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

Meeting Minutes
Date: October 20, 2026
Email: serpelempac@outlook.com

Attendees

Staff: Tina DaCosta (Principal)

Parents: Wendy Wong, Corina Tsai, Bal Dulai, Carissa Milaney, Rhoanne Vagay, Srivithya Venkatesan, Kavitha Palanichamy

Meeting called to order at 6:00pm

Previous minutes approved by Bal, Wendy
Current agenda approved by Carissa, Bal

REPORTS:

President (Bill)	**State of the PAC** ● **Volunteer Gap:** Long-time core member Edie has left after ~18 years. The current workload on a small core group is unsustainable. ● **Growth Goal:** Expand from a small core team to ~20 active parent contributors. ● **Strategies Proposed:** ○ Reduce the overall labor intensity of scheduled events. ○ Offer direct donation options as an alternative for time-constrained families. ● **Virtual Meetings Proposal:** Exploring virtual options to increase accessibility. Requires a formal bylaw amendment and a vote at the next in-person meeting.
Principal (Tina)	Principal's Report By Tina Da Costa PAC Meeting Oct. 20, 2026 **Recent Events:** ● We recently had an increase in staffing entitlement and were provided with an additional IESW to support students. ● Temporary fencing has been installed after a safety assessment of our school grounds. The intent is to provide increased physical boundaries for our youngest students by enclosing the primary playground. Permanent fencing and gates will likely be installed by the district in the summer of 2027.

	● Soccer season wrapped up with a playday tournament at CAP last week. They will have a season wrap up party, funded by PAC Principal General funds soon. ● Volleyball season is underway for grade 7 students, with a boys team and a girls team practicing twice a week and playing one game per week. ● Ms. Lui is once again running a grade 6/7 Badminton Club all year, with about two practices per month after school. Students from NSS are helping coach again this year! ● North Surrey Secondary students are once again hosting a STEM club for grade 7 students on select days after school between now and winter break ● A Serpentine parent submitted our name in a Fresh Slice contest, and we were selected to receive 50 free soccer balls! <u>Upcoming Events:</u> Sept. 28-Nov. 6th - FSA Assessments for Grades 4&7 Sept. 28 - Oct. 23 - K-3 Literacy Screening Oct. 21 - Panago Pizza Day Oct. 22 - Last day to order PAC Hot Lunch for Oct. 29 Oct. 23 - Non-Instructional Day (students do NOT attend) Oct. 26-29 - First People in Residence Week (Opening Ceremony on the 26th - wear orange) Oct. 29 - PAC Hot Lunch (Rice Holics), PAC Halloween DIY Sugar Cookie Kits Orders Sent Home Oct. 30 - Halloween Celebrations/Costume Parade Nov. 5 - Last Day to order PAC Hot Lunch for Nov. 12 (HiFive Chicken) Nov. 6 - Non-Instructional Day Nov. 8 - Diwali Nov. 9 - Last Day to order Panago Pizza for Nov. 17th Nov. 10 - Remembrance Day Assembly Nov. 11 - Remembrance Day (School is CLOSED) Nov. 12 - PAC Hot Lunch (HiFive Chicken) Nov. 16 - Fire Drill and First Aid Drill Nov. 17 - PAC Meeting Nov. 17 - Panago Pizza Day, Photo Retakes Nov. 19 - Last Day to order PAC Hot Lunch for Nov. 26 (Daily Delicious) Nov. 23-Dec. 2 - Toy Drive Nov. 24 - Last Day to order Panago Pizza for Dec. 1st Nov. 26 - PAC Hot Lunch (Daily Delicious) Nov. 27 - PAC Christmas Market

	Nov. 30-Dec.4 - Scholastic Book Fair **<u>Discussion Items:</u>** ● First People in Residence Week takes place next week, with four district cultural facilitators coming to spend the week with us, doing presentations in each class. Thanks to the PAC Principal General funds, we will once again purchase Bannock with jam and whipped cream to enhance the week on Thursday, Oct. 29th! ● Students are welcome to wear Halloween costumes on Oct. 30th, provided they align with district policy (school friendly, no blood/gore, no replica weapons, masks worn only in class and for costume parade). LST will once again host "Spooky Reading" in the afternoon where buddy classes are invited into the decorated gym to read with flashlights. ● Primary classes will be organizing a Kernels popcorn fundraiser, with monthly popcorn days. Funds will go towards in class presentations (we are not allowed to charge students for these events) and technology needs.
Treasurer (Wendy)	● General account balance at end of September: $9,900 ○ $2,000 out for laptop/iPad replacements ○ $4,650 out for teacher and classroom discretionary funds ○ $500 donation toward recess sports equipment (check cut to school) ○ E-transfers to Corina: $21.69 and ~232 (Terry Fox run supplies and welcome back) ○ $264 deposit from Feeding Futures; $860 deposit incorrectly placed in gaming account (needs bank correction) ● Gaming account balance: $11,737 (includes $8,240 gaming grant based on 412 students) ● Cookie kit sale deposit received via Munch Lunch (to be discussed under fundraising)
DPAC (District Parent Advisory Committee) (Rishi)	● Surrey schools: 80,000+ students, 130 sites, 13,000 staff ● District priorities this year: AI literacy, literacy and numeracy (multi-year), increasing Indigenous graduation rates ● Enrollment declined for second consecutive year; 69 new IESWs, 2 Indigenous graduation advocates, 7 Child and Youth Family workers added ● $7M approved for district tech plan; district intends to take over

	technology funding from PACs (plan presented to board early next year) ● DPAC has two Zoom accounts available for PAC use (90 min, book in advance) ● PAC training day coming in February (Saturday, date TBD): covers fundraising rules, regulations, and more
Hot Lunch Coordinator (Corina)	● Feeding Future's last school year's June cheque: $264 is deposited. ● First hot lunch of the year: 83 orders, ~$124.50 raised plus $24 from 4 extra sales. ● Delivery hiccup: Fantuan driver missed 4 bags, causing late lunches for some students ● Feeding Futures scheduling conflict: date not blocked off, families received confusing "school closure" cancellation ○ District rule: Feeding Futures does not compete with PAC hot lunch days ○ Subsidized families do receive a PAC hot lunch paid for by Feeding Futures on those days ● First round lower than last year's lowest (~$139); next vendor (Rice Hollow) expected to do better ○ Note: waffles on a past menu caused teacher pushback; keep in mind for future orders
Event Planning	**Christmas Market Planning** ● Date: November 27th, 4:30–7:30 PM, in the school gym and foyer ● Admission: changed from $2.50 to donation-based (QR codes for 5/10 suggested); free entry removes barrier and avoids competing with North Surrey's free market the next day ● Revenue sources: $50/table rental (17 vendors, two requesting double tables), food truck revenue share ○ Triple O: 15% over $3,300 in sales; Dirty Pop: ~10-15% with no minimum ○ PAC concession table: juice boxes, chocolate milk, kid-friendly options ● Tables needed: ~28 total (17 vendor, 6 dining, others for entrance/concession) ○ North Surrey Secondary unavailable (their own market the next day); look into Surdell Party Rentals (~$8 for 6ft, $12 for 8ft) ○ Other feeder schools (e.g., Johnson Heights Secondary) also worth checking ● Gym setup: classes use gym on Fridays; decorating must happen after school hours on Thursday Nov 26th

	○ Daycare uses the foyer space; no disruption before 5:30 PM or items must be removed during the day ○ Principal to book gym for the evening of November 26th ● Security: principal to contact Safe Schools re: liaison availability and cost for Nov 27th ● Volunteer sign-up via SignUpGenius; link to go in newsletter and on Facebook/Instagram ● Separate Christmas market planning meeting to be scheduled (open to interested volunteers, not full PAC) **Fundraising and Next Steps** ● Halloween cookie kit sale ends tonight at 11:59 PM: 98 kits sold, ~$294 raised ● November: samosa pop-up sale (Christina leading, not through Munch Lunch; flyer/social notice to go out) ● Purdy's chocolate fundraiser moved to Easter (avoids competing with Christina's frozen chocolate chip cookie sale in December) ● Apple fundraiser (Apples for My Friends): decided to skip this round and plan properly for next fall ○ $29/box (honey crisp), $10 profit per box; surcharge applies if under 40 boxes sold ● Treat days (spring): Jugo Juice smoothies and Pearl Fever bubble tea under consideration ○ All options non-caffeinated, lower sugar for students; preferred delivery time is ~2:00 PM end-of-day
Volunteer Coordinator (Carissa)	● All volunteers, including PAC volunteers, need to complete a Criminal Record Check and school volunteer form.
Old Business	**Constitution Bylaw Vote** ● Four proposed amendments, all passed by vote: 1. Allow virtual and hybrid meetings (including virtual voting) 2. Lower executive spending threshold from $1,000 to $500 without membership vote (disclosed at next meeting) 3. Remove mandate to meet every month; minimum four meetings/year including one June general meeting 4. Remove specific executive names from the constitution (replace with roles only)
New Business	● **Photo Guideline for the Community** ○ Stay tuned

Meeting adjourned at 7:15pm

Next meeting Dates & Times: Next PAC meeting: November 17th (Tuesday), 6:00 PM, aiming to be virtual.

- Platform options: DPAC Zoom, Google Hangout, or Microsoft Teams (to be confirmed)

Tentative Future Dates: December 15, 2026 (Third Tuesday of the month schedule).