



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

Virtual Meeting via ZOOM

[Click to Join Zoom Meeting](#)

Meeting ID: 822 7044 9983

Passcode: 143127

Tuesday, September 21st, 2021

7:00 p.m.

Call to order

1. Welcome: *Damian Stanley*
2. Approval of last meeting's minutes/today's agenda
3. Presenter – Jacquie Bischoff (Learning Commons)
4. Principal's Report: *Ross Jacobson / Allison Johnson*
 - i. Update
 - ii. Questions
5. Treasurer's Report – *Tanya Hassard*
 - i. Budget Explained
 - ii. Current Financials
6. Old/New Business
 - i. Playground Update
 - ii. Liaisons
 - iii. No entertainment book
 - iv. Parent questions / feedback
7. Committee / Executive Updates
 - i. Hot Lunch / Treat days update (Eva)
 - ii. Loop / Crosswalk safety (Damian)

iii. Teacher Fund / Pop Up Pumpkin Patch

8. Reminder of current/upcoming events:

- i. Hot lunch/treat days term one order window Sep 27 – Oct 10
- ii. Orange shirt day – September 29th
- iii. Bottle drive Oct 16
- iv. Me & Eds Oct 21

9. Adjournment (8:00pm)

Next PAC Meeting will be **WEDNESDAY**, October 20th, 2021

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: Eva

SPIRIT WEAR COORDINATOR: [Open](#)

HOT LUNCH COORDINATOR/S: Connie / Eva

TREAT DAY COORDINATOR: Connie / Eva

FRUIT AND VEGE COORDINATOR: Lin

INVENTORY COORDINATOR: Tanya

DINE IN NIGHTS: Ashley G

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

FUNDRAISING COMMITTEE:

Neufeld Farms: Jacquie

Purdy's: Nicole / Sonia / Jenny

Poinsettias: Stacey S / Crystal

Bottle / Clothing Drive: [Open](#)

Fundscript: Alex

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