



MEETING MINUTES

PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	June 3, 2025
TIME	6:38 to 7:18

	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	R
	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	R
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	Michelle <name>, parent guest			

1.0	Call to Order
	Meeting was called to order at 6:38 p.m.
1.1	Welcome and Introductions
1.2	Adoption of Agenda
	Motion to adopt agenda for June 3, 2025 Motion: Crystal Nieviadomy Second: Vanessa Ottenbreit Favor: All Opposed: None
1.3	Adoption of Meeting Minutes
	Motion to approve the minutes from May 6, 2025 Motion: Tara Labuik Second: Vanessa Ottenbreit 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. Jan 2025: All SCC members have submitted their declaration and/or CRC.



3.0	PAST / DEFERRED ACTION ITEMS
------------	-------------------------------------

Past Action Items

- 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.
- Andrea to work on sponsorship Letter for playground grants (paint, repairs, etc..) – No deadline.
 - Carry Forward Update: Working on sponsorship and a plan for documentation.
 - Erin asked around and no one is aware of a communication with intention to redo the tarmac.
 - Plan to purchase more paint.

4.0	REPORTS
4.1	Admin Report

Past Action Items

- PAST ACTION ITEM: Erin will find out who uses the blue mats, which ones, and what condition they are in. This will help the SCC do an inventory of quantity and quality of the blue mats. This wasn't done in May, deferring until the end of June, or maybe the new school year. Mr. Miller will be doing the inventory on either the PD day or the last few days in June. Carry to next year's agenda.
- Jersey Inventory: Will wait for the new year to see what teachers are coaches.

Standing Item – SCC Approved Budget Purchases and Payments

- Erin confirmed they will spend the \$1250.00 for recess boxes, and the \$450.00 for family allowance.
- Lisa to issue a cheque to the school for \$1700.00.
- Cultural Spending budget – defer to next year.

Admin Report

- We've been working on wrapping up this year and planning for next. There have been some delays due to the timing of receiving the budget. The budget impacts all decisions on staffing and how we plan for next year.
- There was some preliminary work on classroom setup and placing kids in classrooms, sometimes the teacher is a factor in helping with those placements, so this continues to be a work in progress.
- We are anticipating a lot change with staff next year. The 8-10 year window is very common for a school to have turnover. There will be one less classroom next year compared to what is forecasted for next year. Lots of interns signed up.
- The new development that started is expected for a May move-in. Unlikely that families will move in and move their kids to a new school so late in the year, but the year after we should see an increase
- SkyView is also putting up a new 218 unit condo unit.
- Kindergarten registration is good; staffed at 1.5 and the numbers are stable.

Upcoming Dates

- June 6 - Pride day (Allies group made a coloring book, announcement, messaging around acceptance, kindness and diversity. Friday, will do a Pride Walk outside.
- June 13 – PD day
- June 18 – Grade 8 Spend-A-Day at Knoll
- June 19 – Grade 8 farewell
- June 23 – Assembly
- June 25 – Last day with students, 2:30 dismissal



2	SCC Chair Report – Mishayla Kappel
---	------------------------------------

Past Action Items

- Mishayla to send the 2023/2024 Year End Financial Report to Erin. – Complete.

Ratify E-Motions

N/A

New Items

N/A

4.3	SCC Vice-Chair Report - Crystal Nieviadomy
-----	--

Past Action Items

N/A

New Items

N/A

4.4	Treasurer Report – Lisa B
-----	---------------------------

Past Action Items

- All outstanding receipts requiring payment
 - Jen may have a receipt for decks of cards.
 - Will try and have all cheques issue before end of school year.

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.

June 2, 2025 Account Balance: \$14,433.31
Uncashed Cheques: \$25.00
Funds Available: \$13,408.31
<i>*Note: This does not account for future planned activities and is a snapshot in time.</i>

**This balance does not include cheques issued for May and June events.*

4.5	Committees/Activities
-----	-----------------------

Healthy Hunger Coordinator – Melissa Mayer

<https://www.signupgenius.com/go/10C0D4AADAB2EA3FEC70-44787324-healthy#/>

Recommendation to alternate Booser Juice and Swirl World.

Babysitter Coordinator – Tara Labuik

No updates.



May Events

National Principal Day – Melissa Mayer

Complete.

Staff Treat – Crystal Nieviadomy

The treats were delivered and well received.

June Events

Staff Treat – Slurpee's – Mishayla Kapell and Crystal Nieviadomy

June 13th on the PD day after lunch.

End of Year Treats for the Kids – Vanessa Ottenbreit

Week of June 9th - get it here and then teachers can hand them out as needed.

End of Year BBQ, June 10th – Melissa Mayer

PAST ACTION ITEMS:

Crystal can help set up a Google Doc for the BBQ.

Forms out to families – May 28th.

Forms back to school by June 4th.

Crystal to set up the Sign-up Genius

Lisa to coordinate a list of pre-orders compared to the e-transfers

Lisa will get a float; deliver to Melissa.

5.0	Other/New Items
-----	-----------------

SCC Acknowledgement for Retirement

Motion for up to \$75.00 for a retirement gift.

Motion: Crystal Nieviadomy

Second: Tara Labuik.

Favor: All

Opposed: None

6.0	Next Meetings	
-----	---------------	--

- To be determine by the 2025 / 2026 SCC

7.0	Meeting Ended	Meeting adjourned 7:18 p.m.
-----	---------------	-----------------------------