

S.H.E.P.A.C.

Meeting Minutes

Date: April 8, 2025

Email: serpelempac@outlook.com

Attendees

Staff: Tina DaCosta (Principal) , Sarah Hutchings (Vice Principal)

Parents: Sarb, Rishi, Wendy, Donna, Kristina, Corina, Edie, Bal, Kavitha, Carissa

Meeting called to order at 6:35pm

Previous minutes approved by Donna, Edie

Current agenda approved by Edie, Rishi

REPORTS:

President (Sarbjeeet)	<ul style="list-style-type: none">•
Principal (Tina)	<p>Principal's Report By Tina Da Costa PAC Meeting April 8th, 2026</p> <p>Recent Events:</p> <ul style="list-style-type: none">•Come Play Math With Me #2 this morning. - Parents in divisions 1-18 were invited to come in and play math games to promote our school goal of building communicating mathematical thinking skills and parent involvement. We had a good turnout in primary classes, and hope to see more intermediate families join in as well!•Staff Underground Spirit Days after spring break – Monday was “Mismatched Monday” wearing different shoes/socks, etc. Tuesday was “Secret Agent” day, Wednesday was April Fools teacher swap, Thursday was open to students – wear bunny ears and blue!•Badminton season has started and new jerseys are being put to good use! <p>Upcoming Events:</p> <ul style="list-style-type: none">•April 13 - First Peoples in Residence Week Opening Ceremony/Grade 6/7 Immunizations•April 15 - Panago Pizza Day•April 17 - Class Photo Day•April 20 - Book Fair Begins/Earthquake Drill/CSL Interim Week•April 22 - Earth Day/Blue&Green Spirit Day

- April 23 - Early Dismissal @1:28
- April 24 - PAC Opa Hot Lunch
- April 28 - SEL Assembly
- April 29 - Come Read With Me
- April 30 - Ready, Set, Learn (For children aged 0-5 and their families)
- May 1 - Non-Instructional Day
- May 6 - Panago Pizza Lunch
- May 12 – Popcorn Day
- May 13 – PAC Meeting
- May 14 - Come Play Math with Me
- May 15 - Cookies and Caregivers Early Years Event (For children aged 0-5 and their families)
- May 15 – Gr. 1-3 Field Trip to Aquarium
- May 18 – Victoria Day – No school
- May 20 – Grade 6 Immunizations
- May 21 – SEL Assembly
- May 22 – PAC Boston Pizza Hot Lunch
- May 25 – Professional Day – No School
- May 27 – Come Read With Me
- May 28 – Track Meet at Bear Creek Park
- May 29 – Welcome to Kindergarten for new K’s

Discussion Items:

- We have booked an “ArtStarts” type presentation for June 11: “Raven” by 3 Crows Productions, which ties in nicely with June being National Indigenous History Month. Cost is \$997.50 – we will use the PAC contribution of \$500 for performance for this.
- ArtStarts is no longer a booking venue and no grant available – schools have to book directly with performers, which is new this year
- Opportunity to book Green Thumb Theatre for next year at an Early Bird discount of 10% off cost of \$756. They have a show call “She Shoots, She Scores” (see pamphlet). Would PAC like to sponsor this for next year?
 - PAC has agreed to provide \$500 toward this for now.
- Photographer for next year – this is the time for us to book photography vendor and dates for next year. Looking for feedback on Artona photos this year. Darby Photos met with me, and are also interested in supporting our school. See QR code on card for link to view samples. They said their prices are just below Artona’s, and they have good customer service. Is there interest in trying a new photography vendor next year?
 - PAC has agreed to try Darby Photos.

	<ul style="list-style-type: none"> •CSL – Interim reporting April 20-24, supported by Early Dismissal on Thursday April 23rd. Teachers can choose different formats for this informal reporting – many are doing a paper template, with feedback on core competencies (i.e. work and social skill habits), and some may do conferences as needed. Your child’s teacher will communicate this to you. •Track and Field will be starting soon. Open to grades 3-7, depending on coaching availability. Track meet will be May 28th at Bear Creek Park. Div. 1-6 will be doing track rotations to try out events April 22-24, and Div. 7-11 will experiment with track events in their classes. •Summer Learning – process is being updated by the district and information will be coming soon. •We have received the majority of our staffing entitlements for next year. Anticipating a smaller overall enrollment (this year’s Grade 7 class is larger than typical incoming Kindergarten group), but we are projected to have 18 divisions again. Most non-enrolling entitlements have stayed the same: 3 LST, .6 Music, .55 Intermediate Prep, 1 School Based IST (this gets topped up with district based IST depending on our number of students with designations), .9 Library, .4 Counsellor. The impact of reduced enrollment is on our admin entitlement – we have been reduced to 1.0, which means we will not have VP entitlement next year.
Treasurer (Rishi)	<ul style="list-style-type: none"> Gaming <ul style="list-style-type: none"> ○ Remains unchanged General Cash <ul style="list-style-type: none"> ○ Withdrawal from Nando’s, petty cash for Edie for hot lunch ○ Deposit from hot lunch revenue from munchalunch ● Link for donation toward school. If you are making a donation, please make sure it goes toward Serpentine Heights Elementary. https://surreyschools.schoolcashonline.com/Fee/Details/829/90/false/true

<p>DPAC (District Parent Advisory Committee) (Wendy)</p>	<p>No March DPAC meeting due to spring break</p> <ul style="list-style-type: none"> ● Everyone is welcome to attend ● Surrey DPAC website: https://surreydpac.ca/ ● For Schedule and to register: https://surreydpac.ca/dpac-meetings/
<p>Fundraising and Hot Lunch Coordinator (Edie)</p>	<p>Hot lunch:</p> <ul style="list-style-type: none"> ● Recent Hot Lunch ● Feb 13 - Nando's, Feb 27 - Subway ● Upcoming Hot Lunch ● Feb 27 - Subway ● Check list needs to be created ● Hot lunch with earlier delivery date ● Class drop off form for class supervisors/staff members to keep track of check lists to reduce mix up or missing items. <p>Fundraising:</p> <ul style="list-style-type: none"> ● Family Day Movie Night Feb 19 <ul style="list-style-type: none"> ○ Blind bag stationery sold out <ul style="list-style-type: none"> ■ Standard Bag Cost: \$3 Selling price:\$5-10 ■ Mini Bag Selling Price:\$2 ● Upcoming Movie Night- May 29 <ul style="list-style-type: none"> ○ Poll to be made ● Popcorn - once a month (intermediate area or staff room) <ul style="list-style-type: none"> ○ Volunteers needed ○ Apr 21, May 12, ○ June 12 (Sports Day Concession) ● Tech fundraising goal: \$18,000 ● Potential new fundraiser: <ul style="list-style-type: none"> ○ Save-On Food gift cards ○ Bright raiser- students sell candy/snacks and a portion goes back to PAC https://brightraiser.com/?gad_source=1&gad_campaignid=23021597696&gbraid=0AAAABBasdiInhhcDjzzIM3XLbUtBtUgLm&gclid=Cj0KCQjwjL3HBhCgARIsAPUg7a5WH0LWxy7rNdKxOa-2PJAJYscl0YcckZXxeKwW-HKmZ4ZJbXXnNUkaAuvCEALw_wcB ● Fundraising Idea <ul style="list-style-type: none"> ○ Host family game night ○ Christmas Market/Craft Market ○ snack shack- cupcakes ○ Raffle for musical - gift basket(gambling license needed) ○ FunDays ● Any volunteers that would like to help need to email the PAC at serpelempac@outlook.com .

<p>Volunteer Coordinator (Carissa)</p>	<ul style="list-style-type: none"> ● Offer incentive and recognition to parents who volunteer to earn a potential pizza party for the end of the year. <ul style="list-style-type: none"> ○ 1 point for showing up per child ○ Form to keep track of who volunteers ○ Random draw at the end of the year - award class at the end of the year ○ PAC events only ○ PAC meetings included ○ Parents will be recognized in the newsletter ● PAC volunteer events - parents volunteers needed for upcoming events (hot lunch, popcorn popping) Please contact us with the email below if you're interested. <ul style="list-style-type: none"> ○ serpelempac@outlook.com
<p>Social Media Coordinator (Corina)</p>	<p><u>Survey Results</u></p> <ul style="list-style-type: none"> ● Increase in social media following. ● Try to post in other languages(punjabi, vietnamese, tagalog, etc) ● Blind Bag/Secret Bag <ul style="list-style-type: none"> ○ Parent contribution to bulk order stationary goodies from Temu and prepare 30 bags to test students' interests. ○ Price for the sizes: small (\$2), medium (\$3) and large (\$8). ● Blind Bag sale at last Movie Night were all sold. <ul style="list-style-type: none"> ○ Next attempt of selling the different sizes at the next Movie Night May 29th ● Only 5 parents answered the survey ● Likelihood to directly donate to school is 50% likely, 25% very likely, 25% unlikely <ul style="list-style-type: none"> ● Same question tested out on instagram, 4 answered, 100% likely ● Likelihood to volunteer for a project that align with your interest? 50% very likely, 50% likely ● Shared Ideas: <ul style="list-style-type: none"> ● Paint night/craft night, clothing meet and swap ● Crazy bread, Cobbs bakery, Ice cream treats, Gift cards, Meridian meats ● Raffle a parking spot for parents for pickup/dropoff! ● Gift-wrapping service. ● collaboration with some local restaurants for % of orders going to the PAC. And they might even help provide food during events. ● - https://www.read-a-thon.com/

	<ul style="list-style-type: none"> ● - bake sales ● - Maybe teachers can set up an Amazon Wishlist so parents of that class can easily help provide some supplies? <p>Survey conclusion: Keeping the survey open as a gateway to allow parents easily share their ideas and feedback to the PAC. Move the same questionnaire over to Microsoft survey.</p> <p>QR Code is ready and will be distributed to the classroom and tape it on the classroom window by the teacher. The goal is to make it visible and easy for parents to follow us.</p> <p><u>Blind Bag/Secret Bag</u></p> <ul style="list-style-type: none"> ● Parent contribution to bulk order stationary goodies from Temu and prepare 30 bags to test students' interests. ● Plan is to prepare small (\$2), medium (\$5) and large (\$10) sizes. ● Blind Bag sale should not overlap with the school's Book Fair (April 20th - 24th) and another event that's happening on 13th - 17th. ● Plan is to aim to get the sale on April 7th - 10th. <p><u>Social Post</u></p> <ul style="list-style-type: none"> ● Prepare social post to look for Hot Lunch and Fundraising role ● Will help to promote the low bracket of asking each family to donate \$40 to the tech fund. The goal for the tech fund still stays as \$18,000. ● Movie Night Posts ● New volunteer opportunity post will be focusing on: <ul style="list-style-type: none"> ● Movie Night - Feb 19th ● Pop-Corn popping on Feb 3rd, Mar 31st, Apr 21, May 12th and Jun 11th. ● Blind Bag preparation ●
Other Business	<ul style="list-style-type: none"> ● Grade 6 Immunizations April 13 and May 20th ● Reaching out to the neighbourhood to help/donate ● Card reader for concession stand <ul style="list-style-type: none"> ○ 2.5% per credit card ○ .075 cents for debit ● Shed - Use the end door to access with a key. Currently old bins and equipment are being kept inside. <ul style="list-style-type: none"> ○ Needs to clean out, volunteers needed

	<ul style="list-style-type: none">○ Spring cleanout to be organized.○ After spring break (Friday)● Create business cards to share social information. ● Edie, our current hot lunch and fundraising coordinator, will be stepping down in September 2026 as her child will be graduating. This means her position will be available for another parent to take on. Edie is happy to train someone to take over her duties before she leaves. If you're interested, please reach out to us by email, on Facebook, or speak with the principal directly. ● PAC volunteer events - parents volunteers needed for upcoming events (hot lunch, popcorn popping) Please contact us with the email below if you're interested.<ul style="list-style-type: none">○ serpelempac@outlook.com

Meeting adjourned at 7:57pm

Next meeting Dates & Times:

Wednesday May 13, 2025 at 6:30pm

Wednesday Jun 10, 2025 at 6:30pm