



SMILING CREEK ELEMENTARY

PARENT ADVISORY COUNCIL (PAC) MEETING AGENDA

Tuesday, October 3rd, 2023 at 7:00 pm

In Person (at Smiling Creek Elementary in the Learning Commons) and Virtually via Zoom:

[Click HERE to join the meeting](#)

Zoom Meeting ID: 990 9393 5777

Zoom Passcode: 219122

CALL TO ORDER:

1. WELCOME, TERRITORIAL ACKNOWLEDGEMENT & INTROS: Stacey Cruz / Dawn Neale

2. APPROVAL OF LAST MEETING'S MINUTES & TODAY'S AGENDA: Stacey Cruz

3. PRINCIPAL'S REPORT: Ross Jacobson / Allison Johnson

- 3.1 Photographer change for 2024-2025 (presentation to PAC tabled until November meeting)
- 3.2 Tennis with Coach Marcus - cost per student
- 3.3 New Mascot & Spirit Wear order
- 3.4 One Schedule Update (supervision, traffic loop, etc)
- 3.5 Change to CRC process
- 3.6 E-forms & Emergency Release
- 3.7 Questions

4. TREASURER'S REPORT: Tanya Hassard

- 4.1 Current Financials & Bank Balances
- 4.2 Budget Review - Vote to Accept Proposed 2023-2024 Budget

5. OLD BUSINESS (ONGOING):

- 5.1 Welcome Back Coffee & Sponsors: Dawn Neale
- 5.2 Entertainment/Coupon Books: Stacey Cruz
- 5.3 New Business Sponsorship/Promotion - How to Promote your Business within our SCE community - Stacey Cruz

6. NEW BUSINESS UPDATES:

- 6.1 Card Project: Tanya Hassard
- 6.2 Lunchbox Theatre: Stacey Cruz
- 6.3 One-time Donations & how PAC Funds are raised: Stacey Cruz / Tanya Hassard
- 6.4 New Sandwich Board & Business Sponsor (Carolyn Pogue): Stacey Cruz

7. VOLUNTEER OPPORTUNITIES: Stacey Cruz / Dawn Neale/ Allison Power

Why are volunteers needed? What is the [volunteer sign up](#)? What positions?

- 7.1 Classroom liaisons: filled
- 7.2 Hot Lunch (Term 1): 2x/mo, time commitment: approx 1 hour - 1 ½ hours
- 7.3 Halloween Event (if enough Volunteers): Friday Oct 27th
- 7.4 Movie Night (TBD/March or April - if enough Volunteers)
- 7.5 Staff Appreciation (TBD/April - if enough Volunteers)
- 7.6 Year End Party/BBQ (TBD/June - if enough Volunteers)
- 7.7 Grade 5 Year End Trip, Yearbook, Pancake Breakfast, Leaving Ceremony (TBD/June)
- 7.8 Volunteer Q&A (AM or PM): *Interested in attending a Q&A?*

8. ONGOING FUNDRAISERS:

- 7.1 Current Ongoing Fundraisers: FlipGive (Chapters Indigo, Winners, Dining etc), Cobs Bread, Mabel's Labels, Return It Depot Recycling, Moe's Furniture, Stampa. NEW: RVN Wellness Studio (Port Moody)
- 7.2 Future Fundraising (Neufeld, Pie Hole or other options): on hold this year as feedback from families is showing interest in a one-time donation vs. fundraising
We will need volunteers/coordinators for these to happen!!!

8. COMMITTEE / EXECUTIVE UPDATES:

- 8.1 Hot Lunch / Treat Days: Connie
- 8.2 Fruit & Veggie Days: Lily Cheng / Karen Wong
- 8.3 Coordinator/Committees open and Succession Planning for PAC Executive Member Positions that will become available in the next year or two: Stacey Cruz
- 8.4 DPAC (District Parent Advisory Council): Stacey & Mike T.

9. REMINDER OF UPCOMING EVENTS/HOLIDAYS:

- o Hot Lunch / Treat Days: Oct 11th - Dec 20th (Term 1)
 - Deadline to Order: Today Oct 3rd (no ordering will be accepted after this date)
 - Lunches: Oct 11th Dominos, Oct 25th Red Robin; Treats: Oct 31st Halloween Cookies
- o DPAC - [PAC 101](#): Wednesday Oct 4th
- o Terry Fox Run: Friday Oct 6th
- o Thanksgiving (no School): Monday Oct 9th

- Tennis with Coach Marcus: Monday Oct 16th - Friday Nov 3rd
- Card Project Orders Start: Fri. Oct 20th, Priority Order Deadline: Sun Oct 29th
- Non-Instructional Day (No School): Friday Oct 20th
- DPAC Meeting: Wednesday Oct 25th
- Halloween Event (if enough Volunteers): Friday Oct 27th

10. ADJOURNMENT (8:00pm)

****NEXT SCPAC MEETING: Tuesday, November 21st at 7:00pm****

CURRENT COORDINATOR / COMMITTEE POSITIONS AVAILABLE:

CLASSROOM LIAISON COORDINATOR(S): to oversee 23 classroom liaisons and prepare information from PAC meetings to send out (classroom liaison description below):

- A parent/guardian of a child in the assigned classroom
- Checks and responds to email frequently.
- 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).

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 & 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

PAC MEMBERS: **We are all Members!!!

Volunteer Coordinator: Allison Power
Hot Lunch Coordinator(s): Connie / Joanne C
Treat Day Coordinator(s): Connie / Joanne C
Fruit & Veggie Coordinator(s): Lily Cheng / Karen Wong
Spirit Wear Coordinator: Open
Dine-In Nights: Ashley G.
Safety Coordinator: Monika Qually
Inventory Coordinator: Tanya Hassard
Corporate Donations / Grants Coordinator: Open

SCHOOL COMMITTEES:

Teacher Appreciation Committee: Open
Grade 5 Grad Committee: Open

FUNDRAISING COMMITTEES:

Fundschrift: Open
Card Project: Tanya Hassard
Lunchbox Theater: Damian Stanley
Family Photo Shoot: Tanya Hassard
Additional Fundraising Ideas: Open (anyone willing to coordinate can take this on!)

EVENT FUNDRAISING COMMITTEES:

Movie Night (TBD/Spring) Committee: Open
Year End BBQ (TBD/June) Committee: Open