

Elgin Park Secondary School



PAC Meeting Minutes

January 17, 2024

Attendance: Victoria Gootgarts (Chair), Elaine Brooker (Vice-Chair), Mike Jiang (Treasurer), Richa Balachandran (Secretary), Kavita Sharma (Principal), Sheri Hardcastle and a few parents. Meeting was moved to online due to the weather conditions.

1. Call to Order 9:00

Victoria Gootgarts called the meeting to order at 9:02am.

2. Approval of Agenda

MOTION: That the agenda be approved as presented.

The motion carried by unanimous consent.

3. Approval of Minutes, November 15, 2023

MOTION: That the minutes of November 15, 2023 be approved as presented.

Carried.

4. Reports:

i. Chair's Report

The Chair shared details of the holiday breakfast that PAC committee organized for the parents and teachers in Dec 2023 to say "Thank you". This was the first time PAC organized such an event with coffee and breakfast items like muffins, doughnuts, fruits etc. for teachers and parents. The Chair mentioned that hopefully the PAC committee can continue with this tradition every year.

The Chair also shared a new request for funds from Elgin Business Club. It is a student run club that requested money to participate in a competition at UBC. The funds requested will be used for transportation and registration for 4-5 kids. The business club was asked to write a business proposal and email it to the PAC for their consideration and approval.

After going over detailed financial report review from Mike, PAC committee was asked to vote to cover the registration fee for the students. Students will have to figure out the transportation themselves.

The Vice-Chair called for anyone against this motion.

First call: No response.

Second call: No response.

Third call: No response.

MOTION: That Registration fee for 4-5 students for Business Club to be covered by PAC
Carried.

ii. Principal's Report

Kavita Sharma shared the process of Critical Responses when they happen at the school. She mentioned that the school had a student pass over the break. There was an email communication from the Principal regarding this incident.

She mentioned that there are a lot of unknowns for the students and families about what happens in the back end, within the school and school district when situations happen.

She highlighted that during any type of critical incident, and any information that comes to the school, it's always looked at from the lens of:

1. How do we support the student and the family
 2. How do we ensure privacy and deal with it in a respectful way
 3. All school principals, reach out to Assistant Superintendent, Surrey Safe Schools Dept, District Resource Counsellors and Communications Dept. for consultation
- Before the school can share or release any information, they need to have an express consent.

Information release is a slow and steady process and a big factor is how to maintain the safety and emotional and social well-being of the students and everyone else at the school.

iii. Treasurer's Report

Mike Jiang shared the financial reports covering the period: November 16, 2023 – January 17, 2024 and answered questions from the committee. He went over the details of Gaming Account and PAC General Account.

Mike also shared that the parents can reach out anytime via PAC email if they want to review these account balances.

There was a discussion on funding of Legacy Item (Bleachers / benches for the field). Being a multi-year project with a price tag of over a \$100K, this project will be done in collaboration with Surrey Schools.

It was suggested to put aside \$5K every year, freeze these funds and carry them forward for legacy item (still open to other ideas from everyone).

PAC committee was asked to vote to pass this motion.

MOTION: That \$5K to be put aside every year for legacy item.

Carried.

iv. DPAC Update and Report

Sheri Hardcastle shared that there was no meeting in December 2023.

Next DPAC Meeting is scheduled for January 24, 2024.

5. Election of BCCPAC representative

The Chair described the position of BCCPAC representative and her experience in attending the conference last year. She mentioned that this position has no monthly commitment. There is a 3-day conference in May in Richmond near the airport that the Rep will have to attend. It is a district wide conference and the Rep will be representing Elgin High.

The Chair called for volunteers from the floor for BCCPAC Representative.

First call: No candidates.

Second call: No candidates.

Third call: No candidates.

Since there were no volunteers, this issue is tabled for next meeting. The Chair will also see if someone can be used as a proxy from another school.

The Chair encouraged parents to reach out if they have any questions about this role via email to Elgin PAC - elginpac@gmail.com

6. Adjournment

The Chair adjourned the meeting at 9:57 a.m.

Next meeting: February 21, 2024, 9:00 a.m. – 10:00 a.m. In Person, at School

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

Kindly submit items for February meeting by February 16, 2024.