



## NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

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Meeting Minutes - **Monday, Oct 7, 2019 - 6:00pm @ NMS Learning Commons**

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

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Meeting Started at 6:07 pm

Attendees: Michael Koester, Sabrina Loewen, Kelly Friesen, Don Salter, Edna Friesen Wiebe, Laura VandenBrul, Lyndsay Eidse, Craig Cummings, Rob McCorriston, and Lorinda Huebert

### Chair Report *(Tanya Pomaranski)*

- Welcome here / Intros
- Previous Minutes
- **AGM Purpose**
  - Elect a new Council / Acclamation of positions ratified
  - Receive Financials / Attend to new/ongoing business
- **Governance**
  - Constitution - sign / present school copy, Always available on Website. No questions were asked, Final copy is given to Craig Cummings.
  - Policies - updated post AGM; copy maintained w/ PAC Secretary; available on request.
  - Online meetings - further discussion /review - trial, not a part of constitutional requirement. It could be a valuable service. Some members at the meeting felt that if parents were really interested they would be at the meetings in attendance. Don will do some more research on this and demo what this could look like.
  - Chair Recruitment for 2020 / 21. This Role will continue to be advertised through the year.
  - Parent Involvement form is on website. We have 15 responses. Bi-weekly PAC Emails go through Bright Arrow.
  - PAC Kiosks - Dec 5 - Parent-Teacher
- **Student Involvement**
  - leadership group. Craig said there will be a student leadership group for Grades 7 and 8, but Craig and Michael are still sorting out these details. Craig and Danielle are looking after this. The month of September was busy but stay tuned for Oct/ Nov.

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

- Presented and reviewed at each meeting
  - Open house for Meet the Teacher: the turn out was well attended, some teachers had 100% turn out. They have had 5 fire drills this year already. There will be a lockdown drill happening later this week. Kelly Friesen asked if there have been any implements after the last lockdown incident because of parents calling in when they shouldn't be. Randy Dueck or a designate calls the shots when lockdown happens. There are always things we learn and take away from an incident when they happen. He revisits the protocol and learnings from each incident with Admin and how to make things more efficient.
  - Policy on Cell Phone Devices. In middle years, they can use them at breaks and lunch. The key is to educate the kids, students are asked to not have them in gym, washrooms, playgrounds, or in the classroom during instructional time..



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- School Dance Policy - Randy Dueck updated the existing procedure policy. The High School dances are permitted in the evening with strict protocol. Middle Schools can have dances at lunch times. Teachers have a duty free lunch, so supervision and organization would be an issue. Guidelines include a certain amount of teachers and a certain amount of parent volunteers per student.

### Financial Report *(Rob McCorriston)*

- **Budget 2019-2020 Review - AGM**
  - Leslie Reimer Moving money between old NCI Account to NMS and NHS Accounts.
  - tracking for large initiative fundraising accts; lotteries fundraising / use of profits
  - \$11,700 if we want to support everything PAC has planned for this year. ( Snack fees for high school will be edited and removed from the high school budget)
  - We will leave the green space and a maker space budget where it is.
  - Bingo Account and Raffle Accounts need to be tracked separately.
  - Motion to pass/finalize
- **Online Banking** - available; 2 signor process required
  - We will keep the online as a trial. We have 6 months free from the Credit Union as a trial.
  - BigWay Acct - tbd
- **HSD Tax Receipt Plan** - update
  - HSD guidelines reviewed; PAC will manage accordingly on request

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

- **Bi-Wkly Bright Arrow Emails**
  - Small tweaks in formatting along the way; working well. PAC reminders via Social media We are being mindful to not communicate more than every 2 weeks.
  - Distributions to date - Sep 9, 23 and Oct 7; PDF copies posted on PAC / News tab
  - Oct 21 - Meetings, Pizza Days, Bingo/Raffle, Web Page, Volunteers, Community Profile, Grade Reps, Staff Appreciation, ALAGs volunteers. Pizza days will eventually be taken off of communication. There will be a few more emails going out now to raise awareness of the upcoming Bingo fundraiser on Oct. 19.
- **Social Media**
  - Volunteer Shoutouts, Events, Mtg Reminders
  - FB (via Volunteer Parent); Twitter - School Account - followers? PAC posts?
- **Parent Resources (PAC Web Page)**
  - Content will be coming soon.
  - Comm team - tweak/edit, coordinate School Review.

### Fundraising Report *(Event Leads)*

- **Research - Lorinda - follow up** - Rain barrels / Raffle 2020. Shared Goal of raising this amount of money if you sell product. We are pushing experiences instead of products.
- **Bingo - Oct 19 (Lorinda Huebert/Lesley Reimer)**
  - License approved; posters up; volunteers, decorations, sponsors & prizes needed



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- Canteen order, event shout outs; LGA Acct Summary - in progress
- **Raffle - Spirits of the Season Tickets - Sept-Dec 10 (Lesley Reimer)**
  - License approved, Raffle account in progress; almost @ ½ mark - ticket sales (2500)
  - Community Events Sales dates in progress; ~50% of required # of parents selling/grade
- **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)**
  - Kelly Friesen will be attributing as a Grant Research Assistant to build a database. We have a grant writer as well that will contribute as we meet date lines of grants we can apply for.
  - MakerSpace contributions - parent supply drive / PAC fundraising support. We will wait with this until further notice from Michael or Sara Conway. There needs to be organization with the old furniture and then figured out space for the new furniture. We will keep this in our budget plan in the meantime.
  - Green Space
    - Tennis Courts - HSD letter submitted; need Ops Committee approval
      - For Nov - prepare game board and chalk boards to adhere to tennis courts fence if approved. Target for Spring as our timeline.
    - Active Play Committee
      - Monthly meetings w/ School Committee (Dave Kukkonen)
        - Recess Equipment signout pgm design in-progress
        - Regarding the HSD Playground development grant: PAC can put forth a proposal for the school year; once we have our drawing and priorities and know how we plan to move ahead, the proposal will come together nicely for submission and consideration.
        - School Committee, Admin & Exec - separate mtg to discuss:
          - Short term vs Long term needs and plan design
          - Fundraising Goals, Student Voice, Grant Writing Plan
- **Food Committee**
  - New B's cafe / Freshii - hot lunch pgm research underway
    - w/o parent volunteers / depending on program design/support - interested?
  - Pizza Day - parent run program - 2 parents volunteering to date
- **Staff Appreciation (Dec 5 / Spring - TBD)**
  - Confirmed date - Dec 5 ; Grade themes; comm plan - need improved sign up process
  - We need a volunteer to set up for the meal in the staff room. Rob and Edna will plan this staff meal for supper. Salad, Pizza, and Chicken. Lyndsay will coordinate with other moms to take care of the EAS and Learning support staff for Dec. 5 lunch in the learning commons room. And a volunteer will take care of the morning for the Bus drivers.
  - Spring - TBD



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- **myBlueprint / Student of the Month**
  - Student of the month underway - gift certs from Subway / Peppie's Pizza
  - myBlueprint - teacher champion contact required; Chair to discuss support plan (Gr 7&8) Deidre Plett is looking after this. There will be 2 Subway coupons per grade for grades 5 and 6. Peppie's Pizza will have 2 coupons per grade for grades 7 and 8. Tanya will verify there are no expiration dates on the coupons.
  
- **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 was adjourned at 7:30 pm. Next months meeting will be held Nov. 4, at 6:00 pm in the Learning Commons.