21. Messages have been sent out with no volunteer response to date. Consider paper flyer - home delivery.
  - Online meetings - We will put these on hold for now.
- **Teacher Rep Updates**
  - Student leadership - food/Christmas hamper drive.
  - May 2020 - Town cleanup

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

- Presented and reviewed at each meeting
- Congratulations to Carling Comte on her achievement. She received the Award of Excellence in house and division and within the province for French Communication and culture.

### Financial Report *(Rob McCorriston)*

- **Monthly Budget Rpt** 2019-2020
  - Presented @ each meeting.
  - \$535 in the Account right now.
  - HSD reporting requirements - Nov, Feb, May
    - Reference Lorinda's LGA summary doc; include fundraising purpose in HSD rpt.
    - Leslie Reimer is wrapping up the Bingo Account. Canteen funds go in a general account. Raffle Book Sales will go into a specific account because we are accountable to LGCA.
- **Online Banking** tested e- transfers and available
- **Vendor Accts** - Bigway - Setup is on hold for now; need to assess the volume of purchasing.



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- **HSD Tax Receipt Plan** - PAC will manage on request. 3 times a year we send our Bank Account report . We have to show the profits designated into their specific accounts. Once Bingo Funds are done ½ of the profits will be donated to NHS to the start up snack fund. The High School doesn't need a separate account because the cheque donation is from NMS. HSD Doesn't want school accumulating monies they want it spent within a specific time frame. The Funding purpose to be split between NHS and NMS. Reporting coming up at the end of November, Rob will send stmt copies from the Bank and the report over to go Kevin.

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

- **Monthly Bright Arrow Emails**
  - Monthly email to parents; PAC reminders via Social media
    - PDF copies posted on PAC / News tab
    - Nov 4 msg - Mtgs, Bingo/Raffle update, PAC Chair 2020, Grade Reps, Staff Appreciation, Volunteers needs.
- **Social Media (FB via Volunteer Parent)**
  - Volunteer Shoutouts, Events, Mtg Reminders
- **Parent Resources (PAC Web Page)**
  - On Table for discussion next PAC Meeting.
  - Volunteers needed to create content for various subject areas. PAC communication team would edit/review and coordinate with school for review. Parent resource topics could include (but not limited to):
    - MY Fee table, Digital Citizenship, FAQs, Band vs. Arts

### Fundraising Report *(Event Leads)*

- **Corporate Ask Letters *(Tanya/Lesley R)***
  - Ask letter drafts underway; technical issues with PAC logo/letterhead
- **Bingo - Oct 19 *(Lorinda Huebert/Lesley Reimer)***
  - 134 players; 5 generous sponsors; 15 amazing donors, and 20+ volunteers
  - Event fun for the whole family; raised \$1022.
  - Next event date? Or something different? We will pause on the spring Bingo Event as it comes to close on the heels of the communities bingo events just finishing.
  - Tanya mentioned that at the PAC Liaison meeting, one of the Board members cited our PAC's webpages and missions.
- **Raffle - Spirits of the Season Tickets - Sept-Dec 10 *(Lorinda Huebert/Lesley Reimer)***
  - ~100 books left to sell; required # of sellers @ 50%
  - Prize donations needed - actual prize or money accepted - increases profit margin
  - Lorinda researching Spring Raffle 2020
- **Tri-Track *(Lesley Giardino)* - June 4 2020**
  - Portable BBQ / Tools - Corp Ask / purchase by May 31; research BBQ style in progress



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- **Other Ideas?**
  - We can't mandate families to sell. How to bridge the gap between the kids and parents to inform the parents to sell?
  - Cash Calendars?? Have Student Leadership team involved. What kids would like for Incentive prizes for returned completed booklets?

### **Program Support** *(Executive)*

- **Active Learning and Green Space Committee (ALAGs)** *(Lyndsay Eidse)*
  - Grant research/organization in progress (Kelly)
  - MakerSpace contributions - tbd once school furniture and supplies settle
  - Green Space
    - Tennis Courts - letter submitted; follow up @ year-end with HSD Ops Committee.
    - Laura Vanden Brul had expressed it would be nice to have the town of Niverville help with watering the apple trees during the summer months, as she comes out from Winnipeg to take care of the trees during the summer. It would be nice for the town to help with this as our students help the town with town clean up. It would be nice to see it come back towards the school as well.
    - Active Play Committee
      - Monthly meetings w/ School Committee (Dave K) Next meeting on Dec. 3. Lyndsay will provide notes and details to Tanya about this meeting as Lyndsay will be missing the next PAC meeting.
        - Recess Equipment signout pgm design in-progress
        - Shed layout provided (Dave K)
        - School Committee meetings to design yard layout - beginning with south side alcove reaching to outlying yard.
          - Short term vs Long term needs and plan design
          - Fundraising Goals, Student Voice, Grant Writing Plan
- **Food Committee**
  - New B's cafe / Freshii - Lesley Reimer has scheduled a meeting with Freshii owner to learn more about the hot lunch options for NMS and NHS if interested.
- **Staff Appreciation (Dec 5 / Spring - TBD)**
  - Dec 5 - catered/donations. Separate email (2x in Nov) for clear msg & collection. Monthly email reminders - Nov 4 & Dec 2. Laura Vanden Brul requested no cutler, or disposable dishes brought in, as they have bowls, dishes, cutlery, and water in staff room. They would like to reduce waste, no water bottles.
  - Limit the # of people that donate baking, and make sure there is an even distribution of food. The Timeline for Bus drivers is 8:15-9:00. We need a volunteer for giving coffee and doughnuts to the bus drivers and one bus EA that is on the bus as well.



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- **myBlueprint / Student of the Month**
  - Student of the month (Craig C) - gift certs from Subway / Peppie's Pizza
    - Parent of a child that has received this last time has expressed appreciation for the recognition of their child's work and helpful volunteering in the classroom. It felt nice to see their child recognized for this.
  - myBlueprint (Deirdre Plett) - support plan underway - letter/cheque ready for division
    - \$100 Cheque written out by Rob McCorriston at the meeting payable to HSD Office.
  
- **Grade 4 Welcome - June 2020 - Parent Tour / Orientation**
  - Updates to slide content/templates (logo use-tbd) - April/May
  
- **Grade 8 Farewell - June 2020**
  - Collaborative plan w/school admin year-end celebrations - pizza party, bbq?

***Meeting Adjourned at 7:35 pm. Next meeting at 6:00 pm Dec. 2 in the Learning Commons Room.***