



NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

Meeting Minutes - **Monday, April 6, 2020 - 6:00pm @ NMS Online Mtg**

Meeting Dates 2020 - April 20 (Annual Plan), May 4, Sep 14 (Annual Plan), Oct TBD (AGM)

Attendees: Annie Ross, Tanya Pomaranski, Katie Knebel, Lorinda Huebert, Don Salter, Denise Poettcker, Lyndsay Eidse, Rob McCorrison

Chair Report *(Tanya Pomaranski)*

- Welcome / Intros - new Executives
- Previous Minutes; motion to pass and post; carried - all in favour
- **Governance**
 - New year meeting dates - submitted for Admin review; start Sept. status quo.
 - Annual Planning - April 20 - virtual as needed; @ NMS Learning as needed. Are we going to be collaborative fundraising between NMS and NHS next year?
- **Teacher Rep Updates** *(Laura van den Brul)*
 - Presented and reviewed at each meeting as available. Understanding Administration is busy at the moment, we work together with a teacher on staff as our mediator between PAC and NMS Staff. We discuss staff appreciation, and they can share Ideas and thoughts with us.

Principal's Report *(Michael Koester)*

- Presented and reviewed at each meeting

Financial Report *(Rob McCorrison)*

- **Monthly Budget Rpt** 2019-2020 - Presented @ each meeting
 - 1650.19 in Account as of April 5, 2020. He accepted the funds from the raffle and how to transfer between the accounts. The Bingo account has \$1070 in account. So far there is \$550-600 from the Online 50/50 Raffle fundraising currently going.
 - Lorinda gave an update to new executive members why we have so many accounts. With the school Split, we have it down to a main/general account. Funding Change does a direct deposit to our main Accounts. LGCA has given us permission to the raffle account. Katie Knebel asked is there a 2 person signing on account. Yes there is the Chair and Treasurer on Accounts. Lottery Accounts have a few signors.
 - Katie asked about the minutes and agenda templates. We use the same google doc template for each one and update the agenda after the meeting. The Secretary sends it to the chair for approval and the chair gets approval from Admin before it is then posted to PAC on NMS website.
- **HSD reporting requirements** - Nov, Feb, **May**; include LGCA summary/updates
 - They require reporting 3X a year. The Governance tab on our PAC website tells us how much money we can have in our accounts. But because of LGCA requirements, we need to have separate accounts. We submit our reporting, our profit use statements, they know we will always be over the threshold based on the number of students per school. We have between 250-500 Students. \$2000 is the maximum balance.



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

- **Monthly Bright Arrow Emails to parents** - Monthly PDF copies posted on PAC>News Tab
 - Apr 6 includes - Mtg dates, Raffle update, Spring Staff Appreciation, Tri-Track
 - We will put the email delivery on pause and post to the PAC web page only.
- **Social Media FB (via Parent Volunteer)** - Volunteer Shoutouts, Events, Mtg Reminders.
- **Parent Resources** - Volunteers create; comm tm reviews; school review/approve post
 - Digital Citizenship (Tanya), Financial Literacy (TBD), FAQs (Tanya)
 - Leslie Bardal has resigned as Communications Chair. Ravi Misir will be taking this position. Cyndi Wiebe is staying on as our graphics designer.

Fundraising Report *(Event Leads)*

- **Corporate Ask Letters** *(Tanya Pomaranski/Lesley Reimer)*
 - Ask letter drafts ready as required
- **Raffle - Spring 50/50** *(Lorinda Huebert/Lesley Reimer)*
 - Spring 50-50 Raffle in progress - Jackpot @ ~\$720
 - A Question we may be getting is if the school is closed due to Covid 19 pandemic, why do we as a PAC still have a fundraiser going? It's an online fundraiser, we are separate from the kids, and this fundraiser is not face to face.
 - Funding Change reporting in progress.
 - Sales @ Niv Spring Fling and Whitetail Meadows - cancelled
 - Amend application with draw location and profit use adjustment
 - The Draw needs to be visible to anyone that is a ticket holder, and because of the pandemic we will need to make an amendment to the draw location and how to meet requirements for this. LGCA live stream on facebook? We don't have our own Facebook page, so could we do it through a zoom meeting? We do have all the email addresses? Denise Asked what about youtube? It has to be a live stream. Zoom numbers for observing? A parent volunteer that is communicating to the Niverville Community group on Facebook? You have to be a member of that group and not everyone that is a ticket holder would be in this group. Katie asked, How are we going to tell people this is where the name will be selected? Denise: Facebook live, done through a parent volunteer account. You could archive it indefinitely on that person's account so you can see it live or later if needed. Lorinda could do the live draw, record it, and Lorinda will check with LGCA how we can do this live. If they have suggestions for this.
 - Katie: Speaking from experience, most people don't show up for draws live anyway. Not everyone goes on Facebook or youtube, Lorinda said Legally it has to be live so people can witness it. Don suggested the company that we are doing this draw through, Lorinda could log onto their site and she initiated the draw by clicking on the spin. Could Lorinda talk to the company? Katie asked can Niverville Citizen stream it? Lorinda will talk to Brenda Sawatsky or Cara Dowse about this. The Draw date is May 12.



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- **Tri-Track - June 3, 2020** (Lesley Giardino) - **will be put on hold for now**
 - This is a Grades 5 and 6 event fundraiser for NMS Alone.
 - Canteen Event confirmed for NMS PAC; signup - 1 parent volunteer
 - Portable BBQ /Tools - Corp Ask -td / purchase -td; BBQ needs confirmed

Program Support *(Executive)*

- **Active Learning and Green Space Committee (ALAGs)** *(Lyndsay Eidse)*
 - MakerSpace contributions
 - Photo “shout-out” on purchases funded by parents/pac.
 - Lyndsay Will be in touch with Sara Conway for pictures about items purchased with the \$500.
 - Green Space
 - Exec, Admin, ALAGs - review priority wish list document monthly (Lyndsay)
 - Active Play Committee - ALAGs and School Committee (Dave K) meet monthly
 - Grant research/org in progress - *(Kelly Friesen / Lyndsay Eidse / Sara Conway)*
 - Most Grants want to see money in our account. Kelly does research for this and Sara will provide her writing experience for the grants.
 - Priority List:
 - Tennis Courts - waiting on HSD / Town of Niverville review of Ops letter
 - Shed layout - finalize requirements for Corp Ask
 - Lyndsay and Dave Kukkonen will confirm final specs for shed to Tanya. The corporate sponsor would like a plaque on the shed. Tanya targeting shed placement by September
- Katie asked, is there a deadline to use funds each year? Can they roll over? In the profit statement, there is no given deadline. We add words/projects like makerspace to show we have expenditures. But recognizing there are longer waits for the long term plans like active living play structures. This has to be approved by the division that it meets code. HSD is in charge of maintenance of whatever we place on the yard. Long term side is in the lottery account.
- **Food Committee - On hold until Fall 2020**
 - New B's cafe / Freshii - NHS Exec consult on behalf of both schools
 - Hot Lunch is difficult to run with lack of steady parent volunteers. The program could not continue because of a lack of parent volunteers. After the school split, the Student Council who was in charge of this, needed the gap filled by parents, and there weren't enough parent volunteers. Parents are great with Son City having Tuesday lunches as an option instead of hot lunch. Hard to beat \$4 lunch.
- **Staff Appreciation (Spring - April 23 - on hold)** - *(Tanya Pomaranski/Christa Cooper)*
 - Cancelled



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- **myBlueprint / Student of the Month** (*Tanya Pomaranski*)
 - myBlueprint
 - connect with Deidre Plett for 2020-21 planning
 - Confirm process with incoming executives (Vice-Chair annual task)
 - Student of the Month
 - Tanya to confirm sponsors' process with incoming executives (Vice-Chair annual task).
 - Fall 2020 sponsor message prep. These are gift cards that are donated by local businesses. The PAC gives the coupons to the school admin. Who decides which students are awarded these gift cards each month. They pick 1 per grade.

- **Grade 4 Welcome Parent Welcome Tour/Orientation**-(*Craig Cummings/Tanya Pomaranski/Ravi Masir*) **TBC**
 - Tanya reviewed the Grade 4 Welcome Night - held in early June. Students from NES attend Assembly/tour during the day, and parents attend with NMS Admin and PAC that same evening.
 - Presentations, personalized school packages provided to take home (mailed if they did not attend)
 - Slides shared with Communication team/ Craig & Tanya to start updates to old slide deck to reflect NMS.
 - June 2020- tbd in this COVID environment - next steps? Tanya confirm with Craig

- **Grade 8 Farewell - June 23 2020** - (*Tanya Pomaranski/Exec/Admin*) - **Likely cancelled**
 - Tanya to confirm with - NMS Admin - given pandemic planning
 - WOL - secured for lunch space.
 - This event was a collaborative plan w/school admin year-end celebrations - perhaps hold a pizza party, bbq?
 - Gr 7 & 8 Teacher suggestions (Laura to gather if we proceed)

Tanya opened the floor for any further questions.

- Katie asked if there are templates for Corporate ask letters and Requests for Grants. Tanya confirmed there are templates saved in google docs on the PAC google drive.
- Tanya will finish the Communication policy with Ravi and have it ready in a google drive documented location.
- PAC page community report has our goals and objectives.
- Tanya will continue on as Past Chair "at the table" until the end of December 2020; available as needed through to June 2021.

Meeting adjourned at 7:23 pm

Annual Planning meeting via Zoom on Monday April 20,2020 at 6:00pm.



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Next and final school year PAC meeting will be via Zoom on Monday May 4 at 6:00 pm.