



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

Virtually via TEAMS

[Click to Join Meeting](#)

Meeting ID: 255 465 954 682

Passcode: TvD84P

Tuesday, February 28, 2023

7:00 p.m.

Call to order

1. Welcome, Introductions & Territorial Acknowledgement: *Brittany Quirolo/Stacey Cruz*
2. Approval of last meeting's minutes/today's agenda – *Stacey Cruz*
3. Principal's Report: *Ross Jacobson / Allison Johnson*
 - i. Update
 - ii. Questions
4. Treasurer's Report – *Tanya Hassard*
 - i. Current Financials and Bank Balances
5. Old/New Business
 - i. SECTION XV.5 AMENDMENT (passed Oct 25) - Call for SCE families and local business owners willing to provide customer discount and support SCPAC with a percentage of sales
 - ii. PAC updates – hub, social, volunteer opportunities, ongoing fundraisers:
 - o Cobs Bread
 - o Mabel's Labels
 - o Return It depot recycling
 - o Moe's
 - o Chapters Indigo
 - o Nellie's - Feb 6 - Mar 6
 - iii. Neufeld, Pie Hole - Poll Results- Update from Terry
 - iv. Saleema Noon for next year - Poll Results- Update from Terry
 - v. Spring Movie Night- April 28th, 2023 - Tentative date, parent volunteers needed please.
 - vi. Future fundraising options (dependent on parent volunteers/parent coordinators) - Shopping Night (Melanie), Local Corporate Kickbacks etc.

- vii. Plant Sale- TBD
 - viii. Playground Update - Plaque update, ideas for outdoor space- River rock benches
 - ix. Parent questions / feedback
6. Committee / Executive Updates
- i. Hot Lunch - Term 3 -Prices on treats and some hot lunches to be reduced and some portion sizes increased.
 - ii. Hot Lunch Term 3- Ordering opens March 6 and closes March 31
 - iii. DPAC (*Mike/Stacey T*)
 - iv. Grade 5 year end - parent coordinator/volunteers
 - v. Year End BBQ/Carnival Committee- Volunteers needed for June 9th, looking for large/ oversized outdoor games, 2nd BBQ
 - vi. Teacher Appreciation- coordinator/volunteers needed
7. Reminder of current/upcoming events:
- i. March 1- DPAC Parent Education Presentation 7-830 pm via Zoom
 - ii. March 6- Nellie's fundraising closes
 - iii. March 10- Wear Green for Spirit Day
 - iv. March 10- Last Day of School before Spring Break
 - v. March 27- First Day of School after Spring Break
 - vi. March 28 - Year End BBQ/Carnival Committee Volunteer Meeting - 7:00 pm via Teams
 - vii. March 29 - DPAC General Meeting, 7:00 pm via Zoom
 - viii. Next SCPAC meeting - Tuesday April 18, 7:00 pm in person and on teams
8. Adjournment (8:00pm)

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

VOLUNTEER COORDINATOR: Eva

SPIRIT WEAR COORDINATOR: Tina

HOT LUNCH COORDINATOR/S: Connie / Eva

TREAT DAY COORDINATOR: Connie / Eva

POPCORN COORDINATOR: Lindsay T

FRUIT AND VEG COORDINATOR: Lily/Karen

INVENTORY COORDINATOR: Tanya

DINE IN NIGHTS: Ashley G.

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

FUNDRAISING COMMITTEE:

Neufeld Farms: Tanya

Purdy's: [Open](#)

Fundscript: [Open](#)

Entertainment/Community Value Books: Crystal / Stacey S

Card Project: Tanya

Lunchbox Theater: Damian/Stacey

Spring Flowers: Ashley P.

Family Photo Shoot: Tanya

Additional Fundraising Ideas: [Open \(anyone willing to coordinate can take this on\)](#)

FUNDRAISING EVENT COMMITTEES:

Movie Night Committee: [Open \(2\)](#)

Year End BBQ Committee: [In Progress; coordinator Joanne Ching](#)

