PAC MEETING MINUTES ✓ APPROVED

October 2026

Wed, Oct 7 · 5:30 pm · Mile Zero Brewing · 16 people attended

Approved at the Nov 4 meeting. Last updated Nov 5, 2026.

The short version

What families need from this meeting. Full minutes below.

DATES FOR YOUR CALENDAR

Thu, Oct 15	Walkathon, about 10 am (to be confirmed)
Wed, Oct 21	SPEAC meeting, 6:30 pm, online (agenda)
Thu, Oct 29	Halloween dance, 5:30 – 7:30 pm
Wed, Nov 4	PAC meeting, 5:30 pm, Mile Zero Brewing
Wed, Nov 18	Music bingo
Wed, Dec 16 – Thu, Dec 17	Winter Treasures (to be confirmed)
Sat, Jan 2	Bottle drive

BY THE NUMBERS

$20,269.27
Operating account, Oct 5

$893.65
Raised so far this year · goal $15,000

WHAT WE DECIDED

✓ APPROVED Moved by Erica · seconded by Molly

Tonight's agenda.

✓ APPROVED Moved by Dwayne · seconded by Molly

The September 17 minutes.

✓ DECIDED Yes

The spirit wear store reopens, sold at cost (not a fundraiser), until the end of November so orders arrive before winter break.

NEW No vote needed

The Halloween dance is by donation, suggested $5 a person or $20 a family, 5:30 – 7:30 pm, with a Harry Potter theme.

WE NEED HELP WITH

- Walkathon, Thu, Oct 15: about six helpers, and one parent to help count pledges
- Halloween dance, Thu, Oct 29: the committee, and clean-up at the end
- Bottle drive, Sat, Jan 2

$3,920
Gaming grant received

150 of ≈ 200
Students signed up for hot lunch

- A treasurer shadow, no commitment
- A second Coast Capital sponsor for the PAC account

INFORMATION

1. Opening

The meeting opened with a territorial acknowledgement led by Ms. Iruretagoyena, recognizing the traditional territories of the Coast Salish peoples, and in particular the Sc'ianew (Beecher Bay) Nation, on whose lands the school is built.

Kevin thanked everyone for coming. Holding the meeting at Mile Zero brought out many more people than usual, and members agreed to keep meeting there. Introductions and attendance followed.

ATTENDEE	ROLE
Kevin	President
Morgan	Vice-president
Quentin	Secretary
Erica	Treasurer
Dwayne	SPEAC representative
Carla	Social media representative
Molly	Hot lunch representative
Chelsea I.	Teacher (Div. 7), presenting the principal's report
Sonia, Kaitlin, Marlee, Ben, Mia, Kris, Michelle, Krystal	Parents

INFORMATION · ROLES OPENING NEXT YEAR

2. Executive succession

- Carla (social media), Dwayne (SPEAC representative) and Morgan (vice-president) will be leaving after this school year.
- **Treasurer:** Erica is willing to take on the SPEAC representative role and step back from treasurer. Anyone interested in becoming treasurer is encouraged to start shadowing Erica this year, with no commitment. The role takes about an hour a week, and Erica has a written summary of the duties she can email to anyone interested.
- **Hot lunch:** Molly would also like to hand off the hot lunch program in future; a few parents have expressed interest in helping.
- **Banking:** the PAC banks with Coast Capital Savings, which provides a free unincorporated community account. Coast Capital requires two sponsors who hold personal accounts there; Erica and Kevin are the current sponsors. Members who bank with Coast Capital and could act as a sponsor are asked to let the executive know. A member noted that other institutions also offer free community accounts that may not need sponsors.

DECISION · MOVED AND SECONDED

3. Approval of agenda and previous minutes

- ✓ The agenda, in its new format (shared with families and on the PAC website), was approved. Moved by Erica; seconded by Molly.
- ✓ The September 17 PAC meeting minutes were approved. Moved by Dwayne; seconded by Molly.

REPORT · ERICA, TREASURER

4. Treasurer's report

Figures from Erica's reports as of October 5, 2026.

Bank balances

- **Operating account:** $20,269.27. This includes walkathon e-transfers not yet posted to the accounting records and cheques not yet cleared.
- **Gaming account:** $4,861.56. The $3,920 gaming grant has been received, and the teachers' tracker now shows field-trip funds of about $366 per class.

Operating budget 2026–27

- **Balance forward on July 1, 2026:** $18,292.55.

- **Total budgeted:** $17,925.00: the $14,925 budget approved June 18, 2026, plus the $3,000 for classroom technology approved September 17, 2026.
- **Spent to date:** $2,933.06. School art supplies $1,500.00; Yoto players or equivalent classroom technology $1,200.00 (of $3,000); classroom and division needs $128.41; library $54.65; SPEAC annual dues $50.00.
- **Still to spend:** $14,991.94.
- **Operating account after spending:** $15,359.49 before fundraising, $16,253.14 with it.
- Classroom and division needs are budgeted at $25 a student for an estimated 205 students; actual enrolment is 201.

Fundraising 2026–27

FUNDRAISER	NET
Bottle bin (monthly)	**$476.90**
Metchosin Day table, Sep 13 ($550 in, less the face painter, freezies and lemonade)	**$390.00**
Popcorn, October and November ($1,053.29 in, less $730.86)	**$322.43**
Hot lunch: Munch-a-Lunch setup (approved by group-chat vote, Aug 12, 2026)	**($295.68)**
Raised so far this year (goal $15,000)	**$893.65**

- **Popcorn:** profit is lower than last year, with one fewer popcorn day and fewer orders, likely because of the move to Munch-a-Lunch. The new Kernels franchise lets the PAC order exact quantities (for example 85 bags) rather than rounding up, which cuts waste. If demand grows, more popcorn days may open for ordering.
- The Oct 3 bottle drive proceeds have not come in yet, and walkathon e-transfers are still to be reconciled; updated figures next month.

REPORT · DWAYNE, SPEAC REPRESENTATIVE

5. SPEAC update

- **Next SPEAC meeting:** Wed, Oct 21, online; the agenda is linked from the PAC website. Members will meet the newly elected trustees, and Dwayne will share the minutes afterwards.
- The invitation to the first SPEAC dinner will come to Erica, who will share it with the PAC.

- SPEAC asked each PAC to present something unique it has done. Dwayne put Hans Helgesen forward; Ruth King will present first, and Hans Helgesen will follow their lead. Holding meetings at a local business (Mile Zero), which doubled our attendance, was suggested as one example.

After the meeting: SPEAC, Wed, Oct 21

Dwayne's notes from the October SPEAC meeting, added to these minutes after our meeting.

- **District:** D'Arcy Deacon, associate superintendent, thanked the newly elected trustees and staff, and spoke about Indigenous Learning Day and the new childcare centres at Hans Helgesen and Sooke Elementary. Dwayne asked how places at the Hans Helgesen centre are offered and what the district has learned; D'Arcy will look into it and follow up.
- **Catchment review:** the district is starting a review of school catchments. Families will be able to answer surveys and attend town halls.
- **High schools:** the district is still looking at a five-block timetable with an earlier start, mostly for Royal Bay and Belmont, to ease space pressures.
- **Board:** Christine Lervold, the board's outgoing vice-chair, thanked everyone, spoke about budget constraints and the challenges ahead, and pointed parents to the district's parent handbook.
- **Capital plan:** the district is asking the province for more money for smaller projects, such as $200,000 for a playground at David Cameron. About $5 million of work was done over the summer. Buses are full, fee waivers are available for families who can't pay, and schools are still adding students every week.
- **Partners:** Poirier's principal described a busier start to the year than usual. The teachers' association thanked SPEAC for the trustee candidates' debate and reminded families to vote in the provincial election. Canadian Parents for French spoke about French-program students with learning disabilities, who are often moved to English programs where there is more support.
- **Registration:** a reminder that PACs register with SPEAC each year (ours is in). PACs can also register with BCCPAC, the provincial parents' council, for $100, which can come from the gaming grant; it gives the PAC a vote and more visibility in the province.
- **PAC spotlight, Ruth King:** a brand-new PAC with a meet and greet, a Halloween dance, a bike-safety visit, a craft fair with about 100 vendors and a Christmas hamper drive. They are raising about $380,000 for a new playground in stages, working with district facilities throughout: the PAC buys the equipment and the district installs it, and the district now has a handbook for larger projects like this. They shared a list of grants, such as the City of Langford's grants-in-aid, though many applications are turned down.

- **Next:** Hans Helgesen has the spotlight at SPEAC's next meeting, Wed, Nov 18, 6:30 pm. Dwayne plans to share what we learned from the childcare centre and the playground, for other schools facing the same, and our new PAC socials.

REPORT · CHELSEA I., FOR KAREN

6. Principal's report

Karen and Ms. Richard (vice-principal, learning assistance and student support) were unable to attend. Chelsea I. presented highlights from Karen's notes; Karen will send a fuller report to the secretary.

- **Indigenous Learning Day:** staff joined district-wide presentations streamed from Royal Bay. A highlight was a panel of Indigenous graduates sharing their experiences in the school system. Staff continued learning at the school in the afternoon.
- **Photo day:** Aimee emailed families the link and instructions to view photos through Lifetouch. New families need to create a Lifetouch account; to view photos, select a package first. Photo retakes are in mid-October.
- **Terry Fox:** Ms. Rambo's class led the assembly, followed by the Terry Fox Run.
- **Orange Shirt Day:** Ms. Crighton's Grade 4/5 class led the assembly, and the Grade 5s drummed the closing song. Each class will have a turn leading the song during the year.
- **Cross-country:** about 50 Hans Helgesen students ran in the fall meet, with some top finishes. Other schools regularly comment on the strong turnout for a small school.
- The first pizza day was last Friday, and the PAC held its bottle drive on Saturday.
- **Coming up:** a book fair (Ms. Dubinsky), the Remembrance Day assembly, the Halloween dance and music bingo.
- Tables and chairs are ordered for the Halloween dance and music bingo; it is a busy day for the district, so availability is not guaranteed. The school's fold-down wall tables are also available. Aimee placed the order and can confirm quantities.
- The Grade 5 classes will run a bake sale at the Halloween dance to raise money for their year-end trip.
- **Winter concert:** the first week of December, likely the Wednesday, with an afternoon and an evening show as in past years. Songs will be seasonal and wintry rather than strictly Christmas songs. Classes are also making holiday "passports" to learn how winter holidays are celebrated around the world.
- **Karate:** a parent who owns a local karate studio has offered free karate classes for each class, with no business promotion. Details are being worked out.

- **Childcare Centre and the Gaga ball pit:** the pit has been taken down while the drainage is redone, and will be put back.
- **Grade 4 FSAs:** a practice test went out by email to Grade 4 parents. Some schools practise this testing format earlier so students aren't overwhelmed by it. FSAs are written in Grades 4 and 7.
- **Sports council fee:** the higher fee hasn't been received yet; $300 is budgeted.

EVENTS · DATES AND HELP WANTED

7. Events and fundraisers

Walkathon, Thu, Oct 15

- Expected to start at 10:00 am, to be confirmed with Karen.
- Students walk with their classes. Molly will ask whether the fire department could help with traffic control.
- About six parent volunteers are needed: one at each of the three turnaround points (the signs are ready) and a few to hand out freezies at the end (in the school kitchen freezer). Kaitlin and several others offered to help; anyone else can contact Erica for details.
- Families are asked to send pledge money on the day of the walkathon, with drop-offs accepted until the end of that week. Erica will collect it and needs one parent to help count.

Bottle drive

- The Oct 3 bottle drive went very well, with Karen there the whole time.
- The bottle bin is back and repaired after its lock was cut. If it is full, let Erica know; she has a key. Bottles left beside the bin are sometimes taken, and things like baby goods are being dumped there as garbage.
- **Next bottle drive:** Sat, Jan 2, usually the best of the year. Volunteers will be needed.

Music bingo, Wed, Nov 18

- Booked. The host's fee has gone up to $400. At $5 a ticket, selling about 100 tickets would cover the host and much of the prizes. Tickets will be sold on Munch-a-Lunch, which also gives a headcount.
- The concession is still open: Royal Bay student volunteers (as last time), a food truck, or meals pre-ordered on Munch-a-Lunch. More to come.

Winter Treasures

- Ms. Dubinsky runs the library on Mondays and Tuesdays, so the event will move to Wed and Thu, Dec 16–17. Kevin will confirm with Ms. Dubinsky.

- One volunteer has already signed up.
- **For new families:** in early December, families donate small items and trinkets; Quentin is storing donations this year. Students then “shop” for a toonie, and volunteers wrap the gifts for them to bring home.

Halloween dance, Thu, Oct 29

- **Time:** 5:30 – 7:30 pm (the end moved up from 8:00 pm).
- **Committee:** Carla, Marlee, Virginie, Nellie and Tara met yesterday, and Sonia is joining the group chat. Anyone else is welcome.
- **Volunteers:** there will be a link to sign up for volunteer spots. More clean-up volunteers are needed than last year, when clean-up ran long.
- **Theme:** Harry Potter, with a Forbidden Forest, spiders (Tara) and friendly Dementor-style ghosts that won’t scare the younger children. Sonia has 12 floating candles, witch hats and envelopes from a past party; anyone with more hanging candles is asked to share.
- **Music:** the DJ family has moved on. Quentin will DJ using the gym’s mounted sound system, which supports Bluetooth. The PAC owns a light.
- **Fog machine:** Morgan brings a small fog machine every year and it has never set off the alarms. Ben raised a concern, which will be checked.
- **Concession:** the PAC will keep last year’s pizza and air-fried hot dogs, using Molly’s warming trays, rather than pre-ordering on Munch-a-Lunch, since not every family is on Munch-a-Lunch yet. Morgan will share the past shopping list. No buns are needed; the PAC has plenty in its freezer.
- **Admission:** by donation, suggested $5 a person or $20 a family. A sign will be made. No registration for the dance.
- **Setup:** the committee would like to decorate the hallway a day or two before and get into the gym earlier on the day. The PE teacher is using the gym that day but can move classes outside if it is coordinated. Quentin will bring power extension cords.
- **Poster:** past posters will be shared and updated with the Harry Potter theme. Kevin has rolls of paper, and coloured paper is available.

REPORT · MOLLY, HOT LUNCH LEAD

8. Hot lunch program

- 150 of about 200 students are signed up on Munch-a-Lunch. The postcards going home are expected to bring in more.

- **Meal assistance:** any family who can't afford hot lunch can email the PAC or speak to any member. Molly can then let them pay any amount, including $0. A $5 "Donate a Meal" add-on is available at checkout for families who want to help. Pay-what-you-can applies to hot lunch only, not to fundraisers such as popcorn. No families have asked yet.
- The school also keeps food aside for students in need. The holiday gift cards the school has provided to some families will be much smaller this year, so the PAC may need to look for community support.
- This year is about trying different vendors and gathering parent feedback. Aimee continues to run pizza days, which are set for the year. In the new year the PAC will try to offer hot lunch every week there isn't a pizza day, and may take over pizza days next year. Dunsmuir works the way Hans Helgesen does now: the school runs pizza days through School Cash Online for its music program and library, and the PAC runs hot lunch.
- Popcorn stays with Erica for now and will eventually move under hot lunch.
- **Logistics:** Booster Juice (mostly smoothies) is first, and Molly will pick it up; Island Chef will deliver. Seven parents are in the hot lunch WhatsApp group, and other schools need two or three on the day, so there are enough volunteers for now. Molly will post tasks once orders are in.
- Lunches will be sorted by class without paper bags, using per-class lists or name labels printed from Munch-a-Lunch, and delivered on the school trolley.
- Add-ons (juice boxes, chips, yogurt tubes) are chosen to be shelf-stable or freezable. The PAC fridge is the white fridge in the corner of the staff room; a sign will go on it.

INFORMATION · ONE DECISION

9. Other business

- **Student agendas:** these used to be covered by the student affordability grant, which has ended. Families pay $5, and the PAC covered the rest of the cost.
- **Dyslexia program:** Erica will offer to fund the $600 program requested last year, so it stays with Hans Helgesen. A $200-a-year reading engagement program for Ms. Bodman's class and small groups was also raised, possibly funded from the $300 inclusion support budget; Erica will follow up, and it may become its own budget line so inclusion support keeps its full amount for consumables.
- **Spirit wear:** the Team Sales online store will reopen (not a fundraiser). Decision: yes. Kevin will open it on Oct 8 and let families know; it closes at the end of November so orders arrive before winter break. A company also emailed about Grade 5 graduation hoodies, which a parent previously organized outside Team Sales; the PAC will check with Ms. Ridewood and Ms. Crighton.

- **Website:** the volunteer sign-up buttons on the PAC website currently send an email to the PAC inbox; they will link to each event's sign-up instead. Families can also subscribe to the PAC calendar from the website so it syncs to their own calendar; this will be highlighted.

School wishlist and facilities (raised by Molly)

- Karen and the teachers usually present a school wishlist so the PAC knows what to fundraise for. Indoor and outdoor sports equipment is known to be needed.
- After-school care asked for an outdoor trough-style sink with two or three taps near the outdoor hockey area, for mud kitchen and sensory play and so students can wash up without going inside. There is already a hose bib on the wall. Metchosin Preschool put one in cheaply during COVID, but district requirements may add cost and time. Members wanted to gauge PAC interest before Molly asks Karen about next steps.
- The PAC will likely need to start fundraising for the playground this year, as the district is not expected to replace equipment that was removed. At SPEAC, a playground company offered access to a grant writer. Quotes for compliant equipment can be around $200,000, while natural features (logs, stumps) cost far less. Space is limited; the patch of grass behind the Gaga ball court near the preschool was mentioned.
- A natural seating area in the forest next to the playgrounds, such as logs or stumps for outdoor story time, was suggested.
- The childcare centre now has access to the school playgrounds during school hours.
- A family was told by the YMCA there is a three-and-a-half to four-year wait and no priority for local families, contrary to what the district and the YMCA told the PAC last year. Molly will first ask the YMCA for clarification before raising it with the district; the superintendent attends SPEAC.

DATES

10. Next meeting

4 NOV

Wed 5:30 pm · Mile Zero Brewing

Mile Zero Brewing, 4495 Happy Valley Rd, Metchosin. The PAC may try streaming the meeting online for those who can't come in person.

TO DO · WHO DOES WHAT

Action items

WHO	WHAT
PAC executive	Recruit successors for vice-president, social media and SPEAC representative; find a treasurer shadow; find Coast Capital sponsors or another community account.
Erica	Post the walkathon e-transfers and bottle drive proceeds; email the treasurer's duties summary to anyone interested.
Karen	Send the full principal's report to the secretary; confirm the walkathon start time.
Dwayne	Attend SPEAC on Oct 21 and share the minutes.
Molly	Ask the fire department about traffic control for the walkathon.
Volunteers	Staff the walkathon turnaround points and freezies (about six); one parent to help Erica count pledges.
Kevin	Confirm Winter Treasures on Dec 16–17 with Ms. Dubinsky.
PAC	Decide the music bingo concession; set up bingo tickets on Munch-a-Lunch.
Kevin	Set up the volunteer sign-up link for the Halloween dance with the committee.
Halloween dance committee	Confirm tables and chairs with Aimee, coordinate gym and hallway access with the PE teacher, make the suggested-donation sign and the poster, and recruit clean-up volunteers.
Morgan	Share the past Halloween dance concession shopping list.
Quentin	DJ the Halloween dance and bring power extension cords.
Molly	Post hot lunch volunteer tasks, pick up the Booster Juice order, and label the PAC fridge.
Erica	Offer to fund the $600 dyslexia program so it stays at the school; follow up on the reading engagement program budget.

WHO	WHAT
Kevin	Open the spirit wear store (closes at the end of November), let families know, and check with Ms. Ridewood and Ms. Crighton about Grade 5 hoodies.
Quentin	Link the website’s volunteer buttons to each event’s sign-up and highlight the calendar subscription.
Molly	Raise the outdoor sink with Karen; ask the YMCA about local priority at the childcare centre.

We are grateful to live, learn and gather on the traditional territory of the Scia'new Nation (Coast Salish). The PAC is Hans Helgesen’s parent advisory council, run by parent volunteers. We work with the school, but we aren’t School District 62 and don’t speak for the school or the district. Our hawk is by Snuneymuxw artist Weyla Quiy’saariiaa Chipps, made with Hans Helgesen students, and used with the school’s permission. · metchosinhhpac@gmail.com