**Attendees:** Nick Chui (Principal), Sharon Vieira (Vice-Principal), Fatima Elamiri (Chair), Flavia Corbella (Treasurer), Tanya Swenor, Sarah Rosen, Kiho Equizabal, Marta Bieler, Tara Chapple, Cassie Rodriguez, Melanie Worobec (Recorder).

| Agenda Item | Discussion | Action Items |
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| 1. Welcome & Introductions | * Minutes of October meeting were approved.
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| 2. Main School Report | * First bake sale was very successful (raised $466.00).
* Nov. 29th Hot Dog Days.
* Discussion how to support kids for hot lunch in need – Nick to discuss with teachers.
* Purdy’s chocolate orders have been sent home.
* Direct Appeal – update letter with information about donating online via school cash payment program. Sarah to update letter and PAC to send out Monday.
* PAC to prep donation request letter from Corporations – Nick to confirm if PAC allowed to offer sticker identifying ‘this I-Pad was generously donated by company name’.
* Earthquake bin has been cleaned out. VSB tracks the expiry dates on food and water and arranges replacement.
* Discussion about organizing a parent social event – “Burger and Beer at the Pub” (Cassie to discuss with Pub) and organize movie night same date at Community Centre (Sharon to organize if date is selected).
* Discussion about scheduling a ‘Family Movie Event’ fundraiser – need to confirm logistics (ie: copyright and parents drop off)
* Business Fair December 13th
* Recycling is very slow so far this year – send quarterly email reminders to parents.
* Nick to f/u and check if the Period Promise campaign has started.
* PAC to look into organizing a Book Fair
* PAC to look at popcorn day
 | Sarah to update and send direct appeal letter.Nick to f/u re: PAC allowed to identify company donation.Cassie to f/u re: potential Pub Night Fundraiser Move Night - Nick to confirm gym reservation etc. for possible Movie NightPAC to look into organizing a book fair. |
| 3. Annex School Report | * Sarah to send the Annex PAC email password
* Pizza days – first one was held last week; went well but pizza place was not able to deliver. If this continues, may have to investigate other providers
* Book Fair (3 days – November 19, 20, 21) and Camp Read on the 19th
* Annex shirts will be sold – 2 designs with “Champlain Annex Coyotes”
* Purdy’s orders have gone out electronically
* Compiling the Annex PAC email list
* Sarah to include Annex in the donation request letter from Corporations
 | Sarah to prepare the donation request letters from Corporations for Main and Annex  |
| 4. Main School Principle’s Report | * Teresa has been extended in her role as Administrative Assistant until December 2019
* Melanie Peters extended as Resource Teacher until end of January 2020
* Carol Decker new Student Support Worker
* Halloween was fun
* Cross country meet was well attended
* Badminton was successful – thank you to the PAC for subsidizing the program
* November – Grade 6 immunizations November 15th
* Photo retakes November 20th
* November 8th – Professional Development Day. Some teachers are going to an Conference re: assessment
* Student lead conferences are being held next week – early 2pm dismissal November 13 and 14
* Renee Hock’s Diversity visit – presented class by class session and lunch and learn for staff
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| 5. Annex Vice Principle’s Report | * Cross Country was successful (grade 1-3)
* Halloween dress up on October 31 and then held “play day” on November 1st
* Remembrance Day assembly held today (Nov. 6)
* C’est Mon Café hot lunch program has started
* Starting to use My Blueprint – VSB tool
* Last Pro-D day the Annex Team went to a social emotional learning workshop at the Dali Lami Centre
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| 6. Treasurer’s Report  | * Review of Main School Report
* Gaming Funds allocated - $7,640.14 (Main) and $1,920.00 (Annex)
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| 7. Next Meeting  | * No PAC meeting in December
* Next meeting will be January 15th, 2020
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*These minutes are in draft form and will be adopted at the next PAC meeting if members are in agreement*