



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

In Person & Virtually via TEAMS

[Click here to join the meeting](#)

Meeting ID: 255 465 954 682

Passcode: TvD84P

Tuesday, April 18, 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. Presenter- Kelly Chernoff, Owner CEO, GradsBC
4. Principal's Report: *Ross Jacobson / Allison Johnson*
 - i. Update
 - ii. Questions
 - iii. Saleema Noon - Q & A
5. Treasurer's Report – *Tanya Hassard*
 - i. Current Financials and Bank Balances
6. Old/New Business
 - i. SECTION XV.5 AMENDMENT (passed Oct 25) - 6 Proposals made by SCE families/local business owners willing to provide customer discount and/or support SCPAC with a kickback 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
 - iii. Neufeld- Tentative Dates
 - iv. Spring Movie Night- April 28th, 2023- Bad Guys (community give-back event)

- v. Future fundraising options (dependent on parent volunteers/parent coordinators)
- vi. Plant Sale- April 14 Ordering Opens- Ordering Closes May 1/ Pick up May 18- Volunteers needed
- vii. Playground Update - Plaque update- Unveiling plans
- viii. 2023-24 PAC exec positions - open for re-election in May: chair, secretary for meeting minute-taking, hot lunch co-coordinator
- ix. Parent questions / feedback

7. Committee / Executive Updates

- i. Hot Lunch - Term 3 update (*Connie/Eva*)
- ii. DPAC (*Mike/Stacey T*)
- iii. Grade 5 year end - parent coordinator/volunteers
- iv. Year End BBQ/Carnival Committee- Volunteers needed for June 9th, looking for large/ oversized outdoor games, 2nd BBQ
- v. Teacher Appreciation- coordinator/volunteers needed for staff luncheon May 2

8. Reminder of current/upcoming events:

- i. April 14- Plant Sale Opens
- ii. April 21 - Non Instructional Day
- iii. May 1- Plant Sale closes
- iv. May 2- Staff Appreciation
- v. May 18- Plant Sale pick up
- vi. May 23- Non Instructional Day
- vii. May 24 - DPAC Annual General Meeting (AGM) and Elections, 7:00 pm via Zoom
- viii. Tuesday, May 30, 7:00 pm in person and on Teams - Next SCPAC AGM and Elections

9. 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](#)