



MEETING MINUTES

**PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)**

LOCATION	Plainsview School
DATE	January 13, 2026
TIME	6:34 – 8:24 p.m.

	Executive Members / Voting Members	Present (Y) Regrets (X)	Elected Members / Voting Members	Present (Y) Regrets (X)
<b>ELECTED/ACCLAIMED VOTING MEMBERS</b>	Mishayla Kapell, Chair	Y	Melissa Mayer, Healthy Hunger Coordinator	Y
	Crystal Nieviadomy, Vice-Chair & Social Media Lead	Y	Janelle Forsyth	Y
	Lisa B, Treasurer & Secretary	Y	Vanessa Ottenbreit	Y
			Michelle McIvor	X
			Andrea Martineau	X
			Courtney Toothill	Y
<b>SCHOOL LIAISON APPOINTED MEMBERS VOTING MEMBERS</b>	Karey Harris, Principal	Y	Teacher Liaison (one)	
			- Rhonda Donais, Staff Liaison	Y
	Tara Yanyk, Vice Principal	X	- Tia Coffin, Staff Liaison	X
		- Dara Ardelan, Staff Liaison	Y	
<b>GUESTS / NON-VOTING</b>	Denis, student SLC			

SCC Constitution – Section 2: A Plainsview SCC shall not exceed 17 (seventeen) Elected/Acclaimed/Appointed members that include:

- a. Elected/Acclaimed Membership – no fewer than five and no more than nine must be elected, and parents/guardians must form the majority and:
- b. Appointed Membership – no more than one less the number of the Elected/Acclaimed Membership be appointed. Appointed membership shall include:
  - o the Principal and/or the Vice-Principal;
  - o one teacher liaison (as available) from Plainsview School
  - o and may include other members recommended by the Plainview SCC and approved by the Director of Education or designate.
- The Plainsview Executive, with responsibilities outlined in the SCC Handbook, is made up of the following four positions, to be drawn from the Elected/Acclaimed Membership:
  - o Chair
  - o Vice Chair
  - o Secretary
  - o Treasurer

<b>1.0</b>	<b>Call to Order</b>
	The meeting was called to order at 6:35 p.m.
<b>1.1</b>	<b>Welcome and Introductions</b>
<b>1.2</b>	<b>Adoption of Meeting Minutes</b>
	Motion to approve the minutes from December 9, 2025 Motion: Crystal Nieviadomy Second: Melissa Mayer Favor: All Opposed: None Few spelling issues: Sanda to Santa and SCC to SLC
<b>1.3</b>	<b>Adoption of Meeting Agenda</b>
	Motion to approve the agenda for January 13, 2026 Motion: Melissa Mayer Second: Vanessa Ottenbreit Favor: All Opposed: None



2.0	<b>CRIMINAL RECORD CHECKS</b>
<p><b>Standing Action Item</b></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>	

3.0	<b>PAST / DEFERRED ACTION ITEMS</b>
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**Past Action Items**

- N/A

4.0	<b>REPORTS</b>
4.1	<b>Admin Report</b>

**Past Action Items**

- **ACTION:** Provide receipts for the amount spent on Bannock ingredients
  - o Tara is working on the total amounts.
- **ACTION:** Update/discuss what items were donated, purchased by school, vs request to SCC for art room. Impacts staff request for “chop saw”.
  - o This has not been discussed yet.
- **ACTION:** Jan 15, 26 Healthy Hunger: Admin Team will request the SLC to help
  - o Melissa asked if the SLC could come to the office and help with the HH lunch at 11:15am.
- **ACTION:** Jan 17, 26 Family Literacy Night – Update on school’s plans as it impacts SCC plans
  - o Not having the evening event.
  - o The committee within the school has another plan.
  - o The committee will have announcements on Edsby for the week
  - o Allows 2 weekends to participate in the activity
  - o The theme is “to make meal time family learning time”
  - o The Committee will request the SCC to fund the prizes.
  - o SCC can assist by posting on Facebook
  - o SCC recommends using a generic e-mail for photo submissions
  - o March 25, 2026 is World Math Day; the committee has asked to use the other half of the SCC allocated funds for the math event.
  - o **ACTION:** Crystal will plan and submit an e-motion with the plan; preapproved funds.

**Standing Item – SCC Approved Budget Purchases and Payments**

- Jan 13, 26 Update: None of the approved items have been purchased yet. The SCC Exec Members will revisit the budget to review what approved budget items can be drawn from the RBE grant to look for efficiencies and reduce administrative burden associated with supplying receipts prior to reimbursement.

**Standing Item – Approved Budget Items Drawing from RBE Grant**

- Jan 13, 26 request to the Admin Team to provide a balance of the RBE grant and report on what approved items drew down from the balance.



## Admin Report – Karey Harris

- Report provided.
  - Facilities:
    - o We are monitoring the bus lanes and snow removal
    - o Been working with the City and Transportation to be designated as a 3 in snow removal
    - o School has been assured things will change.
    - o We are also looking at where the buses can park and if there is an ability to rezone.
    - o The school has also worked on roles and responsibilities for who does snow removal on the grounds.
  - Committees are continuing to work on their plans.
  - Staffing updates included in the report.
  - School Programs
    - o Storm assembly next week; going well. Kids are learning how to participate and engage.
    - o The Christmas concert went great. The come in/out worked well. Lots of help setting up and taking down.
    - o Grade 8 Farewell, targeting June 17 or 18 as tentative dates – considering moving it back to the evening.
- Important Dates:
- o January 23: Storm Assembly
  - o January 27: Family Literacy Day
  - o January 30: Report Cards
  - o Feb 9-13: Staff Appreciation Week
  - o Feb 16-20: Winter Break

## Standing Item – Student Leadership Committee Feedback

- **Past Action Item:** The SLC can bring their final numbers to the January meeting and a motion can be made at that time to allocate the max funds of \$125.00 set aside in the RBE grant.
  - o The SLC learned that it was loud and some kids didn't like the type of cookies.
  - o Next year they will consider classroom delivery.
  - o **ACTION:** Receipts are still pending; allocated funds can be drawn from the RBE grant.
- Holiday Theme Days
  - o Went good, kids had fun, we made it inclusive by doing colors instead of Christmas theme.
- Valentines' Day Dance
  - o \$388.50 for the DJ – a cheque has been provided to the school
  - o Date: February 6<sup>th</sup>, 1:00-3:15
  - o Students are using a "Summer Chill" theme
  - o SLC will do the canteen and will get the canteen items
  - o Have some students and teachers helping
  - o Tara asked for the order form and what we previously ordered at the last dance.
- SLC Bowling Night Update
  - o January 27, 2026
  - o Need SCC to chaperone and help
  - o Volunteers come at 3:45-5:15 to come early to help.
  - o SLC is unsure how many they will need, not sure on how many kids are coming yet
  - o The SCC can help with sign-up genius online
  - o Grades 4-8 are the age groups
  - o It can be paid for through school cash online.
  - o No transportation provided from the school to bowling and pickup
  - o SLC provided a sign-up sheet at the SCC meeting



- **New Agenda Item**

- Crystal brought up some feedback from families on the various calendars; Edsby river, SLC, SCC, and school events aren't fully in alignment; and feedback from families on looking at two calendars.
- Admin has sent a template to the SCC in the past and then she can post on the Edsby river.
- SCC and SLC events can feed into the Edsby river; via the Admin Team.

4.2	<b>SCC Chair Report – Mishayla Kapell</b>
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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	<b>SCC Vice-Chair Report - Crystal Nieviadomy</b>
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### 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

#### **December 17<sup>th</sup> Stock the Staffroom - Update**

This went well. The cash donations through e-transfer helped a lot which reduced the amount used from the allocated budget line. We spent a total of about \$117.00 and 75% came from donations. We purchased gluten free items and there was lots of sign-up to purchase items. The feedback heard is that if we could post the sign-up genius on Edsby we may reach a larger audience.

#### **February Break – Activity for Families**

Provide a package to Laura that can go to families, but we need to send a paper copy. They can fill it out and send it back in and it will be part of the display. In the past, the handout to families included a recent staff list on the one side and the SCC encouraged families to share their appreciation across the whole staff.

#### **Jump Bands**

There was a past motion for \$150.00, plus tax and shipping, to be drawn from the RBE budget line item. Shelly was going to organize it and it will come from the RBE grant. **ACTION:** Receipts are still pending; allocated funds can be drawn from the RBE grant.



4.4 Treasurer Report – Lisa B

Past Action Items

- Create a “how to” guide – draft started.
  - Lisa wants to use this year to prepare How To Guides for the treasurer and secretary role. Next year, ideally have someone shadow in the role and the following year have someone lead with her support.

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.*

**Dec 10, 25 Bank Error**

During the meeting prep work on January 12, 2026, Lisa was checking the bank account and preparing the financial report. The cheque made out to Lisa B \$21.05 (cheque 365) was scanned but was stuck to another cheque from another company/account. The bank took out both cheque amounts from the SCC account; withdrawing \$7,316.01 by mistake. Lisa updated the Chair and Vice-Chair at the time this was noticed; the bank will be notified (Jan 13, 26 call) to correct. This months’ financial report will show the lower balance; until the \$7,310.01 is replaced; and then the SCC membership can be notified by email once this has been corrected.

4.5 Committees/Activities

Healthy Hunger Coordinator – Melissa Mayer

<https://www.signupgenius.com/go/10COD4AADAB2EA3FEC70-44787324-healthy#/>

This Thursday is the McDonalds order. They will deliver at 11:15 and it’s a big order. Melissa confirmed they will organize by class. Unfortunately they can’t get chocolate cookies or chocolate muffins so there are about 89 kids affected. Melissa and Crystal talked with Co-Op and Healthy Hunger. Healthy Hunger will help with costs by issuing a refund which will offset the cost to purchase the items from Co-Op. Melissa will wrap the items and organize them in paper bags per classroom so they can be bundled with the meals.

2025-26 Plainsview School Healthy Hunger Lunch Dates	Restaurant	Kindergarten	Order Cut-Off Date
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

There is one babysitter who cannot babysit on two of the set days. Melissa and Crystal will work on rescheduling and flipping some dates to try and make it even. Laurel updated that her daughter can be removed from the list as they can’t commit to the SCC babysitting schedule with unknown sport commitments.



## Diversity Task Team – Andrea Martineau and Michelle McIvor

Not in attendance. No update.

### Upcoming Events

#### February

- o Feb 9-15 - Staff Appreciation Week – Crystal Nieviadomy

#### March

- o Date TBD - Staff Appreciation
- o March Math – Crystal Nieviadomy

#### April

- o Date TBD - Staff Appreciation
- o Thursday April 16 - Spring Bingo Fundraiser
  - o Mr. Smith – Bingo caller
  - o Crystal – Will coordinate the license
  - o Admin Team – book the gyms, kitchen, find more tables chairs
  - o Crystal – update Courtney and Vanessa on funds available for spending on prizes.
- o April 22, 26 – Admin Professionals Day – TBD

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.

- 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 8:24
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