**Summit Middle School PAC Meeting Minutes**

Date: Monday Sep 14 2015 at 7pm

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| 1. **Welcome** |
| * 1. Round table introduction. Jane welcomed all participants. |
| 1. **Chair Report – Jane Freeman** |
| * 1. Minutes Review - June 1 2015 Minutes approved by Georgette, 2nd Riti.   2. Emergency kit – need to replace water and granola bars. Need to research if there are other items that can be more cost effective and less maintenance. Allotted $500 to replenish annually.   ***ACTION: Jane to research what items to purchase to replace granola bars.***   * 1. Budget planning: due by next meeting. Will have around $14,000 from Gaming Grant.   ***ACTION: Glenda to speak to staff to come up with a wish list****.*     * 1. Book fair – books delivered on Oct 29 and pick up on Nov 5. Volunteers to support the event. Better to place books in library to attract children.   ***ACTION: Daren to confirm book fair will happen. Post Meeting*: Book Fair confirmed. Jane to rally volunteers for morning and afternoon.** |
| **3. Vice Principal report – Daren Fridge** |
| * 1. Pancake breakfast - was a success for Grade 6 students. Great way to start the year. Well received. Lots of support from staff.   2. Team arrangement - Apology for not being able to notify students re: team arrangement electronically due to the change of computer system. Had to post papers out on main door. Managed to get TOC’s help last week to organize students to be in different classes.   3. Construction update – on target. Though have some challenges, no impact to classrooms. Workers are accommodating. Probably done by Halloween. |
| **4. Principal Report – Glenda Speight** |
| * 1. Introduction:   - Appointed in May. Very impressed with the students in school and how much they enjoy playing. Very welcoming and respectful. Parents very friendly. Large credit goes to Cindy (ex-principal) to assist with transition.  - 39th year as an educator, teacher for 11 years then became a principal. Worked in middle school and elementary school as a principal.  - Keen on learning new things. Welcome parents to come and chat.  4.2 School update:  - Added an additional division this year. Currently have 24 divisions (706 students) in our school. Capacity is 720. School surrounding us are at full capacity.  - New staff members joining: all of them worked in Summit before. Welcome new teachers! Opportunity to meet the new teachers in Open House.  - 3 new caretakers  - Half time secretary (Mrs. Marks) hired to support the school (works here every other day)  - Theme for school: Connectedness and belonging – Team leader will join us next month to speak to that.  - Open House on Sep 29 (Tue) 6:30 – 10pm (Meet the Teacher night) – Meet teachers in the gym, presentation done by teams, exploration classes, students can share their experience in school thus far. |
| **5. Treasurer Report – Jane Freeman/ Nanci** |
| **-** Filed the BC Gaming report already in June  - Treasure’s report dated Sep 14 2015 was presented by Jane.  - BC Gaming Federation provided funds per student to spend on extra curricular activities. About $20 per student. Should know by next meeting how much we will be provided this year. |
| **6. Fundraising – Georgette Van de Bovenkamp, Katherine Vanlerberg & Riti Batra** |
| **-** One time donation letter was sent out to families last year. The intention was to streamline the process of donations (only once a year instead of several times per year). Well received last year. Last year got $10, 000. Proposed to use the same strategy for raising funds this year. Suggested to include the purpose of donation. Can also recognize personal donations by displaying donor’s name on computer.  - Need to have donations back by end of Nov. Letters need to be out before then.  - Gaming fund is for extra curriculum activities, but general funds can be used for academics. Aim to benefit most kids possible.  ***- ACTION ITEM: Glenda to check with staff re: wish list and big items needed and Daren to send list to Jane a week before next PAC meeting.***  ***- ACTION ITEM: Jane to put this on next PAC meeting agenda for further discussion*** |
| **7. SPC – Anna Dasilva and Shilpa Dabholkar** |
| - no update this time. |
| **8. DPAC – Tom Cox** |
| - No meeting with the District yet. Next meeting on Sep 30. Welcome any parents to join the orientation night.  ***ACTION ITEM: Anyone who is interested to join the orientation to connect with Tom.*** |
| **9. Traffic and Safety – Cristina Nordin** |
| - Traffic patrols are returning on Fri. will have about 8-10 students this year. Will highlight traffic rules with parents during open house. |
| **10. Any other business** |
| 10.1 Access of the Multi-purpose room - not allowed at this point. Rooms with yellow “X” are reserved for needs of evacuation due to construction.  10.2 Library use – concerns raised re: no access for students before and after school and during lunch time. Parent raised the importance of allowing students to access the library. Teams will be rotating through to use the library with the teachers; however, there is no actual librarian responsible for the library and students are not allowed to be in a space without any supervision. Parents continue to have concerns about students not being able to access library.  ***ACTION ITEM: Jane to put this on agenda for the next PAC meeting for further discussion.***  10.3 Funding opportunity – Tom provided info re: funding opportunity available (?Spirit award) through City of Coquitlam  10.4 Canteen and lunch program – School not ready to consider lunch program due to sensitive union situation. |

**Next PAC Meeting: Oct 5 2015 at 7pm.**