

DUNSMUIR MIDDLE SCHOOL
Parent Advisory Committee Meeting

Tuesday September 26, 2023, 6:30pm

Attendees:

Teresa Janisch, April Flannagan, Stephanie Tomlinson, Kim McMillan, Rebecca Pacey, Lauren Smith, and Mark Kaercher, Cynthia Major; EA at school, Heather Anderson, Raechelle Wuolle, Tara Campbell, Mary-Anne Showers, Gabriela Santos, Sarah Dissanayaka, Tanya Lajoie, Donna Wilner, Lana Kirk and Heather Pilon.

Absent:

Allison Hyatt, Meagan Bagnall, Alicia Hayes, Hayley Nesbitt, Candice McLeod and Lori Ball,

1. Call to Order

- Meeting started at 6:30PM

2. Introductions of Elected PAC

- President - April Flannagan
- Vice President - Stephanie Tomlinson
- Treasurer - VACANT (filled during meeting)
- Secretary - Rebecca Pacey
- Hotlunch Coordinator - Candice McLeod (absent)
- Communications Officer - VACANT
- SPEAC Representative - Allison Hyatt (absent)
- Emergency Preparedness Representative - Donna Wilner
- Member at Large - Heather Pilon. Looking for additional members

Adoption of previous minutes – June 20, 2023

- Motion to adopt the previous minutes as distributed - approved by Stephanie and seconded by Lauren.

3. Breakfast and Lunch Program Report

- School organizes a breakfast and lunch program at the school; serves approximately 40 students per day for lunch
- Affordability fund is no longer able to support this; looking to PAC to support the breakfast and lunch programs in approximately \$1,024.20 to purchase butter
- Flourish provides daily hot lunch to those kids who require food, as a pilot school
- PAC to host a table at the Night Market during the Student Led Conference night on 23rd of November

Principal's Report

- School start up was very smooth with approximately 737 students over the 3 grades. At the students settle we are expecting we will end with around 730 students for the year.
- New ADST being offered this year; student are enjoying it and have been asking for more ADST time
- Affordability Fund:

- Various school supplies purchases to hand out to students as needed.
- \$12,000 available for this year based on residual amount from the province left over from last year
- School would like to use the funds to support the food programs in the school, clothing, additional school supplies and student field trips for those who are not able to financially afford the cost.
- Bystander training – ICA
 - Training is being offered to the grade 6
- Grade station rotations
 - Each grade rotates through stations to collaborate with students and teachers
- Dunsmuir values
 - New values and mascots created for the school
 - The images on the values were created by the ideas of the students
- Orange shirt day
 - Occurring on Nov 28th; afternoon
 - Unfortunately, the school does not sell shirts
 - Brother Rick and Ravi Parmar will be here to lead the events
- Terry Fox
 - October 6th and the school will be collecting Toonie's for Terry
- New Accessible Playground
 - Funding has been received and work to be completed by beginning of November; work starting 3rd week of October
 - Playground will be adjacent to the existing
- Sports court update
 - Sports Court has been completed and is in full use by the students
- Grade 8 leaving ceremony
 - In the past we have hosted this event at Olympic view but as the cost has significantly increased to approx. \$75 per person the school is looking at other options due to the raising cost and number of students attending. Looking at the possibility of hosting the event at Royal Bay Secondary Schol with a mix of events such as games, dance etc
- School Breakfast
 - December 20th
 - Legion will be coming to the school and cooking for the school. The School only needs to provide the ingredients. School may put out a call for parent helpers.
- Grade wide assemblies
 - Assemblies are being held on Thursday September 28th

4. Old Business

- Bursary:
 - Last cheque has been cashed
- Emergency Preparedness fund:
 - School Cash online has the option to donate \$5.00 for school to purchase items in case of an Emergency (shelters, food, blankets, water etc)
 - Looking to help supplement as required; if the school district isn't going to purchase;
 - Donna to connect with Chris Smyth

- PAC fundraising
 - A PAC fundraising option has been added to the School Cash Online site for those who don't want to do fundraising and would rather donate money.
- Art card:
 - Mark is getting an idea of which teachers would be interested in participating.
- Constitution & Bylaws Constitution & Bylaws
 - very outdated and Teresa will take this project on at the beginning of next school year and have them updated. She will also work in consultation with SPEAC but is also looking for additional help with updating these. Donna and Lauren offered to assist. Looking at amending the members at large position into the constitutional.

5. Treasurer's Report as of June 20th, 2023

- Non-gaming = \$8,567.67; \$5,000.00 is from hot lunches
- Gaming = \$4,634.25
- Gaming grant has been applied for and it should be mid-September when we are notified of the amount, and money deposited towards the end of September.
 - last year we received approx. \$18,000; should receive approx. \$14,000 for the 23/24 year.
- Between next April and June we will need to apply for the following year's grant.
- SPEAC - 2023-24 - the \$50 has not yet been paid for this year

6. SPEAC Update

- See attached SPEAC meeting notes attached to the bottom of these minutes.

7. New Business

- Elections were held in June 2023 for the upcoming school year, 2023-24 but we had a few vacant position which were voted in during this meeting. The results are:
 - Treasurer - Lana
 - Communications Officer – Stephanie Tomlinson
 - PAC meetings
 - It works best for the meetings to be on Tuesdays; on the 4th week of the month but looking to change the date in December, March and June
 - Look at setting up a Zoom option for the meetings
 - Painting the lockers
 - Mark will look into if this is do-able but this would be a low priority for the school district
 - Purdy's chocolates
 - Christmas is being run by the Commons Learning Area but PAC will connect to see if they would like assistance running this fundraiser. PAC will run Purdy's for Easter.
 - Hot lunch
 - Hot lunch is up and running and been successful to date.

Meeting adjourned at 7:55PM; Next meeting October 24th , 2023

SPEAC Meeting

Welcome & Intro – 6:30pm – Melissa DaSilva

Agenda & Minutes approved

Partner Groups

Trustees Report – Allison Watson

- **Christine L. has been acclaimed as our new Board member** to replace Ravi Parmar who has left due to recently being elected as MLA
- Nationwide protests happening against LGBTQ+ community and SOGI; the Board wants to make sure that we re-affirm our commitment to supporting and standing with our LGBTQ+ community
- Thank you SPEAC and all PACs in our district for supporting our families especially during this very busy back to school time

Superintendent Report – Scott Stinson

- Happy new school year! Thank you Facilities and all of our 2,000 staff in getting our district ready to welcome over 13,000 students back to school this month
- **Growth**
 - We had anticipated growth of 650 FTE (approx. 600 head count) and we are probably closer to 800 FTE (roughly 750 head count), which is about **6% growth**
 - CBC article regarding portables noted 40% growth in the last 15yrs in our district. We have **spent about \$1.4M to move and purchase portables to accommodate growth while waiting for capital funding to build or expand schools**
 - [South Langford new school SĆIANEW STELITKEĹ](#) is on track to open Sep 2025 with an enrolment of about 480 students and assumed to be full when it opens. We continue to work with and advocate to the Ministry on our District's needs
- **Transportation**
 - Registration went out beginning of March to end of April to build routes. Then once routes were built we added in late registrations where we had space. There were 3,751 students registered by the end of April deadline (increase of 650 from last year), and a further 1,000 late registrations after the deadline (down 500 from last year). Total requests for bus riders was approximately 4,700. At this point **we have 4,300 students assigned to 41 bus routes throughout the District**. It's a massive juggling job. It's a cost of about \$75,000 to add a single bus route and driver. At our growth rate we need an estimated two additional bus routes every year which is a significant financial consideration for the Board. It is not a requirement to provide bussing, it is a service the Board provides on the basis of accessibility and equity
 - **Reminder to students on road and crossing safely**. We had an incident where a **child was hit by a car when crossing the road**. The child was not using a marked crosswalk and the bus had not yet arrived. The child is OK but a scary reminder.
- [Superintendent](#)
 - Scott is retiring, Paul Block will be the acting Superintendent with Monica Braniff stepping into the Deputy Superintendent role.

- Posting for the Superintendent has gone out and closes Sep 25th. District will be short listing candidates and SPEAC will be invited to sit on the panel. If an internal candidate wins the position, then their current position will have to be back filled and that vacancy posted and filled. If that's the case, the transition of roles should be fully complete by end of January
- Communication Guidelines
 - **Communication Guidelines sent out to all SD62 families** . Reminders that teachers are not at their computers/accessing their emails very often throughout the day as they are engaged with their students. Give teachers 2-3 days at least to respond. If it's urgent, contact the school office. Also reminders to keep communications respectful and to not include confidential information
 - Q: with the busses, understanding the complex planning, but one thing to consider is that for a lot of families with multiple children and two working parents, often the older children are doing the child minding after school and it would be really advantageous if both the older and younger children were able to take the same bus. There are some scenarios where the younger sibling's bus arrives home 20 mins before the older sibling's bus.
A: Thank you I will convey that, there are a number of factors that are taken into account when planning. Some of them, such as school start and end times, are outside of the coordinator's control. We're also striving to have kids dropped off/picked up no more than 30 mins before/after school starts/ends which can affect the planning with staggered times through the district
 - Q: on the emails, one reason parents may use email even if the subject matter is touchy or confidential is so that there is a paper trail
A: understood, and that's OK, we just want parents to be aware of the risk involved in putting confidential information in email and also that there may be further delay in careful responses to those kind of scenarios
 - Q: some bus routes (e.g. Bus 20) have had a lot of time changes, some communicated and some not. Also could the bus routes be posted so parents are aware (once stabilized)?
A: Will follow up on Bus 20 and we are working on getting the schedules posted to the website
 - Q: I heard there will be additional busses added? I have two elementary students who get to school 45 mins before school starts
A: There are two more electric busses coming which will bring us up to 13 electric busses, but they are intended as replacement/coverage busses so that we can pull busses for repair without impacting service
 - Q: there are schools in the district who have **stored propane tanks in their sea-cans, which is a huge risk**. I was wondering if someone could confirm and ensure that is not being occurring anymore?
A: will get that communicated across to our PVPs and Dave Strange who is responsible for our Emergency Prep which includes the sea-cans. Wanda will also bring forward at District Health and Safety.
Note/Warning: several years ago there was a propane tank in a sea-can over a weekend after an event and when the can was opened on the Monday, the tank exploded and shattered windows within a six block radius

- Bussing & Transportation
 - We've had some delays, lots of construction on roads, thank you for your patience!
 - Reminder to students to safe crossings (see superintendent report)
- Schools
 - Schools are looking great, maintenance and facilities have done a great job cleaning the schools and getting them and the portables ready
- Health
 - **Flu and COVID going around already, please remind your kids to wash your hands**
- Q: Now that dogs are allowed back on school property, will there be doggy bags installed?
 A: No movement on that yet, Facilities are trying to work with municipalities to get the bags and bins (that you may see on park trails) on school grounds. Working on it, hopefully soon.

PVP - Principals & Vice-Principals – Mark

- In the month of September we've processed 100 new people to onboard for work in the District, very excited about that
- This time last year, Centre Mountain Lellum and Pexsisen were barely open or not fully open and now they're up and running like they've always been here, very excited about growth and expanding our community

STA - Sooke Teachers Association – no rep

- Emily is on leave so won't be joining us this year
- No rep for this meeting, no report/update

Election of Executive Members

Call for President and Vice President – no nominations; Melissa remains in an acting role
 Director at Large Nomination for Amber Boubonnais – accepted and acclaimed

Question of the Month

Roundtable Intros

Biggest Success and Challenges for your PACs?

- Successes:
 - John Muir did very first fall fair this year!
 - Did an online auction this year which was very successful
 - **Board Game night through Board Game Cafe, very reasonably priced and community building**
 - Largest PAC meeting turnout ever this September!
 - Having new staff members come to PAC meetings to introduce themselves and meet each other
- Challenges:
 - Recruiting and retaining PAC members or volunteers in general

- **Partial virtual PAC meetings**
(**suggestions: podcast external mics; Logitech portable conferencing device; alternating full virtual/in-person moth by month**)
- Being a new school and having nothing
- Safety such as crossing guards
- Communicating out to families who are ESL
- **Bursaries can no longer come out of gaming – are you fundraising to continue the bursary or not doing it anymore?**
- Growth! Losing space and flexibility – a school has a class in the staff room, some schools can't have the whole school in the gym, how to feed the number of families at events, schools not big enough to have a school wide event even a holiday concert (suggestion: to rent space at other larger schools – got push back on changing locations), etc
- Transitions in roles and managing records when key people leave etc
- Struggling with planning events on weeknight vs Fridays – lots of pros and cons to both (suggestion to poll the parents/community)
- Cancelling some events where volunteers have not signed up

[SD62 District Committee Reports](#)

Education & Policy Meeting ([Sep 12](#)) – Nevada

- Discussed the purpose of Ed Policy – student learning
- Communicating and reporting student learning in line with the new Ministry reporting orders – looking at specific dates and time frames. For high schools, they used to have 'I's (Incompletes), then had 'IE's (Insufficient Evidence) and now are looking into retiring that but how long they can carry that over, when is the cut off?
- Healthy Schools – Village Initiative and Feeding our families; working with Ministry to get more funding
- Goal to have better coordination with different entities within the District so we're not competing with each other for grants, space, resources, etc
- Global Intercultural Skills Program (GISP) – 5-7 districts across the country with courses on global sustainability

Resources Meeting ([Sep 19](#)) – Tom Davis

- Education funding requests
 - All approved except the Edward Milne project, sounds like just because it was such a large amount all at once so looking to chunk it out into smaller amounts for phased approach
 - John Muir has a new playground approved!
- CUPE is celebrating 60th anniversary
- **Transportation**
 - **Almost 35% of students in SD62 ride the bus;** District has 50 busses for 41 routes. Seven spare drivers and looking to add on call drivers.
 - This year seems to be going much smoother with busses than last year overall.
 - **Planning a new rider tracking system** to know which students are on the bus in real time, where they get on and off using some kind of fob or key card. Driver can also manually log in a student who has forgotten their fob. There may be a parent app to see your own child's location. All info in the system will be stored on Canadian servers as per privacy act. Initial load will be funded by

district and expected to be live next school year. Will really help in many areas especially planning and tracking usage and routes

- **Growth shortfalls**
 - \$400k to purchase new portables and over \$100k to move a portable.
Challenges of using spaces that are not intended to be classrooms, some don't have windows, some don't have multiple exits, District is working on it as best they can
 - **MoE does not fund in line with inflation**, e.g. same amount given for busses every year, but busses are getting more expensive and wages for drivers are increasing
- Q: Is there a list of the approved funding requests?
A: yes, will post the [link](#) to the agenda

SPEAC Committees

Emergency Preparedness

- Good to hear that Dave Strange is in charge of this at the District level
- Had two meetings last year; Hoping to have a meeting in October with Dave in attendance

Constitution and Bylaws

- We try to do a quick review every year, even if no changes are required
- Need a person to chair this committee this year

Other

- Ideas or any other committees anyone would like to chair? Parent Ed committee?
[Please reach out](#) if so

President's Report – Melissa DaSilva

PAC registration & BCCPAC registration – reminder to register for both for this school year!

- [BCCPAC registration link](#)
- [SPEAC PAC registration link](#)

PAC supports available

- **SD62 has Teams accounts for every PAC ever since 2020. Sometimes the password or info is not passed down to future PAC members. Please [reach out to SPEAC](#) if you do not know how to log on to your PAC Teams account**
- Constitution and Bylaws – how to review (also see [Resources](#))
- Constitution & Bylaws Cloud Storage via SPEAC
- Individual info sessions

Treasurer Report - Nevada

A few bank statements over the summer and we have a small amount of gaming grant carry over

Will have a more fulsome report next meeting

Announcements and Adjournment – 9:05pm

Next Meeting: Oct 18th at 6:30pm on Teams