

Minutes of the John T. Errington Elementary PAC Meeting

Date: October 17, 2024, 9:00AM

Location: John T. Errington Elementary School Library

Attendees:

School:

Nicole Widdess (Principal), Scott Jackson(Librarian),

Parents:

Will Wang, Tim Cardenas, Jennie Sebastian, Chris Cheung, Tina Wang, Lily Chen, Joey Zhou, Alina Shang, Lynn Chen, [Avril Chen](#).

Recording: The audio of this meeting recorded for minutes, with all attendees nodding in agreement to the recording. This document (Minutes of the Meeting) was created using Google's NotebookLM and checked and edited for veracity by PAC Executive Committee

I. Administrator's Report (Nicole)

1. **Welcome and Gratitude:** Nicole thanked the new PAC executive team and noted her ongoing efforts to remember names.
1. **Wish List:** ~~Nicole noted she needs to retrieve the Wish List from the staff room fridge.~~ [List provided to PAC. PAC to review prior to November PAC meeting.](#)
2. **Staffing Update:** The school will receive an **additional Educational Assistant (EA)**, shared with the ELC center, starting Monday. This is considered excellent news due to challenges in providing learner support.
3. **Errington School Story & Reading Focus:**
 - Baseline data assessment for all readers in every classroom was completed as of Tuesday.
 - This data will be entered to give staff a full picture at the November staff meeting, tracking progress towards May assessments.
 - The academic focus for the school is **literacy**.
 - Parents interested in seeing the school's progress can view the School Learning Story (action and evidence posts) on the school website.

- Last year's focus was social responsibility, belonging, and safety, ~~which Nicole considers crucial.~~
4. **PAC Communication:** Will now has access to the parent section of the website to post information, including the executive list, which supports the goal of more consistent, centralized communication.
 5. **School Calendar/Upcoming Dates:**
 - Parent-Teacher Conferences are scheduled for Wednesday, November 22nd. School dismissal is at 11:50 a.m.
 - Class reviews (profiles) with teachers are finished.
 - Grades 4 and 7 are completing the FSA (Foundational Skills Assessment), a government requirement.
 - **Extracurriculars:** Volleyball season (Grades 6 and 7) has begun (two games played), coached by Mr. Greaves. Cross country practices are underway, with an elementary fun run on October 29th.
 - The school ~~is~~ **may need to** seeking adult volunteer coaches for the upcoming basketball season.
 - Photo retakes are November 3rd.
 6. **School Policy Feedback:**
 - The weekly notice is generally found helpful by the executive.
 - The 11:30 a.m. drop-off time for the lunch policy is considered a "win-win".
 7. **Spiritwear:** The ongoing discussion regarding the PAC pursuing spiritwear was noted for future follow-up.

II. Treasurer's Report (Joey)

1. **Account Balances (as of September 31st):**
 - **Gaming Account:** \$16,736.38. (Not yet including a \$6,440 grant received from BCLC last year, deposited in September).
 - **General Account:** \$23,497.65.
2. **Prior School Year Expenditures:**
 - **Gaming Account:** Field trips (\$5,719.89 total, or \$20.00 per student), Bollywood dance/equipment (\$3643.90), and Movie License Fee (\$609).

- **General Account:** Teacher support (\$3,775.37 total, or \$200 per teacher), and microscopes (\$1,976.35).
- 3. **Gaming Account Compliance:** Will is reconciling the past five years of gaming account records. The current high balance is due to funds not being dispersed during the 2021 and 2022 COVID-19 years. He must verify that the PAC is following the two-year dispersal requirement.
- 4. **Bank Signers:** The transfer process for new bank signers is [initiated](#) for Will, Tim, and Jennie, who will be able to approve payments. At least two signatures are required for payment approval. Joey also is an authorized signatory.

III. Fundraising and Events

1. **Fundraising Committee Update:** The initial plan for a Halloween event was withdrawn due to insufficient preparation time. [A friendly reminder that PAC events are run by PAC members.](#) ~~The PAC must now take on 100% of the responsibility for fundraising events.~~
2. **Carnival/Big Event:** The committee initially suggested planning a large event for Christmas/Winter.
 - Nicole advised starting planning immediately and suggested **Springtime** instead, as historically the weather allows for the use of the gym and outdoor space.
 - **Inflatables** cannot be used for future events due to liability purposes.
[DPAC reference PAC 101 Dry Grad Inflatables Presentation](#)
 - **Action:** The fundraising committee should meet with Nicole to plan the spring event. [The committee needs to propose a date to Nicole at the November PAC meeting.](#)
3. **Movie Night:** Movie Night is considered an easier, separate event that should be scheduled quickly.
 - **Date/Location:** Friday evenings offer the best chance for gym rentals, which start at 5:00 p.m. The PAC must secure gym space via the district rentals department: [Facility Rentals | SD38 Facilities Services](#)
 - **Policy: Parents must attend with their children;** drop-offs are not permitted.

- **Food Sales:** Food sales are permitted if someone on the committee has Food Safe certification (Alina has this).
- **Action:** Lily and others planning the event must submit the rental form immediately, possibly targeting November 14th or a date in December, and inform Nicole once approval is confirmed. Nicole wishes to attend the first event to ensure success.

IV. Ongoing Operational Issues (Will)

1. **Hot Lunch Program:** A concern about kids receiving mixed-up food due to label errors was raised. Nicole emphasized that volunteers are doing a tremendous job and that small issues should not be brought to the PAC meeting unless they are community-wide concerns.
2. **School Campus Littering:** A concern from one parent regarding littering was ~~discussed~~ **shared by Will**. Nicole clarified that one class is on duty every week for cleanup and ~~asked~~ **shared with the PAC that they do not need to function as a "complaint board" for isolated issues. Rather Nicole asks that parents who may have a concern come to see her, so a proactive approach can be decided upon.**
3. **Secretary Role:** The position remains open. Will is investigating using AI for notes to simplify the role (requiring only reading and summarizing).

V. PAC Meeting Schedule and Engagement

1. **Meeting Alternation:** The executive committee proposed trialing an alternating meeting schedule to increase parent engagement.
 - One meeting will be held in-person at 9:00 a.m. (during school hours, the historical time for Errington PAC meetings).
 - The next meeting will be held online only to allow working parents to attend.
 - **This will be re-assessed after we see how many parents attend the November 20th evening meeting. We will try this online conference style meeting to see if we can get more engagement. If only executives attend, we can revert the meeting method back to in-person meeting.**
2. **Evening Meeting Time:** After discussion, **6:00 p.m. on Thursdays** was agreed upon for the online meeting time.

3. **Next Meeting:** The next meeting is scheduled for **Thursday, November 20th, 6:00 p.m. to 7:00 p.m.** (online). Will will prepare the online link.

VI. DPAC Meeting Report (Will)

Will provided a summary of the recent DPAC meeting:

- Discussion initiated regarding the Daycare Initiative (city/provincial government).
Public engagement will be held soon.
- Training programs and the Food Certificate program were discussed (enrollment available upon request).
- The DPAC annual budget was presented.
- A Drug Prevention program DARE (Constable Tammy Walker) is run for Grade 5/6 students and is free (no funding required).
- A new elementary school will be opening and [polling for the name](#).
- A controversial discussion occurred regarding the DPAC communication policy (relaying advertisements).

VII. Motions

Motion 25.10.1: Portable Indoor Scoreboard (Gaming Account)

- **Motion:** PAC spends up to \$2,556.17 from the gaming account to purchase a portable indoor scoreboard and stand for student extracurricular use.
- **Discussion:** The price is based on a quote, includes freight, and reflects a 5% discount. The new board is better quality, made in Canada, and large enough for parents to read from the stage/back of the gym (unlike existing tabletop ones).
- **First Moved by:** Tim. **Seconded by:** Chris
- **Vote:** Approved.

Motion 25.10.2: Annual Public Performance License (Gaming Account)

- **Motion:** [PAC](#) spends up to \$609 from the gaming account to purchase the Annual School Public Performance License (Audio Cine Film Inc.) to support family movie night and other school community events.
- **Discussion:** The license is IP-based and can be utilized by teachers throughout the school.

- **First Moved by:** Tim. **Seconded by:** Tina
- **Vote:** Approved.

Motion 25.10.3: Indoor Recess Board Games (Gaming Account)

- **Motion:** PAC spends up to \$2,600 from the gaming account to purchase age-appropriate games/equipment (\$200 per classroom for 13 classrooms) for indoor recess/break use. The non-instructional use fits Gaming Account criteria.
- **Discussion:** This was a request from last year's wish list.
- **First Moved by:** Tina. **Seconded by:** Jennie
- **Final Vote:** Approved.

Motion 25.10.4: Emergency Cutlery (General Account)

- **Motion:** Grant \$450 (estimation) from the general account to purchase wooden cutlery for student emergency use.
- **Discussion:** Some students keep using provided cutlery as the regular supply.

Concerns were raised that this service encourages dependence, would be difficult for the office staff to execute/track, and that the issue was only reported by around 10+ students. Nicole asserted that providing cutlery is not the responsibility of the school's educational fund or the PAC fund.

- Motion dies for lack of move and second.

Motion 25.10.5: Register Errington PAC as a Nonprofit Society (General Account)

- **Motion:** Spend approximately \$130 (including \$100 registration fee and \$30 name reserve fee) from the general account to register Errington PAC as a non-profit society in BC. Annual maintenance fee is \$40.
- **Discussion:** Nonprofit status allows PAC to apply for municipal grants and receive free software (e.g., Microsoft 365, which includes 300 user licenses and 10 premium licenses, and Canvas subscription). The status can be canceled if it proves unhelpful.
- **First Moved by:** Tina. **Seconded by:** Chris
- **Final Vote:** Approved.

VIII. Updates on Previously Approved/Unused Budgets

Joey reported on budgets approved in prior years but not yet utilized:

1. **iPad Lease:** \$2,500 from the General Account was approved. Nicole will process the order through the district purchase request system.
 - School needs 2 carts of 30 Ipads each to replace outdated models currently in use
 - PAC approved allocating the amount of \$2,500 for the 3 year lease of 1 cart of Ipads - Motion: James Second: Sonya, **June 15, 2023 - Zoom**
2. **Canopies:** \$400 for canopies (tents) was approved for outdoor activity use. Nicole offered to find and purchase quality canopies (suggesting Costco or Canadian Tire) and have the school request reimbursement from the PAC.
 - Discussed at the May 23, 2025 meeting, no motion was documented, needing to motion again.
3. **Projector Screen:** A screen was previously discussed, but a price was not established. Nicole will investigate sourcing a large screen, potentially through the district, suitable for assembly use over the stage.
 - Projector and stand - \$2,000 **Motion to Approve: Tina Wang and Alina Shang, November 23, 2023**

IX. Wish List Discussion

The official Wish List was presented. Nicole suggested the PAC decide on a specific funding amount (e.g., \$4,000) to allocate toward the list. This will be discussed further at the November meeting.

X. Adjournment

Motion: To end the meeting.

Mover: Tina. **Second:** Jennie.

Vote: Approved.

Time of Adjournment: Approximately 10:15 a.m.