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MEETING MINUTES

PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	Nov 10, 2026
TIME	6:33 – 8:01 pm

	Executive Members / Voting Members	Present (Y) Regrets (X)	Elected Members / Voting Members	Present (Y) Regrets (X)
ELECTED/ACCLAIMED 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
			Tiara Hogberg	Y
			Courtney Toothill	Y
SCHOOL LIAISON APPOINTED MEMBERS VOTING MEMBERS	Karey Harris, Principal	Y	Teacher Liaison (one) ● Rhonda Donais, Staff Liaison ● Tia Coffin, Staff Liaison ● Dara Ardelan, Staff Liaison	y
	Tara Yanyk, Vice Principal	R		
GUESTS / NON-VOTING	SLC – Jessica Ahlers		Sheila Hughes Jill Dwyer	

1.0	**Call to Order**
	The meeting was called to order at 6:33 p.m.
1.1	**Welcome and Introductions**
1.2	**Adoption of Meeting Minutes**
	Motion to approve the minutes from October 13, 2026 Motion: Janelle Forsyth Second: Crystal Nieviadomy Favor: All Opposed: None
1.3	**Adoption of Meeting Agenda**
	Motion to approve the agenda for November 10, 2026 Motion: Michelle McIvor Second: Vanessa Ottenbreit Favor: All Opposed: None

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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.

Complete forms for Mishayla, Melissa, Vanessa, Michelle, Tiara and Courtney were signed and provided to school Admin. Lisa, Crystal, Janelle signed copies at the meeting.

3.0	PAST / DEFERRED ACTION ITEMS

Past Action Items

4.0	REPORTS
4.1	Admin Report

Standing Item – Student Leadership Committee Feedback

- Profit from the dance was $450.00
- Planning to do December food drives and the SLC has suggested food items per pod.
- There will be candy cane sales coming up for $1.50-$2.00
- Albert School is the school partnership
- Doing a Jingle Bell Dash and would like help on Dec 18, 26 from 9:30 – 11:45

Admin Report – Karey Harris

- Winter Concert - Dec 16 for K-3.
- School clothing orders - Due Nov 13.
- Remembrance Day ceremony was this morning; had buy-in from the students. Quiet and respectful. Very proud of the students.
- STORM Award Assembly – Nov 18 @ 1:00
- Conferences end of Nov; new platform (won't be sign-up genius)

Past Action Items

- N/A

Standing Item – SCC Approved Budget Purchases and Payments

- N/A

Standing Item – Approved Budget Items Drawing from RBE Grant

RBE Grant – Admin to provide monthly committee updates including expenditures and RBE balance.

- We haven't spent anything yet but the plan is still to allocate the funds to the four committees.

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4.2	SCC Chair Report – Mishayla Kapell

Past Action Items

- N/A

Ratify E-Motions

- N/A

New Items

- N/A

4.3	SCC Vice-Chair Report - Crystal Nieviadomy

Past Action Items

New Items

Our first round of SCC spending:

- Cutting boards, safety knives, paring knives are purchased.
- Rubrics cubes.
- Gift cards for the teachers who won the survey draw had them delivered.
- Staff treats (Oct 28, 26) were delivered.

Communication Board:

- We are still looking for sponsorship and I have drafted a letter for Rohit.
- We have two options that vary in price:
  - A – Landscape Structures – $5,500.00
  - B – Inclusion Humboldt with their two school divisions used a nonprofit who designs and puts QR code so families can scan it. They will customize it and they can add a logo(s) for sponsor(s) if needed. There are a lot more logistics for this option but is does seem to be cheaper.
  - Ideally, we can get a full sponsor.

Decodable Books and Read Aloud

- Talked with Mrs. Preece SCC and she will provide us with a list. The SCC will purchase the items and deliver to the school.

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4.4	Treasurer Report – Crystal Nieviadomy on Behalf of Lisa B

Past Action Items

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.

At the October meeting, succession planning was discussed that Janelle Forsyth is interested in the Treasurer role, with Lisa B being available for support for the remainder of this school year. Neither were present at the October meeting so the motion was deferred to the November meeting.

Motion for Janelle Forsyth to become SCC treasurer, effective January 1, 2026; replacing Lisa B.
Motion – Melissa Mayer
Second – Crystal Nieviadomy
Favor – All
Opposed - None

Promotional Items

There had been a previous request and discussion on whether the SCC could sponsor the STORM Principal Award going forward. Currently, the Admin Team provides a $5.00 gift card to 10 kids per assembly (total of 50 per school year). Lisa provided the SCC with some sample items that could be considered. The SCC discussed, along with SLC membership present at the meeting, and Lisa will price out options for the following items:

- Drawstring bag – Principal Award
- Water bottles
- Push-pop ball

These items will also be priced with the intention to be sold as promotional SCC items for PLAINSVIEW STORM. With no December meeting, Lisa will provide a cost analysis to the Executive Membership for initial review, and the recommendation to come to the SCC as an e-motion.

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4.5	Committees/Activities

Healthy Hunger Coordinator – Melissa Mayer

Everything is set up and scheduled for the year. We may end up with more donations than what we can use. Some vendors are also sending extra. SCC discussed timing of a message back to families showing how many donations have been provided/used and how many kids benefited. Target January for a message to families.

Babysitter Coordinator – Melissa Mayer and Crystal Nieviadomy

Set up and scheduled.

Fall Fundraiser – Melissa Mayer

Fundraiser went well; we are targeted to make more than last year.

- Tues Nov 24 – Delivery. We are trying for the morning but don't get much notice. Melissa requested some Grade 8 help to unload the truck. The tarp in the storage room and requested Mark's help to set it up as well as the tables. Last time we used all of Plainsview's plus some of St. Nick's.
- Wed Nov 25 – Pick-up. Schedule is from 3:30 to 7:00.

Diversity Task Team – Michelle McIvor

SCC discussed that this fits within the new committees within the school. The intention of this team is now part of the daily values within the school and a standalone committee wasn't felt as required any longer. This could be stood up at a later date if required, but for now it can be removed from the standing agenda.

5.0	Other/New Items

Volunteer Call-Out

- The SCC was provided a draft and gave feedback. Crystal provided a new format that was simplified and the SCC feedback was positive.

Yearly Calendar:

- To help with the year-at-a-glance, a monthly calendar has been created and will be shared with the SCC. It has been updated with the leads for the known events up until June. The end of year event is pending confirmation. The calendar will be shared with the committee to use/print if they choose.

6.0	Next Meetings	

SCC MEETING SCHEDULE

- Dec 2026 – no meeting
- January 12, 2027
- Feb 2027 – no meeting
- March 9, 2027 - virtual
- April 13, 2027
- May 11, 2027
- June 8, 2027 & AGM

7.0	Meeting Ended	Meeting adjourned at 8:01 pm