



**SMILING CREEK ELEMENTARY
PARENT ADVISORY COUNCIL (SCPAC) MEETING AGENDA**

Virtual Meeting via ZOOM

[Join Zoom Meeting](#)

Meeting ID: 631 2050 5093

Passcode: 777711

Tuesday, May 25th, 2021

7:00 p.m.

Call to order

1. Welcome: *Damian Stanley*
2. Approval of last meeting's minutes/today's agenda/elections
3. Principal's Report: *Ross Jacobson*
 - Portables/Kindergarten Playground Update
 - Bell Schedule 2021-22
 - Stage 1 vs. Stage 2
 - School Calendar 2021-22
 - Action Plan for Learning/School Goals 2021-22
 - School Supplies 2021-22
 - School Programming 2021-22
 - Example: Curling, Tennis, iRide, Hip Hop, Artist in Residence, Art Starts...
 - June 2021 Events:
 - Spring Concert (schedule A)
 - Grade 5 Leaving Ceremony
 - Connecting to Kindergarten
 - School-Wide Assembly
4. Old/New Business
 - i. 2021/2022 SCPAC goals/objectives

5. Treasurer's Report – *Tanya Hassard*
 - i. Budget Progress
 - ii. Teacher classroom fund spend update
 - iii. 2021/2022 budget approval

6. Committee / Executive Updates
 - i. Health & Safety
 - ii. Fundraisers

7. Reminder of current/upcoming events:
 - i. Hot Lunch / Final treat day
 - ii. Neufelds/Giftcards drive through pick up (June 3rd from 5:45pm)
 - iii. Spirit Wear Day (June 25th)

8. Adjournment (8:00pm)

Next PAC Meeting will be on **Tuesday, June 15th 2021** from 7:00 p.m. via ZOOM

OPEN PAC EXECUTIVE ROLES

VICE-CHAIR

- shall assume the responsibilities of the chairperson in their absence
- shall accept extra duties as required

SECRETARY (TRADITIONAL)

- shall record the minutes of all executive, general and special meetings
- shall prepare within one week of any meeting, complete minutes and ensure their distribution
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- shall ensure safe keeping of all records of the PAC

SECRETARY (DIGITAL)

- shall create monthly calendar
- shall create volunteer sign up forms

- shall maintain HUB page (link to fundraisers, volunteers, create teacher fund summary, community give back, donations)
- shall maintain PAC mailing lists
- shall create creatives for email/social media campaigns
- shall help with online fundraisers (set up online store/google form, ensure data is recorded and reports can be generated, create labels for distribution)
- shall create google forms for polls, online consent form

SECRETARY (SOCIAL)

- prepare/schedule email and social media posts
- shall oversee the Parent Information Centre (bulletin board) and post materials as directed
- update two sandwich boards as directed by the Executive

DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- shall report to the PAC regarding issues discussed
- shall seek input from the PAC for presentation at DPAC meetings
- shall vote the PAC's wishes at DPAC meetings
- shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.
- shall submit a final report

MEMBER(S) AT LARGE

- shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.

- all general duties of the Executive and Code of Conduct shall also apply to the Member at Large
- shall submit a final report

OPEN COORDINATOR / COMMITTEES

PARENT EDUCATION COORDINATOR

- shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents
- shall arrange topics and guest speakers for assemblies where a parent education component is desired
- shall maintain a complete record of speakers, their topics, handouts and associated costs
- shall collect potential speaker information and maintain a record of this information in the parent library
- shall purchase parent education materials for the parent library with the approval of the membership
- shall oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
- shall maintain and post a master list of all available parent resource materials

COMMUNITY and MULTICULTURAL LIAISON

- shall facilitate the welcoming of families new to Smiling Creek Elementary School that have backgrounds in other cultures
- shall encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system
- shall maintain a record of events or initiatives and provide suggestions for future efforts

CLASSROOM LIAISON (one per 23 divisions)

- is a parent/guardian of a child in the assigned classroom
- checks and responds to email frequently.
- is a point of contact between the classroom teacher(s), the parents and the SCPAC.

- maintains the privacy of the confidential 'Private Parent Contact List' by not sharing contact information, as well as providing updates to this list of any new incoming or outgoing students throughout the year.
- communicates information from the SCPAC to the rest of the class.
- distributes a 'Shared Classroom List' for playdates, birthday parties, fieldtrip carpooling, etc. This list is distinct from the 'Private Parent Contact List' and will only be shared with families that have opted in.
- may coordinate holiday teacher gifts and/or end-of-year teacher gifts if there is sufficient demand from parents (optional).

PAC MEMBERS: • All (We are all members)!!!

SAFETY COORDINATOR: Monika

TEACHER APPRECIATION COORDINATOR/S: Stacey S / Crystal

VOLUNTEER COORDINATOR: [Open](#)

SPIRIT WEAR COORDINATOR: [Open](#)

HOT LUNCH COORDINATOR/S: Connie / Eva

TREAT DAY COORDINATOR: Nicole

FRUIT AND VEGE COORDINATOR: Lin

INVENTORY COORDINATOR: Tanya

DINE IN NIGHTS: Ashley G

CORP DONATIONS / GRANTS COORDINATOR: [Open](#)

FUNDRAISING COMMITTEE:

Neufeld Farms: Rhonda / Danielle

Purdy's: Nicole / Sonia / Jenny

Poinsettias: Stacey S / Crystal

Bottle / Clothing Drive: [Open](#)

Fundscript: Alex

Me n Eds Pizza Night: Ashley G

Entertainment Books: Crystal / Stacey S

Card Project: Tanya

Lunchbox Theatre: Damian

Spring Flowers: Rhonda

Family Photo Shoot: Tanya

FUNDRAISING EVENT COMMITTEES:

Movie Night Committee: [Open \(1\)](#)

- Tanya E

Halloween Party Committee: [Open \(4\)](#)

- Tanya E
- Stephanie S

Year End BBQ Committee: [Open \(4\)](#)

- Tanya E
- Ryan A