



## **DUNSMUIR MIDDLE SCHOOL**

PAC Meeting Minutes  
**Oct 28, 2025 – 6:30 pm**

1. Meeting called to order: 6:43 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  
Donna Wilner – Treasurer  
Serena Beck – Secretary  
Lindsay B  
Sam Park – Teacher  
Sarah Grundy – Teacher  
Jan K – Volunteer

An online link was available for the meeting tonight, but no one signed on.

3. Approval of agenda – Kara and Candice
4. Approval of minutes from the **September 2025** meeting – Candice and Kara

5. **Principal/Administration Report-Lisa**

- Budget completion and spreadsheet to track.
- Halloween dress guidelines have been sent out.
- Funding the speakers and input on appropriate online content or things happening in the real world and it can cause more anxiety too (uptick on vaping in the school).
- Juno nominated musician speaker for City in Colour and free in person Nov 05<sup>th</sup> in the first block for students.
- Thank you to parents who report concerns to the school. Our Admin team always follows up on reports. There are some friends we are seeing and being vigilant about: pantsing, city busy stops on Metchosin Road (more supervision) and tapping (tapping under the chin). Lisa is aware of these issues and all conflicts are being dealt with.
- All parents and students are encouraged to email Lisa or use the ERASE reporting tool (which is anonymous). <https://www2.gov.bc.ca/gov/content/erase/erase-for-students>

## 6. Old Business

- 50/50 gaming and taking longer to process. Chose 2 dates to have a spring one if we want. Night market in November and early April for the other date.
- Panago Nov 1<sup>st</sup> on hot lunch site and Night Market. The coupons are \$14.00 and the school makes \$4.00 per coupon.
- Night of Lights (NOL)-hot lunch site and in person at the night market (\$200 worth so far on hot lunch and it is pure fundraising profit).

## 7. New Business

### a) Budget Meeting Success on Oct 21, 2025

- Budget requests were reviewed and approved. The PAC used all the money available to us and everyone who requested money received money. Amazing.

<b>Club Name</b>	<b>Approved Budget</b>
Lego/Dungeons and Dragons and Beading	\$1000
Garden	\$1000
Crochet	\$50
Beginning and year end BBQ	\$3000
Playground Equipment	\$2000
Motivational Speakers	\$3000
Dunsmuir Skills Canada Team	\$1000
Tech such as keyboards and mice	\$1000
ELL Books	\$1000
Bass Guitar	\$500
LIMSSA Sports (Jersey replacement and sports fees)	\$2270.05
Fidgets	\$200
Hip Hop Club	\$2500
Audio/E-books and Listening Station	\$3500
Student Adaptive Seating	\$1446

### b) Year end Financial

- See the Treasurer report below.

### c) Fundraising Ideas

- ArtCards by Kids for Spring.
- SchoolStart school supplies \$3.00 profit to the school for every kit bought based on 25 kits or more. -post the beginning of June.
- Literacy week and a literacy bingo.-social emotional might work well for middle school the teachers said.
- Cheese
- Mac and cheese (the fundraiser that dance did last year)
- 2<sup>nd</sup> Tuesday of the month for staff meeting and discussing these fundraising ideas.

## 8. Committee Reports

**President**

- Grade 8 grad committee of parents will be added to the newsletter.

**Vice President**

- School Start-looking into this for next year. The money is received for the following school year.

**Treasurer**

- **Operating:** \$17,000 approximately
- \$2000 to roll over for next year, \$1500 student bursary. \$1000 student hardship, \$315 hot lunch, bccpac \$100 and \$50 Speac
- bccpac is out of operating and we say no. Events are on the mainland. Doesn't really serve us and we are not using it. Voting: Stephanie motioned and Kara was second. No one opposed. We won't spend \$100 on bccpac this year. We could send an email about it or through SPEAC of why we decided not to.
- **Gaming:** \$20,641.20 until spending \$18,500 budgeted.

**Secretary**

- No updates.

**SPEAC**

- See the bold items in the attached minutes.

**Communications, Hot Lunch, and Fundraising**

- First bar burrito day. Great feedback and adding more to the salad bowls.
- Booster juice no more ham and turkey wraps starting in January.
- Teachers can also order hot lunch.
- Hot dog days might be coming back in the New Year.

9. Meeting Adjourned: 7:50 PM

**Next meetings:**

- Nov 25, 2025 st 6:30 PM
- Jan 27, 2026
- Feb 24, 2026
- April 28, 2026 - Starting @ 6pm for bursary selection and regular meeting
- May 26, 2026
- June 16, 2026

## SPEAC Meeting

### Welcome & Intros – Tom Davis

- New Territorial Acknowledgement gifted to SD62:  
*With gratitude and respect, SPEAC would like to acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SCIANEW (Beecher Bay) Nation, and the Nuuchah-nulth Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEL (Malahat) Nation, and the Lək wəŋən peoples of Songhees and Esquimalt Nations.*
- Agenda & previous Minutes Approved

### Partner Groups

#### Trustee – Chrstine Lervold

- Attended Parent Ed session held last week, thank you to SPEAC for putting that on.
- Strategic Plan is on SD62 website – planned student voice and parent sessions coming up  
Great work happening around literacy and numeracy and engaging student and parent voice.
- **Approval for the North Langford Secondary school. Discussed likely timeline at Resources meeting. Based on preliminary estimates, hoping for 2030.**
- We are one of the few districts in the province continuing to grow year over year, so glad to get that funding. Submitted enrolment numbers as required at end of September to the ministry, showing growth of 365 students across the district.
- Discussed design standard for new schools going forward at the Resources meeting.
- Transit – **Victoria Regional Transit is hosting an Open House session tomorrow Oct 16 in Langford and Sooke to get engagement and feedback on BC Transit in our region**

Q: With the growth, do we have a breakdown of how many are elementary/middle/secondary or which schools are4 growing the most?

A: Don't have that on hand yet; we will have it but do not have those numbers for this meeting. Last year growth was most rapid at the secondary level.

Q: Was the 365 growth at the new school?

A: No, the 365 Is across the district, SCIANEW STELITKEŁ is an overflow school that was opened due to high capacity at other previously existing schools.

#### Superintendent / Associate Superintendent – D'Arcy Deacon

- **Reiterating Strategic Plan info mentioned above; Parent/Guardian Forum next week Oct 22<sup>nd</sup> at RBSS 6:30-8:00**
- Presented 2025-26 Student Voice Engagement Plan
  - Three goals: 1) Increase Student Participation in School Decision Making, 2) Improve Student Perception of Being Heard and Respected, and 3) Use Student Feedback to Inform School Improvement Planning
- Beginning to look at design process and looking for a Project Officer for the new **North Langford Secondary. There is hope that this school will be open for the 2031 school year.** Will be looking for parent and student consultation, though it is still early days at this point.

- Significant enrolment pressures, especially at the secondary level. While the announcement of the new school is positive news, we're still a few years away from it opening which means we still have pressures on space and classes in our schools. **Looking into modifying the timetable into a 5-block day for secondary schools**, sometimes called an "extended day". Some districts in lower mainland have done this, essentially you go to school for four blocks per day but there isn't enough space to hold all students in all classes, so we're just planning and exploring creating a timetable where there are five available blocks between 8am-4pm, but students would be scheduled into four blocks typically blocks 1-4 or 2-5 so that it reduces the volume of students in the building at any given time. **This is a planning stage only, so that we have a plan should implementation become necessary.**
- SD62 as a partner group alongside post-secondary institutions at the John Horgan Campus. The Fast Forward Graduation program (Adult Dogwood program) is hosted there, online and continuing ed departments, careers department, are also hosted there.

#### Principals/Vice-Principals – Jen Gibson

- Just a note that Jen worked in the Surrey school district and we had to use the 5-block system way back several years ago and it was very favourable, would highly recommend.
- Please do get involved in the consultation processes across the district, you might not think it makes a big difference, but your voices and opinions and questions are really taken on board and considered.
- Keep lines of communication open between home and school and checking in with teachers etc, checking in on MyEdBC, etc
- Strategic Plan's focus on literacy and numeracy across the district starting right in kindergarten and how to support throughout all grades

#### Canadian Parents for French (CPF) – Melissa Da Silva

- Two exec members attending CPF BC & Yukon chapter conference this Friday/Saturday.
- Still in membership drive, extended to November
- **Join CPF: <https://cpf.ca/join-cpf/> - it's free! Anyone over the age of 16 can join**  
Follow CPF on FB: <https://www.facebook.com/CPFSooke>  
Reach out to us anytime: [cpfsookechapter@gmail.com](mailto:cpfsookechapter@gmail.com)

#### SD62 Committee Reports

- Education policy Meeting – Ash Senini
  - Last meeting on Oct 7<sup>th</sup>
  - Denise Wehner presented K-12 Literacy Plan
  - Paul Block present review of new policies and regulations that will be made to the Board including a Draft Revised Policy and Regulations C-314 "Substance Use Prevention and Intervention" and Draft New Policy F-499 "Unexpected Health Emergencies" which includes purchasing naloxone kits, AEDs, etc. and to have folks trained to use these.

- Resources Meeting – Tom Davis
  - Last meeting Oct 14<sup>th</sup>
  - Discussed newly approved North Langford Secondary (see other notes above) and design options that do not limit desired aspects such as natural light and overhangs to block rain etc.
  - Enrolment numbers projected in Feb were just 0.07% over compared to final numbers at end of Sep. Slight pressure on our budget but overall was anticipated.
  - One of three districts in the province that is still growing, all other districts are either stagnant or seeing a decrease in enrolment.
- Board of Education Meeting – Tom Davis
  - Last meeting on Sep 23<sup>rd</sup>
  - Several international field trips posed and approved. Some concerns voiced around travels planned to the U.S.
  - Several motions carried

#### SPEAC Committee Reports

- Need a Constitution & Bylaws committee this year. Please reach out to SPEAC if you're interested in participating.

#### President's Report – Tom Davis

- As above, BC Transit Open House tomorrow in our area(s).
- **Don't forget to register your PAC with SPEAC!**
- 150+ attendees on Inclusive Ed parent education night last week. Package will go out to everyone who registered for the event, whether they attended or not.

#### Treasurer's Report – April Lagadyn

- Reminder: **Gaming Grant applications should have been in by end of September** and a confirmation should have been sent out. If PAC Treasurers need assistance, they can reach out to SPEAC
- \$25,597.94 in general account as of end of September
- \$341.57 in gaming account as of end of September
- Need another person for approximately 2hrs of time to review the financials for SPEAC last year (April can be one reviewer as she didn't do the Financials last year). Meghan Rownd volunteers, thank you!

Q: PAC was asked to fund audio-visual equipment that was fairly expensive. We thought it should be funded by the district itself. Wondering if this can fall under gaming grant, or if this is excluded from gaming use?

A: You can't use gaming grant money for physical equipment, and you cannot use a gaming grant to secure funds for that (such as raffles, 50/50, etc). Gaming specifically told our PAC that any school upgrades such as equipment, scoreboards, sound systems, etc, is considered an upgrade to the school and either needs to come from school district or fundraise separately for that. Additionally, if PAC buys something that is then owned by the school district, the district can do with it as they wish and could move the equipment out of the school in which the PAC fundraised for it. Not recommended.

New Business – Tom Davis

- See above for Parent & Guardian Forum on Oct 22<sup>nd</sup>. Should be posted on district social media later this week.

Q: For overcrowding, specifically at Royal Bay, I read I think in Times Colonist that they were also considering using land purchased for an elementary school, is that right?

A: It was suggested that the elementary school land, which is walkable distance from Royal Bay but the school build is not approved yet, could be used to put modular classrooms on as a satellite site for Royal Bay, but I don't think that was approved by the Province and isn't an ideal solution, just trying to think outside the box knowing the upcoming years will be very crowded.

Meeting Adjourned @ 7:54pm

Next Meeting: Nov 19 2025 at 6:30pm