



MEETING MINUTES PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	Dec 3, 2024
TIME	6:37pm to 7:40pm

	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	R
			Andrea Martineau	Y
			Courtney Toothill	R
SCHOOL LIAISON	Erin Betson, Administration Liaison	Y	Lacey Weeks, Regina Public School Board Trustee	Y
	Andrea Morphy, Administration Liaison	Y	Rhonda Donais, Staff Liaison	Y
GUESTS				

1.0	Call to Order
	Meeting was called to order at 6:37 p.m.
1.1	Welcome and Introductions
1.2	Adoption of Agenda
	Motion to adopt agenda for December 3, 2024 Motion: Crystal Nieviadomy Second: Melissa Mayer Favor: All Opposed: None
1.3	Adoption of Meeting Minutes
	Motion to approve the minutes from November 5, 2024 Motion: Crystal Nieviadomy Second: Melissa Mayer Favor: All Opposed: None
2.0	CRIMINAL RECORD CHECKS

Standing Action Item

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.

Declarations or CR received

- Crystal Nieviadomy
- Lisa B
- Mishayla Kapell
- Melissa Mayer
- Vanessa Ottenbreit
- Theresa Ballagh
- Andrea Martineau
- Courtney Toothill
- Tara Labuik

Pending Confirmation

- Jen Oranchuk



3.0	PAST / DEFERRED ACTION ITEMS
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Past Action Items

- Erin to present an overview of the school’s strategic plan – Schedule for January 2025 meeting.
- Lisa to work on a Treasurer handbook (how to guide) - No deadline.
- Mishayla to research costs for a new tool to replace Google Drive - No deadline.
- Mishayla to research VistaPrint for advertising materials for the SCC – No deadline.
- Melissa to purchase juice boxes. – Complete
- Tara to reply to the babysitter inquiry email. – Complete

4.0	REPORTS
4.1	Admin Report

Past Action Items

N/A

Standing Item – SCC Approved Budget Purchases and Payments

N/A

Admin Report

- United Way; \$1100.00 raised (PJ Day and staff silent auction)
- This week the teachers are doing some underground spirit days.
- Basketball is starting up for both girls and boys teams.
- Food collection; will use the same model as last year. 15 families have been identified.
- Candy cane sales will also go into the hampers and/or buy the gift cards for the baskets.
- Dec 9-13: Candy cane sales and collection of non-perishable food items for hampers.
 - o Candy cane sales: Pods C&D can purchase at 10:30 recess
 - o Pods A&B can purchase at 2:15 recess.
 - o All candy canes are \$1 and all proceeds go to hampers.
 - o Sales will run from the 9-13 or while supplies last.
- Below is what we are asking each pod to donate for hampers:
 - o Pod A: instant oatmeal, coffee/tea/hot chocolate, cookies/box of chocolates
 - o Pod B: canned soup or stew, cereal, canned fruit
 - o Pod C: canned fish or meat, canned beans, pasta
 - o Pod D: pasta sauce, rice, canned vegetables
- Dec 10th - Winter concert.
- Dec 12th – Band concert.
- Dec 16-20th
 - o Spirit week the week before the holidays.
 - o Early dismissal the last day, Dec 20th. This is updated on the calendar.



4.2 SCC Chair Report – Mishayla Kappel

Past Action Items

N/A

Ratify E-Motions

N/A

New Items

NA

4.3 SCC Vice-Chair Report - Crystal Nieviadomy

Past Action Items

N/A

New Items

Seven Stones Collection

- Dropped off the cheque to a very grateful principle. Grateful for our support and all that was gathered.
- Winter gear, running shoes need to stock the school's bin.
- Crystal will be the point of contact and review the donations to manage duplicates.

Hot Cholate Bar

- Went really well. It was really appreciated for staff.

Planning Questions

- December – something for the staff as a lead up to Christmas.
 - o Last year we did a sign-up genius and invited the community to contribute.
 - o Crystal sent a few ideas to the SCC for feedback.
 - o Discussion on if one event or if both are done and then coordinate it for a Wednesday because Crystal can set up Tuesday night when Mishayla can let her in to set up.
 - o **ACTION:** Crystal will send out the email asking for signup. Date: Dec 18.
- January
 - o What is in the plan is for Family Literacy? We normally do prizes and promotions.
 - o Erin: rumblings but no details confirmed yet.
- February
 - o Teacher Appreciation Week
 - Crystal needs some helpers; Melissa and Vanessa and Andrea.
 - o Family engagement event – these take some planning and would need a committee to take the lead.
 - Bricks for Kids has been done in the past.
 - Family who has a new restaurant (Odd Burger). SCC could have them be the HH for the family event.
- Sponsorship Letter
 - o Speech from the Throne Announcement on playground grants. Wait to see if this covers playground repair/paint, etc... If not we will need to start looking for grants or fundraising for paint supplies. Would also need to find out when the playground is ready to have the tarmac redone (slurred). Other MP3 schools, the SCC have all received different information. Crystal can share what we did before.



4.4 Treasurer Report – Lisa B

Past Action Items

N/A

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. The monthly financial report shown during the meeting will demonstrate the current state and future state forecasted spending. The following shows the total funds in the account less any known cheques that are pending withdrawal from the account.

Total Assets: \$16,727.06
Cheque Withdrawals Pending: \$642.33
Account balance: \$16084.73
<i>*Note: This does not account for future planned activities/withdrawals and is a snapshot in time.</i>

4.5 Committees/Activities

Healthy Hunger Coordinator - Melissa Mayer

- <https://www.signugenius.com/go/10C0D4AADAB2EA3FEC70-44787324-healthy#/>
- Subway this month.
- All went well with the last orders.

Babysitter Coordinator – Tara Labuik

- N/A

Growing Smiles Winter Fundraiser - Melissa Mayer

- Went well. We sold everything that was purchased as “extras”
- Great volunteers
- Little trouble with the truck; the loading dock wouldn’t come all the way down. Kids helped unload them individually. Caretakers were great to work with.
- Great feedback.
- Put Thursday on the order form for picking up; but it changed this year to a Wednesday pickup.
- Melissa emailed several times and even put URGENT in the subject line; still hasn’t heard back.
- Approximately \$8800 sold in product; our profit should be approximately \$1888.
- There were a few items that didn’t make it on the truck; so we should see a refund.

Family Engagement – Tara Labuik

- Started already and ends Dec 15 and the draw is Dec 16th.
- A few families have submitted already on the Facebook page.
- Prize: Family pass for 1 hour of bowling and family game for the second prize.



5.0	Other/New Items
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Lacey Weeks

- Thanks for being on the SCC. The work you do is important.
- At the board level and the division office; your efforts are recognized.
- Can volunteer is available; just let her know of any requests or questions.

Hi from Mrs. Maley

- Melissa ran into Mrs. Maley and said she misses our SCC.
- The support and the activities that the SCC had done when she was here was so appreciated.

6.0	Next Meetings
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- 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 7:40
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