

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: October 1, 2026

Attendance in person: Liz K. (Chair), Kim P. (Vice Chair), Jen C. (DPAC Rep), Cortney F. (Communication), Jamal J. (Treasurer), Liana K. (Secretary), Sunny (Exec. Member at large), Jung, Judy, Jen, Gemma, Digna, Margaret, Sonia, Vitaliya, Mike, Maria, Angela, Lucian, Cindy, Lucie, Robyn, Gina

School/Admin: Brian Leonard (Principal), Shannon Ogilvie

Regrets: Meagan L. (Exec. Member at large)

Meeting was called to order by Liz at 7:03 pm.

Land acknowledgement given by Liz K.

Principals Message:

- Welcome to the 2026-27 School Year! Thanks to the PAC for a great Open House Night & Social – lots of good comments.

Enrollment Report:

- 249 students
- 11 Div.
- 1 space for K
- 27 new families
- 38 Ks
- Total of 65 (26%) new families to HME!

Staffing Update:

- Ms. Lawson is back with us
- Mr. Colvin back (M/W/F) for now
- Ms. Kropp in w/ Mr. Colvin (T/Th)
- Ms. Swanson teaching Library this year (& Fine Arts)
- Ms. Bodnar in St. Services this year
- Mrs. Borsbey teaching Gr. 4/5 this year.
- Mrs. Zore teaching Gr. 2/3 this year
- Mrs. Savage teaching Music this year
- 10 EAs this year (up 1)
- Ms. Sandhu (EA) starts Monday

Forms, Forms, Forms!

- Online using School-Cash-Online – most families have completed required forms and paid for planners
- Emergency Release forms, one completed per student
- Other Forms (as needed):

- Medical Alert
 - Field trip volunteer
 - Driver Abstract
 - Criminal Record Check (needed once every 5 years) – contact Ms. Tellis to get fee waiver letter
- Playground retaining walls and fencing re-done this summer!

School Goals (APL) – find it on the [website here](#):

- Intellectual – Focus on Writing
- Human & Social Development – SEL, Self-Regulation, & Belonging
- Indigenous – To increase awareness of Indig. Ways of Learning

Important Dates & Calendar Updates:

- Photo Day – Tue. Oct. 6 & Retakes – Tue. Oct. 27
- Early Dismissals: all at 1:50
 - Tue. Oct. 20
 - Wed. Jan. 9
 - Thu. April 8
 - Tue. May 18 – St. Led Confr.
- Remembrance Day Assby. – Tue., Nov. 10 at 10:45
- Dance Week – Nov. 16-20
- Christmas / Winter Concert – Wed. Dec. 16 – AM & PM

Dates to Remember:

October	November
6 – Individ. Photo Day – Gym 12 – Thanksgiving – Closed 13 – Van. Warriors Lacrosse Assby at 9 am Interim Reports Home 14 – Gr. 5 Vball – hosting Anmore 15 – BC Shakeout /Earthquake Drill – 10:50? 20 – PAC Lunch: Subway Early Dismissal @ 1:50 pm 21 – Fruit & Veg – Plums Pumpkin Patch: D. 10 & 11 - 9-2:30 22 – PAC Movie Night 23 – Pro-D Day 27 – Photo Retakes – MPR 28 – Gr. 5 Vball – hosting Mtn. Meadows 30 – Hallowe'en & Parade	2 – PJ Day? 3 – PAC Lunch: Dominos 5 – PAC Mtg. – 7 pm – Library 10 – Remembrance Day Assby. – 10:45 11 – Remembrance Day – Closed 16-20 – Dance Week 17 – PAC Lunch: Quesada 18 – Fruits & Veg. – Carrots 20 – Dance Perf. – TBA 27 – PAC: Winter Dance

PAC Overview:

Presented by Liz K.

- PAC is everyone, every parent – please volunteer, share your ideas, come to the meetings (every 1st Thursday of month). The PAC meets with school staff and discusses activities and events, as well as what's going on at the school. Parents are welcome to bring forward any questions and concerns at these meetings.
- PAC Executive and Activity Champions:
 - Liz K. (Chair), Kim P. (Vice Chair), Jen C. (DPAC Rep), Courtney F. (Communication), Jamal J. (Treasurer), Liana K. (Secretary), Sunny (Exec. Member at large), Meagan L. (Exec. Member at large – not present at meeting)
 - Jung K. (Hot lunch), Katie T. (Purdy's), Gemma (Neufeld's)
- Main sources of funding:
 - Gaming grant (government grant, only receive if we have a full PAC Exec team)- \$20 per child
 - Hot lunch (Munch a Lunch) – plus an optional activity fee – go toward PAC initiatives
 - Fundraisers: Domino's pizza, Pizza Hut, Mabel's Labels, Purdy's, Krispy Kreme donuts,
 - Fundraising champions needed – if you have ideas, let us know!

Communications:

Presented by Courtney F.

- Responsible for PAC Facebook, sending PAC updates to Lisa Tellis (school secretary), graphics for events
- PAC communicates through: Class WhatsApp groups, Facebook, school website, outdoor boards
 - Please join the HME Facebook page and your class WhatsApp groups to stay up to date!
- Ms. Tellis sends out Week at a Glance newsletter, including the PAC information

DPAC Report:

Presented by Jen C.

- District Advisory Parent Council, all levels of schools in the district
- All parents are invited to attend, at a minimum, each school has a parent rep
- Updates – Hazel Trembath groundbreaking event occurred August 24, 2026; Charles Best Secondary added 12 additional classrooms and added French immersion; Burke Mountain Secondary construction on schedule, opening 2027
- School trustee elections Oct 17 – Trustees set budgets and priorities for schools so it's important to vote for someone with priorities you agree with – [more info here](#)
- Note to parents: Schools do not provide epi pens- families provide their own
- Build a Biz Kids presentation at DPAC meeting – if we set up with PAC, PAC receives 40% of proceeds of sales

PAC Meeting:

7:40pm Mike - Motion to pass meeting minutes from June 2026, Seconded by Cortney – Motion passed.

Fundraising/Event Champions:

- Champions help lead a team of volunteers to organize a fundraiser or event
- Pancake breakfast December 18, 2026 – Organized with IHOP to provide pancakes, syrup, utensils, butter
 - Need someone to help Liz K. champion it – please see Liz if you are interested
- Spring event (carnival and bbq) April 22, 2027 – Kim P. – please see Kim if you want to join her planning team
- Parents Pub night – Jamal J.
- June 11 event (tbd) – need a champion

Fundraising:

- Neufeld Farm Market (pick up date Nov 19, 2026) – Gemma C.
- Card Project
- Pizza nights, Freezie sales, Movie nights

Movie Night Oct 22, 2026 – create a poll for movie choice (Wizard of Oz, The Addams Family etc.)

- Movie selected from District approved movie account
- Tickets available on Munch a Lunch – next couple of weeks
- Cash concession (cotton candy, candy bags,
- Volunteers needed for concession, decorating, setup and clean up

Grade 5 Leaving committee:

- Includes Sweatshirts, yearbook, field trip
- PAC provides \$30/student
- Jenn B. chairing committee of currently nine Grade 5 parents – PAC helps coordinate if needed

Fiscal Report:

Presented by Jamal J.

- Expenses to date: \$2859.07 (magician; cotton candy, chips and drinks for open house)
- Advisory General account: \$ 8096.50
 - Budget still needs to be reconciled – Jamal will contact James (former treasurer)
- Gaming Budget: \$ 6834.86
 - Gaming funds must be spent within 2 years
 - -Restrictions – Can't be used for admin or operating expenses or text books; Can be used for student extracurricular (gymnastics, dance class, field trips), laptops, sports equipment, library books
- PAC will be receiving some funds from Mable's Labels from past fundraising

Questions:

Next PAC Meeting: Nov 5, 2026

- Where to find staff name and contact – there's been school website changes, Brian will look into it
 - FYI, there is a PAC page on the website that Ms. Tellis will update for the PAC
- How does decision-making work with the PAC – 1. Motion to vote, 2. Second the motion, 3. All in attendance will vote (PAC executive team plus 4 people)
- Is there a District subsidized lunch program? – Yes, but it's only for families in need (at schools that are most in need) – our school doesn't qualify. Most secondary schools have a cafeteria.
 - Our school has fruit bowls (free for students to grab), and we participate in a government provided free fruit/veg program
 - HME events like the pancake breakfast always has extra pancakes for students who haven't paid
- Could we fundraise more for buses if it would lead to more interesting field trips?
 - It's possible but the biggest issue with field trips is that it's a lot of work for teachers to organize them and the requirements for supervision (volunteers)
 - Suggestion: Class reps should let parents know to return volunteer forms so teachers can plan trips more easily
- Can parents donate money to a specific class/teacher for class supplies?
 - It's more equitable if parents donate to the school; probably best to discuss with teacher and Mr. Leonard
 - The PAC also gives each teacher an allotment per student for class supplies (Teacher funds line in budget)
- Could the PAC notify the parents of the importance of voting for school trustees?

Meeting adjournment: Motioned by Sunny, seconded by Amy. All in favour. Meeting adjourned at 8:16 pm.