

Dunsmuir PAC meeting Minutes

November 26, 2024

Stephanie called meeting to order 6:32

Stephanie motioned to approve October 2024 minutes, Mary-Anne approved.

Stephanie announced that Vice Principal only has a short time available and so after a brief mention of constitution and bylaws, we would be adjourning when the staff member was no longer present. Mary-Anne noted that there were other things on the agenda, but Chris couldn't stay for the whole meeting and so we would adjourn then.

Vice Principal's Report

- We value and appreciate all the things you parents do, thank you.
- in the last month gr 6 immunizations went well
- Great Remembrance Day ceremony. Had veterans in attendance.
- Thank your your support
- Mathletics program update- we've had some professional development for staff members to orient them around, some background tools concerning this program, covered assessments, languages and support for families at home, cost is about \$5/student. This is a pilot year for this at our school. It will take couple years at least for all the tools to be mastered by teachers and reports are available and built in to the program. Pac has had some basic info about this program when we were asked to support it in the budget. Remove barriers for kids to learn math, have fun, celebrate math. It offers a lot of successes for kids in math. Lots of highlights with this program. Aligns with our curriculum, addresses kid's diversities.
- Mary-Anne asked: were a small group of kids approved? We approved a portion of the amount, Lisa had mentioned that potentially if PAC put in some money, the school might be able to make up the rest. Chris is unsure about details, but thinks we are supporting all students, not just a portion. Stephanie said we had to support this through our Operating Budget, we gave \$1000 as that's all we had at the time. But they wanted \$3000.
When will parents see this? When will kids start using? It's already happening, some students are currently using.
- Mary-Anne asked about yearbooks - when available for order? A parent asked on facebook as we haven't seen that come up on school-cash-on-line, and usually they are available to order in September. Sept-Nov is the usual window we have to order within. Chris does not know the answer. We have always had one, assumes there will be one, perhaps just figuring out who will manage this through the school. Chris will ask Lisa and get info out to Stephanie and in newsletter. The teacher who has handled this in the past has left the school, so perhaps not sure who is taking it on.
- April asked what was the talk today with some students? Was there a talk? Something regarding mental health? There was an email today from a parent to the pac, that wanting to talk to a member of the pac because they are concerned about a speaker that came into child's class, apparently they have already reached out to the teacher and principal but no reply yet. Chris is not aware of this. Tara mentioned there was a bit in last newsletter about the suicide prevention talk last week? Perhaps connected? April just wants to know what's happening. PAC does support that financially, but want to make sure what we're talking about. We are unsure what the email is about.

President's Report

- quickly mention the constitution and bylaws. Teresa sick, couldn't come tonight. She is still working on them. Teresa had Melissa from Royal Bay/Specac look them over, who came

back with a few notes, things that could be added. Once our constitution bylaws are approved by us we have to leave it for 2 weeks to give time for the school community to have a chance to look it over and ask any questions they may have. Once we have that done, but it will likely be January by the time it is done. Next meeting is January 28. We could do the first step of approval via email as we have done for a few other things, but then it needs to be available for 2 weeks for general public. Mary-Anne points out that it would be important to have this approved at a meeting and not just email.

- That's all that needs to be talked about tonight.
- Chris (parent attendee) asked Chris (VP) about why no parent representation at Remembrance Day ceremony. Chris explained the process, staff members who have served were there, cadets. Reached out to Legion for members, they sent some, Chris suggested asking school community in future, as there are likely many parents who have served and may not be a part of the legion, but who may like to come and address the school. As a military member, Chris is happy to hear we honour military through this ceremony.

Treasurer's Report **

- pending: finalized report for 50/50 for gaming commission from Candice and Steph - Please provide a report sent on Sep 26 by this Friday to me.

- *pending: 50/50 numbers and NOL updated numbers per Candice (\$240 for 50/50 \$170 for NOL Cash/+95 Online = \$265 for NOL) - I need to go to school today and deposit but not sure if I'll have time to update reports based on this.*

- *friendly reminder to use forms for reimbursements and communicate if having issues with forms. Forms are required for all reimbursements. Up to people to communicate if issues with that and follow up.*

- *No cash should be brought home. All deposits should remain at school locked up and then deposited within two business days per our procedures. Everyone is responsible for the cash procedures and being accountable to them. The cash from the 50/50 wasn't in the safe when I went yesterday to deposit it, Steph will leave it at the school today so I can deposit it today (26th)*

- *having good procedures allows us to continue providing amazing things for our kids!*

SPEAC Report:

- Full report in PAC inbox, highlights are: strategic plan for district is underway,
- all of term 2 report cards will be done electronically on med so they are not doing paper report cards any more,
- David Cameron's Pathway is changing, not their catchment, and the new school's catchment is already live on sd 62's website. They will now go onto Spencer.
- Audit report of diversity equity and inclusion and some of the results were kind of interesting, so they are forming a committee for next steps.
- There is a leadership meeting next week, every pac send 1 or 2 reps. Allyson going, Mary-Anne, April going, all through different pacs.

New Business

- Regarding banking, we need to remove Teresa from the bank account and add Stephanie Tomlinson (President) as a signer to the account

Meeting adjourned 6:54pm

**Treasurer was unable to attend meeting and forwarded her report to pac executive prior to

Dunsmuir Middle School Parent Advisory Council				
Treasurer's Report				
October 21 - November 22, 2024				
	Gaming			
	October 21 - November 22, 2024	YTD	2024-2025 Budget	Variance
Revenue				
PAC Gaming Grant	0.00	14,500.00	14,500.00	0.00
50/50	0.00	0.00	800.00	(800.00)
	0.00	14,500.00	15,300.00	(800.00)
Expenditures				
Grade 8 Leadership	0.00	0.00	250.00	(250.00)
Suicide Awareness and Education	0.00	0.00	450.00	(450.00)
Counselling - movement resources	1,858.82	1,858.82	2,000.00	(141.18)
Hip Hop Club	0.00	0.00	500.00	(500.00)
Learning Commons - books and technology	0.00	0.00	500.00	(500.00)
Learning Commons - books /non fiction renewal	0.00	0.00	2,000.00	(2,000.00)
ELL / cultural fair & celebration	0.00	0.00	500.00	(500.00)
Athletic uniforms	0.00	0.00	300.00	(300.00)
Outdoor Equip / Lunch Activities	0.00	0.00	1,500.00	(1,500.00)
Physical Literacy	0.00	0.00	2,000.00	(2,000.00)
BBQ Welcome and Good Bye	1,783.85	1,783.85	4,500.00	(2,716.15)
BCCPAC membership 25/26 *	0.00	0.00	100.00	(100.00)
50/50 Costs	10.00	10.00	200.00	(190.00)
	3,652.67	3,652.67	14,800.00	(11,147.33)
Profit (Loss)	(3,652.67)	10,847.33	500.00	10,347.33
Cash on hand (Gaming)				
At beginning of period	18,249.54	3,749.54		
Profit/(Loss)	(3,652.67)	10,847.33		
At end of period*	14,596.87	14,596.87	*includes uncleared cheques	

the meeting. It was not covered at the meeting, however in order to have financials available to parent population, I am including it here. This has not been discussed at meeting**

	Operating / Non Gaming			
	October 21 - November 22, 2024	YTD	2024-2025 Budget	Variance
Revenue				
Hot lunches ** see note	8,131.46	24,651.47	42,000.00	(17,348.53)
GST Rebate	0.00	0.00	400.00	(400.00)
Night of Lights	0.00	0.00	500.00	(500.00)
	8,131.46	24,651.47	42,900.00	(18,248.53)
Expenditures				
Robotics and Engineering Club	0.00	0.00	2,000.00	(2,000.00)
Assistive Technology / Mathletics Program	1,000.00	1,000.00	1,000.00	0.00
Learning Commons - Supplies / Activities	0.00	0.00	500.00	(500.00)
Post Secondary Bursary	0.00	0.00	1,000.00	(1,000.00)
	1,000.00	1,000.00	4,500.00	(3,500.00)
PAC - Hot Lunch On-Line Hosting Fee	0.00	0.00	315.00	315.00
PAC - Thank you's	0.00	57.37	60.00	2.63
PAC - SPEAC Membership	0.00	0.00	75.00	75.00
PAC - Emergency Preparedness	0.00	0.00	609.00	609.00
PAC - Cash box, coin rollers, etc.	79.94	79.94	100.00	20.06
PAC - BCCPAC 24/25	0.00	100.00	100.00	0.00
	79.94	237.31	1,259.00	1,021.69
Hot Lunch - Food costs	5,773.34	8,429.39	6,000.00	(2,429.39)
Hot Lunch - Bambora Fees	256.52	675.04	600.00	(75.04)
	6,029.86	9,104.43	6,600.00	(2,504.43)
Subtotal	7,109.80	10,341.74	12,359.00	(4,982.74)
Profit (Loss)	1,021.66	14,309.73	30,541.00	(13,265.79)
Cash on hand (Operating)				
At beginning of period	17,194.09	3,906.02		
Profit/(Loss)	1,021.66	14,309.73		
At end of period*	18,215.75	18,215.75	*includes uncleared cheques	

In attendance:

Mary-Anne Showers, Vice President
Allison Hyatt, Speac Rep

Notes:				
** Hot Lunch: of the \$24k rec'd to date, a total of \$9,904 is for future dated events (liability)				
Cheques Issued within period:				
G - \$1,858.82 SD 62 - wobble chairs (o/s)				
G - \$1,783.85 SD 62 - Welcome BBQ				
G - \$10 - Lana 50/50 application fee (o/s)				
O - \$4,126.62 - Candice - Hot Lunch Expenses				
O - \$1,646.72 Candice - Hot Lunch Expenses				
O - \$79.94 - Lana Kirk Cash box/coin rollers (o/s)				
O - \$1,000 - SD 62 - Mathletics (o/s)				
Total Cash - Nov 24th				
Operating		18,215.75		
Gaming		14,596.87		
		32,812.62		

In Attendance:

Christian Milne, parent
Tara Campbell, Secretary
Kara MacFarlane, member at large
Stephanie Tomlinson, President
April Flannagan, past President
Heather Anderson, parent
Chris Smyth, Vice Principal
Mary-Anne Showers, Vice President

