



MEETING MINUTES PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	November 4, 2025
TIME	6:31pm until 8:10 pm

	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 Nievadomy, Vice-Chair & Social Media Lead	Y	Janelle Forsyth	Y
	Lisa B, Treasurer & Secretary	R	Vanessa Ottenbreit	Y
			Michelle McIvor	Y
			Andrea Martineau	Y
SCHOOL LIAISON			Courtney Toothill	Y
	Karey Harris, Principal	Y	Rhonda Donais, Staff Liaison	R
	Tara Yanyk, Vice Principal	R	Tia Coffin, Staff Liaison	R
			Dara Ardelan, Staff Liaison	Y
GUESTS	Lacey Weekes Tiara Hogberg Mara Nievadomy Leah Irvine			

1.0	Call to Order The meeting was called to order at 6:31 p.m.
1.1	Welcome and Introductions
1.2	Adoption of Meeting Minutes Motion to approve the minutes from October 16, 2025 Motion: Janelle Forsyth Second: Melissa Mayer Favor: All Opposed: None
1.3	Adoption of Meeting Agenda Motion to approve the minutes from November 4, 2025 Motion: Courtney Toothill 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.
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3.0	PAST / DEFERRED ACTION ITEMS
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Past Action Items

- N/A

4.0	REPORTS
4.1	Admin Report

Past Action Items

- None

Standing Item – SCC Approved Budget Purchases and Payments

- N/A

Admin Report – Karey Harris

- Admin report provided; see attachment.
 - Remembrance Day: There will be two assemblies, information and times sent to families through Edsby.
 - With the new SLC, there's an opportunity for them, admin, and the SCC to align their work efforts and spin in the same direction.
 - Christmas Concert in the school December 18th, more information to come.
 - Bannock making with Mrs. DW is going over well with student and parent volunteers assisting.
 - Photo retakes are on November 5th.

4.2	SCC Chair Report – Mishayla Kapell
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Past Action Items

- Vista print banner/flags; carried item. No due date.

Ratify E-Motions

- None

New Items

- NA

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

New Items

2025/2026 Proposed Budget and Annual Plan

The SCC reviewed the adjusted proposed balanced budget that incorporated recommendations from the October SCC meeting.

Courtney Toothill motioned to approve the 2025/2026 SCC budget and plan.

Second: Melissa Mayer

Favor: All

Opposed: None

ACTION: Crystal to communicate summary of investments to be actioned by Plainsview School to Ms. Harris and Ms. Yanyk.

RBE Profit or Loss Statement

Mishayla sent a draft statement to the RBE for the October 20th deadline, noting that with a fiscal year-end in the summer, the new reporting template being received only on September 22nd that differed from the previous year, and new SCC members who were still being oriented to SCC operational processes, we needed more than one meeting to review and



approve. A suggestion went back to the RBE for a release of the template in spring so that SCCs with fiscal year-ends in the summer can include this required profit or loss statement so that our own financial statement for the year reflects the amounts in the same way. Mishayla and Crystal presented the draft statement to the SCC membership for review and approval.

Janelle Forsyth motioned to approve the RBE Profit or Loss Statement

Second: Crystal Nievadomy

Favor: All

Opposed: None

ACTION: Item: Mishayla to confirm with RBE that the previously submitted statement is approved, with a copy of the minutes for their records.

Halloween Dance Canteen

Pre-orders worked well; orders were delivered to classrooms in advance of the dance times and minimized line ups at the canteen. Profit was \$574.14. Lots of student engagement during the dance - positive feedback on the DJ was shared by staff.

SCC Staff Survey

Over 30 staff participated in the staff survey, sharing several recommendations for investment and future planning. Summary has been provided to the admin team, with goal of aligning efforts across school, SCC and SLC. Draw made amongst those who submitted their responses before the deadline - Mrs. Yanyk and Ms. Knetch were the draw winners. ACTION: Crystal to purchase and deliver \$25 gift cards to the winners.

Staff Appreciation Sign-Up

Reviewed proposed list of dates/ideas. Crystal invited others to sign up to assist, as interested.

Melissa interested in helping, but to follow Crystal's ideas and plans.

4.4 Treasurer Report – Lisa B

Past Action Items

- Create a "how to" guide (no deadline)

Financial Report

SCC Financial Report

Verbal report provided on Lisa's behalf.

ACTION: Updated financial statement to be presented at December SCC meeting.

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.

4.5 Committees/Activities

Healthy Hunger Coordinator – Melissa Mayer

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

DQ profit in October was \$612.35! One of the biggest HH offerings, with over 600 items purchased.

One family concern, regarding a student who did not get her order. \$10 refund to be issued by cheque, with email response encouraging student to check with HH volunteers if there are future errors with orders.

Profit to date is 1,873.50.

Melissa confirmed we do not need additional juice boxes.



Healthy Hunger Lunch Dates			
Thursday, October 23	Dairy Queen	B	Saturday, October 18
Thursday, November 6	Booster Juice	B	Saturday, November 1
Wednesday, November 19	Boston Pizza	A	Saturday, November 15
Wednesday, December 3	Booster Juice	A	Friday, November 28
Thursday, January 15	McDonald's	B	Saturday, January 10
Wednesday, January 28	Booster Juice	A	Friday, January 23
Thursday, February 12	Subway	B	Saturday, February 7
Wednesday, February 25	Swirl World	A	Friday, February 20
Thursday, March 12	Pizza Hut	B	Saturday, March 7
Wednesday, March 25	Dairy Queen	A	Friday, March 20
Thursday, April 2	Booster Juice	B	Saturday March 28
Wednesday, April 22	Odd Burger	A	Friday, April 17
Thursday, May 7	Swirl World	B	Saturday, May 2
Wednesday, May 20	McDonald's	A	Friday, May 15
Thursday, June 4	A&W	B	Saturday, May 30
Wednesday, June 17	Swirl World	A	Friday, June 12

Babysitter Coordinator – Melissa Mayer and Crystal Nieviadomy

We have eleven (11) babysitters; schedule has been shared with all babysitters and families.

Growing Smiles Winder Fundraiser – Melissa Mayer

- Past Action Item: Melissa to contact Growing Smiles for the early bird dates – complete
- Currently 132 items sold, down from last year at this time.
- Some thought not having paper forms distributed to everyone may contribute to the lower number.
- Plants will be dropped off on November 26th, would be great to have SLC or older kids help bring them inside so we minimize exposure to cold air for sensitive plants.
- Pickup on November 27th from 3:30 pm -7:00 pm.
- Leftovers can be picked up during conferences on Friday, November 28th as well.

Diversity Task Team – Andrea Martineau and Michelle McIvor

Will be meeting over the next month to elaborate on the plentiful options and ideas introduced at the last meeting. More to come next month.

Student Leadership Committee (SLC) – Presented by Leah Irvine. Mara Nieviadomy also in attendance.

First SLC presence at an SCC meeting. They shared a thank you for the SCC organizing the dance and canteen.

SLC representatives highlighted some of the activities and events they are talking about planning:

- They are organizing a Dippin' Dots fundraiser to organize a hot chocolate and cookie day for the last day of classes before the winter break. ACTION: Crystal to share a typical order form template that has been used in the past.
- They are planning a November 19th dress-up day where teachers dress like students and students dress like teachers.
- They are coordinating the food bank collection for holiday hampers. The SCC shared some feedback from parent's perspectives on the approach for collection and items collected in the past. A note was made that food choices could vary greatly and sometimes we assume base ingredients for ready to make foods are available. Agreement that a wide-spanning gift card could be valuable to families, such as for Walmart or Superstore to supplement family needs. SCC offered to help collect monetary funds through e-transfer mechanism already in place if needed and amplify the message through social media channels.

ACTION: Crystal and Mara to update previous flyer and share with Ms. Yanyk/SCC; Crystal to assist with promotion on FB page.



Springo – Courtney Toothill, Vanessa Ottenbreit, and Janelle Forsyth

No update at this time.

Traffic Safety

Lacey confirmed that the community should reach out to our City Councillor, Jason Mancinelli, to request a traffic safety assessment.

5.0	Other/New Items
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6.0	Next Meetings	
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The SCC meetings are generally the second Tuesday of each month from 6:30 pm-8:00 pm in the office meeting room.

- December 9, 2025
- January 13, 2026
- February 10, 2026
- March 10, 2026
- April 14, 2026
- May 12, 2026
- June 9, 2026

- Regular Meeting 6:30 pm - 7:30 pm followed by Annual General Meeting 7:30 pm - 8:30 pm.

7.0	Meeting Ended	Meeting adjourned at 8:10 pm
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