

# Elgin Park Secondary School

## PAC Meeting Minutes

September 20, 2023



Attendance: Victoria Gootgarts (Chair), Elaine Brooker (Vice-Chair), Mike Jiang (Treasurer), Meredith Laird (Secretary, pro tem), Kavita Sharma (Principal), and over 20 other parents.

### 1. Call to Order 9:00

Victoria Gootgarts called the meeting to order at 9:03 a.m.

### 2. Welcome and Introductions

Parents shared what grades their students were in. The Chair introduced herself and the other members of the PAC executive. She noted that several positions on the PAC were open, including Secretary and the representatives to DPAC and BCCPAC. She confirmed that the work for the Secretary included attending PAC meetings and about an hour a month of volunteering to produce the minutes.

### 2. Approval of Agenda

**MOTION:** That the agenda be approved as presented.

The motion carried by unanimous consent.

### 3. Approval of Minutes, May 17, 2023

**MOTION:** That the minutes of May 17, 2023 be approved as presented.

Carried.

### 4. Reports:

#### a. Chair Report

The Chair welcomed attendees to the first PAC meeting for 2023/24. She shared that requests for PAC funding are being received from teachers and clubs and that the executive will review with Principal Sharma how these requests can be met with assistance from any other funds available to the school. The executive will bring forward all requests for consideration by the committee at the October meeting.

**i. PAC Vice-Chair and Treasurer Vacancy**

The Chair confirmed that Mike Jiang is willing to continue in the role of Treasurer and thanked him for continuing. If any parents are interested in serving as Vice-Chair or as Secretary, or have questions about the role, they are encouraged to email [elginpac@gmail.com](mailto:elginpac@gmail.com).

**ii. Notice of Election for DPAC and BCCPAC reps**

The Chair called for volunteers to represent Elgin Park Secondary at the District Parent Advisory Committee (DPAC), and to attend the conference and AGM of the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

Sherri Hardcastle volunteered to act as DPAC representative for Elgin Park Secondary and was acclaimed into the role.

MOTION: That Elgin Park Secondary pay the annual fee to renew its membership in BCCPAC.

Carried.

**iii. Annual Plan for PAC Meetings**

The Chair shared that the meetings will be held once per month throughout the school year, except for December and March. The meetings take place from 9 - 10 a.m. and will be over Teams. The PAC will consider meeting in person at the school in the evenings, since space in the school during school hours is limited due to the increase in student numbers.

A discussion of whether parents would like to hold an evening meeting will be on the agenda for October's meeting.

**iv. Funding requests discussion at October meeting**

The Chair described that PAC requests that teachers and clubs submit their funding requests to PAC for the committee to consider and vote on disbursements at its October meeting. She shared that the funds available to meet these requests was high last year, since spending was reduced during the years of the pandemic, but that this year, less funding was expected to be available.

The Chair shared that PAC had sent donation requests to all families in some previous years, but had stopped issuing this request as funds accumulated during the pandemic. Donate to PAC is optional, and how the funds will be used is decided by the committee by vote. Funds raised through this direct donation request are not subject to the same restrictions as those disbursed from gaming grant account.

**MOTION:** That a donation request of \$20 per student be sent to all families on the SchoolCashOnline app.

Carried

Action: Elaine Brooker will request of the school office that this item be added to SchooCashOnline.

## **b. Treasurer's Report**

Mike Jiang shared the financial reports from September 1, 2022 to August 31, 2023, the PAC's fiscal year.

He explained the difference between the possible uses of the BC Government Community Gaming Grant account and the other PAC account, along with the funds being held in reserve for scholarships that were granted but not yet claimed.

He confirmed that the gaming grant application was submitted in May, and this is listed as currently "in process", waiting for the confirmation of student numbers throughout the province before the money is disbursed. He shared that the confirmation of the amount available is expected to arrive in early October, so the PAC will know the funds available in time for its consideration of teacher requests at the October meeting.

## **c. Principal's Report**

Kavita Sharma shared that the startup of the new school year has been positive, that enrolment has increased to 1389 students, which is the largest it's ever been, and close to the number of students at Earl Marriott Secondary. She advised parents that course selection in January and February for the following year may allow for fewer changes than in previous years, and to ensure students have adequate time to consider their choices.

She shared that changes to the Ministry mandate about assessments include student self-reflection to take place 3 times in the year and that this will be accomplished at Elgin by using 3 flex days in calendar during which the entire school will work on this task at same time. Dates set for this are October 6, February 16, and June 7.

Principal Sharma encouraged parents with concerns activity on school grounds during the weekend (such as vandalism or suspicious gatherings) at the school over the weekend to contact the non-emergency line for RCMP or to use the anonymous tips line.

## **6. Any Other Business**

## **7. Adjournment**

The Chair adjourned the meeting at 9:47 a.m.

Next meeting: October 18, 2022, 9:00 a.m. – 10:00 a.m. over Teams.

MS Teams Questions or suggestions for future meetings? Contact: [elginpac@gmail.com](mailto:elginpac@gmail.com)

Kindly submit items for October meeting by October 11, 2023.