



DUNSMUIR MIDDLE SCHOOL

PAC Meeting Minutes and AGM

Sep 16, 2025 – 6:00 pm

1. Meeting called to order: 6:04 PM
We acknowledge the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation

2. Introductions

Attendees:

Lisa Leclerc – Principal
Stephaine Tomlinson – President
Kara McFarlane – Vice President
Candice McLeod – Communications Officer
Allison Hyatt – SPEAC
Donna Wilner – Treasurer
Serena Beck – Secretary
Jan K
Jenn S
Lori B
Kaitlyn S
Lindsay B
Cynthia B
Noor A

Due to Internet issues the meeting was not available online.

3. Approval of agenda – Kara and Candice
4. Approval of minutes from the **June 2025** meeting – Kara and Cynthia
5. **Principal/Administration Report-Lisa**
 - 814 students (up by 100 from last year) and 30 divisions
 - Grade 6: 302 students
 - Grade 7: 256 students
 - Grade 8: 256 students
 - Class placements underwent many considerations by the team. Grade 5 letters and recommendations were read from previous teachers and schools. The Grade 6s have been guided to meeting spots for meeting their friends (during recess and lunch so they can still connect with friends who are not in their classes).

- The hub learning support is available to students who may need extra time on an assignment.
- The zone is available for self-regulation and building strategies.
- Help is available for resolving issues or office referral by a teacher. This is another tier of problem solving. Vice Principals are assigned by student's last name:
 - A-K Alexis McKean
 - L-Z Chris Smyth
- Meet the teacher night is **Thursday, Sept 25th from 6 PM to 7 PM** and is an open house style. They tried to coordinate with a different date from the Elementary school meet the teacher nights.
- Staff request for funding-no affordability fund anymore so Lisa will request field trip money. The Affordability fund was a lump sum for funding that is no longer available.
- Food was a separate grant.
- Breakfast funding.
- Thrifty foods gift cards
- Telus provided backpacks of school supplies. The school received 25 and this was enough to meet the need.
- Grade 8 leadership:
 - 94 students applied and 47 were selected and then eventually 28 students will be selected.
 - Mr. Pallet will call on the extra student volunteers for events.

6. **Old Business**

- Stephanie redid the following forms:
 - Volunteer agreement
 - Bursary application
 - Cash counting form
 - Teacher funding request
 - PAC reimbursement

7. **New Business**

- a) Hot lunch delivery to classrooms
 - 61 parents need to add the classrooms for their students and still pay for orders.
 - Some classes have ADST before lunch. Lisa will see if these few classes can access their home rooms for picking up their chomp lunch before the outdoor break.
- b) Legion application
 - The Legion has a gaming fund and we can apply for funding (in the past a new section of playground was funded).
 - Benches outside would be great.
 - Swings were also suggested but they are quite pricey.
 - Lisa will ask the students what they would like and where they would like benches to be placed. Lisa will ask about swings too.
- c) Year end financial
 - We'll look at this during the budget meeting.
- d) Hot dog days
 - Possibly moving to Thursdays as Mondays are tough for remembering to bring cash.

- Need to determine if cooking can be done in the staff room or home economics room.
- e) 50/50 for Holiday Night Market on Nov 20, 2025
- This is a craft fair market and students make and sell items. The table rental money goes to the school for the lunch program.
 - PAC has a table at this event too.
 - Do we want to sell 50/50 tickets in person and online?. Raffle box is the name of the company.
 - We voted to research it. Gaming license is a \$25.00 fee per event, so book all your events for the whole year to save money and pay this fee once.

8. **Committee Reports**

President

- We received written Thank you cards from Royal Bay bursary student recipients.

Vice President

- No updates.

Treasurer

- Operating: \$13,551.51
- Gaming: \$6,181.40
- All cheques from the last school year have been cashed.

Secretary

- No updates.

SPEAC

- The SPEAC meeting is on Sept 17, 2025.
- There is a \$50.00 SPEAC membership fee for each PAC.

Communications, Hot Lunch, and Fundraising

- Chomp is Tuesdays from October to May.
 - 314 students signed up. Last year was 245.
 - Four to five parent helpers are perfect for chomp sorting.
 - 10:30 AM meeting inside the front doors and sorted and delivered to classrooms for 11:30 AM
 - Comment on Facebook or email dms.paclunches@gmail.com for volunteering each week.
 - You can also access the volunteer app on chomp hot lunch ordering site.
 - Guardians can give permission to add other family volunteers to help with hot lunches and receive the school newsletter.
- Vendors for this year:
 - Booster juice
 - Bar Burrito instead of Cobs
 - Sushi Belmont

- Subway
- Sales are great so far for hot lunch. Over \$3000 so far for the first 4 months and the donate a lunch money button includes money going to where it is needed most for food for the school.
- Night of lights fundraiser at hillside. After hours fundraiser. 100 percent profit for the school and no overhead.
- Mac and cheese fundraiser we will check if dance academy is using this company again or the PAC might be able to for a fundraiser.
- Purdy's chocolates for Easter unless clubs want to do it so no overlap or take-away.
- Pizza Fridays through school cash line through the school district. Gr 8 leadership and the money goes to the school and they decide internally where the money is needed for extra funding. If there is extra pizza, students can pay cash for these extra slices on the day.
- Vending machines only open at recess and this money also goes to school programs. Open at the end of the day too. They are busy and around \$4000 for the year in fundraising for the school.
- School start fundraiser for school supplies and then the profits come in the next year. The supplies are delivered to your house. We will look into this.
- Panago coupon fundraiser: The cost is \$14.00 per coupon and the cost is \$10 so \$4.00 per coupon. It includes unlimited toppings and gluten free. You phone in the coupon code.
- There is a Dunsmuir middle school parents Facebook group. This is not run by the PAC.
- Wednesdays for the weekly school newsletter and we include a PAC communications blurb.

9. Meeting Adjourned: 7:40 PM

Next meetings:

- Oct 21, 2025 at 6:30 PM (Executives only, budget meeting)
- Oct 28 at 6:30 PM PAC meeting
- Nov 25, 2025
- Jan 27, 2026
- Feb 24, 2026
- April 28, 2026 - Starting @ 6pm for bursary selection and regular meeting
- May 26, 2026
- June 16, 2026

Annual General Meeting (AGM)

During our May meeting Donna Wilner was voted in for the Treasurer position.

Tonight the following positions were voted in and they are the same volunteers as the previous school year:

- Stephanie Tomlinson was nominated as the President and she accepted.
- Candice nominated Kara McFarlane as the Vice President and she accepted.
- Donna nominated Serena Beck for Secretary and she accepted.
- Allison Hyatt was nominated as the SPEAC rep and she accepted.
- Candice McLeod was nominated as the Communications Officer and she accepted.

Fundraising is not a specific role and various volunteers can take on fundraisers.