PAC
Parents Advisory Committee

Heritage Woods Secondary School PAC Meeting
September 15, 7:00 pm – 8:15 pm, School Library

Attendance:
Administration:
Cheryl Woods (Principal)

PAC Executive:
Present:
Chair: Sheryl Parton
Vice Chair: Diane MacSporran
Secretary: Leah Barrington
DPAC Rep: Grace Wang
Apologies: Treasurer: Alina Tavaszi

Parents (14) Julie S., Fiona M., Leigh S., Noemi S., Alexa G., Shannon V., Janine R., Julie C., Faezeh H., Gazi O., Suna O., Michelle M., Luz O., Dlan P.

Total participants: 19

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. Welcome
2. Chair Update
3. Treasurer's Update
4. DPAC Update
5. Principal's Update
6. New Business
7. Participant Questions and Answers

1) Welcome (Sheryl)
   - Welcome to members and parents present. Introductions were made.

PAC

Parents Advisory Committee

2) Chair Update (Dianne)
   A) PAC Basics
      - Please see document outlining important dates and information about PAC found as anappendix at end of PAC Minutes.
   B) Areas of Focus for 2025/2026
      1) Student Presentations to PAC
      2) Career Fair October 22
      3) New picnic table coming in November to commemorate past Principal Todd Clerkson
      4) Teachers' Appreciation Lunch
      5) Replacement of Sewing Machines
      6) Revitalize the steel art installations on the HWSS site

3) Treasurer's Update (Alina will provide update next meeting.)

4) DPAC Update (Grace)
   - General meetings (in person) are held in the Education Learning Centre 1080 Winslow Ave, Coquitlam
   - First meeting this year is October 1st - PAC 101 in person

5) Principal's Report (Ms. Woods)

- Enrollment is at 1500
  - We are at capacity and struggling to build schedules for in-catchment new registrations.
- GR 9 BBQ – This went very well, thank you to Powell and Lee and leadership students involved.
- Flex App – The app is up and running, and attendance emails will be sent to parents.
- Grade Assemblies – These were well attended and well received.
  - Key points: Respect of self, others, community
    - eg. cell phones, Flexpectations, parking lot, bathrooms/stalls, school code of conduct
  - Spirit Assembly Friday – There was lots of excitement, lots of positive energy.
- Fall Sports Teams underway: X-country, swimming, volleyball, soccer, field hockey
- Permission forms are on Cash-on-Line – read school policy forms first, then rest is visible
- Clubs Day – coming up Sept 23 – "Carpe Diem" – try it out, get involved
- Senior Sail - this Wednesday
- Music Retreat – this Thursday/Saturday
- School APL – balancing appropriate use of technology like AI & foundational core competencies that promote/ foster positive learning environments
- Budget – There was a 15% cut to secondary schools but we are trying to maintain status quo.
  - Thank you to PAC for support.
- Families in need - (e.g. food, field trips, etc.) are encouraged to reach out to the school – HW has programs such as hardship fund as well as food security program to discreetly help families
- Cheryl will soon send out Wishlist to staff.
- Student Presentations to PAC – these are key because they give PAC more information as to which clubs, projects, etc. needs funding, materials, etc.

PAC
Parents Advisory Committee

6) New Business

A parent asked if the school could use 8 used Brothers sewing machines. Cheryl has already ordered 26 new machines, but PAC extends a huge thank you to the individual who gave such a kind offer.

7) Participants Questions and Answers

Q: The budget was cut by 15%. Educational Assistants here at school were cut by 40%. Is there any way that will change? A: There was such an outcry from administrators and teachers that some of the changes were rescinded. For parents, having a voice at the table on the District Parent Advisory Committee is key.

Q: Is it possible for parents to volunteer at the school? A: Yes! There is a district process that must be followed, such as filling out the district application form, as well as meeting the principal and getting a criminal records check (if volunteer is to be alone with the students).

Q: Will there be an education campaign for students regarding cell phones? A: Cheryl will be looking into it.

Q: What is the game Sting that is played by Grade 12 students? A: It is an on-line game hosted by a few of the Grade 12 students. It is not school sanctioned. The organizers pick themes, players try to catch people not following the rules, the last person standing wins money. Cheryl will vet the tasks ahead of time when the organizers meet with her.

Q: Do students need volunteer hours to graduate? A: Yes, the CLE teachers and counsellors do a good job at ensuring students get the required hours.

Q: When is the deadline for signing up for the yearly trip? A: Reach out now. The application process is usually one year in advance.

Q: When is the Grad ceremony? A: Dinner/Dance – June 6 Grad Commencement – June 20

Q: A parent who recently opened a hair salon in the area has an idea to offer discounts with the money going toward the school as a donation.

Meeting Adjourned: Sheryl closed the meeting at 8:13 pm.

Next PAC Meeting: October 20, 2025.

Upcoming Events:

September 2025

23 – Clubs Day
26 – Terry Fox Run
30 – Truth and Reconciliation Day (no school)

October 2025

9 – Interim Reports
10 – Interim reports
13 – Thanksgiving
16 – Parent Teacher Conferences

PAC
Parents Advisory Committee

20 – PAC meeting
22 – Career Fair
24– Pro D day

November 2025

11 – Remembrance Day (no school)
17 – PAC meeting

Appendix: PAC Basics

HWSS PAC PAC Parent Advisory Council

- Mission Statement: to advocate for excellence in education, the safety and well-being of our students and for the effective and meaningful involvement of parents as partners in the school and its policy decisions.
- All parents/guardians of HWSS student are members of HWSS PAC and welcome to attend meetings.
- PAC Info and Past minutes can be found **sd43.bc.ca/school/heritagewoods** under Parents tab.
- Stay Informed: 1. Read the Kodiak 2. Attend PAC meetings 3. Email heritagewoodpac@sd43.bc.ca

DPAC43: District 43 PAC

- Facebook: DPAC 43- District Parent Advisory Council for up-to-date info on meetings and Parent Education sessions
- dpac43.ca

BCCPAC: British Columbia Confederation of Parent Advisory Councils.

- Bccpac.bc.ca
- HWSS PAC is a member or BCCPAC and has access to BCCPAC Resources.
- Scroll through Resources tab to the past Parent Education Conference Presentations including Understanding the Rights of a Student (2023), The Consent Café:An Innovative K-16 Consent Education Program; Foundry BC (2022); Neufeld Institute (2021); Dr.Ashley Miller (2021)

HWSS PAC meets at least 7 times per year to connect parents to staff.

- Join us at 7pm in the school library, and soon online, on the following dates:

September 15th
October 20st
November 17th
January 19th
February 9th
March 9th
April 13th
May 25th AGM and elections

- Career Fair October 22nd

PAC

Parents Advisory Committee

DPAC43 has 5 General meetings and 1 AGM plus a variety of Parent Education sessions. Some of these events are in person to promote connection and collaboration between schools. Some are provided via Zoom to increase accessibility to parents with busy schedules and young children. DPAC43 General Meetings usually include a message from the SD43 Superintendent or Assistant Superintendent, plus an information/educational component depending on parents' interests and requests.

In person General meetings at held in the Education Learning Centre 1080 Winslow Ave, Coquitlam

October 1st - PAC 101 in person
October29th
November 26th
January 28th
February 25th
April 29th
May 27th - Annual General Meeting In person

- PAC meetings will probably be going virtual soon