PAC
Parents Advisory Committee

Heritage Woods Secondary School PAC Meeting
October 21, 2024 7:00 pm – 8:30 pm, School Library

Attendance:

Administration:
Cheryl Woods (Principal)

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

Parents (2): Julie S., Sue C.
Administration: (1): Cheryl Woods
Total participants: 8

Meeting Format:
In person meeting.

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

Previous Minutes:
Previous minutes from last year's meeting were not reviewed.

Agenda:
1. Welcome
2. Chair Update
3. Treasurer Update
4. Principal's Report
5. DPAC Report
6. Career Fair
7. New Business
8. Participant's Questions and Answers

1. **Welcome:**
   - Introductions of members and parents present.

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2. Chair Update (Diane):
   - no update at this time

3. Treasurer's Report(Alina):

- Gaming grant has been provided
- Ms Woods will let Elana know what the parent donation amount is before the beginning of November.

4. Principal's Report (Ms. Woods):

- Interims – apologies, misleading communication on my part. Families were emailed Interim Reports on October 10/11 by the classroom teacher if there were concerns with a student's progress or behaviour encouraging parents to book a parent teacher interview. Not every student received an Interim for every subject.
- Parent Teacher interviews went smoothly. Most teachers were booked for most available time slots, well attended event. Please do not hesitate to reach out via email to arrange to meet or discuss your child's progress or any concerns if you were unable to book a parent teacher interview.
- Grad photos have been taking place in the Grande Hall. GradsBC shared a preview of some of the student photos and they look fantastic – really showcase each of their unique passions and personalities.
- PAC Career Fair – a huge success. Much appreciation to all the family members that participated showcasing diverse career opportunities. Special thanks and acknowledgement to Sheryl and Diane for all their work putting the Career Fair together again this year. Special thanks to Atania for all her help. Looking forward to hearing the feedback from students, teachers, and presenters.
- Athletics has had a very busy month with soccer, field hockey, aquatics, cross country running, and volleyball. I have had the opportunity to watch most of the teams compete and have been impressed with the level of play and sportsmanship. Moreover, the Seniors' games have been great, celebrating in a variety of ways the commitment to team over the years.
- We had our second Emergency evacuation drill without incident. I am impressed with the expediency in which the drills are carried out, evacuating 1500 students and 100 staff efficiently in an orderly manner.
- Grade 9 Advisory – Ms. Powell has been meeting with all grade 9's during Flex time in the theatre with a focus on teaching Executive Functioning skills, how to use the paper planners we provided to each grade 9 to help with organization. The hope is that this will lead to stronger study skills and timely work completion and be reflected by student progress. Ms. Powell is also directly teaching when personal devices are permitted and when they need to be stored away, out of sight out of mind.
- Thank you to the Social Studies department that organized a presentation on October 15 by sitting MP Bonita Zarillo for all of our Grade 10's during Period 2 and Flex and our Law 12

students in Period 3. MP Zarillo's presentation focused on the unique circumstances in Federal politics currently around the "non confidence vote" and other parliamentary details.

- A special thank you to all who attended the first parent AfterGrad committee meeting on October 3rd with Vice Principal Ms. McClenahan and myself. There was a good turnout of volunteers and looks to be a solid working group. Special thanks to Tanya Hurley and Amy Harder for volunteering to Chair the committee this year. Many hands make light work; please make sure to follow the updates Ms. McClenahan sends out regularly re: AfterGrad2025, it's sure to be a great event!
- Cell phones – we are continuing to foster a culture shift with regards to the new legislation. Staff are working hard to communicate and monitor expectations in accordance with our District Code of Conduct -
  "Cell Phone Use: All cellular phones or similar personal communication devices are to be appropriately stored during class time. Digital devices of any kind are only to be used at the discretion of your teacher when identified as appropriate for your learning or because of unique circumstances. Cell phones or electronic devices, which may include cameras, text, or video capabilities, must be used appropriately at school and during school activities respecting the privacy of others at all times. Students may be subject to discipline for on or off campus misuse of technology that negatively impacts an individual or the school community. Any use of personal devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 – Digital Responsibility for Students."
- Flex Time – we are in the process of monitoring and reviewing the effectiveness of Flex Time in our current school schedule.

> *"FLEX TIME PHILOSOPHY: FLEX is 29 minutes of instructional time built into the HWSS timetable that allows students to have some choice and control over their own learning. Flex is not "free time," nutrition break, or recess. Students in grades 9-11 must be in a learning space. There is also limited space in the library for quiet work. Students in Grade 12 may also choose to work in the Grand Hall. It is a time for students to complete schoolwork, seek help from their classroom teachers, or go deeper with their learning. For the most part, students can choose how they want to use their FLEX time to improve their chances of being successful."*

Many students engage and use Flex Time in productive ways, however there is a number of students that are not using this Instructional time as intended and not in productive ways. Acknowledging this, we are investigating tools to support the effective use of Flex Time in our schedule and to continue to nurture a culture supporting this initiative. A working group of school leaders is looking at how other schools in the district support this and how we can introduce an app that promotes a more effective use of this time with some accountability as well as for safety. Stay tuned for more information to come your way regarding this.

- PAC Funds – I have surveyed staff for PAC funding requests for this year. I will collate the information received and share with PAC prior to the November 18 PAC Budget meeting. Thank you in advance for all your support for our HWSS community! If you haven't had a chance to

consider making a donation to the PAC to support student curricular and extra-curricular activities this year, you can do so on School Cash online up until December 31st.

5. Career Fair
   - This year the Career Fair was held on Wednesday October 23rd, 2024 from 9:00 a.m. to 12:00 pm in the Grand Hall.
   - There were 36 career professionals coming to present at the fair.
   - Sheryl said thank you for the funds for the signs and stands that will be used.
   - Information (slides and checklists) were given to Grade 11 and 12 teachers and students to prepare for their visit to fair.
   - Three surveys will be sent out after the fair for feedback 1) for students 2) for teachers and 3) for participants.

6. New Business
   - Sheryl is this year's After-Grad Fundraising Co-ordinator 2025
   - messages will be coming out soon with upcoming After-Grad fundraising information

Meeting Adjourned: Diane closed the meeting at 8:32 pm.

Next PAC Meeting: Nov. 18, 2024

Upcoming Events:

Oct 23, 2024	PAC Career Fair
Oct 25, 2024	Pro D Day (No School)
Nov 11, 2024	Remembrance Day
Nov 18, 2024	PAC Meeting
Nov 28 – 30, 2024	Kodiak Classic
Dec 6, 2024	Pro D Day (no school)
Dec 20, 2024	last day before winter vacation
Jan 6, 2025	school re-opens after winter vacation