



DUNSMUIR MIDDLE SCHOOL

PAC Meeting Minutes
February 25, 2025 - 6:30pm

1. Meeting Called to Order at 6:35 PM

We acknowledge the traditional territories of the Coast Salish: T'Sou-ke Nation and
Sc'ianew Nation

2. Introductions

Attendees:

Lisa LeClerc – Principal
Stephanie Tomlinson – President
Candice McLeod – Communications Officer
April Flannagan – Past President
Kara McFarlane – Vice President
Serena Beck – Secretary
Teresa J
Michelle Brennan – SPEAC
Melissa DaSilva – SPEAC
Danica Anderson – Teacher and Hip Hop Director

Online:

Shawna
Allison Hyatt – SPEAC
Tara C
Maryanne
Lori B

3. Approval of the Agenda – April and second by Kara

4. Approval of Minutes from **January 28, 2025** meeting. Kara approved. April second.

5. **Committee Reports**

Principal/Administration

- **Grade 8 Grad is on Thursday, June 19, 2025 at the Langford Legion.**

- Chris is organizing and will put out a call for parents to contribute to decorations for the grad, but they would not stay for the grad. There is more flexibility for decorating the legion too.
- DJ
- \$16.00 a plate and the cost will be \$30-35 a head versus \$80 a head in the past
- Support available for families too and the affordability fund too.
- 222 grade 8 grads
- Gr 8 leadership kindness chains will be on display at the Cyber-bullying PowerPoint presentation on Thursday, Feb 27, 2025.
- Students are to keep their phones in their backpacks in their lockers. Hoping parents will tell students to go to the office to phone home instead of texting throughout the day.
- Getting student numbers ready for next year. Please email if you are moving or not attending the school next year.
- Sports Equipment Spending:
 - Kids love their time in the gym each week with various sports equipment. Wear and tear of equipment and there is a \$2000 budget for an outside guest to come in and present. Can this money be moved to buying outdoor equipment for physical literacy and then move \$1500 from the provincial fund to buy chrome books? Move all of the \$2000 to PE equipment. \$2390 spent on equipment for outdoors.
 - Lisa has provincial funding that is assigned and one is athletics for sports equipment. Assigned \$2500 and Lisa was assigned \$1500 for sports club and she is asking to move PAC money to sports club.
 - Can you buy PE equipment with gaming money? Yes, if it is used for Sports club and the budget name is Sports Club instead.
 - Motion to change the funds by April. Candice seconded it.
- Attendance emails:
 - 10-15 % absentee rate that bumps up on Mondays and Fridays.
 - It has been tough after COVID getting kids back to full time attendance.
 - Learning in person in the class is really important.
 - Only 50 percent of these are excused absences.
 - Email absences are being generated for not reported or excused absences and it is similar to the auto-dialer. It's important for parents to know about these absences.
 - April suggested it would be great if parents could mark their child's absence in MyEd as an excused absence.
- Student learning surveys are wrapped up for Gr 7s and Gr 7 parents can participate.

President

The binder for the cheques has been purchased.

Vice President

- Bank appt this Thursday for getting put onto the bank account as a sponsor.
- Cheque Signers have been changed. Stephanie, Candice, and Donna can sign and Kara is being added. Teresa is no longer a signer.

Treasurer

\$12,000 in gaming \$22,138 operating one outstanding reimbursement and paying vendors by cheque. We could also pay them by e-transfer.

Secretary

How does posting the minutes work? First, the executive and attendees review the draft, next it is posted on the Dunsmuir website by Kelly, and then they are approved at the next meeting.

SPEAC

Allison said it was a short meeting last week. No transportation fee changes and May for buses should be earlier. The school food program is doing well. Gaming grant application changes and speac notes were forwarded too.

Communications

- All executives have set up a gmail account for their role.
- Starting today we will use these emails.

Emergency Preparedness

It may be taken over by the district.

Hot Lunch

- Average of \$150 profit for each hot lunch.
- Cobs bread has buffins (bagel dough in a muffin tin). We tried samples tonight and they may be added as new hot lunch menu item.

Fundraising

- Easter fundraiser is in the weekly school newsletter.
- At the April meeting, vote on the possibility of a May hot dog day.

6. Old Business

a. Constitution and Bylaws

- Posted for one full month online on the website and in the weekly newsletter too.
- No responses from the parent community.
- Edits discussed during our meeting:
 - Hybrid meetings of online voting too and in person.
 - You could be the president for 3 years. Clarifying this wording.
 - Michelle suggested we add a volunteer code of conduct and have a google doc. Michelle will email it and it will be an appendix B.
 - Fiscal year treasurer Aug 1-July 31 checked.
 - Removing number 2 under emergency preparedness.

- 14 days notice to revise and edit the bylaws and post it again. We could highlight any changes.
- Motion to approve new Constitution and April and Kara second it.

7. **New Business**

- a. Take a Break Foods
 - Ann and Ben presented their local business of mac and cheese fundraising.
 - See the attached menu.
 - Danica said the DMS Dance Academy has been looking for a fundraiser as with the US and tariffs they can't use Tara Clark so they have been looking for another fundraiser.
 - Paradise cheese and island farms milk. Instructions and ingredients on the website too.
 - Canadian all local business.
 - Motion by Stephanie and second by Candice to look into this fundraiser for hip hop. Danica will test it out as a fundraiser. No need to motion it.
- b. HotLunch website renewal: invoice for hot lunch website for next year. \$50 early discount. In the budget, so no need to vote on it. Last year payment in this years budget so speac says no need to vote and write the cheque for last March. Melissa explained from speac that it was already part of the budget of \$315 and it was \$315 so no need to vote just write the cheque for this item.
- c. Open floor: Cheque reimbursement form and cash form for hot dog lunch days are complete. These forms will be in the drawer and a copy will be kept with the receipts for each item. The forms are attached to these minutes.

8. Meeting Adjourned at 8:16 PM

Please note: NO MEETING IN MARCH. Have a great Spring Break! :-)

Next meeting: **Tuesday, April 22, 2025.**