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MEETING MINUTES PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	October 1, 2024
TIME	6:34 pm to 8:11 p.m

	Executive Members / Voting Members	Present (Y) Regrets (X)	Elected Members / Voting Members	Present (Y) Regrets (X)
VOTING MEMBERS	Mishayla Kapell, Chair	Y	Melissa Mayer, Healthy Hunger Coordinator	Y
	Crystal Nieviodomy, Vice-Chair & Social Media Lead	Y	Jen Oranchuk	Y
			Vanessa Ottenbreit	Y
	Lisa B, Treasurer & Secretary	Y	Tara Labuik, Babysitter Coordinator	Y
			Andrea Martineau	R
			Courtney Toothill	Y
SCHOOL LIAISON	Erin Betson, Administration Liaison	Y	Lacey Weeks, Regina Public School Board Trustee	X
	Andrea Morphy, Administration Liaison	Y	Rhonda Donais, Staff Liaison	Y
GUESTS				

1.0	Call to Order
	Meeting was called to order at 6:34 p.m.
1.1	Welcome and Introductions
1.2	Adoption of Agenda
	Motion to adopt agenda for October 1, 2024. Motion: Crystal Nieviodomy Second: Mrs. D.W Favor: All Opposed: None
1.3	Adoption of Meeting Minutes
	Motion to approve the minutes from September 10, 2024. Motion: Tara Labuik Second: Crystal Nieviodomy Favor: All Opposed: None



2.0	CRIMINAL RECORD CHECKS
<p>Standing Action Item</p> <p>Members submitting or completing the declaration at the office or showing a copy of their CRC to a committee member, can then be documented in the meeting minutes as proof this was completed. If the CR is on record at the school board; and the volunteer is active, they can sign a declaration with the school. If there is a break in volunteering, then the individual will need to obtain a new criminal record check.</p> <p>Declarations received:</p> <ul style="list-style-type: none"> - Crystal Nieviadomy - Lisa B - Mishayla Kapell - Melissa Mayer - Vanessa Ottenbreit - Theresa Ballagh <p>CR or Declaration pending:</p> <ul style="list-style-type: none"> - Jen Oranchuk - Tara Labuik - Andrea Martinea - Courtney Toothill 	

3.0	PAST / DEFERRED ACTION ITEMS
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Past Action Items

- Melissa to research the costs for a hotdog/chip/drink combo as a Student Engagement activity the SCC could consider. Approximately \$1000.00 if we wanted to do a 3-combo. Price could vary depending on if we get items on sale.

4.0	REPORTS
4.1	Admin Report

Past Action Items

- ACTION: Erin to resend the survey to staff. – Complete

Standing Item – SCC Approved Budget Purchases and Payments

Administrative Liaison(s) to update on approved budget items being purchased and any payments required from the SCC.
 Sept 10, 24: No updates.
 Oct 1, 2024: No updates.

Admin Report

- The school added another kindergarten class.
- Mr. Smith will be back as the kindergarten teacher with Miss. Serush teaching one day.
- School clothing store opened today and is open until Oct 18. Similar items to last year. It’s posted on the Edsby river, SCC Facebook, and some teachers also included in their family communications.
- Plainsview honored Orange Shirt Day the day before the break, there were school wide communications and a bulletin board with some cards from the kids, a class did the Every Child Matters out front, teachings in the classrooms.
- Our school is full, there are no empty spaces. If required, portable funding is tied to Provincial funding; but the school isn’t there yet.



4.2 SCC Chair Report – Mishayla Kappel

Past Action Items

- Research the costs associated with a new tool that could replace Google Drive.

Ratify E-Motions

- Sept 11, 2024, e-motion to amend the Sept 10, 2024 motion for the approved budget items for the September/October activities.
 - Motion: Tara Labuik
 - Second: Melissa Mayer
 - Favor: All
 - Opposed: None
- Sept 23, 2024, e-motion to purchase a reusable tarp (30x40 range size) to a maximum of \$110.00. This will be coded as a fundraising expense within the 2024-2025 budget.
 - Motion: Melissa Mayer
 - Second: Crystal Nieviadomy
 - Favor: All
 - Opposed: None

New Items

- The SCC received an e-mail request from a candidate in the election asking if she can speak at the SCC meeting. The SCC discussed with the Admin Team and will review the handbook and provide a response.
- **ACTION:** Mishayla and Crystal will review the handbook and provide a response.

4.3 SCC Vice-Chair Report - Crystal Nieviadomy

Past Action Items

- Crystal will connect with Mrs. Pearce to discuss this year's track and field canteen.
 - Crystal updated that we would be interested if they were wanting to offer it out again. But our SCC would be interested if it was an opportunity.

New Items

Staff Survey – Draw/Prize

Courtney drew names from those who did the survey. Crystal will send out an e-mail to the winners and will pick up the gift cards based on their survey results. The winners were:

- Carol Preece
- Aubrey Swift

Staff Appreciation Day – September 30, 24

The chocolate bar board for staff appreciation day went over really well. Staff loved the poster board and the treats.

Babysitter Recruitment

Recruitment is complete.



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Activities in October

- There are two Healthy Hunger lunches.
- The prior approval for the DJ was already in place and the DJ has been booked for October 31, 2024.
- There is a tentative plan for the fall fundraiser (Growing Smiles) that the Committee will provide an update on.
- **Caretaker Appreciation Day**
 - o There was a staff member who reached out on Friday to ask if there can be a SCC post on Custodian Appreciation Day- Oct 2, 2024. This has been built into the budget; but the SCC needed to confirm that there are 3 staff.
 - o **ACTION:** Melissa will pick the gift cards.
- **Family Event**
 - o Tara is willing to help lead, Jen will help.
 - o They can decide which event/when they want to do it. The budget has allocated two \$50.00 prizes.
 - o Family Event Ideas/Timelines were:
 - October pumpkin carving contest
 - Nov/Dec gingerbread house contest, or
 - Feb break snowman contest
 - o Tara and Jen can decide when/what they'd like to do.
 - o Mishayla can set up a dedicated e-mail and the pictures can go to one email.
 - o **ACTION:** Mishayla will create a new email events@plainsviewssc.ca

Activities in November

- Week of Nov 4, 24 – another Staff Appreciation Delivery; date pending.
- Nov 25, 24 – Bus Driver Appreciation Day
 - o Andrea updated that there is one more bus this year.
 - o Accessible bus (1) and (4) buses. Total of 5.
 - o Budget of \$150.00.
- Date Pending Confirmation - Growing Smiles Fundraising Event

Spirit Days

- Questions to the SCC Facebook about spirit days.
- Previously we responded saying these are run by the school and the SCC supports.
- Erin confirmed these are seen as a school event.



4.4 Treasurer Report – Lisa B

Past Action Items

- None

Financial Report

SCC Detailed Budget

- Crystal has revised the yearly budget forecast based on the Teacher Survey results.
 - o The staff surveys as well as some key points/comments around appreciation, morale, and feelings of inclusion. This influenced the events for staff. Erin confirmed that small gestures make a difference, every time that something is done by the SCC for the staff.
 - o New budget is being presented to the SCC as the final budget for 2024-2025 for approval.
 - o **ACTION:** Executive to work together to determine how we report on cheques that come in over the summer but aren't deposited until the new school year. This can be added into the Financial manual.
 - o SCC reviewed the detailed budget and motion to approve the 2024-2024 SCC budget.
 - Motion: Crystal Nieviadomy
 - Second: Lisa Boogaard
 - Favor: All
 - Opposed: None
 - o **ACTION:** Crystal to send the approved budget to Erin and Andrea, as well as the School Board.

SCC Financial Report

In an attempt to reduce paper use and centralize the SCC information, the SCC agreed to review the monthly budget at the meeting and summarize the details in the minutes.

Total Assets:	\$15,610.01
Total Liabilities:	\$7,599.52
Funds Available:	\$8,010.49

NOTE: A detailed budget review is done at the SCC meeting.

Stop/Cancel Cheque #299

In the summer, during the handoff of the Treasurer role, Lisa did a cross reference of the bank account and the paper records. Cheque #299 has not been located, has not been referenced in any minutes or receipts and has not been withdrawn from the account.

Motion to put a stop payment / cancel Cheque #299, acknowledging there may be a fee.

- Motion: Lisa Boogaard
- Second: Tara Labuik
- Favor: All
- Opposed: None

ACTION: Lisa to put a stop payment on the cheque and update the cheque tracking spreadsheet.



4.5 Committees/Activities

Healthy Hunger Coordinator - Melissa Mayer

- <https://www.signupgenius.com/go/10C0D4AADAB2EA3FEC70-44787324-healthy#/>
- Booster juice; no problems.
- DQ is on October 9th; order deadline is Oct 4th.
- Kindergarten kids who moved, we had a bit of a cleanup to make sure that the kids align with the dates of the orders (if they pre-ordered). Melissa looked up the kids and checked each one to avoid any confusion with the kids moving to the new K class.
- All the volunteers are lined up; lots of help.

Babysitter Coordinator – Tara Labuik

- Tara got the updated list; babysitters were lined up for the Oct 1, 2024 meeting.
- The final list of applicants went to the Admin Team for review.
- In total the SCC received 10 applications.
 - o One has not registered or completed the course yet. This was outlined as a requirement and the SCC agreed this application would not be approved. This left the SCC with 9 approved babysitters. If the one student completes their certificate, and is still interested, the SCC can discuss if we list that applicant as an alternate.
 - o Students who are in Grade 7 will also have next year as an opportunity to apply.
- In addition to the 10 applications, received by the SCC, there was also one applicant that was unable to submit do to a limitation of the Google Form. It allows one submissions from an IP address which caused one family, with two applicants, unable to apply. The SCC discussed this situation, and with the root cause of the late application, being the SCC Google Form, the SCC will accept this late application as an exception.
- **ACTION:** The babysitter handbook will be updated to reflect that the SCC will consider exceptions up to the date of the SCC meeting where the babysitter schedule is approved (typically the October meeting).

ACTION: Tara will make a schedule and send it out. In the update, Tara will also include a reminder to the babysitters that they need to let SCC know they are leaving.

- Motion: Lisa Boogaard
- Second: Melissa Mayer
- Favor: All
- Opposed: None

SCC Media / Communications – Mishayla Kapell

- Vista Print Banner Estimate/Designs
- Google Drive ownership / access
- Domain / SCC Website



5.0	Other/New Items
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Winter Fundraising – Growing Smiles

The committee discussed and confirmed dates with Erin.

- Oct 7: launch fundraiser
- Nov 1: paper orders close
- Nov 6: online orders close
- Nov 9/10: submit the orders
- Nov 26: delivery
- Nov 27: pick up.
 - o Thursday 28 is KB conferences; and may help with pickup.
- Nov 29 - Conferences are on Friday and can help with pickup and selling of the extra items.

SCC Contact List

ACTION: Lisa to send out the membership list; confirmed that there is no concerns with sharing this information with the larger SCC group. This will ensure that the contact information, email/phone, term lengths, etc.. are all shared and confirmed up to date.

6.0	Next Meetings	
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- November 5, 2024
- December 3, 2024
- January 7, 2025
- February 4, 2025
- March 4, 2025
- April 1, 2025
- May 6, 2025
- June 3, 2025 – Last meeting and AGM

7.0	Meeting Ended	Meeting adjourned at 8:11 pm
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