



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

In Person & Virtually via ZOOM

[Click here to join the meeting](#)

Meeting ID: 967 5681 5105

Passcode: 231318

Tuesday, May 30, 2023

7:00 p.m.

[Volunteer Hub](#)

[SCPAC Webpage](#)

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
 - ii. Budget Review (Final approval moved to Oct 2023 meeting)
5. Old Business (Ongoing)
 - i. SECTION XV.5 AMENDMENT (passed Oct 25) - Local business promotion - update on accepted vendors and year end carnival sponsorship
 - ii. PAC updates – hub (bit.ly/scparenthub), parent info, events, volunteer opportunities, ongoing fundraisers:
 - o E.g. FlipGive
 - iii. Playground Update - Donor Plaque received - Unveiling plans
 - iv. Parent questions / feedback

6. New Business

- i. Election of 2023/2024 SCPAC Executive - all positions open, but especially chair, minutes secretary and hot lunch co-coordinator
- ii. Year in Review

7. Committee / Executive Updates

- i. DPAC (*Mike/Stacey T*)
- ii. Hot lunch (*Connie/Eva*)
- iii. Year End BBQ - Volunteers needed for the day on June 9 (sign up [HERE](#))
- iv. Grade 5 planning- update of events & volunteers needed

8. Reminder of current/upcoming events:

- i. June 8, Grade 6 for ½ Day- 9-12 (Grade 5 only)
- ii. June 9- Team Spirit- Sports Day/ Team Colours Day
- iii. June 9- Year End BBQ- 4-8 pm
- iv. June 23- Grade 5 Field Trip
- v. June 27- Grade 5 Leaving Ceremony- 1:30- 2:30 pm
- vi. June 28- Grade 5 Pancake Breakfast- 8:30-9:30 am
- vii. June 29- Last Day of School

9. Adjournment (8:00pm)

Next PAC Meeting will be September/October 2023

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](#)