

Elgin Park Secondary

PAC Meeting Minutes

September 22, 2021



MS Teams meeting

Attendance: Simon Padgett (Treasurer), Elaine Brooker (Vice-Chair), Meredith Laird (Chair), Principal Kavita Sharma, plus over 40 parents

1. **Call to Order** – Meredith Laird called the meeting to order at 9:00 a.m.
2. **Welcome and Introductions**

Meredith Laird, PAC Chair, welcomed parents to the first PAC meeting of the new school year, both returning families and those new to Elgin Park Secondary and gave a brief introduction to the purpose and meeting schedule for the PAC. Members of the executive and the school's new principal, Kavita Sharma, introduced themselves.

3. **Agenda:** Agenda approved as amended by unanimous consent.
4. **Minutes of April 21, 2021 and May AGM, 2021:** Minutes approved as circulated by unanimous consent.
5. **Reports:**
 - a. **Chair's Report**

The Chair noted that there was a vacancy for PAC Secretary, and explained that this role involved preparing the meeting agendas and attending PAC meetings to take minutes throughout the school year. They encouraged parents who are available to assist in this role to contact the PAC executive through the email: elginPAC@gmail.com

There are also vacancies for a representative from Elgin Park Secondary to sit on the District Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC). DPAC meets once per month in the evening and BCCPAC holds an annual conference over a weekend in May each year. Parents who might be willing to attend these events to represent our school's parents and report back to our PAC meetings are encouraged to let the executive know of their interest. There will be an election for these positions in October.

The Chair shared the annual plan of PAC meetings; they will be held monthly throughout the school year, but there will be no PAC meeting in December, March, or June. For the Fall semester, the PAC meetings will be held exclusively over MS Teams and the committee will discuss how it wishes to move forward in the future, since there are both advantages and disadvantages of meeting in person versus virtually. All plans will be subject to changing Public Health Orders and safety protocols at the school.

At October's PAC meeting, the executive will bring forward all requests it has received for gaming grant funds for discussion and voting by the committee. The PAC supports student activities and parent involvement in the school through funds that it raises and through an application to the Province. Gaming Grant funds are allocated to school PACs based on the number of students enrolled at the school and we expect to receive confirmation of the amount to be allotted to Elgin Park Secondary in late September or early October, before we are voting to allocate funds.

b. Treasurer's Report

Simon Padgett updated the committee on the bank balances and transactions since the last meeting and reminded the committee that the PAC's fiscal year end is August 31. He also shared that there had been delays in some of the checks issued in the spring being cashed, and that he was keeping track of these amounts against the balances. He reminded the committee that he submitted an application in the spring for Elgin Park's PAC to receive the Gaming Grant funding from the Province, and expect the amount to be confirmed prior to the October meeting. The bank balance and transaction spreadsheets are available to parents at any time, upon request. Simply email elginPAC@gmail.com if you have any questions or wish to review the accounts.

c. Principal's Report

Kavita Sharma shared that she had received the new assignment to Elgin Park Secondary at the end of August, but was making a quick transition to her new role and was working hard to get to know the students. She shared that it seems the students are pleased to be back at school and to have clubs, committees, and sports starting up again this year. She invited parents who might be interested in work with Canuel Catering to contact the company; cafeterias at Elgin Park and several other secondary schools were not operating as usual due to a shortage of workers.

She reminded parents that the parking lot at drop-off and pick-up is quite busy, and that anything parents could do to arrive earlier in the morning or later in the afternoon would help with congestion. The school is open and staffed starting at 7 a.m. on weekdays, and students are welcome to come inside at that time. The City and the Board are assisting Principal Sharma in performing traffic flow studies to see what measures might be implemented to assist with the congestion, and she urged patience and prudence while driving for everyone's safety.

Parent-teacher meetings are being planned and will likely include some in-person and some virtual meetings in order to comply with Public Health Orders. Parents are welcome to visit the school but are asked to please make an appointment so that health protocols can be followed.

Principal Sharma encouraged parents to download the Orca App to keep apprised of updates and receive communications from the school.

She answered questions from parents about current CoVid protocols, field and day trips, the student code of conduct, how to report concerns to teachers or the office, where to find up-to-date health information, and news about Translink's Elgin Park Special bus.

6. Any Other Business

There was no other business proposed.

7. Adjournment: The meeting was adjourned at 9:58.

DRAFT