

Elgin Park Secondary School



PAC Meeting Minutes

November 19, 2025

Attendance: Kavita Sharma (Principal), Jennifer Mathieson (Chair), Victoria Gootgarts (Treasurer), Richa Balachandran (Secretary), Sheri Hardcastle (DPAC Rep), 5 parents in class and 1 online. Meeting was conducted in person, at school, and online via Zoom.

1. Call to Order 7:00

Jen Mathieson called the meeting to order at 7:00 pm

2. Approval of Agenda

MOTION: That the agenda be approved as presented

Carried.

3. Approval of Minutes, Oct 15, 2025

MOTION: That the minutes be approved as presented

Carried.

4. Reports:

i. Principal's Report

Kavita Sharma shared the following updates:

- New Role
 - Ms. Sharma is moving to a new role effective Monday, Nov 24th, 2025
 - This was her last update report
 - New principal and other administrative changes will be announced soon
 - Transition process in place
- Power Outage
 - Power outage in school 2 days back
 - No phone / internet and back up generator went down as well
 - Parents should be aware that the students cannot be dismissed middle of the school day, for safety reasons and creates a lot more work and chaos for the school staff to track students down when phones are not working as parents come to pick up their kids
 - Going forward, School will be investing in large flashlights with batteries and generator was fixed as well
 - District is running a committee to look at the process of dismissing kids middle of the day in such situations. More information to follow

- West Jet PAC Fundraiser
 - 2 West Jet tickets can be donated to the PAC for fundraising possibilities
 - Some conditions include
 1. Min 40 hours volunteer in school
 2. Put in the application for approval to get tickets
 3. Once we get the approval, setting up online raffle and raffle price
 4. Get gaming license
 5. Ms. Sharma will do the necessary approvals so that PAC can get the process started

ii. Chair's Report

- Funding Grants & Requests
 - Funding grants have been sent out to all teachers. Thank you to all who participated in the last meeting for your input and discussion
 - The Chair shared following revised funding request made to PAC. Details were shared around the request along with the amount of funds requested. PAC committee and parents present in class were asked to vote to pass this motion

I. Mini-4wd club – Initial Request for \$2000. New request - \$1200

MOTION: That funds be allocated as requested / agreed by the PAC & Parents

Carried

Details around the above funds' allocation are available to parents at any time, upon request. Please email elginPAC@gmail.com if you have any questions or wish to review the details

- Spirit Wear
 - Campaign ran through Zeffy - total of 92 items ordered and orders should arrive last week of Nov/1st week of Dec (2 week turn around)
 - Another round of Spirit Wear to run next year once students have a chance to look at the merchandise
- Executive change
 - Our co- treasurer has decided to resign recently. Nina did a fantastic job updating accounts, setting up new systems and reporting as well put a lot of work into organizing all our old files and processes. We sincerely thank her for her valuable contributions, and she will be missed
 - Her duties will be managed by our Co-Treasurer Victoria
 - Per our C&B, in the event of a resignation, PAC Exec can appoint a replacement on the exec team for the remainder of the year, until our next vote at the AGM in June

- If there is anyone interested in joining, please let us know. We will be speaking to everyone interested before the next meeting in January
- New Business
 - Teacher Appreciation Breakfast: Tues Dec 16. All parents are invited to join us and say hello. Please email elginpac@gmail.com if you are interested in joining us. We have reached out to Starbucks and Cobs for donations, so far Starbucks will provide us with 3 carafes of coffee!
 - Spirit Wear Distribution - we will be setting up a table and have students show their Student ID to receive their items. Emails will be sent out - if any parent wants to pick up themselves, please email us.
 - Motion to update Constitution & Bylaws - We have had a couple of things over the past year that we need to amend. Specifically, about Dry Grad as a subcommittee of PAC and guidelines for structure and reporting requirements as well as adding social media. We just started an Instagram page, and we need some details around that. We will draft the proposed changes and present them at the next meeting for approval, have them signed, file and post them

iii. Treasurer's Report

Victoria Gootgarts shared the financial reports covering the period Oct 15 – Nov 17, 2025, and answered questions from the parents and committee

- Income and Expenditure Account for the period ended Nov 17th for the PAC Gaming Account, reconciled to the bank. Closing balance - \$37,886.46
- Income and Expenditure Account for the period ended Nov 17th for the PAC General Account, reconciled to the bank. Closing balance - \$31,389.29
- A total of \$8,850 Scholarships / Bursaries approved in previous years have not been claimed yet. Students have 27 months to claim this scholarship / bursary
- PAC funds available to be allocated for this school year - \$1,450.29

The bank balance and transaction spreadsheets are available to parents at any time, upon request. Please email elginPAC@gmail.com if you have any questions or wish to review the accounts

iv. BCCPAC Update

No update for this meeting.

v. DPAC Update

Notes from Sheri Hardcastle (DPAC rep) from the DPAC meeting – Oct 22, 2025.

1. Education Session

Topic: E-Bikes, E-Scooters, and School Safety: What Families Need to Know

- a. The current laws in Surrey — and why e-scooters aren't permitted
- b. BC's age and helmet requirements for e-bikes
- c. District expectations for students and families

- d. First responder insights on e-bike and e-scooter accidents and charging safety
- e. And the bigger question: How do we get kids to school safely and efficiently?

2. Trustee update

- a. Enrollment – down 871 K-12 students
 - i. Revenue loss of \$11-14 million (including international student revenue).
 - ii. With savings from class reorganization, total impact on budget will be a loss of \$5-9 million.
- b. AI presentation at last public board meeting – some of the topics covered:
 - i. Professional Development for our teachers
 - ii. AI as a thought partner
 - iii. AI in the classroom – guidelines & safety
 - iv. District-approved AI tools and resources
 - v. www.surreyschoolsone.ca
 - vi. <https://www.surreyschools.ca/page/622/board-meetings>

3. DPAC Rep Training: *Leading Locally*, a 6-month leadership pathway for Surrey DPAC reps Start date has been moved to November 19th. *6 different modules covered over several months - dpac role, service-oriented leadership, communication, inclusion, strong PACs, advocacy.*

4. DPAC hosted Training Day for PACs – moved to February 28th

5. Community Snapshot – School transportation

[Community Snapshot School Transportation](#)

- a. Question 1: How does your child usually get to and from school?
- b. Question 2: What are the biggest barriers to walking, biking, or rolling to school?
- c. Question 3: Before today, did you know that e-scooters are not legal to ride on public roads, sidewalks, or parks in Surrey?
- d. Question 4: Do you think current transportation rules are clear and accessible for families?
- e. Question 5: What would make it easier or safer for students to get to school without a car?

6. Advocacy: Public Engagement at Board Meetings – DPAC Delegation presented at the November 12 Board of Education meeting.

[DPAC Delegation - Advisory by Design: Strengthening Parent Voice in Decision Making](#)

- a. Surrey DPAC formally requested the Surrey Board of Education to improve meaningful public engagement at Board meetings, community consultation and advisory opportunities such as seats on district committees and working groups.
Proposed Actions for BOE Meetings:

1. Record & Publish Q&A: Livestream and archive the Q&A portion.
2. Broaden Topics: Allow questions on general issues, not just agenda items.
3. Written Submissions: Accept online questions with public responses.

7. CRC

[Volunteer & Volunteer Driver Q&A](#)

The Ministry of Education has introduced a new policy that is now in effect in all schools across B.C. As part of this policy, parent volunteer drivers are required to provide both a Criminal Record Check (CRC) and an ICBC Driver's Abstract before they can transport students on school field trips or events.

Surrey Schools requires that all volunteers participating in school related activities, whether employees, community members, parents or guardians, provide a criminal record check in accordance with School Board Policy.

vi. Dry Grad Update

- Lots of fundraising initiatives. Emails and other communication will go out to the whole school
- Parents are volunteering to take on a bunch of roles
- Ticket prices will be lower

5. Adjournment

The Chair adjourned the meeting at 8:10 p.m.

Next meeting (AGM): Jan 15th, 2026

Questions or suggestions for future meetings? Contact: elginpac@gmail.com