PAC MEETING MINUTES DRAFT

November 2026

Wed, Nov 4 · 5:30 pm · Mile Zero Brewing · 15 people attended

Draft. These minutes are approved at the Jan 13 meeting. Spot a mistake? Email metchosinhhpac@gmail.com. Last updated Nov 5, 2026.

The short version

What families need from this meeting. Full minutes below.

DATES FOR YOUR CALENDAR

Tue, Nov 10	Remembrance Day assembly, 11 am; families welcome, doors open at 10:30
Wed, Nov 18	Music bingo, 6:00 – 7:30 pm
Wed, Nov 18	SPEAC meeting, 6:30 pm, online: Hans Helgesen has the PAC spotlight
Thu, Nov 26	Learning conferences; early dismissal at 11:38 am
Wed, Dec 2	Winter concert, 1:00 pm and 6:30 pm
Wed, Dec 16 – Thu, Dec 17	Winter Treasures
Thu, Dec 17	Report cards on MyEd
Sat, Jan 2	Bottle drive, 9 am – noon
Wed, Jan 13	PAC meeting, 5:30 pm, Mile Zero Brewing

WHAT WE DECIDED

✓ APPROVED Unanimous

Tonight's agenda.

✓ APPROVED Unanimous

The October 7 minutes.

✓ APPROVED Motion carried

Dyslexia-friendly library books: the PAC funds about $100 of titles that appeal to every reader.

✓ DECIDED Agreed

Music bingo keeps a light concession, drinks left from the Halloween dance and chips. Tickets are $5, free for kids 4 and under, with up to 130 places.

BY THE NUMBERS

$7,002.85
Walkathon, final total

$2,463.05
Halloween dance profit so far

$601.65
Oct 3 bottle drive

$24,460.12
Operating account, on the books

WE NEED HELP WITH

- Music bingo, Wed, Nov 18
- Winter Treasures: small gifts to donate in December, and wrapping on Dec 16–17
- Christmas hampers: families who can help fill them
- Bottle drive, Sat, Jan 2, 9 am – noon
- Clearing out the PAC storage room on the Pro-D day, Fri, Nov 27
- Shoppers for the Times Colonist book sale in May
- A second Coast Capital sponsor for the PAC account

INFORMATION

1. Opening

Karen led the territorial acknowledgement, recognizing the Sc'ianew (Beecher Bay) Nation, on whose territory the school is built, and the T'Sou-ke and Pacheedaht Nations the district works with.

Introductions followed. Ms. Richard, the vice-principal, came to her first PAC meeting. Morgan, who steps down this year, has been on the PAC for 13 years.

ATTENDEE	ROLE
Kevin	President
Morgan	Vice-president
Quentin	Secretary
Erica	Treasurer
Dwayne	SPEAC representative
Carla	Social media representative
Molly	Hot lunch representative

ATTENDEE	ROLE
Karen S.	Principal
Alissa R.	Vice-principal
Chelsea I.	Teacher
Kaitlin, Bobbie, Marlee, Mia, Jen	Parents

DECISION · UNANIMOUS

2. Approval of agenda and previous minutes

- ✓ The agenda was approved unanimously.
- ✓ The October 7 PAC meeting minutes were approved unanimously.

REPORT · ERICA, TREASURER

3. Treasurer's report

Figures from Erica's written report.

Accounts

- **Operating account:** $24,460.12 on the books, which will adjust as Fun Lunch expenses and final payments come through; $27,041.48 in the bank while cheques clear.
- **Gaming account:** $4,861.55, on the books and in the bank.
- **Spent from operating so far this year:** $6,263.35, including $171.49 for 200 new cheques for the operating account.

Fundraising

FUNDRAISER	AMOUNT
Walkathon, Oct 15, final total with late donations (the school counted $6,897.75 on the day)	**$7,002.85**
Halloween dance, Oct 29: revenue, up $1,000 from last year	**$3,118.95**
Halloween dance: profit so far	**$2,463.05**
Bottle drive, Oct 3	**$601.65**

FUNDRAISER	AMOUNT
Popcorn (every bag sold)	**$327.43**

- **Halloween dance:** expenses are still being confirmed, and Fun Lunch “bought” five boxes of chips, so the profit may change a little. A fantastic job.
- **Walkathon:** Carla, Erica and Kaitlin counted the pledges. Seven parent volunteers covered the route: two at the finish table, two on Rocky Point Rd guiding classes down the driveway, and one at each of the three turnaround points. Some classes also had parents walking with them, arranged by the teachers. Seven is the right number for next time. Teachers found it smooth and loved it. We had about twice the freezies we needed.
- **Next time:** decide whether the class prize goes to the most money raised or the most per student, since classes aren’t the same size.
- **Classroom technology:** Divisions 1 and 2 share six Snap Circuits kits and six Edison robots; the other divisions got Yoto players and headphones, each with a charging station. One class still has to send in its order.

REPORT · DWAYNE, SPEAC REPRESENTATIVE

4. SPEAC update

From SPEAC’s Oct 21 meeting. Dwayne’s fuller notes are in the October minutes.

- **High schools:** they are moving from four blocks a day to five, which is close to settled. Students keep the same time in class, about 6.25 hours, but some will start earlier or finish later. It is meant to be temporary, until the new high school is built.
- **Ruth King’s playground:** their PAC is raising about $350,000 and has about $80,000 so far, much of it from local businesses they ask in person. They are asking Langford to contribute, since it would be a community playground. Some of their fundraisers go to the playground and some to yearly spending, knowing most of today’s students will have left before it is built.
- **Our turn:** Hans Helgesen presents at SPEAC on Wed, Nov 18. Dwayne will present, and anyone who would like to join him is welcome.
- **Childcare centre:** when the district spoke well of the new centre at Hans Helgesen, Dwayne said not every parent sees it that way, and the district has reached out to set up a conversation. Parking has turned out not to be a problem. Playground equipment was moved or lost, including the big slide, and members feel the district should replace it. How places are offered, and whether the district or the YMCA decides, is still unclear.

- **Devices at school:** Dwayne raised questions about the security settings on students' devices and how much time students spend on screens.
- **Catchment review:** asked by Bobbie. Karen said it mostly follows from the new high school being built in Langford, near Costco, and shouldn't change much for Hans Helgesen; she hasn't seen the map yet. Current students usually keep their place, and changes mostly apply to new registrations. The school is full, with room for one more classroom.

REPORT · KAREN, PRINCIPAL

5. Principal's report

- **Thank you:** for the walkathon, a big fundraiser without too much work for anyone, which Karen hopes continues, and for the Halloween dance: the gym was transformed and it was magical for the children.
- **Remembrance Day assembly:** Tue, Nov 10, led by the students in Div. 1, with a choir of 50 children. Thanks to Mrs. McKenna, Ms. Ridewood, Ms. Crighton and Ms. I. Families are welcome: doors open at 10:30, children are called down at 10:45, and the assembly starts at 11:00 am.
- **Handball:** thanks to Ms. Crighton for coaching both the girls' and boys' teams. They practise together once a week, and each team plays a game a week.
- **Lunches:** PAC popcorn days are a highlight, and the first Booster Juice "Fun Lunch" ran smoothly.
- **Peer helpers:** a large group of Grade 5 volunteers works with Ms. Clarke and Ms. Heidi to help younger students at lunch and to lead the territorial acknowledgement on the morning announcements. Only three Grade 5s aren't peer helpers.
- **Staff:** Nicole Hague, our Indigenous education worker, brings in Elders and role models and organizes cultural activities in classrooms. Kirsta Reid has joined the staff and works on Fridays with the students she supports.
- **Learning conferences:** this month, including on the early dismissal day, Thu, Nov 26, when Hans Helgesen lets out at 11:38 am. Teachers will tell families their class's plan next week, and families can always ask for a meeting. Report cards will be on MyEd on Thu, Dec 17.
- **MyEd:** families who find MyEd hard to use can ask the teacher for a printed report card. The district is working on making it easier.
- **Field trips:** thanks to the PAC for funding them. Classes have started going, and many more are planned this year.
- **Book fair:** thanks to Ms. Dubinsky for the book fair with SchoolHouse Teaching this week. The money goes to the library, and families donated many books.

- **Winter concert:** Wed, Dec 2, at 1:00 pm and 6:30 pm. Each of the nine divisions sings one or two songs. Families who can are encouraged to come to the afternoon show, since evenings are harder for some.
- **Coming up:** music bingo on Nov 18 and Winter Treasures on Dec 16–17.
- **Food:** the Flourish food program can also offer freezer meals to some families this year.
- **Outside:** the Gaga ball pit is back, with its drainage fixed, and the new four square courts are busy every break.
- **Retiring:** Karen retires at the end of December, after 35 years in the Sooke School District and three and a half at Hans Helgesen, and this was her last PAC meeting. She thanked the PAC for its support. The next principal hasn't been announced. The PAC thanked Karen warmly.

INFORMATION · MARLEE, WESTSHORE MOMS GROUP

6. Christmas hampers

- Marlee co-runs a Westshore moms' group that makes Christmas hampers each year; last year they made nine. This year they hope to make about four for Hans Helgesen families, alongside Sangster and Crystal View.
- The school gives families a form from the group, since staff know who could use one. Each hamper has a gift or two each child asked for, a clothing item, games, a gingerbread house kit and a grocery gift card.
- Karen knows of families who could use one, and Marlee will connect with her.
- Erica said the parent community would be glad to help fill them.
- **Donated meals:** families have donated about 50 hot lunch meals through Munch-a-Lunch. Molly has paused the add-on until those are used, and the money could also go toward the hampers. Molly has contacted a local community resource centre, which meets on Nov 10 about holiday support.

EVENTS · DATES AND HELP WANTED

7. Events and fundraisers

- **Walkathon and Halloween dance:** both went very well (see the treasurer's report). The dance decorations were over the top, and members wondered how anyone will top them.

Music bingo, Wed, Nov 18

- **Concession:** kept light and not a fundraiser: drinks left from the Halloween dance and boxes of chips. With a 6 pm start, families have time for dinner first. The PAC has a lot of frozen hot dogs; they will likely go to the spring fair.
- **Tickets:** $5 a person on Munch-a-Lunch, free for kids 4 and under. Up to 130 places, to match the chairs ordered.
- **Format:** 6:00 – 7:30 pm, with one long round this year instead of two.
- **Cost:** the host's fee has gone up from $350 to $400 plus tax, something to weigh before booking next year.

Winter Treasures, Wed and Thu, Dec 16–17

- The dates are confirmed, and Carla will help.
- Donations will be announced to families in December. A bin will be at the school; Quentin will take it home each day and store the donations until the event. Donations may also be collected at the winter concert.

Bottle drive, Sat, Jan 2

- 9 am to noon, usually the best of the year. Erica will be there, and helpers are wanted.

REPORT · MOLLY, HOT LUNCH LEAD

8. Hot lunch program

- **Booster Juice:** went well, and students were thrilled. It raised just over $300 for the PAC while keeping the food affordable. A mix-up over dairy-free orders was caught and fixed the same day. Four more are booked this school year.
- **Booster Juice offer:** a school that holds eight Booster Juice days in a school year gets $1,000 of product toward a year-end event. Worth exploring, perhaps with smoothies for everyone at the fun day.
- **Island Chef:** Molly offered the whole menu instead of the four items they ask for; they didn't mind, and future orders will offer four. Island Chef also runs freezer-meal fundraisers (about $20 a meal to the PAC, sold for a little more), which could suit January and could also help families in need.
- **Dietary needs:** the hot lunch team doesn't get a list of students' dietary needs. Staff who know of one are asked to tell the team, so every student has something to order, including for treats such as Valentine's cookies. Crazy Cookie House has vegan options.

- **Class lists:** staff asked for each class's order list the day before, so they can check at snack time who is expecting a lunch. Molly will print the Munch-a-Lunch class report for each lunch.
- **Choosing vendors:** the PAC is happy for the hot lunch group to choose vendors and plan lunches itself.

DECISION · RAISED BY ERICA AND MOLLY

9. Library

Times Colonist book sale, May 2027

- With the book fair, Ms. Dubinsky sent the PAC a library wish list, mostly fiction, and the library also needs non-fiction. Erica suggested a group of parents shop for the library at the Times Colonist book sale, the first weekend in May (Saturday and Sunday). The books are inexpensive, there is a large children's section, and other schools do this.
- Ms. Dubinsky will be asked for a list of the titles she would like, with enough time to check the library's inventory. Molly would be happy to go, and other shoppers are welcome.

Dyslexia-friendly books

- Following the dyslexia funding approved earlier, Ms. Dubinsky has ordered books printed with wider spacing that help dyslexic readers, but the series ordered so far suit some readers more than others. Molly proposed the PAC fund more titles that appeal to every reader.
- ✓ Motion: the PAC funds about $100 of dyslexia-friendly books for the library. Carried. Molly will let Ms. Dubinsky know.

INFORMATION

10. Follow-ups from October

- **Division 2's pizza lunch:** the walkathon prize. Molly orders it on Thursday and delivers it on Friday, Nov 6.
- **Spirit wear:** Kevin is following up with the store, to reopen it until the end of November.
- **Outdoor sink:** Karen sees it as after-school care's request rather than the school's, worries it could be misused, and because it would have to go through the district, the cost is likely too high for how little it would be used.
- **PAC storage:** PAC supplies need more space. A second shelf in the back room would help, and the room needs clearing out. Volunteers could do it on the Pro-D day, Fri, Nov 27, when there are no students.

INFORMATION · QUENTIN, SECRETARY

11. The website

- The PAC website isn't an app, but you can add it to your phone's home screen and it opens like one.
- The Halloween dance's volunteer button linked to its sign-up sheet. Whoever runs an event can send Quentin its sign-up link, and he will add it to the event's button.
- Families can subscribe to the PAC calendar, which keeps their own calendar up to date with PAC dates.
- The PAC section of the school's website also needs updating.

INFORMATION · ROLES OPENING NEXT YEAR

12. Roles for next year

- Morgan steps down as vice-president after this year, and Carla, who runs social media and many of the events, also leaves after this year.
- **Treasurer:** Mia is shadowing Erica.
- **Banking:** Coast Capital requires two sponsors, one of them an active signer on the account. Erica isn't planning to switch banks, but the PAC could choose another bank once she has left.

DATES

13. Next meeting

There is no meeting in December. Wednesdays work well for most people.

13 JAN

Wed 5:30 pm · Mile Zero Brewing

Mile Zero Brewing, 4495 Happy Valley Rd, Metchosin.

TO DO · WHO DOES WHAT

Action items

WHO	WHAT
Molly	Order Division 2's pizza lunch and deliver it on Fri, Nov 6; print the class reports for each hot lunch; tell Ms. Dubinsky about the dyslexia-friendly books.
Marlee	Connect with Karen about the Christmas hampers.

WHO	WHAT
Erica	Finish the Halloween dance expenses; set up music bingo tickets on Munch-a-Lunch (up to 130, free for kids 4 and under).
Dwayne	Present Hans Helgesen at SPEAC on Nov 18; follow up with the district about the childcare centre.
Kevin	Reopen the spirit wear store until the end of November.
Quentin	Collect and store Winter Treasures donations; add volunteer sign-up links to the website as events send them.
PAC	Ask Ms. Dubinsky for a list for the Times Colonist book sale; find shoppers for May.
Volunteers	Clear out the PAC storage room on the Pro-D day, Fri, Nov 27; help at music bingo, Winter Treasures and the Jan 2 bottle drive.

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