

# Elgin Park Secondary School



## PAC Meeting Minutes

**November 15, 2023**

Attendance In Person: Victoria Gootgarts (Chair), Elaine Brooker (Vice-Chair), Mike Jiang (Treasurer), Richa Balachandran (Secretary), Kavita Sharma (Principal), Sherri Hardcastle and a few parents (in person and online). Meeting was conducted in person, at school, and online via MS Teams.

**1. Call to Order 9:00**

Victoria Gootgarts called the meeting to order at 9:07 am. Meeting start delayed due to technical issues.

**2. Approval of Agenda**

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

The motion was carried by unanimous consent.

**3. Approval of Minutes, October 18, 2023**

**MOTION:** That the minutes of October 18, 2023 be approved as presented.

Carried.

**4. Reports:**

**i. Chair's Report**

The Chair expressed concern over the low parent attendance in the PAC meetings and suggested moving these meetings to evenings, or alternate between morning and evening and in person and online to accommodate a wider audience. The Chair encouraged parents to reach out via PAC email if they have any other suggestions.

The Chair also shared that the teachers have been notified of funds approval and will start spending the allocated funds. If more requests for additional funds are received through the year, the parent community will be notified.

**ii. Principal's Report**

Kavita Sharma shared the shift in how the student assessments will happen for grades 8-9 vs grades 10-12. For Grades 8-9, the norm going forward will be the proficiency scales. Reports will go out this week. Assessments for grades 10-12 to remain the same.

There was a healthy discussion on academic excellence standards between schools, districts and province and various ways to measure, promote and reward excellence. In the interest of time, discussion was tabled for the next meeting.

### iii. Treasurer's Report

Mike Jiang shared the financial reports covering the period October 19th - November 15th, 2023 and answered questions from the committee. He shared that the PAC Gaming Funds have already been received for this school year. The funds that are allocated towards scholarships over the past 2 years have yet to be claimed and will be held separately until the deadline, which is two years after they are awarded. In case the scholarship funds are not claimed, the money will go back to the 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 some discussion on how the scholarship funds should be handled in case they are not claimed.

To be discussed at next meeting

- % of allocation between the gaming account and general account
- Minimum amount to carry forward every year (as a part of scholarship funds)

### iv. DPAC Update and Report

Sherry Hardcastle provided a report on the DPAC meeting that took place on October 25, 2023 (7:00pm-9:00pm). Minutes from the meeting are as follows

#### i. Portables

- Trustee HOLMES – More capital is needed for the schools, with district growth. Education needs to be high on the radar during the upcoming election year
- <http://globalnews.ca/news/9653096/surrey-portables-parent-teachers/>
- There will be a DPAC led focus meeting (date TBD) to discuss how parents can raise concerns with a shared voice

#### ii. Playgrounds – Actioned 2023-02-22

How are funds allotted for playgrounds?

School District facilities keep a list of schools that need playgrounds and submit it to the province

- 25 schools were approved last year in the province, Surrey only had one school chosen: Holy Elementary
- If PAC is raising money for one, the school administration needs to make sure the district is contacted to ensure that facilities are aware. Relying on PAC funds is not equitable across the district.

#### iii. Bike Racks

What is the process of getting them installed into schools? Where is the funding coming from?

- Funding comes from the district / school to contact district if needed

- iv. **Screen Time for Students**
  - Varies by teacher
  - No specific district policy on tech in classrooms
- v. **Treasurer's Report**
  - Most schools have received their Gaming Grants, DPAC received \$2,500
  - September 30<sup>th</sup> is the official headcount for gaming funds
- vi. **After Care**

How do schools get it?

  - Part of the school district mandate; see your administrator to find out status of your school
- vii. **PAC 101**
  - Secretary's office has C&B files for school PACS (PACS should file with DPAC as well)
  - Budget and all financials – view and read access should be granted for transparency on all financial spreadsheets, go digital with finances / receipts and be fully transparent
  - Ensure policy / rules on what to do with funds! Always handle money in pairs
  - Don't leave money sitting overnight unaccounted and undocumented. Have in writing how this is being handled within your PAC
  - Bear Creek templates (great resource for PACs)
- viii. **Fundraisers**
  - There is liability on PACS for events, fundraisers off school premises, PACs should consider purchasing insurance
  - District will not cover PAC events such as Pub nights, any events with alcohol. These types of events are strongly discouraged.

Next DPAC Meeting TBD . Date will be passed on to the parents to attend.

**5. Election of BCCPAC representative**

The Chair pushed the election to the next meeting, to be held in January 2024.

**6. Adjournment**

The Chair adjourned the meeting at 10:05 a.m.

Next meeting: January 17, 2024, 9:00 a.m. – 10:00 a.m. In Person @ the school.

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

Kindly submit items for January meeting by January 12, 2024.