

SMILING CREEK PARENT ADVISORY COUNCIL (SCPAC)

Meeting Minutes: Tuesday, October 3, 2023

Attendance (in person): Dawn Neale, Stacey Toporowski, Ashley Pozzobon, Tanya Hassard, Greg Lui, Masoud Motaei, Allison Power, James Hwang, Brian Pogue, Carolyn Pogue, Stacey Cruz, Ross Jacobsen, Allison Johnson

Attendance (zoom): Brittany Quirolo, Connie Wu, Israa, Mike Toporowski, Lily Cheng, Crystal Y, Anjie, Stephanie McKinlay, Jeff / Grace Hsu, Lindsay Trudel, Rita, Elsa, Mike, Mike, Seiya

AGENDA ITEM	NOTES
Call to Order	<ul style="list-style-type: none"> ● 7:02 pm
Welcome from Dawn Neale, Chair	<ul style="list-style-type: none"> ● Introduction by Dawn Neale, PAC Chair ● Kwikwetlem Acknowledgment ● Around the table introduction for attendees ● Stacey Cruz: What is PAC? ● Everyone is a part of the PAC ● You have a say and a vote ● All are able to attend meetings and events
Motion to Approve Previous Meeting Minutes	<ul style="list-style-type: none"> ● Approved
Principals' Report	<ul style="list-style-type: none"> ● Ross Jacobsen (principal) and Allison Johnson (vice principal)
School Photographer	<ul style="list-style-type: none"> ● Change of photographer 2024/2025 school year ● Finish this year with Edge Photography, issues with timing with re-takes, customer service ● Going with a local company – please pay attention with the proofs from Edge and provide feedback / ask questions to new photographer, take individual and class photos at same time ● Changing to Kelly (they've done the Grade 5 photographs) ● Ability to build your own photo sheet with new photographers
Programs	<ul style="list-style-type: none"> ● Tennis is coming soon, Coach Marcus coming back ● Each class will get 5 sessions ● \$14 per student ● 3 nets donated by Coach Marcus (tennis, pickleball, badminton) ● March – pickleball ● Jan – Hip Hop ● Feb – Curling ● Winter Concert from last year – parents and kids unable to sit too long for performances and not be distracted ● Need something more interactive for performers (musical with movement etc.)

Mascot	<ul style="list-style-type: none"> ● Sept 28th unveiled new mascot ● Each child received a pin with logo of new mascot ● Passion Sports Wear – online format, online payment ● We are the only Jays in the district – unique
Schedule	<ul style="list-style-type: none"> ● Flow and traffic moving well so far ● Grade 1 dismissal – location may change slightly because of congestion issues ● Pickup issues with traffic, especially at Soball
Volunteering	<ul style="list-style-type: none"> ● If volunteering – Bring letter from office to Coq RCMP ‘Police Information Check for Vulnerable Sector’ – good for 5 years (Criminal Record Check) ● Office / Ms. Hartmann has the letter to waive the fee ● Any volunteer needs it if left in charge of supervising kids, including hot lunch, treat day etc. Required if in the building during the school day.
Forms	<ul style="list-style-type: none"> ● E-forms and Emergency Release (yellow forms) need to be completed ● School Cash Online Account documents to complete (School Policy Form) ● MyEd BC – Ensure your address is up to date
Trips / Absence	<ul style="list-style-type: none"> ● Extended family trips / vacations – good idea to invest in some journals, math books etc. as teachers cannot be expected to keep up with online programs for extended vacations
Volleyball	<ul style="list-style-type: none"> ● Starting soon for Grade 5’s with Ms. Dunbar ● Want to see level of interest first before opening up to Grade 4
Financial Treasurer Report	<ul style="list-style-type: none"> ● Tanya Hassard - Treasurer ● Majority of items stayed within budget and expenses ● Gave a little extra money at the end, \$20k to school for tech and playground upgrades (instead of \$15k) ● \$20k in bank account at the end of year ● Need to approve budget for this year ● Removing some smaller fundraisers and moving towards a one-time donation (Family Donations) <ul style="list-style-type: none"> - Trial basis - Classroom Support & Transportation Fund first then we can look at larger items ● Hot Lunches - every other week as opposed to weekly ● If volunteer spots are full, more volunteers are still able to come by and help as some volunteers cancel last minute ● Check in with office first when arriving to volunteer ● Budget Moving Forward - Motioned and Approved

Old Business	<ul style="list-style-type: none"> ● Welcome Back Coffee and Sponsors - Successful, lots of families came out - Starbucks, Tim Horton's and Cobs as sponsors - Event was completely donated by sponsors ● Had to cancel Welcome BBQ because of not enough volunteers ● Coupon books / Entertainment books on hold based on feedback & not enough volunteers – maybe next year
Local Business Sponsors and Promotion	<ul style="list-style-type: none"> ● In October of last year bylaws amended to allow SCE members to offer business to school families and give kick back to PAC ● PAC Hub is where the sponsors are shown ● Local businesses give a portion of sales from their businesses to PAC and offer discounts to their customers ● Greg with Leilani Tea Company - overview of business history and products offered with customer discount/PAC kickback ● Carolyn Pogue – Local Realtor, kick back to PAC with sales in Burke Mountain + discounts, referral program to SCE families ● Fran's Flowers - 15% off with code, can send to families and friends and kickback to PAC at the end of the year, ship to home (no longer doing holiday and spring plant sale) ● RVN Wellness in Port Moody (yoga studio), discounts for families and special classes
Card Project	<ul style="list-style-type: none"> ● Tanya Hassard ● Online ordering will be set up ● Deadlines will be on PAC Calendar ● Card Projects - Oct 20th orders start – 29th
Lunch Box Theatre	<ul style="list-style-type: none"> ● Peter Pan ● Date/time for final performance will be in newsletter ● PAC Fundraiser
One Time Donations	<ul style="list-style-type: none"> ● Letter came home in child's backpack ● PAC funds several different items and learning opportunities to enrich students' experience ● Suggested donation \$25 per student or \$40 per family ● Oct 31 requested deadline in order to apply funding
Volunteer Opportunities	<ul style="list-style-type: none"> ● Why are volunteers needed? ● Helps community be more engaged together ● Required time for volunteering is typically about an hour ● Part of belonging to the school community ● Allison Power is helping coordinate volunteer opportunities, will start a sign-up list ● Next event is Oct 27th in gym, social event ● Need more help to run events
Classroom Liaison	<ul style="list-style-type: none"> ● Now full
Halloween Event	<ul style="list-style-type: none"> ● Movie night on Oct 27th

	<ul style="list-style-type: none"> ● Will need volunteers ● Incorporate some kind of activity to mingle with other families, more engagement with community, maybe 20 min intermission ● Looked at a Halloween dance event – worried about lack of volunteers, could possibly do Spring event if we have enough volunteer interest ● Possibly Halloween dance for next year, plan ahead and will need help ● Kids can dress up for Halloween at school in appropriate costumes, changed at lunch (not whole day), cat-walk in the gym ● Class-specific choice whether to send Halloween goody bags etc.
Other Volunteer Opportunities	<ul style="list-style-type: none"> ● Staff Appreciation Volunteer events in March or April ● End of year BBQ ● Grade 5 leaving events ● Allison Power – Q&A for volunteer events, connect with Allison
Fundraising	<ul style="list-style-type: none"> ● If you have fundraising ideas and want to lead an event or organize a fundraising sale, please let the PAC know, we're open to hearing them
Hot Lunch	<ul style="list-style-type: none"> ● Connie and Joanne coordinating ● Oct 3rd was deadline for Munch a Lunch until end of December; no late orders accepted ● Goal of less sugar for lunches - no cookie/juice options ● Fruit and veggie BC schools program - initiative by BC agriculture to expose students to more produce variety; fruit and vegetables will come home with your child's lunch
PAC: Some Community and Coordinator Positions Open	<ul style="list-style-type: none"> ● Some PAC members will be moving on after this year, will need help especially online, marketing, media skills plus a Treasurer and Vice Chair in the coming years ● If interested in helping, let us know via our Smiling Creek email
DPAC Update	<ul style="list-style-type: none"> ● Stacey Toporowski ● October 4th - PAC 101 at Winslow in person ● Everyone always invited to come and learn about the PAC positions, even if a position is not vacating ● Fresh ideas and new energy are always welcome ● October 25th next DPAC meeting at Winslow ● Interesting and informative meetings
Meeting Adjourned	<ul style="list-style-type: none"> ● 8:08 pm

Next PAC Meeting: Tuesday, November 21st at 7:00 pm