**Summit Middle School PAC Meeting Minutes**

Date: Monday Dec 7 2015 at 7pm

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| 1. **Welcome and Introductions** |
| * 1. Jane welcomed all participants. |
| **2. Chair Report – Jane Freeman** |
| - Minutes Review – Nov 2 2015 Minutes approved – Georgette, Stephanie and Anna  - Book fair – We have a credit of $1,573.65 with Scholastic. Jane has given a copy of the statement to Glenda so that the money can be spent on books for the school. A spring Book Fair has been booked for April 6th to coincide with the Parent-Teacher interviews.  - Community Outreach Dinner – feedback from the community was great. Student, Teacher and Parent volunteers all worked really hard from first thing in the morning to the last dish served. The next dinner is February 11th.  - Wish List / Budget – This will have to be re-visited as the One Time Donations received fall short of the estimated amount. All agreed to send out a reminder notice in January as feedback suggests many students did not receive the notice despite it being put in cubbies. See additional notes in the Fundraising section.  ***ACTION: Jane to draft a notice for approval.***  - Christmas Hampers – Glenda apologized to the PAC for the mis-communication regarding the Hampers. The school will be sponsoring six families from the Port Moody Fire. The Counsellor from Banting is co-ordinating. The WAFFLE-O group are involved with the initiative with Teacher sponsors. PAC volunteers will be required to help sort and pack the donations. Great that the kids are involved.  ***ACTION: Jane to email contacts to ask for help.***  ***ACTION: Stephanie to ask Pier 1 for boxes.*** |
| **3. Vice Principal report – Teresa Ascoli** |
| - Visiting Teachers – 32 teachers from China will be visiting school tomorrow.  - School Wide Drama Program – a notice will be going out this week for a productions called “Tales of Mystery and Imagination”. Sign up for auditions will begin tomorrow. Rehearsals will begin January, and will be each Wednesday after school, and all day Saturday May 7th. No one will be turned away and everyone will receive a bespoke part which incorporates their skills and talents. The production will be on May 10th and 11th. There is a small fee of $75.  ***ACTION: Teresa to add the notice to the website.*** |
| **4. Principal Report – Glenda Speight** |
| - Teresa has been assigned to Daren’s role whilst he covers for the Principal at Lord Baden Powell Elementary.  - There are two additional Pro-D days this school year to allow teachers further training / information days regarding the redesigned curriculum. The new dates will be 9th February and 13th May. |
| **5. Treasurer Report – Nancy** |
| - Refer to Treasurer’s report dated Nov 30 2015.  - Current balance: $ 22,544.39  - Wish list will have to be re-visited / prioritized once all one time donations are in. |
| **6. Fundraising – Georgette Van de Bovenkamp, Katherine Vanlerberg & Riti Batra** |
| -One Time Donations have been counted – thanks to the volunteers who counted. Total amount is $7,482.50. Only 137 donations were received this year, in comparison to 219 last year. There may be several reasons for this: last year people thought their school fees were included, timing – we are later this year, there have been many other initiatives, e.g. scare hunger, fruit and veggies, field trips etc. Only six envelopes from classrooms were returned out of 24. Teresa suggested adding a class list to the front of the envelopes. For the reminder to go out in January we need to outline more items from the wish list. |
| **7. SPC – Anna Dasilva and Shilpa Dabholkar** |
| - ***ACTION: Glenda to set a meeting for January.*** |
| **8. DPAC – Tom Cox** |
| - Tom attended the meeting. Discussed the two additional instructional days, the new KEV (financial) system that parents can use to pay for items.  - Tom will invite the DPAC Exec to the February 1st meeting. |
| **9. Traffic and Safety – Cristina Nordin** |
| -Teresa will be meeting with the Traffic Club on Friday. New sign ups will be requested. Teresa will be hosting a pizza party for the kids who have worked so hard this year. PAC thanked the traffic squad for their hard work and keeping everyone safe. |
| **10. Other Business** |
| Nothing to report. |

**Next PAC Meeting: Jan 11 2015 at 7pm**