**Summit Middle School PAC Meeting Minutes**

Date: Monday Jan 11 2016 at 7pm

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| 1. **Welcome and Introductions** |
| * Jane welcomed all participants. |
| **2. Chair Report – Jane Freeman** |
| - Minutes Review – Dec 7 2015 Minutes approved, pending removal of names in fundraising section.  - PAC Calendar of Events – Jane had a meeting with Glenda and Teresa to discuss events planned by PAC and School for the remainder of the year. PAC events are as follows:   * One Time Donation Reminder – Teresa handed to staff today, so will be going home this week * Community Outreach dinner – Feb 11th, May 26th * Easter Hamper Drive – Mar 3rd – 9th (Share to collect 10th) * Spring Book Fair – Mar 31st – Apr 14th * Capoeira – Apr 18th – 25th * Hot Dog Day – Jun 22nd * Year End Field Trip /G8 Leaving Prep – Jun 27th   ***ACTION: Teresa to send instructions given to Teachers for One Time Donation to Georgette.***  ***ACTION: Teresa to contact SHARE at end of February requesting list of items needed.*** |
| **3. Vice Principal report – Teresa Ascoli** |
| - Traffic Club is up and going again. Pictures of the kids have been taken, lots of G8 students have joined which is fantastic because they can pass their knowledge onto G6 and 7 students. There are approximately 10-12 kids doing a fantastic and tough job – thank you.  - Travel Survey – Mike Smith from HASTe has met with Teresa and will be bringing in surveys to go home on 19th Jan.  - FSA’s (Foundational Skills Assessment) – these assessments test numeracy, reading and writing. They do not affect report card grades. Parents can opt their children out of FSA’s with a letter. Assessments will take place from Jan 19th – Feb 5th.  - Construction – the MPR will be closed Feb 1st – 5th. Work is being done above the stage and on the side entrance. Heating around the building is being monitored and will be fixed. Alternate classrooms are available for rooms adversely affected by lack of heat.  - Fencing will be happening for each child in February. The cost will be $3 each for a double block. Looking into setting up a fencing club if there is enough interest generated.  ***ACTION: Glenda / Teresa to check with Kim to see if the new payment portal (KEV) can be used for parents to pay for Fencing.*** |
| **4. Principal Report – Glenda Speight** |
| - Emergency Procedures – The school district is implementing new Emergency Procedures to replace the code Yellow and Red. The new procedure will be called Hold and Secure and Lockdown. The alternate pick up will no longer be carried out, instead the school will be implementing and practicing the new School District Procedures. Teresa has updated the school emergency plans and maps and an evacuation plan has been developed.  ***ACTION: Teresa and Jane to review the emergency prep supplies.*** |
| **5. Treasurer Report – Nanci Anderson** |
| - Refer to Treasurer’s report dated Dec 31 2015.  - Current balance: $ 26,712.14.  - Wish list will have to be re-visited / prioritized once all one time donation reminders are in. |
| **6. Fundraising – Georgette Van de Bovenkamp, Katherine Vanlerberg & Riti Batra** |
| -One Time Donation reminder will be going out this week. Deadline is February 2nd. Teresa has arranged for forms and money to be collected by students daily.  - Hot Dog Day – Georgette confirmed we will be using the two barbecues for the June hot dog day.  ***ACTION: Teresa to check we have enough gas and that all burners on both BBQ’s are working***. |
| **7. SPC – Anna Dasilva and Shilpa Dabholkar** |
| - ***ACTION: Glenda to set a meeting once the district budget meeting has happened.*** |
| **8. DPAC – Jane for Tom Cox** |
| - Tom has confirmed the DPAC Exec are coming the February 1st meeting. |
| **9. Other Business** |
| Nothing to report. |

**Next PAC Meeting: Feb 1 2016 at 7pm**