



NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

NHS - Final Review Mtg: September 14, 2021 - 6pm NHS Learning Commons

Agenda / Meeting Minutes

Chair Report (*Tanya Pomaranski*)

- Welcome back
- PAC current state; need for 2 Executive position replacements
- Meetings - In-person meetings; school location = tbd as COVID regulations evolve and change
- Asked everyone to double check volunteer/criminal check status on Parent Portal
- AGM - Constitution, Policies & Fundraising discussion; documents circ with AGM agenda/invite.
- Student Leadership - verify participation with NHS Admin.
- Confirm staff and student counts for in-year activity and planning; including Grads initial max.

Principal's Report (*Kimberley Funk*)

- Discussed format and web page location

Financial Report (*TBD*)

- Aug 31, 2021 files unavailable; discussed budget needs based on what we know historically.

Communication Report (*Tanya Pomaranski*)

- **Web Page Updates** - Discussed page updates post-AGM.
- **Monthly PAC News** - need Sep communication - Grade 9 welcome & Executive shout out
- **Social Media** - Instagram and FB use; page names for parents to follow
- **Parent Resources** discussed purpose of this part of the PAC page and progress on files

Fundraising Report (*Event Leads*)

- **Raffle** - Lesley R to engage Lotteries for an NHS application; online fundraising likely only option.
- **Canteen** - follow up on progress; we expect closure until further notice. Morning pgm on hold too.

Program Support (*Executive*)

- **Priority Wish list**
 - Reviewed format, list and need to revisit with NHS admin given grant declinations during the summer and upcoming needs.
- **Staff & Student Appreciations** - discuss options with NHS in October
- **Grade 9 Welcome** - Sept/Oct email - need admin review/approval
- **Grad Support**
 - Parent Committee Champion - Admin confirm; PAC/Grad Parent Comm relationship
 - Awards - review eligibility - discuss at AGM
 - Signage, Keepsake, Dinner tix /other top-up support?



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School & PAC Profiles

	NHS		NHS PAC
Principal	Kimberley Funk	Chair	Tanya Pomaranski
Vice Principal	Graham Sereda	Vice Chair (optional)	Vacant
Secretaries	Cheryl Horn, Phyllis Enns	Secretary	Lesley Reimer
Webmaster	Karin Koop	Treasurer	Vacant
PAC Teacher Rep (assigned)	Mark Lebar	Past Chair	N/A
Address	Niverville High School 401 Centre Street Niverville, Manitoba R0A 0A1	Address	Niverville High School 401 Centre Street Niverville, Manitoba R0A 0A1
Phone #s	Phone - (204) 388-9761 Fax - (204) 388-9998	email	nhsparentcouncil@gmail.com
email	nhs@hsd.ca	Social Media	FB @nivervillehighschoolpac Twitter - @high_pac Insta - nivervillehspac
Social Media (NHS)	Twitter - NivervilleHS Instagram - NivervilleHS	Financials	Niverville Credit Union - General
Staff Count = XX (confirm breakdown @ Sep)	Principal/Vice - 2 Teachers - 24 Support Staff - 10 <ul style="list-style-type: none"> • Sec - 2 • Library - 1 • EAs - 6 • Day Custodians - 1 • PM Custodians - 	Fundraising Chair	Lesley Reimer
Bus Drivers = 10	10	Active Green Space Chair	TBD
Student Count = XXX	Grade 9-12 ~69 Grads ~335 - projected w/Admin ~280 - as per Nutrition grant	Food Committee Coordinators	Staff /Student Appreciation -tbd Snack Pgm - tbd
Trustees	Shannon Friesen Carissa Klassen	Canteen Coordinators (on hold)	Sports Canteen - TBD
		Communication Team	Tanya Pomaranski



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Who we are - Mission. Vision. Values. (aka - Purpose. Focus. Strength)

<p>Hanover is a student-centred school division striving for excellence while developing skills and promoting values for a productive and wholesome life.</p>		
	NHS School	NHS PAC
<p>Mission (Our purpose)</p>	<p>Connect. Grow. Thrive.</p>	<p>Participate. Support. Build.</p>
<p>Vision (Our focus)</p>		<p>Promoting healthy school connections for students, faculty and parents.</p>
<p>Values (Our strength)</p>		<p>Complementary Partnerships</p>

PAC Meeting Schedules

(Advertise on Website, Monthly Parent emails, and FB Community page reminders)

<p>2021-2022 Meeting Dates NHS Learning Commons - 6pm (2nd Tuesday)</p>	
Annual Plan & Noms - Sep 14	February 8
AGM - October 12	March 8
November 9	April 12
December 14	May 10
January 11	<ul style="list-style-type: none"> ● What is the COVID plan for Virtual or Onsite meetings? ● Use NHS Zoom like we did in 2020/21. ● Depending on the FB page approval from HSD in September, meetings could be held in a private FB group meeting room; all members of the group are eligible to attend.



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Manage Governance - maintain a solid and sustainable Committee

	NHS	Responsibility	Notes
Constitution	Review @ Ann Mtg Final @ AGM	<u>Updates</u> - Chair <u>Review</u> Exec/Committee Leads Principal / Vice /Teacher Rep	Updates - April-Sep; Review - Sep Approve/signed @ AGM; Webmaster pdf and post
Executive Policy	Review @ Ann Mtg Review @ AGM	Executive / Committee Leads	Updates - Apr-June; Final approved @ AGM
Financial Controls Policy	Review @ Ann Mtg Review @ AGM	Executive / Committee Leads	Updates - Apr-June ; Final approved @ AGM
Fundraising & Gifting Policy	Review @ Ann Mtg Review @ AGM	Executive / Committee Leads	Updates - Apr-June ; Final approved @ AGM
Communication Policy	Review @ Ann Mtg Review @ AGM	Executive / Committee Leads	Chair/Comm Lead coord PAC page updates @ Aug. Connect w/Admin to review
Committee Handbooks/ Event Plans	Review @ Ann Mtg Review @ AGM	Executives / Committee Leads	Handbooks - in-year updates as required. Deep dive @ new member/role transition. Event Plans - review/update before event launch
Agenda/Minutes templates & process	Review @ Ann Mtg Implement @ Sep	Chair - agenda / mtg email Secretary - minutes	All agendas and Minutes on PAC Google Drive. Minutes are posted to PAC Parent webpage by webmaster as part of the next mtg invite.
Program Priority Wish Lists	Review @ Ann Mtg Review @ Exec Mtgs	Executive / Committee Leads	NHS - Chair/Exec Comm to create list w/ NHS Admin
Budgets - Annual	Confirm @ Ann Mtg Confirm final @ AGM	Executive / Committee Leads	Final budget @ Sep Annual; Pass budget @ AGM
Budgets - Monthly	Confirm @ Ann Mtg Confirm final @ AGM -includes LGCA rptg-	Treasurer Rpt @ Exec mtgs HSD notifies Principals Chairs & Treasurers respond	Final budget @ Sep Annual Start monthly rptg @ AGM HSD Rpt - Nov, Feb, May
PAC Community Report	Confirm @ Ann Mtg Final @ AGM	Chair & Comm Lead coordinate updates; post thru webmaster	Updates - June; Final review - Sep Approve - AGM; w/ approved budget, pgm support, etc. Comm Lead - pdf - Oct; Webmaster post - Oct
PAC Directory	Update @ Ann Mtg In-year - update as required	Chair, Secretary & Fundraising Lead	Directory lists Execs, Committee Leads, & School Admin For use within Committee members only - used for raffle license applications, grant apps, etc.



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Parent Resources/ Templates	Refresh - June- Aug Finals - Aug-Sep New - as required	Resources Volunteer writer, Communication Lead, Chair, School Admin Templates Communication Lead, Committee Lead and/or Executives	NHS Grade 9 Welcome FAQs; Emergency Response Drivers Z Grad Parent Committee Fees
Web Page Maintenance	Ann Refresh @ June Finals @ Aug-Sep In-year @ Sep-May	Chair and Communication Lead coordinate	Create - HSD - Web Manager (Bob Wiebe) New Year Maintenance - School - June-Aug In-year maintenance - School webmaster - Sep-May
Event Calendar / Volunteer Opps	Updates @ Ann Mtg Final @ Aug	Contributors - Exec / Committee Leads. Coordinate - Communication Lead/Chair	Updates - webmaster - Aug - Oct
Online Mtgs (Continuity)	Continuity for PAC Executives/Committee Leads only	Chair updates and coordinates as required.	Updates required to the Constitution to reflect continuity meeting plans only.
Online Banking - Pymts/Donations	\$7.50/month fee for General account only. Online Signing Officers - Chair & Treasurer	Chair /Treasurer	All signers must sign minutes - front page for authorization. Questioned cost for a charitable organization. Online signing does not automatically notify the other signer. Treasurer must follow up with the Chair for final approval. Adhere to HSD Finance guidelines. No etransfer payments; cheques where possible
Cheque Signing Officers	Complete NCU Request Change in Business Signing Authority - April-June	Chair /Treasurer NCU Rep - Sandy Charette	Remove old signers once new ones are added and confirmed; ready for transfer of responsibilities @ AGM.
NHS General 110100410403	General Chair, Treasurer, Vice	Chair /Treasurer NCU Rep - Sandy Charette	Adhere to HSD Finance guidelines. No etransfer payments; cheques where possible
Grants	Grant research needed Grant writing - when needed	Chair, Committee Leads, Treasurer	NHS Need volunteers - grant research/writing



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Goals / Priorities - Complementary Partnership Statements - *Trust, Presence & Educate*

	NHS
Students	<p>Engage parent readership (propose w/School Admin) . Include a student section in the monthly newsletter?</p> <p>SLT . Bring Student Leadership to the table - first 15 mins of Exec mtg; verify with NHS Admin first . Understand mandate/fundraising; Where do they need PAC support</p>
Teachers & Admin	<p>Admin - . Principal and Vice @ Exec Mtgs - Oct-May</p> <p>Teacher Rep . @ Exec Mtgs; acts as liaise with PAC and Staff</p>
Parents & Guardians create/increase engagement?	<p>Grade Reps @ Meeting table? Mandatory? How? PAC engagement (from HSD) cannot be mandatory? What's in it for them to attend? Equal representation @ the table. Would online meetings increase engagement?</p> <p>PAC Kiosks - meet n greet parents - not successful thru the year. Perhaps only Meet the Teacher (MTT) night</p> <p>Monthly email - student stories? shout-outs for donations, fundraising, etc</p> <p>Social Media</p> <p>Parent PAC Webpage - many resources available</p> <p>Volunteer Car Checks - if you volunteer, you must have one complete. Includes Exec. Free to complete/check</p>
Community & Trustees	<p>Trustees . Liaison - HSD budgets, policies . Volunteer - PAC reach out when needed</p> <p>Sponsorship . Corp Ask letter - ask for it all . Fundraising prizes - for the raffle or the students? . Pgm Support - Signage, Benches, BBQs, Shed, labour, materials, Snack Pgm, Science Hydroponic project, etc.</p> <p>Social Media - Use NHS FB and Instagram pages; share with Community pages and school where possible.</p> <p>The Citizen - Feature Stories - farewells, fundraising, etc.</p> <p>BakeWorld / Gorp - discounted pricing for Morning Snack Pgm</p> <p>BigWay - Discount pricing (as a donation) for canteen supplies. Discuss prior to purchase / needs - email bobbi-jo@bigway.ca</p> <p>Subway, Country Snacks, Chicken Chef, DQ, Tim's, Bistro290, Negash - Staff Appreciation donations - Raffle Prizes</p> <p>Many other local businesses with opportunities</p>



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School Programs / Budget - Support Needs, Wishes and Wants

	<i>NHS</i>	<i>NHS 2021-2022 Budget</i>
Grad Scholarship Awards	2 Awards - June (\$250 each)	\$500
Staff Appreciation (Fall / Spring)	Sponsorship Parent Donations PAC Funding Coordination	\$500 (donations/sponsorship/discounts where possible)
Soup's On (Charity)	School = Admin coordinates with family needs	Charity - N/A
Hot Lunch/Pizza Days	SLT has their own lunch canteen days. Food committee would offer other vendor options Assist - not for profit	N/A
Snack Pgm / Emergency (ER) student food supply	Morning Snack Pgm ER Food Supply	Snack - \$7500/yr Grant App submitted - \$1-3K \$1000 - PAC (\$100/mos) Corp Ask/Sponsor? Community Donations Drive - Prizes an entry for donation Or "buy" at MTT night? ER - donate canteen left over?
Grad Support (dinner tix + more?)	Support grad dinner ticket	\$2500 in 2020; (based on \$40 @ 55 grads) \$XXXX for 2022 - \$40 @ 75 grads?
SWAT/SWAG	Govt funding could disappear	Students fundraise SLT - PAC support?
Active Learning & Green Space	In-year - shed, bbq, seating/benches, science lab 3 year - planters/plants -\$2000 Outdoor Classroom - pergola, landscape, seating - \$5000 5 year - Oval track (50K) Outdoor Canopy (\$5K)	In-year 3D printer - grant; fundraise Shed - sponsored BBQ - sponsored - ~\$400 Science Lab Hydroponics - sponsored - \$TBD Benches - \$2000 3 year - \$10,000 build long term account Sponsorship; grant applications 5 year - (\$50,000) build long term account Sponsorship; grant applications



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BBQs	1 - Spring 2021 - for student activities	Sponsor / Donation ~\$400
Social Clubs / Intramurals	ESports, Game Club, Science Lab, SLT, etc.	Science Lab (~\$1500) Sponsor (TBD) / PAC = \$500 ESports - TBD SLT - Canteen %
PAC Brand - Reusable Signage	Reusable PAC Signage - need? want? if yes - Graphic Coord design VistaPrint - 13 oz retractable banners. 34"x81", 33"x86", 47x81 ~\$150 each; includes carry case. Black Friday sales = Vista. Or check w/ Creative Print All or Excel Graphics.	Will we want anything for our Canteen Sales TBD
PAC Operating	Online fees/ cheque fees Postage, copying, licensing, etc. Review previous budget to assess new year	\$300
TOTAL BUDGET NEEDS		



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Fundraising Plans & Ideas / Experiences

Planned	NHS	Notes
Online Raffle/Chase the Ace?	Fundraiser	
Canteens	Sports - Sep-Dec	Canteen use is closed until COVID regulations change
Ideas	NHS	Notes
50/50 Online	Fundraiser	5000 tickets @ \$2/tix books of 20 tix See Event plan for more details. Need Raffle license - in-progress Corp Ask for printing/prizes Parents to sell tix /donate prizes PAC to sell @ kiosks and Bingo Local businesses sell? Not likely. PAC could be set up at local markets, or businesses.
Raffle Fundraiser (BBQ/Summer fun prizes)	Fundaiser	5000 tickets @ \$2/tix books of XX Need Raffle license Corp Ask for printing/prizes Parents to sell tix/donate prizes PAC to sell @ kiosks and Bingo Local businesses sell?
Cash Calendar		
Lottery Sponsorship Fund	NHS eligibility?	LGCA MB has a "donation/sponsorship fund" - we need to understand the school age eligibility and/or the categories of sponsorship/donation



PAC Volunteer Opportunities - Calendar of Events

(all in-person volunteerism/events on hold due to COVID regulations)

NHS	
Event	Date
PAC Kiosks Meet the Teacher Parent-Student-Teacher	Sep / Nov / April 5:30-7:30pm ½ hr shifts
Staff Appreciation	Fall & Spring open/close donate
Sports Canteens (Sep-Dec)	Fri/Sat - schedule /td 2 hr shifts preferred
Morning Snack Pgm	Tuesdays or Thursdays 8:00-9:00am
Green Space Teams	Grant Writing / Research / Design