

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

Meeting Minutes

Date: December 3, 2025

Email: serpelempac@outlook.com

Attendees

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

Parents: Rishi, Donna, Sarbjeet, Mirasol, Rey Bal, Kristina, Corina, Edie, Carissa, Zainab, Iwona

Meeting called to order at 6:36pm

Previous minutes approved by Edie, Mirasol

Current agenda approved by Sarbjeet, Donna

REPORTS:

President (Sarbjeet)	<ul style="list-style-type: none">• Encourages all parents to participate in PAC functions.
Principal (Tina)	<p><u>Recent Events:</u></p> <ul style="list-style-type: none">• Winter Concert plans going well - stage and sound systems in place, rehearsals ongoing. Evening performance sold out, limited tickets available for matinee• Boys and Girls Volleyball teams have wrapped up the season - basketball will begin in January.• Before/After school care license has been officially approved as of Dec 1st <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none">• December 5 - Jingle Bell Walk• December 8 - Holiday Musical Dress Rehearsal• December 9 - Holiday Musical Matinee at 1:00• December 10 - Panago Pizza Day/Holiday Musical Evening Performance at 6:00• December 8-11 Communicating Student Learning Week Term 1• December 17 Early Dismissal - 1:28 pm• December 18 - Assembly, social emotional learning• December 19 PAC Pancake Breakfast/Last day before Christmas Break• December 22 – January 2 Christmas/Winter Break – school closed• January 5 - School Reopens• January 5/12 - Canucks Jr. Floor Hockey Program Div 1-7 during their PE period• January 14 - Panago Pizza Lunch

	<ul style="list-style-type: none"> • January 14 - PAC Meeting • January 15 - Black Excellence Day • January 21 - Panago Pizza Lunch <p><u>Discussion Items:</u></p> <ul style="list-style-type: none"> • Jersey update: \$36 plus tax each: <ul style="list-style-type: none"> • Ordered 50 jerseys • Technology Request <ul style="list-style-type: none"> • Replacing \$18,279 plus tax • Pancake breakfast <ul style="list-style-type: none"> • • Enough volunteers for early morning • Jersey update: \$36 plus tax each: <ul style="list-style-type: none"> • Cost \$18.00 • Imprint cost: \$4.00 x 2 – both sides • Numbers: \$5.00 x 2 – both sides • Ideally, it would be great to have 30-50 jerseys, to accommodate larger teams and Track and Field, but we would be happy with whatever PAC can invest. Please let us know the final decision so we can get ordering. • Technology Request Update <ul style="list-style-type: none"> • Priority #1: Intermediate Laptop Cart A currently has 29 devices and needs 29 replaced/added ASAP. <ul style="list-style-type: none"> • The school has purchased 3 sets of iPads and keyboards (Total: \$18,279.00). This purchase has been made by the school's rental revenue. PAC funds will be used for the next batch of technology. • Pancake Breakfast is happening on Dec 19th. This is a free breakfast organized and funded by PAC (parent volunteers) for all students of Serpentine Heights. • Christmas Musical K-7 rehearsals have begun! First wave of ticket orders in progress, as well as t-shirt (costume) orders have been sent out. <ul style="list-style-type: none"> • Matinee at 1:00 on Tuesday Dec. 9th (tickets are still available) • Evening performance at 6:30 on Wednesday, Dec. 10th (tickets are sold out)
Treasurer (Rishi)	<ul style="list-style-type: none"> • Gaming Grant • General Cash <ul style="list-style-type: none"> ○ Reimbursed Edie for hot lunch purchases, movie night and petty cash • 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

DPAC (District Parent Advisory Committee) (Wendy)	<p>Here is a summary of the Surrey DPAC update:</p> <p>Surrey DPAC Update Summary (November General Meeting)</p> <p>The November Surrey DPAC General Meeting featured a discussion on youth vaping with a presentation from Braesha Loik (Safe Schools), who provided information on vapes, substances, warning signs, and supportive ways to talk to youth. PACs were reminded that they can request similar sessions for their family of schools.</p> <hr/> <p>Key Business & Updates</p> <ul style="list-style-type: none"> • Advocacy: DPAC continues conversations with the district regarding the Criminal Record Check (CRC) process for volunteers. DPAC made its first presentation to the Board of Education and met with the Surrey Teachers' Association and CUPE 728 to discuss inclusive education. • PAC Support: Planning is underway for the PAC Executive Training Day: Connect the Dots on February 28th. DPAC is also starting work on compiling best practices and resources for Dry Grad and Grade 7 Leaving Events. • Trustee Report (Bob Holmes): The district is conducting a full review of all board governance and operational policies, aiming for completion by June 2026. Kindergarten registration opens January 12th, and the annual budget consultation process starts in February. • CUPE 728 Report (Tammy Murphy): CUPE is currently in bargaining. Concerns were raised that Education Assistant (IESW) staffing increases have not kept pace with the rise in inclusive education designations, and there is no framework limiting the number of students an EA can be assigned. They also requested more spending from district reserve funds be directed to students. • Treasurer Report: Current balances are in order. PACs were encouraged to store documents in two digital locations for safety. <p>Committee Highlights</p> <ul style="list-style-type: none"> • The Inclusion Committee is actively gathering input from families of complex learners. • The DPAC Rep Program has launched and held its first session.

	<hr/> <p>Upcoming Events & Reminders</p> <ul style="list-style-type: none"> • Leading Locally Session: Continues tomorrow (December 3rd) at 7 pm on Zoom, focusing on service-oriented leadership. Register at: https://surreydpac.ca/leadinglocally • Next DPAC General Meeting: January 28th • PAC Executive Training Day: Connect the Dots: Saturday, February 28th. Register now for early bird pricing: https://surreydpac.ca/connectthedots <p>Action Item for PACs</p> <ul style="list-style-type: none"> • Share the Room Clear Tracker: Encourage families to participate in the survey on student removals and room clears to help advocate for safer, more inclusive learning environments: https://surreydpac.ca/roomclear <ul style="list-style-type: none"> • Next DPAC meeting - Wednesday, Jan 28th • Meetings are held once a month online • 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 <ul style="list-style-type: none"> ◦ Nov 7 - Hot Dog ◦ Nov 21 - Mary Browns • Upcoming Hot Lunch <ul style="list-style-type: none"> ◦ Dec 5th - Opa ◦ \$72 for feed a buddy right now <p>Fundraising:</p> <ul style="list-style-type: none"> • Krispy Kreme • Movie Night • Purdy's orders • Potential new fundraiser: Bright raiser- students sell candy/snacks and a portion goes back to PAC <ul style="list-style-type: none"> ◦ https://brightraiser.com/?gad_source=1&gad_campaignid=23021597696&gbraid=0AAAAABBasdiInhhcDjzzIM3XLbUtBtUgLm&gclid=Cj0KCQjwjL3HBhCgARIsAPUg7a5WH0LWxy7rNdKxOa-2PJAjYscloYcckZXxeKwW-HKmZ4ZJbXXnNUkaAuvCEALw_wcB

	<ul style="list-style-type: none"> ● Popcorn - once a month ● Pancake Breakfast - Dec 19th starting at 6:30AM ● Hot chocolate for students after Jingle Bell Walk - Dec 5th ● Tech fundraising goal: \$18,000 ● Any volunteers that would like to help need to email the PAC at serpelempac@outlook.com . ● 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
Volunteer Coordinator (Carissa)	<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 ○ Div 5 is currently in the lead! ● Volunteer pac points opportunities: <ul style="list-style-type: none"> ○ Dec 5th -Hot Chocolate (12:15pm) ○ Dec 19th - PAC pancake breakfast (6:30, 8:30) ● 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
Social Media Coordinator (Corina)	<ul style="list-style-type: none"> ● Started in November ● Instagram account created <p>PAC Engagement & Communication Plan Summary</p> <p>This plan addresses current engagement issues and outlines action items and a social media posting schedule for December to increase parental involvement and understanding of the PAC's purpose.</p> <p>Current Recognized Issues</p> <ul style="list-style-type: none"> ● Commitment: Parents feel their lives are too busy to commit to the PAC. ● Understanding: Lack of understanding regarding the fundamental purpose of the PAC. ● Communication Gaps: <ul style="list-style-type: none"> ○ Notices sent home aren't driving engagement (e.g.,

	following social media).										
	<ul style="list-style-type: none">○ Call for PAC meeting attendance is ineffective because parents don't know the agenda/discussion topics.										
	Action Items & Goals										
	<table><tr><th>Action Item</th><th>Goal</th></tr><tr><td>PAC 101: Prepare and share easy-to-understand PAC information.</td><td>Raise Awareness: Help parents understand PAC's purpose (focus on ensuring their children's school environment and experience).</td></tr><tr><td>Quick Overview: Prepare short summaries of topics for upcoming meetings/sessions.</td><td>Volunteering: Make it easier to find volunteers for future fundraising events.</td></tr><tr><td>QR Codes: Create non-expiring QR codes for classroom windows.</td><td></td></tr><tr><td>Survey Draft: Gather parent input on fundraising spending.</td><td></td></tr></table>	Action Item	Goal	PAC 101: Prepare and share easy-to-understand PAC information.	Raise Awareness: Help parents understand PAC's purpose (focus on ensuring their children's school environment and experience).	Quick Overview: Prepare short summaries of topics for upcoming meetings/sessions.	Volunteering: Make it easier to find volunteers for future fundraising events.	QR Codes: Create non-expiring QR codes for classroom windows.		Survey Draft: Gather parent input on fundraising spending.	
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December Instagram & Facebook Posting Plan											
The strategy involves two weekly event posts on Saturdays and ongoing Tech Funding reminders.											
<ul style="list-style-type: none">● Dec 1st - 7th: Focus on Jingle Bell Walk (flyer, walk reminder), Book Fair, and Panago Pizzaremind.● Dec 8th - 14th: Focus on the Musical (rehearsal, matinee, evening performance) and Learning Weekreminders.											

	<ul style="list-style-type: none"> • Dec 15th - 21st: Focus on Early Dismissal (Dec 17th) and Pancake reminders. • Dec 22nd - Jan 2nd (Holiday Break): Focus on the new PAC101 content (posts, highlight, Facebook Group Guide). <p>Funding & Social Media Usage</p> <ul style="list-style-type: none"> • Funding Education: PAC is considering sharing its financial goals and money goals on social media. • Location/Hashtags: Location tagging and hashtags are allowed for posts. <p>Facebook Group Posts (No Dates Scheduled)</p> <p>Planned posts for the Facebook Group include:</p> <ul style="list-style-type: none"> • Hot Chocolate volunteer reminder • Sharing the two-week Instagram event post • Combined Musical Rehearsal/Performance post • Gingerbread House donation reminder • PAC Point leaderboard • Last day of class & School closing day • Next PAC Meeting Notice
Other Business	<ul style="list-style-type: none"> • • Reaching out to the neighbourhood to help/donate • Card reader for concession stand • 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 ○ Spring cleanout to be organized. • 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 7:48pm

Next meeting Dates & Times:

Wednesday Jan 14, 2025 at 6:30pm

Wednesday Feb 18, 2025 at 6:30pm

Wednesday Apr 8, 2025 at 6:30pm

Wednesday May 13, 2025 at 6:30pm

Wednesday Jun 10, 2025 at 6:30pm