



# **DUNSMUIR MIDDLE SCHOOL**

PAC Meeting Minutes  
**May 28, 2025 – 6:00 pm**

1. Meeting Called to Order: 6:03 PM  
We acknowledge the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation
2. Introductions  
**Attendees:**  
Lisa LeClerc  
Stephaine Tomlinson – President  
Kara McFarlane – Vice President  
Candice McLeod – Communications Officer  
Allison Hyatt – SPEAC  
Donna Wilner – Treasurer  
Serena Beck – Secretary  
Teresa J  
Amanda S
3. Approval of Agenda – Candice and second by Kara.
4. Approval of Minutes from the **April 2025** meeting – Kara first and Candice second.
5. **Committee Reports**  
**Principal/Administration-Lisa LeClerc**
  - Enrolment for the next school year is 820 students in 30 divisions. This is up by 100 students from this year.
  - Goals for the school for the year include values of numeracy and facts and vocabulary too. Engagement and improving the 15% daily absence rate (some are excused). Attendance at the beginning of the year is directly related to graduation and completing the work. We are not in a pandemic anymore with illnesses so this should be helping attendance.
  - The Code of conduct is on the website and ready for its yearly review. Can send feedback to Lisa. <https://dunsmuir.web.sd62.bc.ca/students/code-of-conduct/>
  - Year end BBQ. Tough with field trips and the vibe is the minute the BBQ is done then school is over. June 24<sup>th</sup>.
  - Safe and Healthy summer presentations for each grade.

- **Grade 8 Grad:** Thursday, June 19, 2025 from 6-9 PM at the Langford Legion.

#### **President**

- Development at Metchosin and Lagoon and across from Royal Bay bakery and lagoon. Sangster said emails can still be sent to protest against this development. This was posted on the parent Facebook group too.
- AGM tonight for Treasurer and president voted in. The new grade 5 parents are receiving a letter to call for PAC volunteers and explain the PAC. They will receive this on June 4<sup>th</sup>. The President will be voted in at the September meeting to give new grade 6 parents a chance to run.

#### **Vice President**

- No updates.

#### **Treasurer**

- The current 4 cheque signers have students in grades 7 and 8.
- Two years to spend gaming funds instead of 1 year.
- Post Secondary award funding.
- BBQ less of a budget this year due to some classes away. Uniforms to check on for funding and requests. The budget will be discussed at the fall meeting.
- \$9565.19 is great for next year.
- See the attached treasurer report for details.

#### **Secretary**

- Any parent helpers needed for grad? No, they are good.

#### **SPEAC** (from the SPEAC minutes)

- Major capital plan submission for the next five years (new school builds, replacements, seismic upgrading, etc). Submit in spring and will get response in March of 2026. Presentation from Facilities team relating to major and minor capital plans and if we don't get funding on new buildings, we're going to start running out of space with portables fairly soon.
- Question online as to whether teachers have an obligation to have their students prepare gifts for parents for days such as Christmas or specifically Mother's Day and Father's Day. Teachers have an obligation to follow the curriculum but also to be inclusive (e.g., winter crafts instead of explicitly Christmas crafts), Mother's and Father's Day is difficult because of so many different family make ups in our community. It's very hard to adapt those days without being obviously exclusive to students who may not have a mother or father. Some teachers focus more on Family Day than Mother's or Father's Day, but every teacher is different and will teach using the tools they are able to and within the available budgets.
- There is no policy around whether teachers do crafts or projects.
- The next SPEAC meeting is in September (date to be decided).

### **Emergency Preparedness**

- The district wants to take over because of discrepancies with schools and PAC and priorities etc. Inventory list up to date and budget. Water containers are hard to keep clean and maintain. Water packets are a work in progress. Storage in containers is a lot of work.
- No reunification drill yet and practice. Forms are all up to date for students. The turnaround on this was fast.
- Cell phones don't have good reception in the school.
- \$609 still for budget. Should it be reallocated or can this money be contributed to emergency funding? From donations. We'll ask SPEAC. Toilet paper and storing it but find out what the district is providing first. SPEAC has a separate committee. Lisa will look into this too.
- Donna: Tarps, rope, and emergency blankets. Basics for the bathroom and now we have sanitizer.

### **Communications, Hot Lunch, and Fundraising**

- PAC storage space and filing cabinets with keys in the office.
- On June 4<sup>th</sup> the grade 5s receive handouts about PAC (when they visit the school).
- 80 yearbooks for sale (extra through school cash online).
- Last hot lunch of the year was today. Last hot dog day is June 09<sup>th</sup>. (No classes away and it is grade 6 fun day). Last pizza this Friday for the year too.
- Over \$11,000 earned from fundraising this year and \$9000 was from hot lunch.

### **6. Old Business**

None.

### **7. New Business**

#### **a) Bursary Selection**

- We have enough money for a third bursary and we have 19 students who applied through the career office.
- All executive PAC members voted and approved a 3<sup>rd</sup> bursary, so we chose 3 applicants tonight.
- Bursary criteria tabled for the next meeting.

#### **b) Year end meeting**

- Meeting schedule (2<sup>nd</sup> Tuesday for district meeting and PAC is 2<sup>nd</sup> Tuesday at Crystal View, 1<sup>st</sup> Wednesday for Royal Bay).
- Bursary criteria. The Royal Bay Grad ceremony is the first Sunday in June and the bursary winners are announced.

### **8. Meeting Adjourned 7:30 PM**

Next meeting: **June 17, 2025 at 6:30 PM**

## **Annual General Meeting (AGM)**

7:30 PM to 7:35 PM

Nominations for Treasurer. Donna to continue as the Treasurer for the next school year. We nominated Donna. Anymore nominations? No.

Donna is voted in.

For the September meeting, all the other executive positions will be advertised and voted in. The President will be voted in then as well. The President position can be held by the same person for two years.

## **Bursary Voting**

7:35 PM – 7:50 PM

- 19 applicants
- The applicants were numbered to remain anonymous.
- Meeting attendees reviewed the applicants before the meeting and brought their notes to share.
- Everyone voted for 3 students who will be awarded \$500 each. \$1500 total in bursaries.