



MEETING MINUTES PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	November 11, 2024
TIME	6:35 to 7:42

	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 Nieviadomy, Vice-Chair & Social Media Lead	Y	Jen Oranchuk	R
			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	R
	Andrea Morphy, Administration Liaison	Y	Rhonda Donais, Staff Liaison	R
GUESTS				

1.0	Call to Order
	Meeting was called to order 6:35
1.1	Welcome and Introductions
1.2	Adoption of Agenda
	Motion to adopt agenda for November 5, 2024 Motion: Crystal Nieviadomy Second: Tara Labuik Favor: All Opposed: None
1.3	Adoption of Meeting Minutes
	Motion to approve the minutes from October 1, 2024 Motion: Melissa Mayer Second: Tara Labuik 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> <table border="0" data-bbox="178 514 1364 861"> <tr> <td data-bbox="178 514 1088 861"> <p>Declarations or CR received</p> <ul style="list-style-type: none"> - Crystal Nieviadomy - Lisa B - Mishayla Kapell - Melissa Mayer - Vanessa Ottenbreit - Theresa Ballagh - Andrea Martineau, signed declaration in Sept - Courtney Toothill provided her paper record; Lisa and Vanessa confirmed the paper copy CRC - Tara completed her declaration at the meeting </td> <td data-bbox="1120 514 1364 861"> <p>Pending Confirmation</p> <ul style="list-style-type: none"> - Jen Oranchuk </td> </tr> </table>		<p>Declarations or CR received</p> <ul style="list-style-type: none"> - Crystal Nieviadomy - Lisa B - Mishayla Kapell - Melissa Mayer - Vanessa Ottenbreit - Theresa Ballagh - Andrea Martineau, signed declaration in Sept - Courtney Toothill provided her paper record; Lisa and Vanessa confirmed the paper copy CRC - Tara completed her declaration at the meeting 	<p>Pending Confirmation</p> <ul style="list-style-type: none"> - Jen Oranchuk
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3.0	PAST / DEFERRED ACTION ITEMS
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Past Action Items

- Melissa to pickup gift cards for Caretaker Appreciation Day. - **Complete**
- Lisa to send out membership list and SCC members to confirm contact info/term dates - **Complete**

4.0	REPORTS
4.1	Admin Report

Past Action Items

- N/A

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 or request for reimbursement.

Oct 1, 2024: No updates or request for reimbursement.

Nov 5, 2024:

- Copy of the invoice for the DJ - **\$388.50**
- Copy of the receipt for the door prize - **\$54.09**
- Teacher discretionary fund; total 24 FT, 4 PT = **\$1620**

Admin Report

- Lots of guests in the school
 - o “Sparks Reading Volunteers” works with students at a 1:1 basis.
 - o Nursing students, who participate in a community health teaching component.
 - o Assistant practicum student starting Nov 6, 24.
 - o Pre-intern and involvements students in the school.
 - o Knowledge keeper, Wendal Starblanket, has been visiting with staff and students. He will work with staff on the PD days and do some story telling within the class rooms.



- United Way initiative is underway. RPS benefits from the United Way in their literacy programs and is a charity supported by the division. The student activity was the PJ day and the staff are doing a silent auction.
- Upcoming Dates:
 - o Nov 6: School picture retakes
 - o Nov 8: Remembrance Day, 10:45 assembly, parents can come.
 - o Friday – PD Day, no school
 - o Monday – STAT, no school
 - o Nov 29: Conferences. Invitations/signups should be coming out soon.
 - o Dec 10 – Winter concert; in the evening, will use the ticket system again.
- Erin would like to present the school’s strategic plan, about a 15 minute overview.
- **ACTION:** Add to a future agenda, no immediate timeline.

4.2	SCC Chair Report – Mishayla Kappel
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Past Action Items

- Research the costs associated with a new tool that could replace Google Drive. – Ongoing
- Mishayla and Crystal to review handbook and provide response to candidate from election. - Complete
- Mishayla to create a new email account for the Family Events events@plainsviewssc.ca (or similar) - Complete

Ratify E-Motions

- N/A

New Items

- N/A

4.3	SCC Vice-Chair Report - Crystal Nieviadomy
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Past Action Items

- Crystal to send the approved budget to Erin and Andrea, as well as the School Board – Complete

New Items

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.

Bus Driver Appreciation – November 25, 24

Announcement that it was in October but this was not proclaimed due to the government on hold. The SCC has this tentatively set for November 25. The SCC can continue with the targeted date of November 25th.

Upcoming Dates

- Nov 6: Healthy Hunger Pizza Hut
- Nov 6: Picture retakes
- Nov 7: Remembrance Day Service
- Nov 8: PD day – No School
- Nov 11: STAT
- Nov 19: Healthy Hunger Booser Juice
- Nov 25: Bus Driver Appreciation Day
- Nov 25th Week: Education Week
- Nov 28: Conferences Kindergarten A
- Nov 29: Conferences Kindergarten B and Grades 1-8
- Dec 3: SCC Meeting



4.4 Treasurer Report – Lisa B

Past Action Items

- Submit a request to cancel cheque #299 – Complete
- Executive to work on a Treasurer Guide/Processes and outline how we track summer deposits/what school year (no end date)

Financial Report

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:	\$15,686
Total Liabilities:	\$7375
Funds Available:	\$8,311

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

4.5 Committees/Activities

Healthy Hunger Coordinator - Melissa Mayer

- <https://www.signupgenius.com/go/10C0D4AADAB2EA3FEC70-44787324-healthy#/>
- DQ and Booster Juice; made 307\$
- DQ, well organized, food arrived hot.
- Booser Juice had to move it a bit earlier due to volleyball activities.
- We don't have any spare juice boxes in the office.
- ACTION: The SCC needs to purchase some extra juice boxes.

Babysitter Coordinator – Tara Labuik

- Past Action Item: 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). – Complete
- Past Action Item: 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. – Complete
- The applicant that is inquiring about a late application and the SCC will reply on the email thread that they can apply next year. ACTION: Tara will reply.

Growing Smiles Winter Fundraiser - Melissa Mayer

Submit sales this weekend. Totals are about 5400\$ a bit down from last year but hasn't included the e-transfer and cash payments yet. We will need volunteers for:

- Delivery on Nov 26
 - o Day of the tarp went down and tables went up and ready by 12:00
 - o Melissa has the large letter print outs
 - o The SCC can use some of the Grade 8 kids to help unload and bring into the school.
 - o Tentatively planning for 4 volunteers
- Pickup on Nov 27
 - o Tentatively planning for 4 volunteers



Seven Stones School Santa Store – Crystal Nieviadomy

Request if Plainsview would support their Santa Store this year; where we promote the collection of items. Some years are more open and last year was games/ornaments. The preference is that they can provide a list of recommended items. The school is supportive of the SCC leading this event. In the past the collection and then interoffice as items came into the school; it is mostly the advertising of the event. Games are popular but need to communicate that all the pieces are included. The SCC has a community support budget line item of \$100.00 and in the past the SCC has provided a monetary contribution for things like tape, paper, ribbons. Kids can shop in the gym and pick gifts, and then go to a wrapping section to wrap the gift. Target the week of Nov 25th as the start of the conferences and the week of the plant pickup.

Motion of \$100.00 to donate towards the Santa Store for their discretionary purchases.

Motion: Crystal Nieviadomy

Second: Vanessa Ottenbreit

Favor: All

Opposed: None

Family Engagement – Tara Labuik

The effort will be a virtual event. Tara reused the poster from 2021 from the events and incorporated the two pieces of feedback she received from the SCC membership. Nov 29 – Dec 15th will be the timeframe for the event. The poster can go out the week before the event. Once Tara shares the poster, Crystal will save it and can create the social post, and will ask Laura can print and send home with kids. We can use the new e-mail as well for submitting the pictures. The SCC agreed to use funds from the approved budget and allocate 50\$ from the Family Night event budget in order to increase the prize budget from \$50 to \$75.00 for the two family engagement prizes. This will result in an allocation of \$75.00 per event; to a total of \$150.00 in funds for prizes.

SCC Media / Communications – Mishayla Kapell

- Vista Print Banner Estimate/Designs – Ongoing effort
- Google Drive ownership / access – Ongoing effort

5.0	Other/New Items
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- N/A

6.0	Next Meetings
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- 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 7:42
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