

# Elgin Park Secondary School



## PAC Meeting Minutes

**January 21, 2026**

Attendance: Michael Sweeney (Principal), Jennifer Mathieson (Chair), Victoria Gootgarts (Treasurer), Richa Balachandran (Secretary), Sheri Hardcastle (DPAC Rep), 7 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, Nov 19, 2025**

**MOTION:** That the minutes be approved as presented

Carried.

**4. Reports:**

**i. Principal's Report**

New school principal Michael Sweeney introduced himself and shared the following updates:

- New Role
  - Mr. Sweeney joined Elgin Park Secondary 13 days ago and is settling into his new role
  - He was at Panorama Ridge for last 4 years
- End of Semester
  - End of 1<sup>st</sup> term and report cards will be coming out soon
  - Monday and Tuesday (Jan 26<sup>th</sup> and 27<sup>th</sup>) are completion days so no regular classes in session
  - These days will be given to students to complete their schoolwork and assignments and catch up
- Communication
  - Mr. Sweeney is available to parents at any time via phone or email in case of any questions

## ii. Chair's Report

- Staff Appreciation
  - PAC organized staff appreciation breakfast in Dec. before the winter break
  - Muffins and other snacks were generously donated by Cobb Breads
  - Coffee was generously donated by Starbucks
  - PAC did not spend anything on this year's staff appreciation
- Grade 7 Course Selection
  - PAC was invited at Grade 7 Course Selection Night to set up a table
  - We introduced Elgin PAC to the parents and informed them about PAC's involvement with the school
  - All the parents were encouraged to attend PAC meetings once they become a part of the school community in Sept 2026
- Constitution and By Laws
  - DPAC must review the By Laws yearly and make amendments where necessary
  - Social Media Content was added to our by laws
  - They will be circulated to all the parents for review
  - We will go over the By Laws in the next meeting to make the changes official by voting

## iii. Treasurer's Report

Victoria Gootgarts shared the financial reports covering the period from November 17, 2025 to January 21, 2026, and answered questions from the parents and committee

- Income and Expenditure Account (Cash Book) for the period ending January 21, 2026, for the **CIBC PAC Gaming Account**. Closing balance \$ 35,252.53. Reconciled to the bank
- Income and Expenditure Account (Cash Book) for period ending January 21, 2026, for the **CIBC PAC General Account**. Closing balance \$26,036.08. Reconciled to the bank
- A total of \$8,850 Scholarships/bursaries approved in previous years have not been claimed yet. Students have 27 months to claim their Scholarships/bursaries
- PAC funds available to be allocated for this school year - \$1,717.84

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

## iv. DPAC Update

Last DPAC meeting was in Nov 2025. Next meeting is scheduled for next week. Sheri Hardcastle (DPAC rep) shared some topics to be discussed during next meeting

- New CRC Process
- Education session on vaping
- District budget process to happen in Feb / Mar 2026. So look out for surveys

**v. Dry Grad Update**

- Calendar Raffle before Christmas – did not raise as much as expected, communication being a huge issue. It was open to only grade 12's and emails went out to grade 12 parents vs. the entire school
- Some big prizes are left that are saved for next raffle draw
- 2 West Jet tickets to be added to the raffle draw
- These raffles will be open to the entire school so more money can be raised
- PAC and Dry Grad to partner for combined raffle to fundraise together
- PAC to get a percentage of the collection

**5. Adjournment**

The Chair adjourned the meeting at 8:06 p.m.

Next meeting: Feb 18<sup>th</sup>, 2026

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