PAC
Parents Advisory Committee

Heritage Woods Secondary School PAC Meeting
October 19, 2026, 7:00 pm, School Library

Attendance:
Administration:
Chris Martin (Principal)

PAC Executive:
Present:
Chair: Sheryl Parton
Vice Chair: Sue Corrigan
Secretary: Leah Barrington
DPAC Rep: Grace Wang
Treasurer: Alina Tavaszi
Member-At-Large: Michael Frankel-Lopez

Parents (12) Fiona M., Diane M., Sie G., Diane M., Lani L.,

Total participants: 12

Meeting Format:
In person meeting.

Call to Order:
Sheryl called the meeting to order at 7:00 pm.

Previous Minutes:
Minutes from last PAC meeting were approved.

Agenda:
1. Chair Update
2. Treasurer's Update
3. DPAC Update
4. Principal's Update
5. Participant Questions and Answers

1) Chair Update (Sheryl)
1. Review & acceptance of previous minutes – accepted with amendments.

2. Student Guest Speakers – Several students from the Leadership classes - Oscar, Kamran & Joshua, gave a presentation to PAC (as well as Allegra Whistler, teacher). The Leadership students are very appreciative of the funding they received from PAC last year and wanted to show the positive impact the money had on the groups' activities. Leadership classes organized games and competitions, food and treats, creative challenges, as well as interactive activities.

Last year PAC gave $5000 as a starting budget in order to fund events that built school spirit and student connection. Leadership classes organized games and competitions, food and treats, creative challenges, as well as interactive activities.
Expenses were for supplies, decorations, and prizes. There was a total of 25 events – 6 Senior and 19 Junior Leadership events. The Leadership students learned planning and organization skills such as budgeting and deciding what supplies are needed, ordering and purchasing materials, tracking expenses and preparing expense reports, and writing reports and promoting events. The students talked about the positive impact the Leadership events have had on the school:

- Stronger school spirit through shared events and experiences
- Greater student engagement and participation
- A stronger sense of belonging across grades and leadership groups
- More student connection through teamwork and collaboration
- Lasting memories that make school life more lively and inclusive

Q: Do you often use surveys?
A: They do give out forms with a QR code that students can use to give feedback about the events.
Q: Is it possible to plan the events through a greener lens? Yes, they do clean up and are becoming more thoughtful with supplies and prizes.
Q: Wondering if a challenge may be to be sure to include activities to include neuro-divergent students?
A: They are aware of this need and continue to work on it.
Q: If you had a magic wand, what would you wish for?
A: We'd love to do bigger events (school-wide) as well as more activities involving the community.

3. School Mural – there is a SD43 newsletter story coming out soon. The Assistant Communications Person was in an accident and should be back to work by end of October.

4. Aftergrad
   - not run by PAC
   - please see Aftergrad/PAC collaboration documents ***(Document 1 below)***
   - first meeting was October 14, 2026

5. Senior Sail funds raised - $1281 (or school general operating)

6. Special Projects Fundraising Update (Sewing Machine Funding)
   - Total Funds raised last year: $8793.46
   - Pac chair (Sheryl) gave cheque for $185 to Susan M to deposit from slush sales May 2026
   - **Next Fundraising:** Quilt raffle, Bake Sale and Kodiak Klassic Concession Dec 3-5 & Jan 15 - 17

7. Event Date changes
    i. Aftergrad Parent Trivia Night changed from Oct 23, 2026 to **February 26, 2027**
    ii. Career Fair changed from Oct 28, 2026 to **March 3, 2027**
    iii. Teacher Appreciation confirmed for May 21, 2027 *(pro-d day before long weekend)*

2) Treasurer's Update (Alina)

1) Activities since the last meeting:

The 2025/26 Gaming yearly report was submitted by the deadline of Sept 30, 2026
The yearly BC gaming grant was received in our Gaming account
Updating the signees information at Van City is in progress

2) Two delayed invoices for 2024/25 were just submitted by the school and approved for payment by the PAC executive committee and today's meeting participants as follows: Ops: $206.65 and Gaming: $1,566.37
3) Next PAC meeting will be dedicated to budgeting for this current school year

1) DPAC Update (Grace)

There is no update at this time.
The next DPAC meeting will be October 28 in person.
Sheryl asked Grace to ask DPAC if any other schools are piloting no cellphones bell to bell.

2) Principal's Report (Chris Martin)

1) Attendance and lates – Chris is asking for parents help with his biggest concern: lates.
2) He talked about the importance of flex and students going to their block to get extra help if needed. The amount of students signing up and going to flex is improving, and he hopes this continues. He is asking for help from parents to encourage their children to attend flex.
3) Parking lots – there is a lot of speeding and overloading going on. Students will have to register their car at the office to get a parking pass. Chris is hoping parents will remind their children to drive safely and park properly.
4) Courses – Chris highly recommends to parents to take their child to parent/teacher meetings with them, if possible.
5) The Youthful Philanthropy Initiative $5000 scholarship is unfortunately no longer offered. Chris is hoping the school can come up with another idea similar to this initiative.
6) Hallowe'en – reminder of appropriate costumes – no discrimination, no weapon replicas, no masks – HW has a great week planned of Hallowe'en activities.
7) Upcoming events – there are lots of great activities planned for the weeks ahead.
8) Thank you to PAC Executive and parents attending this meeting, your effort and support is greatly appreciated.

3) Participant Questions and Answers:

Q: Parent asked about students being allowed to listen to music during class time.
A: It is up to teacher discretion.

5.) New Business

- Tunnel of Terror Volunteer Opportunity **(See Document 2 below)**

A parent presented information about the Tunnel of Terror: every Halloween, Eagle Mountain Middle (EMM) parents host the Tunnel of Terror: a walk-through haunted tunnel with themed scare rooms, lighting, sound and special effects. On Friday, October 30, hundreds of EMM students will walk through it with their classes.

The parent is interested in the possibility of having HW students volunteer at this event. Please see Document 2 below.

The discussion included:

- in the future, the possibility of having HW students come through after school from 4pm to 6 pm
- having a sponsor teacher who would be in charge of volunteers
- the possibility of making the visit during the day into a fieldtrip
- continue the open discussion of making this work for next year
- immediate actions to be taken: 1) update form in Document 2
  2) engage teachers
  3) offer invitation to administration to come visit the Tunnel

Meeting Adjourned: Sheryl closed the meeting at 8:55 pm.

Next PAC Meeting: November 30, 2026.

Upcoming Events:

October 2026
19 – PAC Meeting
21 – Parent Teacher Conferences
23 – Pro D day
28 – Career Fair

November 2026
4 – Take Your Kid to Work Day
11 – Remembrance Day
16 – PAC Meeting
27 – Reports posted to Parent Portal
30 – Pro D Day

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December 2026
3 – Senior Tea
3,4,5 – Kodiak Klassic Boys Basketball Tournament
18– Last day before Winter Break

Meeting Documents

DOCUMENT 1 - Fundraising Guidelines for After Grad Committee
This document was updated by Diane MacSporran (Past President) to share important learnings and reminders forward to future PAC and After Grad Committees. It is available as a separate document and is intended to be shared with the After Grad Committee Lead & Treasurer as each year begins.

Fundraising Requires a Team

Communication/Cooperation: PAC Treasurer, After Grad treasurer, After Grad fundraising team, Vice Principal (VP), and school accountant must work together. Keep lines of communication open and don't assume people know what is going on. Ask questions to the Aftergrad Coordinator if unsure.

PAC Funds: Contact the PAC Chairperson, Sheryl Parton Sheryl.parton@telus.net and PAC Treasurer eatavaszi@gmail.com to request the PAC contribution ($2500) for After Grad. This is a good time to introduce the After Grad core committee:
Chairperson, Treasurer, Fundraising Lead.

Schoolcash Online: One way to raise funds is to organize a School Cash online Pay-It-Forward opportunity through the office. Also, After Grad tickets are sold using Schoolcash Online after Spring Break. Work with you Vice Principal and school accountant to set up.

E-transfers: Parents and businesses are also interested in donating through e-transfers. This is done using the hwaftergrad@gmail.com email address. Only those with signing authority to the Van City bank account can see the name of the person who gave and what amount. Make sure those donating note in the message section what the funds are for eg. Senior Sail, After Grad Prizes, After Grad Food, After Grad General funds etc.

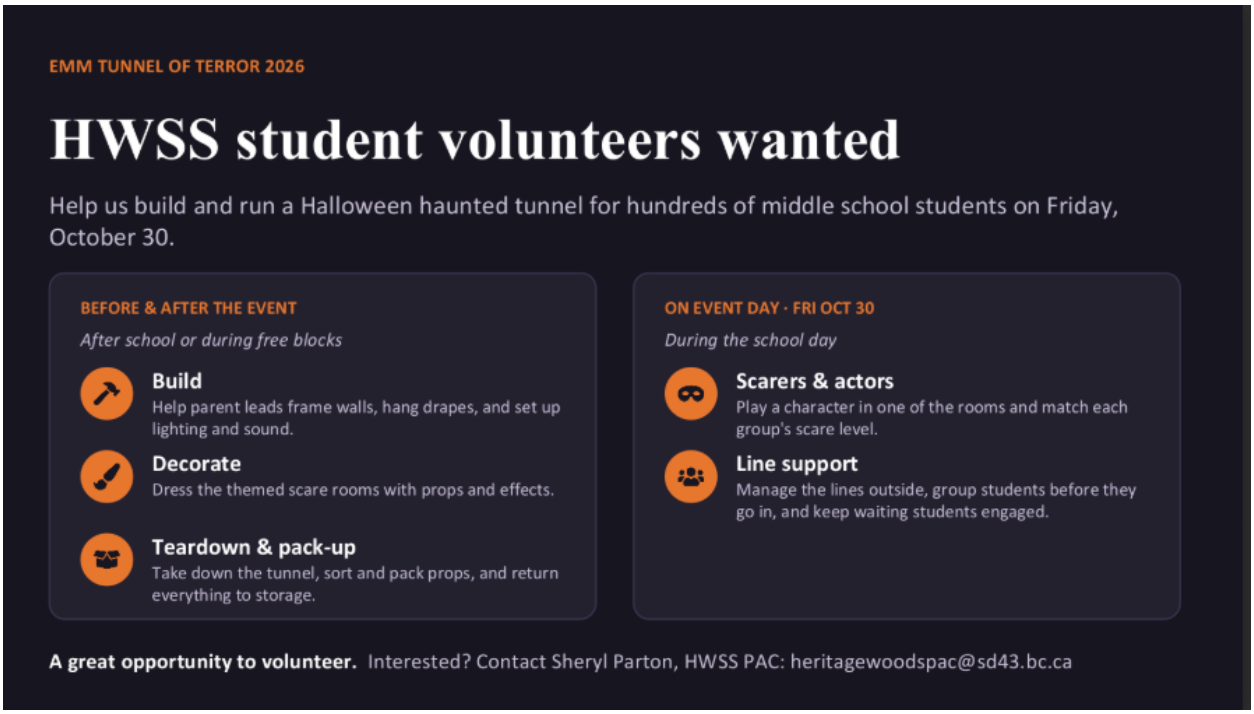
Note: Business transfers may have a Business number associated but not a name, ask businesses to use the Message line to identify the company.

Gaming:
- Any funds raised via raffles or gambling type activities MUST have a BC Gaming License

- Under the Criminal Code, an activity or event is considered gaming if it includes these three elements:
  1) Consideration: Participants pay or exchange something of value to enter
  2) Prize: Money or something of value is awarded
  3) Chance: The outcome is not predetermined or determined solely by skill

  Eg. Silent Auctions do not require a Gaming Licence.
- Before planning a 50/50 draw or any game of chance, apply for a Gaming Grant To conduct a 50/50 draw and follow the instructions.
  Licensed Charitable Gaming Event Guidance

DOCUMENT 2



EMM Tunnel of Terror 2026: Volunteer with Us

What it is

Every Halloween, Eagle Mountain Middle (EMM) parents host the Tunnel of Terror: a walk-through haunted tunnel with themed scare rooms, lighting, sound and special effects. On Friday, October 30, hundreds of EMM students will walk through it with their classes.

Students choose their scare level before they go in, from lights on with no scares to the full experience, so everyone can take part. Many Heritage Woods students went through it themselves when they were at EMM.

Why get involved

- Volunteer opportunity. A great opportunity to volunteer in your community. Heritage Woods will let you know how hours are recorded.
- Hands-on experience. Set building, lighting and sound, acting and event operations.
- Give back. Help create a safe, fun Halloween for younger students in your community.

Ways to help

Role	What you'll do	When
Build	Help parent leads frame walls, hang drapes, and set up lighting and sound.	After school or during free blocks, in the two weeks before the event
Decorate	Dress the themed scare rooms with props and effects.	After school or during free blocks, in the two weeks before the event
Scarers & actors	Play a character in one of the rooms and match each group's scare level.	Event day, Friday, October 30, during the school day
Line support	Manage the lines outside, group students before they go in, and keep waiting students engaged.	Event day, Friday, October 30, during the school day
Teardown & pack-up	Take down the tunnel, sort and pack props, and return everything to storage.	After the event, after school or during free blocks

Students are welcome to help with more than one role.

What we'll expect from you

- Be on time. Arrive 15 minutes before your shift, and sign in and out with a Tunnel of Terror lead.
- Let us know if you can't make it. Tell Sheryl or the lead as early as possible.
- Dress for the job. Closed-toe shoes for build days. Costumes and masks must let you see and move freely.

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- Follow the leads. Parent leads supervise every shift and will share detailed instructions before you start.

Schedule

Date	Time	Activity
{Date TBC}	After school / free blocks	Build: frame walls, hang drapes, set up lighting and sound
{Date TBC}	After school / free blocks	Decorate the scare rooms
{Date TBC}	*{Time TBC}*	Scarer rehearsal and briefing
{Date TBC}	*{Time TBC}*	Final walkthrough
{Date TBC}	During the school day	Event day: EMM classes go through in blocks. Scarers and line support needed.
{Date TBC}	*{Time TBC}*	Teardown and pack-up

How to sign up

Sheryl Parton from the Heritage Woods PAC is your single point of contact. She'll share sign-up details and pass your name on to the Tunnel of Terror leads.

Email: heritagewoodspac@sd43.bc.ca