



NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

Agenda / Meeting Minutes

Chair Report (*Rhonda Kenning in place of Tanya Pomaranski*)

- Welcome back
- PAC current state; need for 2 Executive position replacements before year end
- Meetings - In-person meetings second Tuesday of each month in Board Room or Learning Commons
- AGM - Constitution, Policies & Fundraising discussion; documents to be circ with AGM agenda/invite.
- Student Leadership - Graham and Kimberly to advise if there's interest
- Confirm staff and student counts for in-year activity and planning; including Grads initial max.

Principal's Report (*Kimberley Funk*)

- Discussed development of outdoor green space

Financial Report (*Lesley*)

- Aug 31, 2022 was unavailable; to be discussed at October meeting

Communication Report (*Rhonda Kenning*)

- **Web Page Updates** -Tanya will continue to provide updates to school office
- **Monthly PAC News** - need update on Grade 9 Welcome BBQ
- **Social Media** - Instagram and FB use; page names for parents to follow
- **Parent Resources** discussed purpose of this part of the PAC page

Fundraising Report (*Event Leads*)

- **Raffle** - Lesley R to waiting on required time frame to roll out 50/50; project budget numbers supplied to MLLGC
- **Canteen** - Discussion on commencement of bread days and breakfast program, bank account form completed and remitted
- **New Fundraisers** - discussion on New Bothwell Cheese but profit margins are low, interest in conducting a Mom's Pantry Fundraiser prior to the holiday season



NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

Program Support *(Executive)*

- **Priority Wish list**
 - Reviewed format, list and need to revisit with NHS admin grant opportunities that arose 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?



NIVERVILLE HIGH SCHOOL PARENT ADVISORY COUNCIL

NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

School & PAC Profiles

	NHS		NHS PAC
Principal	Kimberley Funk	Chair	Tanya Pomaranski (term ends 2024)
Vice Principal	Graham Sereda	Vice Chair (optional)	Vacant
Secretaries	Karin Koop, Phyllis Enns	Secretary	Rhonda Kenning (term ends 2023)
Webmaster	Karin Koop	Treasurer	Lesley Reimer (term ends 2023)
PAC Teacher Rep (assigned)	Ezra Reimer	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 / Lotteries
Staff Count @ Sep 2022	<ul style="list-style-type: none"> • Teaching Staff - 27 • Office - 3 • EAs - 10 • Day Custodians - 1 • PM Custodians - 3 	Fundraising Chair	Lesley Reimer (Krista Shidel will assist)
Bus Drivers = 9	9	Active Green Space Chair	TBD
Student Count @ Sep 2022	Grade 9-12 ~79 Grads for 2023 ~337 - confirmed w/Admin ~280 - as per Nutrition grant	Food Committee Coordinators (TBD)	Staff /Student Appreciation Morning Snack Pgm/Bread Days
Trustees	Shannon Friesen Carissa Klassen	Canteen Coordinators	TBD
		Communication Team	Tanya Pomaranski



NIVERVILLE HIGH SCHOOL PARENT ADVISORY COUNCIL

NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

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

<p>Hanover is a student-centered 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 - Website, Monthly Parent emails, FB /Insta pages)

<p>2022-2023 Meeting Dates NHS Learning Commons - 6pm (2nd Tuesday of the month)</p>	
Annual Plan & Noms - Sep 15	February 14
October 11	March 14
AGM - November 8	April 11
December 13	May 9
January 10	No June meeting



NIVERVILLE HIGH SCHOOL PARENT ADVISORY COUNCIL

NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

Manage Governance - maintain a solid and sustainable Committee

	NHS	Responsibility	Notes
Constitution	Review @ Ann Mtg Final @ AGM	Updates - Chair Review 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 and update 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.



NIVERVILLE HIGH SCHOOL PARENT ADVISORY COUNCIL

NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

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 letter/pamphlet 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 e-transfer 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 Chequing 101 110100410403 NHS General Chequing 102 (Lotteries) 110100552840 Membership 17207075	General Chair, Treasurer, Vice	Chair /Treasurer NCU Rep - Sandy Charette	Adhere to HSD Finance guidelines. No e-transfer payments; cheques where possible
Grants	Grant research needed Grant writing - when needed	Chair, Committee Leads, Treasurer	NHS Need volunteers - grant research/writing Includes HSD for \$2500 greenspace annually (potential) see Admin for application assistance



NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

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

	NHS
Students	<p>SLT</p> <ul style="list-style-type: none"> . 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
Teachers & Admin	<p>Admin -</p> <ul style="list-style-type: none"> . Principal and Vice @ Exec Mtgs - Oct-May <p>Teacher Rep</p> <ul style="list-style-type: none"> . @ Exec Mtgs; acts as liaise with PAC and Staff
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 Monthly email - student stories? shout-outs for donations, fundraising, etc Social Media Parent PAC Webpage - many resources available Volunteer CR/CAR Checks - if you volunteer, you must have one complete. Includes Exec. Free to complete/check</p>
Community & Trustees	<p>Trustees</p> <ul style="list-style-type: none"> . Liaison - HSD budgets, policies . Volunteer - PAC reach out when needed <p>Sponsorship</p> <ul style="list-style-type: none"> . Corp Ask letter - ask for it all . Fundraising prizes - for the raffle or the students? . Pgm Support - Signage, Benches, BBQs, Shed, labor, materials, Snack Pgm, Science Hydroponic project, outdoor seating/learning classroom, etc. <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</p> <ul style="list-style-type: none"> - Discount pricing (as a donation) for canteen supplies. Discuss prior to purchase / needs - email bobbi-jo@bigway.ca <p>Subway, Country Snacks, Chicken Chef, DQ, Tim's, Bistro290, Negash, Pizza311, Santa Lucia, Smitty's, PERK</p> <ul style="list-style-type: none"> - Staff Appreciation donations - Raffle Prizes <p>Many other local businesses with opportunities</p>



NIVERVILLE HIGH SCHOOL PARENT ADVISORY COUNCIL

NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

School Programs / Budget - Support Needs, Wishes and Wants

	<i>Program Details</i>	<i>Budget - NHS 2022-2023</i>
PAC Grad Bursaries/Awards	2 Awards - June (\$250 each)	\$500
Staff & Student Appreciations (Fall / Spring)	Sponsorship Parent Donations PAC Funding Coordination 1 event per year per group as budget dictates	\$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 Morning Snack Pgm - Bread Days Morning Snack Pgm - CNCM (grant app)	<u>2022/23 - CNCM grant app - ask for 50K</u> <ul style="list-style-type: none"> ● <u>Received `10K</u> ● \$1000 - PAC (\$100/mos); supplement in other ways where possible - see below. Corp Ask/Sponsor? Community Donations Drive <ul style="list-style-type: none"> ● Prizes an entry for donation Or "buy" at MTT night? <ul style="list-style-type: none"> ● Work with BigWay to bring in spreads for purchase? Need to plan in Apr/May to be ready for Sep. <u>ER</u> - donate canteen left over?
Grad Support	Support grad - financial support where possible	Work with PERK to raise 5% of sales from April-June for Grads.
Green Space	<u>Adhoc - low priority</u> Shed, BBQ/tank/utensils <u>In-year</u> - Seating - benches, flatrock tree stumps Science lab <u>3 year</u> - concrete/pergola	<u>Adhoc</u> Shed - sponsored - TBD BBQ - sponsored - ~\$500 <u>In-year</u> Science Lab Hydroponics - sponsored - \$1500 Benches - \$3500 Tree stumps/flat rock seating - \$1800



NIVERVILLE HIGH SCHOOL PARENT ADVISORY COUNCIL

NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

	<p>picnic benches planters/greenery Garbage containers</p> <p>5 year - Outdoor volleyball court Oval track (50K)</p>	<p>3 year - \$15,000 - without concrete or pergola estimates yet</p> <p>build long term account Sponsorship; grant applications</p> <p>5 year - (\$50,000) build long term account Sponsorship; grant applications</p>
Social Clubs / Intramurals	ESports, Game Club, Science Lab, SLT, etc.	<p>Science Lab (~\$1500) Sponsor (TBD) / PAC = \$1500</p> <p>ESports - TBD SLT - Canteen % if PAC participates in Sports Canteen sales and SLT joins in with volunteers.</p>
PAC Brand - Reusable Signage	Reusable PAC Signage	\$137.58 - retractable banner ordered and at school canteen.
PAC Operating	<p>Online fees/ cheque fees Postage, copying, licensing, etc. Review previous budget to assess new year</p>	\$300
TOTAL BUDGET NEEDS		



NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

Fundraising Plans & Ideas / Experiences

Planned	NHS	Notes
Online 50/50	Fundraiser - 50/50	Online - end of Sep 2022 - 2 wks. Perhaps host another event in Jan/Feb?
Ideas	NHS	Notes
50/50 Online Chase the Ace Cash Calendar Auction/Prize Raffle	Fundraiser	
Toonies for Teens	Fundraiser	Approach local businesses - “round up” at each location and donate to the NHS. Is this a focus for our food program only? Have “bins” to collect cash or even spreads? Approach local biz?
Fundraising Ideas from Krista	We need to consider these parent fundraising ideas, not necessarily student fundraising.	Bothwell - low profit margin for effort Mom’s Pantry - low interest before holidays
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



NHS PAC – ANNUAL PLANNING SESSION AGENDA & MINUTES & PLAN

September 15, 2022

6pm-8pm - Meet the Teacher - PAC Table

PAC Volunteer Opportunities - Calendar of Events

NHS	
Event	Date
PAC Kiosks Meet the Teacher Parent-Student-Teacher	Sep / Nov / April As required
Staff Appreciation	Fall & Spring donate
Sports Canteen	TBD - for discussion/decision Fri/Sat - schedule /td 2 hr shifts preferred
Morning Snack Pgm	M-W-F - Morning Snack Pgm/Bread Days 8:15-9:15am *Food Handling Cert a benefit; NHS staff certified on site
Green Space Teams	Grant Writing / Research / Design Fundraising
Executives *if no board members; PAC dissolves	Secretary/Treasurer Terms end June 2023 Chair Term ends June 2024
Fundraising Events	Parent Fundraising Events