

## SMILING CREEK PARENT ADVISORY COUNCIL (SCPAC)

### Revised Meeting Minutes: Tuesday, October 1, 2024

**In Attendance (In Person):** Stacey Cruz, Dawn Neale, Tanya Hassard, Joanne Ching, Connie Wu, Rob Killawee

**In Attendance (via Zoom):** Allison Johnson, Carlie Gollner, Cindy Lui, Jimmy Fung, Joey Lawrence, Jamila Reckord, Joi Ci, Justine Stockley, Karen Trieu, Maria Bustillos, Matt Gushue, Matt Varrick, Melanie Moore, Nick Horning, Stacey Toporowski

<b>AGENDA ITEMS:</b>	<b>NOTES:</b>
<b>MEETING CALLED TO ORDER</b>	<ul style="list-style-type: none"><li>• <b>7:06pm</b></li></ul>
<b>WELCOME, INTROS &amp; TERRITORIAL ACKNOWLEDGEMENT</b>	<ul style="list-style-type: none"><li>• Welcome Intro: Stacey Cruz &amp; Dawn Neale</li><li>• PAC Exec Intros - All exec members</li><li>• Territorial Acknowledgement: Read by Dawn Neale</li></ul>
<b>WHAT IS PAC?</b>	<p><a href="https://sites.google.com/view/smiling-creek-pac/home">https://sites.google.com/view/smiling-creek-pac/home</a></p> <ul style="list-style-type: none"><li>• A group of parents who volunteer their time to work with the SCE administration team (principal, vice-principal &amp; staff) to have a common goal to support, encourage, improve the quality of education &amp; create an inclusive environment for all students &amp; families at Smiling Creek Elementary.</li><li>• One way we support the administration team and students is by fundraising. Funds raised are 100% spent on programs, supplies and equipment that provide students with an enhanced quality of education in a safe, healthy environment and to help cover PAC expenses.</li><li>• Programs that we help fund are: field trips, school buses, electronic upgrades, sports equipment, playgrounds, and more!</li><li>• <b>Ways we raise funds:</b><ul style="list-style-type: none"><li>○ <b>BC Gaming Grant</b> - Requirements needed to be applicable for this grant are: An active PAC, the funds received based on number of full-time students registered &amp; funds can only be used towards certain programs &amp; supplies</li><li>○ <b>Fundraising Events</b> - Hot Lunch &amp; treat days, dances, movie nights, sales lead fundraisers, and more!</li><li>○ <b>One-Time Donations</b> - are requested at the beginning of the school year to allow the PAC time to allocate these funds where they're needed</li></ul></li></ul>
<b>APPROVAL OF LAST MEETING'S MINUTES &amp; TONIGHT'S AGENDA</b>	<ul style="list-style-type: none"><li>• <b>Meeting Minutes to be approved:</b> SCE PAC AGM May 28, 2024<ul style="list-style-type: none"><li>○ Tanya Hassard - Motion, Stacey Cruz - Second</li></ul></li><li>• <b>October 1, 2024 Meeting Agenda to be approved:</b><ul style="list-style-type: none"><li>○ Nick Horning - Motion, Joanne Ching - Second</li></ul></li></ul>
<b>PRESENTER</b>	<ul style="list-style-type: none"><li>• <b>No presenter at this meeting</b></li></ul>

<b>PRINCIPAL'S REPORT</b>	<p><b>Rob Kilawee (Principal) &amp; Allison Johnson (Vice-Principal):</b></p> <ul style="list-style-type: none"> <li>● <b>Truth &amp; Reconciliation Assembly:</b> <ul style="list-style-type: none"> <li>○ Will be done by a teacher with Indigenous heritage</li> <li>○ Water First Fundraiser: <ul style="list-style-type: none"> <li>■ Water System management for areas that don't have clean water</li> <li>■ Fundraising Goal: \$500</li> <li>■ Deadline to submit donations: Friday October 4th</li> <li>■ Ms Wallace overseeing the fundraiser</li> </ul> </li> </ul> </li> <li>● <b>Terry Fox Run:</b> <ul style="list-style-type: none"> <li>○ Our Grade 4-5 classes will be running to Coast Salish &amp; Coast Salish's grade 4-5's will be running to our school</li> <li>○ Parent volunteers needed, Ms Reideerer will be emailing parents</li> <li>○ RCMP will be around the neighborhood to help</li> </ul> </li> <li>● <b>Lockdown Drill:</b> Tuesday October 8th</li> <li>● <b>Photo Retakes with GradsBC:</b> Wednesday October 16th</li> <li>● <b>Pro-D Day - No School:</b> Friday October 25th</li> <li>● After school programs are underway</li> <li>● <b>Spring Programs:</b> Tennis with Coach Marcus and Hip Hop will be back in the spring</li> <li>● <b>Traffic Matters:</b> Concerns with the number of vehicles speeding through the school zone at drop-off &amp; pick-up <ul style="list-style-type: none"> <li>○ Parents are encouraged to email the city with their concerns about the speeding etc <ul style="list-style-type: none"> <li>■ The city will take community/parent concerns more seriously and will help in getting any changes made to help curb speeding in the school zone</li> </ul> </li> <li>○ RCMP will continue to make an appearance throughout the school year</li> </ul> </li> <li>● <b>Local Wildlife:</b> there have been a few bear sightings over the past couple of weeks. Teachers have protocols in place, if needed</li> <li>● <b>E-forms &amp; Emergency Release:</b> if you haven't sent these forms in yet, please submit as soon as possible</li> <li>● <b>French:</b> New this year - the district has asked to document and report on Grade 4 students that are receiving French instruction in a 4/5 class. This will be an exposure piece for grade 4's and part of the grade 5 curriculum</li> <li>● <b>Hallway Supervision &amp; Cones:</b> <ul style="list-style-type: none"> <li>○ There has been an issue with students entering the school in the morning and staying inside during breaks when there is no supervision instead of going outside.</li> <li>○ Cones have been set up near entrances to direct them to use the washrooms closest to the exits</li> <li>○ Only come in when needing to use the washroom or have a drink of water</li> </ul> </li> <li>● <b>Morning Drop-off:</b> Please ask children to not cut through the school to get to the back, it creates congestion in the hallways, instead to walk around the school</li> </ul>
<b>DPAC REPORT (District Parent Advisory Council)</b>	<p><b>Nick Horning - DPAC Representative</b></p> <ul style="list-style-type: none"> <li>● <b>Brief overview of DPAC / DPAC rep. roles &amp; responsibilities</b> <ul style="list-style-type: none"> <li>○ DPAC meets once per month</li> <li>○ Host panels and speakers for parents (1-2 times per year)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ His role is to take the feedback or questions from the school/SCPAC exec to DPAC</li> <li>○ He also holds a role within DPAC as the communications liaison</li> <li>● QUESTION from Stacey Toporowski: <ul style="list-style-type: none"> <li>○ Inquired about the status of the BCCPAC, any updates? <ul style="list-style-type: none"> <li>■ DPAC hasn't received an update on the status of the BCCPAC. Will inquire and provide an update (if there is any) at the next PAC meeting in November</li> </ul> </li> </ul> </li> </ul>
<b>TREASURER'S REPORT</b>	<p><b>Tanya Hassard &amp; Joanne Ching (Co-Treasurer)</b></p> <p><b>Current Financials &amp; Bank Balances:</b></p> <ul style="list-style-type: none"> <li>● Nothing to report</li> </ul> <p><b>2024 / 2025 Budget - to be Approved by Membership Vote:</b></p> <ul style="list-style-type: none"> <li>● Gaming Grant - \$20 per student</li> <li>● Family / One-time donations - goal \$5,000 (approx what was received last year)</li> <li>● Special purpose Fund - for presenters &amp; special school activities (In the past: Tennis, hip hop, magician)</li> <li>● Teacher/Classroom Fund - \$200/classroom for supplies or what's needed for their classroom (at teacher's discretion)</li> <li>● Field Trip Fund - \$300/division, covers bus cost (since Covid, included bringing in-school presenters into the classroom instead of just for bus)</li> <li>● Munchalunch fees are 2% on sales <ul style="list-style-type: none"> <li>○ Budget accepted by Nick Horming, seconded by Connie Wu</li> </ul> </li> </ul>
<b>OLD BUSINESS UPDATES</b>	<ul style="list-style-type: none"> <li>● <b>None to report</b></li> </ul>
<b>NEW BUSINESS UPDATES</b>	<p><b>Card Project Fundraiser: Tanya Hassard</b></p> <ul style="list-style-type: none"> <li>● Back again this year</li> <li>● Teachers provide the class with a theme and kids draw</li> <li>● Card Project Company digitizes the students art for families to order <ul style="list-style-type: none"> <li>○ <b>Ordering opens: Friday October 18th</b></li> <li>○ <b>Priority order deadline: Sunday October 27th</b> (delivered by Friday November 22nd)</li> <li>○ <b>Final order deadline: Monday November 11th</b> (delivered by Friday December 13th)</li> </ul> </li> </ul> <p><b>Lunchbox Theatre: Dawn Neale</b></p> <ul style="list-style-type: none"> <li>● Back again this year</li> <li>● Will offer the program all 3 terms <ul style="list-style-type: none"> <li>○ Productions will be Elf (term 1), Wizard of Oz &amp; The Lion King (Term to be determined)</li> </ul> </li> <li>● Term 1 registration will open on Friday October 4th at 7pm, First Come/First Serve</li> </ul> <p><b>New Business Sponsorship &amp; Local Business Sponsors: Stacey Cruz</b></p> <ul style="list-style-type: none"> <li>● PAC Hub is where the sponsors are shown: <ul style="list-style-type: none"> <li>○ <a href="https://sites.google.com/view/smiling-creek-pac/fundraisers/local-business-fundraisers">https://sites.google.com/view/smiling-creek-pac/fundraisers/local-business-fundraisers</a></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Some of these local businesses are: <ul style="list-style-type: none"> <li>■ Group 7 Insurance, Leilani Fine Tea, Carolyn Pogue Realty Group, Fran's Flowers, Stampa and more!</li> </ul> </li> <li>● If you're a local businesses, and would like to further discuss these sponsorship opportunities, please email the PAC at <a href="mailto:smilingcreekpac@gmail.com">smilingcreekpac@gmail.com</a></li> </ul>
<b>COMMITTEE &amp; EXECUTIVE UPDATES</b>	<p><b>PAC Executive &amp; Committee Positions - Stacey Cruz / Dawn Neale</b></p> <ul style="list-style-type: none"> <li>● <b>Positions Available:</b> <ul style="list-style-type: none"> <li>○ <b>Chair:</b> Co-share role with Dawn N.</li> <li>○ <b>Vice-Chair:</b> Co-share role with Stacey C.</li> <li>○ <b>Administration - Secretary (Minutes):</b> 2 meetings / month</li> </ul> </li> </ul> <p><b>Hot Lunch &amp; Treat Days - Connie Wu</b></p> <ul style="list-style-type: none"> <li>● Term 1 Ordering closed on Saturday September 28th</li> <li>● Term 1 First Hot Lunch day: Wednesday October 2nd - Domino's Pizza</li> <li>● Term 2 ordering will open in December</li> <li>● <b>Volunteers:</b> If the sign-up is full, please still come by as sometimes there are volunteers that can't make it at the last minute</li> </ul> <p><b>Fruit &amp; Veggie Days - Dawn Neale</b></p> <ul style="list-style-type: none"> <li>● Coordinator Position has been filled by Crystal Yen-Olliffe</li> <li>● 1st delivery to the classrooms was Thursday September 26th - Carrots</li> <li>● There are a total of 12 deliveries in the school year delivered monthly <ul style="list-style-type: none"> <li>○ With the exception of November, February &amp; May, there will be 2 deliveries</li> </ul> </li> <li>● This program is through the BC Agriculture in the Classroom Foundation <ul style="list-style-type: none"> <li>○ Last year was funded by the province; this was changed for this year. It's now funded by each individual school district</li> <li>○ Check out their website for more information about the program</li> </ul> </li> </ul>
<b>FUNDRAISING EVENTS &amp; VOLUNTEER OPPORTUNITIES</b>	<p><b>Halloween Party - Dawn N. / Committee Members</b></p> <ul style="list-style-type: none"> <li>● <b>Event Date:</b> Friday October 18th</li> <li>● <b>Tickets on sale:</b> Friday October 4th through Munchalunch <ul style="list-style-type: none"> <li>○ Offering general admission &amp; pizza combos</li> </ul> </li> <li>● Committee has been busy planning for the past couple of weeks <ul style="list-style-type: none"> <li>○ Costume Parade Contest - 3 prizes available</li> <li>○ Pumpkin carving contest (to be carved at home, brought to the event) - 15 spots available, 1 per family. Voted on at the party. 2 prizes available</li> <li>○ Photo booths, DJ, dancing, arts &amp; crafts and more!</li> </ul> </li> <li>● Looking for sponsors, if you're interested, please email the PAC <ul style="list-style-type: none"> <li>○ An email went out to our local sponsors today</li> </ul> </li> <li>● Volunteers needed for setup, during the event and clean-up <ul style="list-style-type: none"> <li>○ Volunteer signup will be sent out this week</li> </ul> </li> <li>● If anyone in the community is able to donate or lend the committee halloween decor, please email the PAC</li> </ul> <p><b>Winter Market - Dawn N. / Cindy &amp; Greg Lui</b></p> <ul style="list-style-type: none"> <li>● Event Date: Friday November 22nd</li> <li>● Location: Smiling Creek Gym</li> <li>● Open to the public, bring your family &amp; friends</li> <li>● Currently have 15 paid vendors</li> </ul>

	<ul style="list-style-type: none"> <li>○ If you're interested in being a vendor, please email: <a href="mailto:smilingcreek.events@gmail.com">smilingcreek.events@gmail.com</a></li> <li>● Table fees: <ul style="list-style-type: none"> <li>○ Smiling Creek Community: \$35 adult, \$10 kids</li> <li>○ Non-Smiling Creek Community: \$40 adult, \$15 kids</li> </ul> </li> <li>● Aiming to have between 35-45 vendors this year</li> </ul>
<b>ONGOING FUNDRAISERS</b>	<p><b>Current Ongoing Fundraisers: Stacey Cruz</b></p> <ul style="list-style-type: none"> <li>● Cobs Bread, Mabel's Labels, Return It Depot, Moe's Furniture, Stampa, RVN Wellness, Frans Flowers, FlipGive (Chapters/Indigo, Winners, Dining etc) provide a portion of sales as a fundraising kickback to our PAC</li> <li>● <a href="https://sites.google.com/view/smiling-creek-pac/fundraisers/ongoing-fundraisers">https://sites.google.com/view/smiling-creek-pac/fundraisers/ongoing-fundraisers</a></li> </ul> <p><b>Fundraising for this School Year: Stacey Cruz</b></p> <ul style="list-style-type: none"> <li>● <b>Discussion:</b> One-time donations and/or sales lead fundraisers (Neufelds, or other options) were put on hold last year, but: <ul style="list-style-type: none"> <li>○ If anyone in the community would like to do a sales lead fundraiser, we would need someone to be the lead and help with organizing the volunteers/coordinators</li> </ul> </li> </ul>
<b>REMINDER OF UPCOMING EVENTS &amp; HOLIDAYS</b>	<p><b>Term 1 Hot Lunch &amp; Treat Days:</b> October 2nd - December 18th</p> <ul style="list-style-type: none"> <li>○ Order Deadline was September 28th</li> </ul> <p><b>Hot Lunches:</b></p> <ul style="list-style-type: none"> <li>● Oct 2nd: Dominos</li> <li>● Oct 9th: Subway</li> <li>● Oct 16th: Happy Chinese Food</li> <li>● Oct 23rd: Nandos</li> <li>● Oct 30th: Jimoco Pasta</li> </ul> <p><b>Treat Days:</b></p> <ul style="list-style-type: none"> <li>● Oct 4th: TCBY</li> <li>● Oct 18th: Cobs</li> <li>● Oct 31st: Halloween Cookie</li> </ul> <p><b>Fri Oct 4th: Terry Fox Run</b>  <b>Mon Oct 14th: Thanksgiving - No School</b>  <b>Fri Oct 25th: Pro-D Day - No school</b>  <b>Mon Nov 11th: Remembrance Day - No School</b></p>
<b>ADJOURNMENT</b>	<ul style="list-style-type: none"> <li>● 8:17pm</li> </ul>

**NEXT PAC MEETING:** Tuesday, November 26, 2024 at 7pm