



MEETING MINUTES

PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	December 9, 2025
TIME	6:32 pm – 7:59 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 Nieviadomy, Vice-Chair & Social Media Lead	Y	Janelle Forsyth	Y
			Vanessa Ottenbreit	Y
	Lisa B, Treasurer & Secretary	Y	Michelle McIvor	Y
			Andrea Martineau	R
			Courtney Toothill	R
SCHOOL LIAISON	Karey Harris, Principal	Y	Rhonda Donais, Staff Liaison	R
	Tara Yanyk, Vice Principal	Y	Tia Coffin, Staff Liaison	Y
			Dara Ardelan, Staff Liaison	R
GUESTS	Tiara Hogberg, parent Denis Guz, Student Leadership Rep – Grade 7			

1.0	Call to Order
	The meeting was called to order
1.1	Welcome and Introductions
1.2	Adoption of Meeting Minutes
	Motion to approve the minutes from November 4, 2025 Motion: Janelle Second: Crystal Favor: All Opposed: None
1.3	Adoption of Meeting Agenda
	Motion to approve the agenda for December 9, 2025 Motion: Vaness Second: Melissa 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.	



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

- Need to reconcile the balance that was spent on Bannock; and can update the total based on the items returned.
- **ACTION:** Karey will ask about the receipts for the amount spent on Bannock ingredients.

Admin Report – Karey Harris

- Admin report provided; see attachment.
- Division is struggling with sub availability. This may result in the school to combine classes and take some mitigation strategies.
- The survey that went out during conferences was to parents and we had no surveys come back.
- The book fair went well. Feedback received was that it is convenient to have it during conferences.
- Lunchroom supervision; some potential parents.

Standing Item – Student Leadership Committee Feedback – Denis Guz

- We did a fundraiser at the end of last month and raised about \$300.00
- We purchased cookies, milk, and cups. The SLC is asking the SCC for about \$150.00 to help cover the costs.
- The SCC updated we can use the \$125.00 set aside in the RBE grant; and then the SCC can make up the difference.
- **ACTION:** The SLC can bring their final numbers to the January meeting and a motion can be made at that time to allocate the funds.
- We did a candy cane fundraiser and raised \$1200.00. We had a \$100.00 gift card donated.
- We are also planning some spirit days but wanted to ensure we focused on inclusivity so instead of Christmas themed, as not everyone celebrates Christmas, we did:
 - Sanda day - changed to red and green day
 - Sanda hats - changed to winter head wear
 - Sparkle day
- The SCC is planning an end of January bowling night and would like help from the SCC for supervision.
 - Kids sign up and pre-make the teams and mix older kids/younger kids.
 - The cost is based on the number of people; discount if more than 32 people come
 - Thinking last week in January from 4-5 or 5-6.
 - **ACTION:** SLC to return at January's meeting with more information.

4.2	SCC Chair Report – Mishayla Kapell
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Past Action Items

- None

Ratify E-Motions

- None

New Items

- Past Action Item: Vista print banner/flags; carried item.



- Mishayla provided a cost for the various options and bring to the next meeting.

4.3 SCC Vice-Chair Report - Crystal Nieviadomy

Past Action Items

- Mishayla to confirm with RBE that the previously submitted statement is approved, and submit a copy of the minutes for their records.

New Items

- NA

December Staff Treat Delivery - Update

SCC provided salad and drinks to go with the pizza donated, adjusted the plan for staff treats in the year.

December – Stock the Staffroom

There is a signup Genius available. The event has been posted on SCC Facebook. Cash donations will be used to purchase items.

Staff Requests

The SCC has an approved budget line for staff request. The items included in the budget came from the teacher surveys.

Ms. Hollywell has asked for jump bands.

- \$47.18 for set of 6. She is asking for 2 or 3 sets so it. It will be approximately \$150.00
- Motion to buy up to \$150.00, plus tax and shipping, to be drawn from the RBE line item.
- Motion: Crystal
- Second: Melissa Mayer
- Favor: All
- Opposed: None

Ms. Waldron has asked for a “chomp saw” for the art class.

- The school has committees that are doing activities that fall within 5 categories
- The SCC could put FB posts out to families and collect donated items to stock the art room
- The chomp-saw is approximately \$350.00 USD.
- **ACTION**: Will wait to see what the school provides, what may come as donations and then the school can provide a list to the SCC.

4.4 Treasurer Report – Lisa B

Past Action Items

- Create a “how to” guide (no deadline)

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.



4.5 Committees/Activities

Healthy Hunger Coordinator – Melissa Mayer

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

- As of end of November, Healthy Hunger Fundraising has raised - \$2624.50
- The January McDonald's meal will be busy, the Admin Team will ask the SLC to help sort and deliver. **ACTION.**
- **ACTION:** For next year's planning, we will not have Healthy Hunger on the same day as the Winston Knoll conference and the boys'/girls' tournament.

2025-26 Plainsview School Healthy Hunger Lunch Dates	Restaurant	Kindergarten	Order Cut-Off Date
Thursday, January 15	McDonald's	B	Saturday, January 10 **SLC to help
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

- No updates.

Growing Smiles Winder Fundraiser – Melissa Mayer

- Total fundraised \$1494.96 profit
- This year went really well.

Diversity Task Team – Andrea Martineau and Michelle McIvor

- Focusing on inclusion within the school, SCC, and the community. A few ideas on how to use SCC website in different ways and use as open portal for parental feedback as a non-public facing approach vs FB comments. Broadening social media (other signups), but the SCC doesn't typically use.
- Lisa mentioned programs like Hootsuite can manage one post across multiple platforms.
- For the SCC meetings, we could look ways to include others who can attend remotely.
- Can we find ways to include students who may go without: IE: field trips, HH lunches.
- Can this Task Team now include the newly formed SLC.
- Tia: These ideas align with the work that the school committees are doing; there may be opportunity to align.

Student Leadership Committee (SLC)

- Past Action Item: Crystal to share a typical order form template that has been used in the past.
- Past Action item: Crystal and Mara to update previous flyer and share with Ms. Yanyk/SCC; Crystal to assist with promotion on FB page.

Staff Appreciation – January

- The event is pending as the PD Day may be an optional work-from-home day for staff.



Family Literacy Day – January

- Kerry: Don't think this is on the plan this year, there is another committee within the school that is working on another event. Thinking about something different than a literacy night.
- Tia: Survey was made to help from parents what would you like? Thought about set up with stakeholders within our community, different resources.
- Crystal: We have a budget allocation for "family literacy" for up to \$550.00.

Water Fountains

- Melissa asked about the water fountains and the taste.
- The Admin Team is aware of one of the fountains being used less; it has been checked.

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.

- 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 7:59 p.m.
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