



NIVERVILLE MIDDLE SCHOOL PARENT ADVISORY COUNCIL

Meeting MINUTES - Monday, Sep 14, 2020 - 6:00pm @ Virtual Meeting Link

Meeting Dates - 2020 - Oct 5 (AGM), Nov 2, Dec 7 / 2021 - Jan 11, Feb 1, Mar 1, Apr 5, May 3

Attendees: Tanya Pomaranski, Katie Knebel, Lisa Strom, Annie Ross, Denise Poettcker, Lorinda Huebert
Regrets: Lyndsay Eidse, Ravi Misir, Lesley Giardino

Chair Report *(Tanya Pomaranski/Katie Knebel)*

- Welcome back everyone
- PAC Framework - 2020/2021
 - Online meetings (Katie to check with Craig if PAC meetings might be possible in the Learning Commons)
 - Volunteer form/CAR checks - on hold until further notice from NMS office. Katie will check with Alanna for any updates regarding this.
 - Annual Planning Follow Up - there will be a reminder email.
 - AGM to be presented by Tanya and New Board
 - Follow up meeting with New Board TBD to discuss Turn-Over and to review roles and procedures prior to AGM
- Governance
 - AGM Prep - Constitution review by Sep 30
 - Policies - review/adapt as needed thru the year
 - Handbooks / Event Plans - review/update all roles and outlines by December
 - Google Drive Access: Katie and Annie have access and can share documents by sending links.
 - Katie to sign on PAC account at Niverville Credit Union

Teacher Rep Report *(Laura Van den Brul)*

- Student Involvement, student leadership group, teacher liaison - beginning October
- Follow up with Craig if there will be a Teacher reporting to PAC

Principal's Report *(Craig Cumming)*

- Presented and reviewed at each meeting - beginning October
 - outlines school events - high level review; address questions or key topics
 - Attach Report to Agenda from previous months report

Financial Report *(Rob McCorriston/Denise Poettcker)*

- Draft Budget 2020-2021 - AGM prep review
 - Include known costs; discuss unknowns and plan
 - Report is done verbally and documented in Excel spreadsheet
- Business signers - new exec - updates @ NCU; online banking access



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Communication Report *(Ravi Masir /Cyndi Wiebe / Tanya Pomaranski/Katie Knebel)*

- Web Page Updates
 - Correct Dec meeting date
 - Constitution - final copy posted on webpage
 - Student of the Month Poster - Sep 18 circ - poster approved; Craig confirmed NMS to post on PAC Page, School Anncts Page and hard copy poster when Sep students announced.
- Monthly PAC News - Bright Arrow Email (Ravi/Katie/Tanya)
 - Ravi/Tanya to prepare October update
 - Review/approve distribution frequency with NMS Administration in October
- Social Media (Ravi/Katie/Tanya)
 - Waiting on FB (via Volunteer Parent); Twitter - School Account ?
- Parent Resources (PAC Web Page) - documents up to date

Fundraising Report *(Event Leads)*

- Raffle - 2020-2021 - (Lorinda Huebert)
 - Pivot/shift given return to school plan
 - Sponsorship - shed progress (Lesley Reimer)
- Tri-Track (Lesley Giardino)
 - June 2020 - TBD; portable BBQ / Tools - Corp Ask or purchase BBQ by May 31

Program Support *(Executive)*

- **Active Learning and Green Space Committee (ALAGs)** *(Lyndsay Eidse)*
 - School Committee/PAC Committee - Reset
 - Wish list and background framework needs to be revisited
 - HSD/Town Operating Review Letter *(Katie/Lyndsay/Tanya)*
 - Maker Space contributions
- **Food Committee**
 - On hold until further notice from NMS Office
- **Staff Appreciation**
 - Discuss options with NMS Office that will still follow COVID Rules and how fundraising might work (parent donation, online raffle)
 - Team agrees on recognition to staff and students during COVID- show our appreciation
- **myBlueprint / Student of the Month**
 - Student of the month in place. 4 Sponsors, gift certs @ Office. Compile feature new story/post thank you posters - Poster to be sent out for approval.
 - Sponsors Include - Subway, Chicken Chef, Country Snacks, DQ
 - myBlueprint - provide \$ support as budgeted; connect with teacher champion to confirm
- **Grade 4 Welcome**
 - June 2021 - TBD; slides updated @ Aug 2020
- **Grade 8 Farewell**
 - June 2021 - TBD