

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

Meeting Minutes

Date: May 13, 2025

Email: serpelempac@outlook.com

Attendees

Staff: Tina DaCosta (Principal), Ms. Hastings (Acting Vice-Principal)

Parents: Wendy, Donna, Corina, Edie, Mirasol, Kristina, Carissa, Hans, Bal

Meeting called to order at 7:01pm

Previous minutes approved by Edie, Wendy

Current agenda approved by Edie, Donna

REPORTS:

President (Sarbjeeet)	<ul style="list-style-type: none">•
Principal (Tina)	<p style="text-align: center;">Principal's Report By Tina Da Costa PAC Meeting May 13th, 2026</p> <p><u>Recent Events:</u></p> <ul style="list-style-type: none">• First Peoples in Residence Week – thank you to Edie for sharing the Paddle Song that she did with her daughter at our opening ceremony!• Class Photos – coming home soon. Although they are always cute, we are looking forward to trying a new photographer next year.• Badminton Play Day at Serpentine Heights – our team came in second! Ms. Lui is going to host an “in house” tournament for the team to play after school over three days.• Track and Field practices are underway for students in grades 4-7. Up to four students per age/event will be selected to attend the District Track Meet at Bear Creek Park on May 28th. We will need parent drivers for this event.• Ready Set Learn for pre-school children aged 1-5 was a success! Ms. Sharma from our former preschool brought her students on “field trip” and we had incoming K families attend, so the turnout was our biggest one yet. Looking forward to Cookies and Caregivers on Friday, and Welcome to Kindergarten on May 29th!• <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none">• 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

	<ul style="list-style-type: none"> ● 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 ● June 3 - Come Play Math with Me ● June 5 - Staff Appreciation Lunch from PAC, Beach Buddies and Books ● June 9 - Wear What Makes You Happy Spirit Day ● June 10 - PAC AGM ● June 12 - Sports Day, Subway Hot Lunch ● June 16 - SEL Assembly ● June 18 - Come Read with Me ● June 19 - Grade 7 Celebration ● June 22 - Grade 7 Picnic ● June 25 - Last Day of School, Early Dismissal at 1:28 ● June 26 - Administrative Day - Students do not attend <p><u>Discussion Items:</u></p> <ul style="list-style-type: none"> ● Congratulations to Kirsten Hastings, who will be our Acting Vice Principal for the remainder of the school year! Ms. Hastings currently is our Integration Support Teacher, and has a wonderful leadership based skillset that she brings to the role. Ms. Hutchings is settling into her new official role at Bear Creek Elementary ● We will have two postings for Round 2 – one primary (Ms. Hutching’s former class) and one intermediate (Ms. Christian’s former class, as she has accepted a position in Maple Ridge) ● Currently, we have \$500 in a PAC account reserved for students who need support accessing Hot Lunches. Since Feeding Futures has provided access to hot lunches, we are wondering if these funds could be repurposed to support students who are unable to afford field trips? Approved by PAC. ● Last year, unused classroom PAC funds were rolled over up to \$500 to our PAC Principal General account, which was used to support initiatives, resources and materials, etc. to benefit students. This was so appreciated! Would this be available again this year? ● Reminder that under new District Policy around Volunteers and Volunteer Drivers, all drivers and chaperones do need Criminal Record Checks done through the district. <u>It is good for five years.</u> The process can take several weeks, so parents that may consider helping, especially as we head into “field trip season,” are encouraged to do so as soon as possible. Links are available weekly in our parent newsletter. ● End of year assembly on the last day. First thing in the morning. June 25th
Treasurer (Rishi)	<p>Gaming</p> <ul style="list-style-type: none"> ○ Remains unchanged ○ Invoices for the buses are expected

	<ul style="list-style-type: none"> ○ Invoice for the sports equipment needed <p>General Cash</p> <ul style="list-style-type: none"> ○ Withdrawal from Mary Browns and Opa, Edie for hot lunch and supplies, Corina for chips ○ Deposit from hot lunch same day, movie night, Feeding Futures <ul style="list-style-type: none"> ● North Surrey Scholarship \$500 ● 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>	<ul style="list-style-type: none"> ● Gaming Grant Application due on June 30th. ● License Fees (for raffles, events) <ul style="list-style-type: none"> ○ Two different kinds: one for under \$20k and one for over \$20k ○ To be discussed at agm ● No major projects for infrastructure plans at the moment ● Decrease in student enrollment ● Surrey DPAC Governance Handbook available 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"> ○ Mary Browns, Opa, A&W ● Upcoming Hot Lunch <ul style="list-style-type: none"> ○ Boston Pizza, 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. ● Create a calendar for hot lunches for the year ● 3 potential online portals for hot lunch/fundraising next year <ul style="list-style-type: none"> ○ School Cash Online - Grade 7 Pizza/field trips and other school fees ○ Munchalunch - Hot Lunch and fundraising (Annual fee of approximately \$300) ○ Fantuan - hot lunch delivery service (no annual fee)

	<p>Fundraising:</p> <ul style="list-style-type: none"> ● Upcoming Movie Night- May 29 <ul style="list-style-type: none"> ○ The Secret Life of Pets ○ ● Popcorn - once a month (staff room) <ul style="list-style-type: none"> ○ Volunteers needed ○ 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=0AAAABBasdilnhhcDjzzIM3XLbUtBtUgLm&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 ○ FlipGif ● 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 ● Class point Pizza Day - These classes will be having a pizza party funded by PAC! <ul style="list-style-type: none"> ■ Winner: Div 5 ■ Lucky Class: Div 17 ● 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</p>	

<p>Coordinator (Corina)</p>	<p>Current social followers FB - 203 Ins - 39</p> <p>Social Post (New Content)</p> <ul style="list-style-type: none"> • Reminder for Parents to do their Criminal Record check <ul style="list-style-type: none"> - Process is slow takes at least 3 weeks for completion - “How to” is on Newsletter - Once cleared, it is good for 5 years! - It has to be CRC • Movie Night Reminder for Parents to hand in their form and sign up for volunteer! • Class Points Winner and Random Draws winner <p>Future Social Content Change</p> <ul style="list-style-type: none"> • Social content will only share about school wide reminders like, Christmas Pancake, Christmas Concert, Terry Fox Run...etc. • Plan to provide Monthly PAC events to provide a high overview for parents to be aware of on social media. <p>Social Content reminder</p> <ul style="list-style-type: none"> • When preparing social contents, do not mention about “admissions”, ticket sales and prices and specifically mention the events is for Serpentine Heights Elementary only. • As well as mention “All students must be accompanied by an adult. The PAC and School Staff are not responsible for the supervision of attendees.”
<p>Other Business</p>	<ul style="list-style-type: none"> ● Shed clean up update <ul style="list-style-type: none"> ○ Found some old books-to be donated to thrift store ○ Phase 2: To keep or not to keep <ul style="list-style-type: none"> ■ Canopy ■ Arch ■ 3 Coolers ● Welcome to Kindergarten Package <ul style="list-style-type: none"> ○ Has a lot of PAC info for Kindergarten parents

	<ul style="list-style-type: none"> ○ Slide show - Carissa will be presenter for the day ○ Share slide show with Ms.Tammen ● Sports Day <ul style="list-style-type: none"> ○ Volunteers Needed for the day <ul style="list-style-type: none"> ■ Set up ■ Concession ■ Take down/Clean Up ● PAC Mix and Mingle-first day of school coffee and tea and treats ● Grade 6 Immunizations May 20th ● Reaching out to the neighbourhood to help/donate ● Card reader for concession stand (Square) <ul style="list-style-type: none"> ○ 2.5% per credit card ○ .075 cents for debit ● 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 8:00pm

Next meeting Dates & Times:

Wednesday Jun 10, 2025 at 6:30pm (AGM - Annual General Meeting)