



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

Virtual Meeting via ZOOM

[Join Zoom Meeting](#)

Meeting ID: 834 7606 7886

Passcode: 810846

Tuesday, June 14th, 2022

7:00 p.m.

Call to order

1. Welcome: *Damian Stanley*
2. Approval of last meeting's minutes/today's agenda
3. Principal's Report: *Allison Johnson, VP*
4. Treasurer's Report – *Tanya Hassard*
 - i. Year End Financials
 - ii. Budget review and approval
5. Old/New Business
 - i. Year in review
 - ii. Parent questions / feedback
6. Committee / Executive Updates
 - i. Election of 2022/2023 SCPAC Executive
7. Reminder of current/upcoming events:
 - i. Last day of school

8. Adjournment (8:00pm)

Next PAC Meeting will be Sep/Oct 2022

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)!!!

HEALTH AND SAFETY COORDINATOR: Monika

TEACHER APPRECIATION COORDINATOR/S: Stacey S / Crystal

VOLUNTEER COORDINATOR: Open

SPIRIT WEAR COORDINATOR: Ashley P

HOT LUNCH COORDINATOR/S: Connie / Eva

POPCORN COORDINATOR: Open

FRUIT AND VEG COORDINATOR: Lily/Karen

INVENTORY COORDINATOR: Tanya

DINE IN NIGHTS: Ashley G

FUNDRAISING COMMITTEE:

Neufeld Farms: Open

Purdy's: Sonia / Jenny?

Poinsettias: Stacey S / Ashley P

Bottle / Clothing Drive: [Open](#)

Fundscrip: Alex

Dine In Nights: Ashley G

Entertainment Books: Crystal / Stacey S

Card Project: Tanya

Lunchbox Theatre: Damian

Spring Flowers: Ashley P

Family Photo Shoot: Tanya

FUNDRAISING EVENT COMMITTEES:

Movie Night Committee: [Open](#)

Halloween Party Committee: [Open](#)

Year End BBQ Committee: [Open](#)