PAC
Parents Advisory Committee

Heritage Woods Secondary School PAC Meeting
April 14, 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

Apologies: DPAC Rep: Grace Wang

Parents (2): Sue C., Julie S.

Total participants: 7

Meeting Format:
In person meeting.

Call to Order:
Diane called the meeting to order at 7:07 pm.

Previous Minutes:
Minutes from last PAC meeting were passed. Motion moved by Sue C., and seconded by Sheryl P.

Agenda:

1. Welcome
2. Treasurer's Report
3. Principal's Report
4. DPAC Report
5. Textiles fundraiser update
6. After Grad
7. Staff Appreciation Friday, May 16, 2025
8. Career Fair Wrap -up
9. New Business
10. Participant Questions and Answers

1) Welcome:
   - Welcome to members and parents present.

PAC
Parents Advisory Committee

2) Treasurer's Report (Alina):

1. Current Account Balances:
   Gaming $18,501.13
   Operating $12,266.54
2. Activities:
   - working with After Grad Committee receive the Gaming Report for their recent 50/50 fundraising event
   - January and February school invoices processed

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

- CAPSTONE day was a huge success with lots of positive feedback. Thank you to the community members and parents that were able to join us for the event. It is such an amazing tradition at Heritage Woods and this year it was a wonderful addition having our grade 9-11 students engage in the event by attending some of the student presentations. Thank you to the CLC teachers for all their work helping the grade 12 students prepare for their presentations. A special thank you to Ms. Gay, Ms. Jarvis, and Ms. Riczu for all their work coordinating and organizing the day. And of course, congratulations to all our grade 12 students on completing their Capstone and sharing their passions!
- On Friday, we were fortunate to welcome Kevin Brooks to share his story with our grade 12's in a timely manner.
- Welcome to our new Assistant Superintendent, Mr. Jeremy Clarke. We look forward to his visit to Heritage Woods next week to tour the school, meet staff and students, and observe some of the things that make this such a wonderful place to work and learn.
- It's that time of year again where we are in the throes of planning for next year. We encourage families to attend the district budget presentation at the ELC on April 15th. Once again, Heritage Woods is at capacity for the coming school year with a steady enrollment of just under 1500 students. We are on track, currently working on building a timetable to meet the needs of students based on their requests and our staffing allocation for the coming school year.
- Thank you to all the staff that organized and chaperoned the Spring Break trip to Italy. It was a big success with all returning safely following a whirlwind of an itinerary. Staff are now planning for the next excursion available to students interested to travel next Spring Break to Greece.

4) DPAC Report (Grace) DPAC General Meeting WEDNESDAY, April 2, 2025 – 7:00 PM

Superintendent's Report - Nadine Tambellini

- The superintendent welcomed staff back from Spring Break and thanked them for their support during the February 28 District Pro-D Day.
- Staff and families are encouraged to attend upcoming budget meetings to better understand how district funds are allocated. Key dates include:
  April 15: Overall budget presentation
  April 22: Public comment session
  April 29: Final budget approval

- The report also outlines staffing allocations for the next school year, including the assignment of teachers, clerical staff, and committee roles.
- The district announced funding approval for a new Hazel Trembath school.

Presentation of Executive Function – Shannon Sullivan, Coordinator of Counselling Support Services

- Executive function skills are a set of mental skills used to manage thoughts, actions, and emotions.
- Key skills include working memory, response inhibition and cognitive flexibility.
  Higher-lever skills are emotional control, planning, prioritizing, organization, time management, metacognition, goal-directed persistence, stress tolerance, and sustained attention.
- executive function can be **developed and improved** over time, using strategies such as: writing things down immediately, setting multiple reminders, seeking support from others, reflecting on errors (metacognition), and managing stress through mindfulness and supplements
- Advise for parents:
  a. Start small, choose one executive skill area to focus on with your child.
  b. Establish **traditions**, not just routines, that promote independence.
  c. Use **visuals** to externalize verbal memory—e.g., schedules, checklists, planners.
  d. Practice skills together and build systems at home that model and support executive development.
- Tools and resources provided.

District Committee Meeting update:

- Cell phone policy implementation
- District Website Upgrade: the project aims to improve the website's usability and functionality for better user experience.
- AI in-school initiative, use of Copilot.
- New Equipment and colour printers

Looking ahead:

- Next General Meeting is April 30, 2025 in person at ELC starting at 6:50

5) Textiles Fundraising Update

PAC continues to work on supporting the purchase of new sewing machines (cost approx. $25 000). The plan to raise funds is as follows:

- Sponsorships of $3-$5000
- School funds that were not claimed
- Ms Lee will submit projection of request to PAC for fall wishlist
- Raffle for Quilt – both on-line and cash
  Many thanks to Tri-City Quilter's Guild who will donate the quilt for the raffle. They are also hoping to involve the sewing students in the making of the quilt.
  Thank you as well to the owner of The Stitchery who will donate material for the quilt.

A letter will be emailed to the community regarding raffle donations, etc., closer to the time of the raffle (next fall/before Christmas 2025.)

6) After Grad (Sheryl)

Proceeds from a recent bake sale will go to Student Committee to put toward the purchase of the Grade 12 Legacy Gift (Custom mat) to the school.
The Graduation Celebration is June 7.

7) Staff Appreciation - Friday May 16th, 2025
Lunch will be provided to staff on this Pro D Day in the library.
The budget for this event is $3000. PAC is looking into possible local companies to provide lunch on this day, such as Christine's Catering, Pasta Polo's, or Originals Mexican food.
A letter will be going to the community asking for donations of desserts, drinks, and donations.
An invitation requiring RSVP will be extended to staff before the event.
The event was well-received last year, so PAC would like to offer the same great experience and thank you to staff this year. Volunteers are needed to help set up/ tear down before and after the event.

8) Career Fair Wrap up

- Career Fair will be in October next year (2025/2026 school year).

- exact date will be finalized soon

9) New Business

- PAC member asked about the possibility of having virtual PAC meetings, giving more people the opportunity to attend. She is wondering if it is possible to make this happen by next September 2025, for the first PAC meeting of upcoming school year.
- PAC member put forth the idea of celebrating HW's 25 years of existence, which will be in 2029. HW was founded in 2004, and its first graduation class was in 2007.
- PAC member brought forth the idea of contacting the city to ask about upkeep/repainting of the statues beside the school.

10) Participants Questions and Answers
Q: A parent has some questions regarding Capstone Day:
The students work very hard on these projects, putting in many hours and much effort, and then they are asked to present for only one 10 minute presentation time. Is it possible to have the students present more times? A: Cheryl will look into that idea.
Q: Is it possible that the, say, top 3 projects could get some recognition, and/or could go on to present their projects to a larger group? A: Ranking the projects is not within the spirit of this Passion Project format.
Q: Is it possible that the younger students could be matched up with a Capstone presenter whose passion/interests align with their own, so that this could possibly be an inspiration/mentor for the younger student?

Q: is it possible the topics could be published ahead of time and students could choose which presentations to go to? A: Cheryl appreciated all questions and feedback and will do her best to pass the feedback on to the appropriate teachers/facilitators.

Meeting Adjourned: Diane closed the meeting at 8:35 pm.

Next PAC Meeting: May 26, 2025.

Upcoming Events:

May 2025

- 16 – Pro D Day
- 16 – Staff Appreciation Lunch
- 19 – Victoria Day (no school)
- 26 – PAC meeting in library

June 2025

- 4 – Music Department Concert
- 7 – Dinner/Dance and After Grad
- 12 – Athletic Banquet
- 21 – Grade 12 Commencement
- 26 – last day of school
- 27 – Administrative Day