

J.T. Errington PAC Agenda

Dec.12, 2025, Friday, 9:00 AM at Ms. Hamilton's classroom (primary wing) Div.10 classroom

Attendees

School:

Principal: Nicole Widdess
Scott Jackson

Parents:

Doris Du, Lynn Chen, Avril Chen, Tina Wang, Tim Cardenas, Will Wang, Jennie Sebastian, Evadne Cardenas, Alina Shang, Joey Zhou.

Adoption of the Minutes: Nov. 20, 2025

Mover: Tim Cardenas

Seconder: Jennie Sebastian

School Report (Presented by Mrs. Widdess)

1. Suggested to PAC that we have a 3-year plan in which we address all projectors in our school since all are now end-of-life.

- a. Suggested execution of the plan:
- b. 2025 – 2026 (Year 1) ~5 projectors purchased 60% paid for by PAC/40% paid for by school
- c. 2026 – 2027 (Year 2) ~5 projectors purchased 60% paid for by PAC/40% paid for by school
- d. 2027 – 2028 (Year 3) ~6 projectors purchased 60% paid for by PAC/40% paid for by school

Motion 25.12.1: allocate the shared budget plan between PAC and School fund for 5 project replacements for 2025-26 school year. PAC pays for 60% percent of 5 * approximately \$2050/unit = \$6150 from the general account, school fund pays for 40%. The PAC and the school will revisit the plan each year.

(see attached quote for items to purchase under Appendix)

Mover: Tim Cardenas

Seconder: Doris Du

Approved.

2. Earthquake Preparedness Training Update.

- a. Need to have training: probably half a pro-D day to train teachers.
- b. Need to check inventory and purchase supplies: more toilet seats, pop-up dome tents.**
- c. Reunification plan: students go to the tarp, the islands.
- d. All color-coded logistics are similar to the military.
- e. Earthquake drills happen twice a year.
- f. The drill could include parents as well, they need to pick up the kids. But some working parents may need to pick up kids for a drill.

3. Extracurriculars:

- a. Gr. 6/7 Basketball will begin mid.
- b. January / working with possible Stevenston London Secondary School - senior student coaches who graduated from Errington.

4. Spirit Wear? Ongoing conversation

- a. One option is to continue to purchase them from the Burnaby family business. They are busy at the graduation hoodies. They have nothing available until late Jan or early Feb next year.
- b. Another option is to change suppliers.
- c. We need to audit the price in numbers and actual options.

5. PAC meeting dates for 2026:

- a. Friday, Jan 16 at 9-10:15am in the Library
- b. Friday, Feb 20 at 9-10:15am in the Library
- c. No March (shortened month due to Spring Break)
- d. Friday, April 10 at 9-10:15am in the Library
- e. Friday, May 22 at 9-10:15am in the Library (PAC AGM)
- f. Typically, there's no PAC meeting in June

PAC Committee Reports

1. PAC Co-Chair report.

- PAC Website is up with necessary information.
- Motion execution:

1. In-Progress:

- a. **Motion 25.10.5:** Register Errington PAC as a Nonprofit Society (General Account) , need to update bylaw.

- **Motion 25.12.2:** update our bylaws 8.1 to have five executives: one chairperson, two co-chairpersons, one secretary and one treasurer.
 1. Bylaw 8.1 A Chairperson, Vice-Chairperson, Secretary and Treasurer shall be elected as officers from amongst the voting members. Together these four officers shall form the PAC Executive.
 2. This bylaw has a flaw to have an even number of executives. We'd better make it odd so that any decision can produce majority votes.
 3. We have two co-chairpersons now. Adding one more co-chair has benefits to encourage engagement and prepare more co-operations for PAC's responsibilities.
 4. **Not necessary at this time. Skipped.**
- **Motion 25.12.3:** update our bylaws 8.3 to increase the exceptional expenditures to be \$300 to cover one event expenses:
 1. Bylaw 8.3: Three of the executive officers together, may approve exceptional expenditures not exceeding \$100 between regular meetings of the Council.
 2. **Mover:** Jennie
 3. **Second:** Tina
 4. Approved

Notes: all the expenditures will be shown in the next PAC meeting.

2025-26 wishlist follow up. **Motion 25.11.1** Allocate \$2900 maximum from the **gaming** account for 2025-26 wish list for non-educational, outdoor equipment expenses.

Did we buy sandwich boards for the parking lot - \$165?

2. Treasurer Report – Joey Zhou, Lynn Chen

- General account. Balance as of NOV 30: \$22298.07

munchalunch deposit	3,194.05		
Payment to Briteminds Lab		(1,431.00)	
Payment to Sushi lover		(1,429.95)	
Payment to Yummy Slice		(837.40)	
Payment to LilyChen(Donut Sales)		(694.20)	

e-transfer fee		(6.00)	
2025-11-30			22,298.07

■ Gaming account. Balance as of NOV 30: \$20166.48

Movie night Pizza & Snack Sale(cash\$217.48-Chips\$62.48-pizza\$78, paid to Lily)	77.00		
E-transfer fee		(1.50)	
2025-11-30			20,166.48

3. Fundraising Report – Doris Du and Lily Chen

■ Carnival Planning - See Appendix 2

1. Can't use school hours under ministry required instructional mandates.
2. Have this event every second year, alternated with a Christmas musical event.
3. Would likely make \$5000 in the fundraising.

■ Carnival Committee (or name it **School fun night, not carnival**)

1. We can't do cakewalk and the dunk tank because of the history of racism, we can't do reptile rooms because of animal policies.
2. No inflatables because of liability concerns.
3. Need to be aware of restrictions.
4. Need to plan ahead of time
5. Thursday or Friday night: 5-8PM. 3 hours event.
6. Need to have 30-40 volunteers in the Carnival.
7. High school students can't promise the time, they come here for volunteer hours.
8. Ideally, have 80-90 bodies in total to run the event.
9. The event is open for the whole community.

■ Probably better to start with a small inside the gym.

1. E.g. BBQ event in the Gym with hot dogs, in two hours,
2. promotes readings.
3. Craft fair (Dixon did): sell tables, \$30 to rent a table, bring their crafts and sell.
4. Can learn from Dixon's and Diefenbaker's events.

■ Probably apply for Richmond community grants.

4. Food Day Report – Alina Shang, Lily Chen and Evadne Cardenas.

■ Hot lunch

■ Regular food subscription: Libby's Kitchen, Subway contact?

5. RDPA Report – Will Wang

- Childcare - Maryam Naser, Assistant Superintendent
- Every Child Can Learn(IEP explanation) - Izabela Piekut, Learning Specialist
- **Proposed Motion:** Drug Use Prevention Education Advisory Committee
- **Proposed Motion:** Establish a WhatsApp Group

6. Next Meeting:

- a. PAC meeting agenda in 25-26
- b. Friday, Jan 16, 2026 at 9-10:15am in the Library

7. Motion to end meeting on 10:15AM

- **1st approved name: Tim**
- **2nd approved name: Tina**

Adjournment

Appendix 1: Replacement Quote for Projectors

Quote as of October 23, 2025

Below is the quote for the new system. It includes an Apple TV and speakers, if the classroom already has a current Apple

TV and speakers they will not need to be purchased again.

Please purchase the following:

From TLD:

Epson PowerLite 685W WXGA Projector

Model: V11H744520

\$1489.00 ea.

Epson Ultra-Short Throw Wall Mount (ELPMB62)

Model: V12HA06A05

\$148.00 ea.

Epson Active Speakers (ELPSP02)

Model: V12H467020

\$167.23 ea. Set

CDW:

APPLE TV 4K WI-FI + ETHERNET 128GB (does not include HDMI cable)

MN893VC/A

\$199.00 ea.

No Apple Care needed.

Lin Haw:

3' ULTRA-SLIM HDMI 1.4 M/M CABLE

Part # VC558S

\$ 4.93 ea.

10' 3.5MM-STEREO M/M AUDIO CABLE

Part # RC102L

\$1.92 ea.

Note there may be additional environmental fees and taxes added. Supply chain issues could cause deliver times to be

delayed significantly. Prices may fluctuate due to a change in the exchange rate.

Please include a copy of this authorization with a scan when submitting to purchasing in Atrieve or along with your

Supplies/Equipment Requisition Form when you send it into purchasing. (RSB 4/33 Form)

Appendix 2: Carnival Fundraiser

Prepared by: Lily and Doris, PAC Fundraising Executive

Date: 2026-

Objective

To host a **Carnival Party** on the school playground that provides a fun and festive experience for students while raising funds for PAC initiatives.

Event Overview

- **Event Name:** Carnival Party
- **Date:** Apr 17 or 24, 2026 (tentative) ? Probably May. 2026.
- **Time: 10:00 am - 2:00 pm** (with dedicated school time for students to attend, subject to Principal's approval) Need to be after school hours.

Volunteers 80+.

Carnival Committee to organize it.

- **Location:** School playground
- **Participants:** All students (Kindergarten to Grade 7), teachers, parents, and PAC volunteers

Structure of the Event

Stalls (Approx. 10 total)

- **Food Stall (1):** hot dog, Pizza, Chips, popcorn, lemonade,
- **Game Stalls (9):** Fun, age-appropriate carnival games suitable for K–7 students . Each stall run by
two parent volunteers
 - Games designed to be quick, engaging, and accessible for all ages
 - Bean Bag Target Toss, Axe Throwing, Bowling, Catch the Stick, Cola Ring Toss, Guess Game etc
 - Prizes: cute balloons, stickers, chocolate, glow sticks, headband

Ticket System

- **Advance Sales:** Tickets sold by PAC in bundles prior to the event
- **Price:** 20 tickets-\$15; 30 tickets-\$20
- **Total Tickets Available:** 8,000
- **On-site Sales:** Remaining tickets available for purchase during the event (\$0.8 / ticket) • **Game Costs:**
Each game requires a set number of tickets (varies depending on activity)

Benefits

- **Fundraising:** Generate funds for PAC to support school programs and initiatives • **Community Building:** Strengthen the bond between parents, students, and staff
- **Student Engagement:** Provide a safe, festive, and inclusive celebration for all grade levels
- **School Spirit:** Encourage creativity, fun, and participation on Halloween

Request for Principal's Support

We propose that the school consider dedicating **the afternoon of Apr. 17** for the Halloween Carnival so that the entire student body has the opportunity to participate. This would maximize attendance and school spirit while maintaining safety and supervision.