

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

Meeting Minutes

Date: September 22, 2026

Email: serpelempac@outlook.com

Attendees

Staff: Tina DaCosta (Principal)

Parents: Wendy, Corina, Jon, Rishi, Bal, Bill, Carissa, Farhana, Kristina, Rowanne, Sarbjeet, Bal, Anisha

Meeting called to order at 6:00pm

Previous minutes approved by Rishi, Carissa

Current agenda approved by Rishi, Carissa

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 Sept. 22, 2026 <u>Recent Events:</u> ● School year has started off successfully - We have increased enrollment, currently sitting at 432 students in 19 divisions – class placements are complete and classes are getting settled with their new teacher. ○ Continue to grow our diverse community, with 38 languages spoken at our school! ● Prep time staffing has been finalized: ○ All grades will have music this year (as part of classroom teacher's prep time). K-6 will have 60 minutes/week and grade 7 will have 30 minutes/week. ○ Grades 4-6 will see Ms. Furtado for PE (intermediate prep time) 60

minutes/week. Grade 7 students will see Ms. Furtado for PE and Health/Leadership 90 minutes/week.

- K-3 (including the 3/4 class) will have Library with Mrs. Rodgers 60 minutes/week. Grades 4-7 will have weekly book exchange times.
- We have a new Indigenous Child and Youth Care Worker, Mr. Raymond Taylor, who will be at our school on Thursdays, supporting students who identify as Indigenous in class.

Upcoming Events:

Sept. 24 Meet the Teacher 4:30-5:30 (*unless otherwise shared by the individual teacher*)

Sept. 28 - Terry Fox Run

Sept. 29 - Orange Shirt Day, Last day to order Panago Pizza for Oct. 7th

Sept. 30 - **National Day for Truth and Reconciliation (School is CLOSED)**

Sept. 28-Nov. 6th - FSA Assessments for Grades 4&7

Oct. 2 - World Teacher Day

Oct. 7 - Panago Pizza Day

Oct. 8 - Last Day to order for PAC Hot Lunch on Oct. 15

Oct. 12 - **Thanksgiving Day (School is CLOSED)**

Oct. 13 - Last day to order Panago Pizza for Oct. 21

Oct. 15 - PAC Hot Lunch (Toku)

Oct. 19-22 - Interim Reporting Week

Oct. 20 - Individual Student Photo Day

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

Oct. 29 - PAC Hot Lunch (Rice Holics)

Oct. 30 - Halloween Celebrations/Costume Parade

Discussion Items:

- Volunteer Update – all volunteers who work directly with students or who may have unsupervised access (ie. in hallways and common areas) need a cleared Criminal Record Check, and there is a volunteer form at the school to fill out as well. This means all PAC members and volunteers coming into the school during instructional time need to complete the CRC – instructions were shared in our parent newsletter and are available on the school website.
- Grade 7 soccer has started – Mrs. Rodgers is very happy with the skill level of our team this year!
- Continuing our connection with our local high school, North Surrey Secondary.
 - STEM Club sponsored by NSS students for Gr. 7 students – info will be coming home soon
- Early Literacy Screening
 - New Ministry initiative and requirement – all K-3 students assessed for early literacy skills to guide instruction in class, and to let ministry know how our students are doing to see if any provincial structures need to be implemented to support literacy.
 - K's started last year, and Gr. 1-3 will be starting over the coming weeks (they will be doing training this Friday on the Pro-D day).

	• At our school, we have historically alternated between a Christmas musical in December and a spring musical in May. This year, we will be doing a spring Musical K-7 with opportunities for all classes to participate either through the Music Program K-7, or through acting, stage crew, and set design. • Funding “Wish List” for PAC to support our school: ○ Treats for school wide events i.e. mini candycanes for December school wide reading event, etc. Would PAC be willing to continue to sponsor these types of events? What process would we go through to ask for these types of things? ○ Classroom funds and field trip funds, as well as funds for LST, Music, Library, Student Leadership, etc. ○ Classroom playground equipment – keeping students engaged at recess and lunch helps reduce conflicts and issues. Wondering if PAC would be willing to contribute to the purchase of new play things again this year (i.e. soccer balls, footballs, hula hoops, etc.) for classrooms? ○ Tech funding – many of our iPads have reached the end of their lifespan in terms of being able to receive software updates. Last year, we were able to replace the old MacBook cart with new iPads with keyboard cases, and also purchased ten replacement iPads and cases in our iPad cart. We are looking to replace the obsolete devices in our iPad carts. Would PAC be willing to continue to support this initiative?
Treasurer (Wendy)	Account Balances & Framework: • Gaming Account: Anticipated grant of \$8,340 based on last year's enrollment (\$20/student). Earmarked primarily for field trip subsidies (\$500 per division across 19 divisions = \$9,500 total, supported by carryover funds). • General Account: Target fundraising revenue of ~\$5,500 (Hot Lunch target: \$3,000; events/popcorn/freezies: \$2,500) to maintain a healthy rollover buffer. Approved Allocations: • Field Trips (Gaming): \$9,500 (\$500/division × 19 divisions). Disbursed via invoice/reimbursement per audit guidelines. • Classroom Funds (General): \$2,280 (\$120/division × 19 divisions). • School Discretionary & Departments: Discretionary (\$500 + ~\$770 rollover), Music (\$200), Leadership (\$100), Art/Performances (\$500 - Green Thumb Theatre pre-booked), plus support for Counselor, IST, CCW, and Library. • Laptop Replacement: \$2,000 (committed from prior year, separate check). • Contingency: \$2,000 base. Budget Amendment: Motion passed to allocate \$500 for sports equipment (e.g., soccer balls).

	Financial Strategy: Target fundraising goal set at \$5,500+ (\$3,000 hot lunch; \$2,500 events). Policy Note: Any individual expense exceeding \$100 requires a formal PAC meeting vote.
DPAC (District Parent Advisory Committee) (Rishi)	• First DPAC meeting is held on September 23rd • Updates will be shared at the next PAC meeting.
Hot Lunch Coordinator (Corina)	Account Updates: \$841 deposited from Feeding Futures; \$256 outstanding from June invoice. Fall Schedule: • Order Deadline: September 27 (Sunday). • Menu Live: September 28 (Monday). • First Delivery: September 29 (Tuesday) (Test/gift day to verify ordering system). Operations: • MunchaLunch platform active for ordering (annual \$356 fee paid). • Day-of cash sales kept minimal to extra lunches; requires on-site CRC-cleared volunteers. • Remind parents to send drinks with students on hot lunch days.
Event Planning	Fundraising Idea (Kristina): • Halloween Cookie Decorating Kits: ~\$10/kit, 20-order minimum. Offered via MunchaLunch. • November Event: Snack Shack event & Samosa popup sale • December Christmas Market: Friday evening in the gym (~15 vendor tables at rental fees, PAC-run concession, open to the community). Needs concession and door security volunteers. • Frozen Cookie Dough Kits (December): Pre-packaged dough (8 for \$12 or 12 for \$15). • Feedback: Idea submission form live on the school website survey under the PAC tab.
Volunteer Coordinator (Carissa)	• All volunteers, including PAC volunteers, need to complete a Criminal Record Check and school volunteer form.
Other Business	• Constitution & Bylaw Amendment: Notice tabled to amend PAC bylaws to permit virtual meetings and virtual voting. Per rules, formal notice will be posted to the school community (Facebook, Instagram and School Newsletter.).

	• Next Meeting Voting Requirement: The next meeting will be held in person to formally vote on and adopt the constitution & bylaw updates.
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Meeting adjourned at **7:48pm**

Next meeting Dates & Times: **October 20th Tuesday @ 6pm @ Primary Pod**

Tentative Future Dates: November 17, 2026, and December 15, 2026 (Third Tuesday of the month schedule).