

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

Meeting Minutes

Date: January 14, 2025

Email: serpelempac@outlook.com

Attendees

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

Parents: Rishi, Donna, Sarbjeet, Mirasol, Corina, Edie, Gary, Max

Meeting called to order at 6:35pm

Previous minutes approved by Sarbjeet, Edie

Current agenda approved by Edie, Rishi

REPORTS:

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| President (Sarbjeet) | <ul style="list-style-type: none">• Encourages all parents to participate in PAC functions.• Found a sponsor for the jerseys (which will be used for track and field, other sporting events) |
| Principal (Tina) | <p>Recent Events:</p> <ul style="list-style-type: none">• Winter Musical – went so well! We were very proud of our students and staff, and appreciative of the community attendance.• Boys and girls basketball practices have begun.• After school care with Little Friends is officially up and running for January. Starting with after school, and depending on interest, will look into expanding to before school care as well. Please share with friends and family!• Canucks Jr. Floor Hockey Program for Div. 1-7 went well! We got to keep the equipment, at no cost, which was an added benefit! <p>Upcoming Events:</p> <ul style="list-style-type: none">• January 15 - Black Excellence Day• January 21 – Panago Pizza Lunch• January 29 - Winter Wonderland Reading and Spirit Day• January 30 - Boston Pizza PAC Hot Lunch• February 3 - Hold and Secure Drill• February 4 - Panago Pizza Lunch• February 13 - 1 <3 Reading Event/Valentine's Spirit Day• February 16 - Family Day (School is CLOSED)• February 17 - Lunar New Year• February 18 - Panago Pizza Lunch, PAC Meeting• February 20 - Non-Instructional Day (School is CLOSED)• February 25 - Pink Shirt Day• February 27 - Subway PAC Hot Lunch |

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| | <p>Discussion Items:</p> <ul style="list-style-type: none"> • 30 iPads and keyboard cases have been ordered. Cases have arrived, and we are just waiting on iPads to arrive and be set up by IMS. The cost was just over \$20,000 with taxes. Will PAC be contributing to this batch of tech orders? If so, please confirm the total contribution (was talked about at last meeting, but no amounts were confirmed in the minutes). <ul style="list-style-type: none"> ○ PAC has agreed to donate \$2000 for now and will donate again in April. The intermediate laptop cart will be the first to be replaced. • Jerseys are being ordered through PAC contact at a discounted price of \$1456.00 (\$26 per jersey). Please confirm if these are being paid through a sponsor or if there will be a sharing of cost between school and PAC? <ul style="list-style-type: none"> ○ A sponsor will donate the jerseys to the school • Grade 4 and 7 students and families will be asked to do a “Satisfaction Survey” to share their experiences and opinions on education – this data goes to the Ministry of Education • Grade 7 Articulation process is beginning to support the transition to high school. Upcoming events include a visit from Counsellor and Principal at NSS to talk about high school and share course selection options (Band or No Band), a Grade 7 Parent Night at NSS on Feb. 26th, and school visit where Grade 7’s spend time with Leadership students and teachers connect with NSS staff to share information about each student. There will also be additional transition opportunities, including going to NSS for a Band concert this month, as well as going to see a matinee of this year’s school play “Mama Mia”. Information about how grade 7 parents can support events such as leaving ceremony on June 19th will go out to when we return from spring break. • New Head Secretary and School Meal Program Aide have been hired! <ul style="list-style-type: none"> • Tammy Barnes is our new Head Secretary. This is her first Head Secretary position, but she has years of records clerk experience, as well as office management prior to working at our district. She is doing the financial training this week, and will be able to take over the financial aspect of the role, including managing PAC funds and writing/accepting cheques, next week. • Manjit Aulakh has taken over as our School Meal Program Aide, and is managing the breakfast and lunch programs. |
| Treasurer (Rishi) | <ul style="list-style-type: none"> • Gaming <ul style="list-style-type: none"> ○ Allocated • General Cash <ul style="list-style-type: none"> ○ Reimbursed Edie for hot lunch purchases and petty cash ○ A portion will be donated toward the tech fund(at least \$2000 and more in April) voted by pac • 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 |

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| <p>DPAC (District Parent Advisory Committee) (Wendy)</p> | <p>No meeting in Dec</p> <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"> ◦ Dec 5th - Opa ◦ Jan 9 - A&W • Upcoming Hot Lunch <ul style="list-style-type: none"> ◦ Jan 30 - Boston Pizza ◦ Feb 27 - Subway <p>Fundraising:</p> <ul style="list-style-type: none"> • Purdy's orders • 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=0AAAABBasdiInhhcDjzzlM3XLbUtBtU |

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| | <p>gLm&gclid=Cj0KCQjwjL3HBhCgARIsAPUg7a5WH0LWxy7rNdKxOa-2PJAJYscloYcckZXxeKwW-HKmZ4ZJbXXnNUkaAuvCEALw_wcB</p> <ul style="list-style-type: none"> • Selling surprise stationery packages <ul style="list-style-type: none"> ◦ \$2, \$5, \$10 size packages (30 packages) • Popcorn - once a month (intermediate area or staff room) <ul style="list-style-type: none"> ◦ Volunteers needed ◦ Feb 3, Mar 31 Apr 21, May 12, ◦ June 12 (Sports Day Concession) • Tech fundraising goal: \$18,000 • Family day weekend movie night <ul style="list-style-type: none"> ◦ Thursday Feb 19 ◦ Door opens at 5, movie starts at 5:30 • 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 • 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) | <p><u>Survey Results</u></p> <ul style="list-style-type: none"> • 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 |

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| | <ul style="list-style-type: none"> • 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/ • - 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"> • 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"> • 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 ○ Spring cleanout to be organized. ○ After spring break (Friday) • 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 |

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| | <p>she leaves. If you're interested, please reach out to us by email, on Facebook, or speak with the principal directly.</p> <ul style="list-style-type: none">● 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 |
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Meeting adjourned at 7:45pm

Next meeting Dates & Times:

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