

PAC Meeting Agenda - Tuesday, September 9 2025, 5pm

DI Community School PAC

5pm, DI School Library

Present: Becky Nykwest, Karla Neufer, Kathryn West, Lleilah Chernovsky, Kristen Wright, Gracie MacDonald (DICES), Emily Anderson, Keith Porteous, Stacey Armstrong (Hornby/Denman Health), Tahiti Rey

Regrets: Leanna Pugsley, Lindsay McGinn, Scott Taylor

5:00 **Acknowledgement and Meeting Opening** - Chair, 5 min

We acknowledge that our community lies in the beautiful unceded and traditional territory of the K'ómoks First Nation who have been the caretakers of the land we live, work, and play on since time immemorial.

5:08 **Coordinator Report** - Becky, 10 min

We're thrilled to welcome Karla back to school, this time as our new VP! We're so excited to work alongside her and support her, as well as Gracie from DICES, to strengthen both our school and our ties to the wider Denman community.

What the PAC does

Our mission is to support all members of our school community by fostering positive, collaborative relationships among parents/guardians, the broader Denman community, school staff, and SD71. PAC members serve as liaisons on behalf of parents and staff members, encourage community involvement, organize events and fundraisers, seek and provide opportunities to connect the wider community to the school, and provide advice and feedback to the school leader and teaching staff.

Priorities we've identified so far for this year include:

- **Community Connections** – Emily is spearheading a volunteer database to coordinate opportunities for community members to engage with the school.
- **Communication** – Karla and Becky plan to contribute a monthly column in *The Flagstone* to share school news.
- **After-School Programs** – Continuing our partnership with DICES for tutoring and math support, with hopes of expanding to language arts. Funding remains available from last year's donation.
- **Events & Fundraising** – While we've moved away from heavy fundraising, we'll discuss food sales at the Christmas Craft Fair and another Trivia Night in late winter.
- **Field Trips** – Each division will receive PAC funds, and a new Field Trip Committee (led by Leanna) will help plan trips, scout locations, and ensure extra supports are in place where needed.

Upcoming AGM–October 14 at 5:00 pm

We'll hold elections for Coordinator, Secretary, Treasurer, Vice-Coordinator (if there's interest), and Members-at-Large. New roles this year may include Staff Liaison and BBL

Liaison. Last year we provided refreshments, and we can discuss whether to do the same again.

5:15 **Treasurer Report** - Scott, 5 min

- Chq: \$16,390.88
- Gaming: \$0 - all field trip money paid out

5:20 **DICES Report** - DICES, 10 min

Welcome to the new school year!

Here's some updates from all things DICES:

1. **After school programs** (sign up by the weekend, they start on Monday!)
 - Appears to be sufficient interest in soccer and music - need to schedule
2. **Adult after school** starting with art, spanish conversation (coming)
 - Adult after school art teacher lined up, and native spanish speaker (Paola)
 - Timing on Spanish - likely after school or soon after based on schedule of teacher; possible to look into scheduling later Spanish conversation classes if there is interest
3. **School lunches** update: online ordering, pay if you can, pay it forward option when you order
 - School lunches - Tahiti has been rehired to do this!
 - Hopefully starting next week
 - Salad bar and pokey bowls one day; changing meals on the other day
 - Online order system
 - Feeding Futures money - intended for 20% most vulnerable kids in school
 - DICES will request parents to pay as much as they can to cover the balance
 - There will be a pay-it-forward option
 - This is the model currently used by other schools in town
 - **Gracie and Kathryn** will connect about how to include BBL kids
4. **Movie Night** Sept. 23 - Dog Man
5. **Fundraising** fyi:
 - Halloween Bingo (time?)
 - Grown up event
 - Hall booked, Oct 29 - suggested start time early, 5-6pm
 - There will be childcare
 - Potential collaboration with BBL, and PAC?
 - DICES table at the Craft Fair
 - Table reserved
 - Hallowe'en Haunted barn?
 - DICES collaborated on this in the past
 - Gracie has reached out to previous organizers, not heard back yet
 - More may be happening at the Hall this year, like pre-COVID celebrations
 - Fall food boxes (see below)
E.g. Boxes for Fall 2025... order in October, deliver November, 40% of all orders go to school

Basic Box - \$25

3lb Ambrosia Apples

3lb Carrots
3lb Onions (Yellow)
5lb Russet Rroaster Potatoes

Seasonal - \$30
283g Shallots
1lb Parsnips
3lb Carrots
3pk Loveable Little Squash
5lb Russet Rroaster Potatoes

- Other schools have a good food box fundraiser in the fall - school gets 40% as profit
 - Not a lot of enthusiasm in the room for bringing in off-island product that is available on Denman (apples, etc.)
 - Can we make our own box program with donated produce? Model on LUSH valley volunteer gleaning or pick your tree program?
 - Farm to Family (FtoF) Received grant with commercial fridge and freezer - Erika wants to scale up to a seacan cooler, which could potentially facilitate an effort like this
 - Gracie meeting with Erika (FtoF) soon

6. Oct 9 tentatively, to be confirmed - bedtime story time evening, lines up with FtoF dinner
- Kathryn wants to read - **Gracie** will be in touch
 - Suggested readers - Gary Ball, retired Denman teachers
 - Plan to have another story night in winter

7. Question for Gracie: could we have a DI after school X-country or track team?
- X Country has happened in the past
 - There is a regional meet that could be attended
 - Maybe Gerli would consider leading?
 - What about bringing back Run/Walk/Jog -
 - Whole school (students and staff) used to do daily a run/walk around the Nelson Cres. loop - stopped doing it because kids were chasing the garbage truck
 - Complications - more kids now, road is busier now - concerns for safety
 - Could we use the chip trail? This could be safer
 - Staff need to be on board - adding a daily all-school activity during the school day would impact instructional time
 - **Karla** will take this idea to staff at next staff meeting
 - Question: Who does school field belong to?
 - School District and soccer group - soccer group spearheaded creation; now co-managed
 - Chip trail is on school property - public can use it as long as people are respectful - leave during recess if requested, clean up after pets

5:40 **Principal Report** - Karla, 10 min

- Happy to hear collaboration and collegiality in the room and in the school

- Let's raise money for the children of Denman! And not divide our efforts
 - We raise our children as a community
 - Common goals are beautiful!
- Positive start to the year - the staff are happy, and grounded, and overwhelmed - this is normal for September!
- Lots of positive play at recess
- **Code of conduct** - Karla is working on a new Code of Conduct for DI School - shared a draft at the meeting
 - Rights and responsibilities language - well received by those at the meeting
 - Suggestion to have concrete examples of what this means in practice to help younger kids connect
 - BBL Code of Conduct is example of this - based on SD71 Code of Conduct
 - Concern expressed that examples can get people "stuck" on what each part means and limit how the code of conduct ideas are applied
 - Can we connect the code of conduct more squarely to our community school?
 - Ideas for this document draw heavily on Courtenay Elementary Code of Conduct
 - Karla presented companion document to Code of Conduct
 - Felt by meeting attendees that this companion document addresses above questions and concerns
 - Fleshes out what Code of Conduct means in practice - beliefs around mistakes, growth, development and responsibility; a description of restitution and how it happens in school; identification of behaviours that require consequences and/or restitution
 - Ideas in this document draw heavily on document created by Huband Elementary
- All classes going to weaving exhibit at Arts Centre
- School Tours - Oct 6-9 -
 - request for PAC to provide refreshments
 - Instead of Back To School Night
- Karla is working on pretty-ifying newsletters - looking forward to learning Canva
 - Kathryn has offered support
- Question for Karla - new SD71 online forms system - what is the plan if families can't access this?
 - If someone can't do it - Karla will create an opportunity (e.g. access at school, print off and complete, etc.)
 - This will be figured out once it's clear who hasn't filled them out
- Question for Karla - who is teaching French?
 - No french teacher currently assigned
 - Leilah and Sarah could do this as volunteers - **Leilah** will follow up with Daniel
- Question for Karla - why request for no last minute playdates?
 - Last minute playdates are a lot of extra admin for the school, especially with school admin gone at the end of the day - it's hard to manage last minute changes and harder to keep everyone safe
 - Is it not important to have someone at reception until the end of the day?

- DI does not have full-time Senior Administrative Assistant - these are the hours she is scheduled to work in her contract
 - A staff member tries to listen to messages at the end of the day
 - If a parent misses the ferry, it can be tricky to problem solve -
 - Ferries can be unpredictable, especially this time of year when there is still significant tourist traffic
 - Emergencies are happening where parent unexpectedly can't pick up kid - important to have a way to solve this
 - **Karla** will check messages Wed-Fri
 - More complicated on the days Karla is teaching - Mondays and Tuesdays
 - Ideas
 - Volunteer phone answerer
 - Someone else in the school who could take responsibility?
 - EA could watch kids for 5 minutes at the end of the day on Mon-Tues while Karla checks messages - **Karla** will try this solution
- Question for Karla - Are you feeling supported by SD71?
 - Short Answer - Amazingly so.
 - Supported by a good principal in town who checks in once a week
 - Associate superintendents have all reached out to support in different ways
 - The Superintendent really wants this community school to work and is showing up with various kinds of support - Let's rise to this opportunity!
- Question for Karla - can we work on the school website?
 - Not great - it's on the list
 - Financials need to happen first
 - Parent volunteers can't do it - it's part of a union position - but they can potentially support in other ways
 - Kathryn can support if this is helpful - e.g. photo editing - **Karla** will be in touch

6:15 **Welcome Committee Update and Planning-** Kristen, 10 mins

- School Tour is the plan
- Kristen will keep supporting Karla and Mr. Farrow, who have a pretty good handle on things
- PAC will support with refreshments

6:16 **Safety Committee Update** - Kathryn, 5 mins

- Prepared a School Safety Reference Sheet for feedback
 - Text appended at the end of these minutes
 - Feedback appreciated - will work with Karla on finalizing it
 - Aim to include this as a reference on PAC info board
- Recommending a PAC Information Board - Karla suggested a location
 - Safety info
 - Who to contact and what to do in different situations - chains of communication and SD71 contacts and processes
 - Resources
 - PAC info - Code of Conduct, Mandate, Positions, etc.
 - PAC Meeting Minutes
 - Volunteer Opportunities
 - Collaborative Calendar? - PAC, DICES, BBL, School

- **Kathryn** volunteering to take the lead on this
- Parenting workshops/groups - Stacey
 - Interested to get ideas from parents - topics, format
 - Participation has fizzled in recent years
 - How do we bring parent groups and learning back in a way that fits people's capacity and needs and will be successful?
 - What parenting topics would the kids suggest?
 - Hesitancy expressed at having teachers suggest topics (feels institutional, top down) -
 - Also aware that our kids spend a lot of time with their teachers and they might see things that parents don't
 - Also aware that school can be a difficult place for some families and having it feel like school is suggesting how to parent could add to that
 - Suggestion - AI awareness
 - Stacey would like to put a request for topics and format into a newsletter/email
 - There is money to potentially get a subject matter expert in
 - This was one of the goals of parent and tot - **Gracie** will connect with Stacey
 - Currently no parent and tot funding
 - **Kristen** has a contact for someone who can run Circle of Security program - she will pass this to **Stacey**
 - There's a cost involved, targeted at 0-6yrs parents
 - Could PAC support this? Yes, PAC can support this type of programming - PAC needs to decide how to spend funds
- Before School supervision?
 - Currently the person who was supposed to do it is doing something else
 - Need to reorganize current staff
 - Needs to be prioritized given traffic and D1

5:55 **Field Trip Committee Update** - Emily for Leanna, 5 mins

- Leanna unable to attend - she shared the following updates to be shared:

The idea is to have a committee to work with the parents, teachers and the school to ensure all needs are met and trips are easy, smooth and safe for all.

I hope to be working with the school and arrange a meeting to find out a few things directly including budget for trips, discuss ideas and teachers ideas around what would be good and ideas we have around places to go.

A feedback form from parents would be really useful to gain feedback from previous experiences and highlight areas of focus.

Then construct a field trip form that captures key information, needs, requirements, strategies, allergies, medical info, if that child can manage trips with or without parents supervision etc.

Having a database with all this information on would make planning easier and quicker for all. The idea is to help she pressure off the teachers and make it easy for them to make it happen and minimize risk.

Making solid plans in advance for each trip for the year to map out where they will be, plan journeys, timings, teacher equipment lists, students information etc.

Working with the school to manage a list of official volunteers for field trips to ensure we have info on who can drive, who can help, which parents need to be there for supervision etc. It's key to ensuring the safe amount of adults are present.

Risk assessment of each trip as many incidents have happened at trips in the past and we need to learn what's occurred, what could occur and construct a process to assess each trip accordingly.

We want parents to feel as though their children are safe attending trips and this wasn't the case last year.

I think this committee basically overlaps Kathryn's safety committee so both are pretty much a joint venture to ensure safety and field trips is a part of that. This can be stand alone or a joint venture due to the info overlap and something we're all involved in across both areas.

I am happy to meet with whoever and have separate discussions/meetings where needed too. If anyone wants to reach out feel free to pass on my number and email 250-792-2907; leannapug13@gmail.com

6:33 **Food Program Update - Tahiti, 5 min**

- In touch with Feeding Futures people over the summer
- Gracie and Tahiti met yesterday
- Tahiti is the new food coordinator for the year!
- Tuesdays - Salad Bar focus; Thursdays - Hot Meal
- Menu under development
- Going to try to order from Sysco this year to keep costs down
- Plans to include local seasonal food too
- Tahiti goals - healthy delicious food, *and* the environment around food - taking the screens away from eating
 - Practicing family style eating - even one day a week
 - Positive relationships with food
 - Supporting each other to branch out and try new things
 - Maybe community volunteers could support this?
 - Karla - no screens at lunch this year
 - Feasty Fridays - used to happen, parent volunteers, community members... maybe this could come back? PAC funded this
- Tahiti and Gracie will work together on sign up forms and structuring subsidy
- Grant money will probably cover 2 days for kids - 5 hours a week of work
- Tahiti feels like she can do it herself with a parent volunteer - one parent volunteer on Tuesdays lined up; **looking for another on Thursday**

- Tahiti is available to do lunches more days of the week
 - Would be simple things, like sandwiches on parchment
- Reached out to someone doing the same job at Arden to find out what they do
- Feeding Futures goal is 5 days per week breakfast and lunch
 - Does Denman need this? Does Denman want this?
 - Lunches currently being sent look full and healthy - kids seem to be eating well
 - Lunch program could support families by freeing parents from making lunches a couple of days a week
 - Enthusiasm in meeting for additional things like homemade muffins
 - Could the food program support staff? E.g. Food available for kids at office that isn't granola bars?
- Suggestion - anonymous survey of parent need and what would be supportive

6:51 **Community Directory Update** - Emily, 5min

- Draft community member information survey tool shared - feedback requested
- Emily will make suggested changes, pilot survey to make sure it works well enough
- Then Emily will share the survey and we can start collecting information
- Survey tool can be continuously refined
- Community Directory will be a living document/tool
- Goal of Directory is to reduce load on DI educators, and connect community to the school, BBL, DICES, homeschoolers, etc.
- Initial draft of the Community Directory will just be a simple Google Sheet; longer-term goal would be to create a more useable, maybe app-based, interface that allows more complicated filtering and searching

6:56 **Survey: Food at Craft Fair this year?** Becky, 5 min

- Makes close to \$3000 each year historically
- Tahiti hasn't signed up to do Craft Fair food - might be able to lead
- There are some free tables for non-profits
- Could we, should we, simplify food to make it easier?
- Sign up ends Oct 15
- **Motion** to apply for the Craft Fair (Becky)
 - Kristen seconds
 - Motion passed
 - **Becky** will do this

7:00 **Adjourn**

Next Meeting: AGM October 14th 5pm in the DIS Library

APPENDIX: From PAC Safety Committee:

Staff & Parent/Guardian Reference

Keeping Our School Safe & Kind

- **Goal of our Safe School Committee:** Maintain a safe, caring, and inclusive school environment that supports learning for all.
- **Risk Assessment:** Identify potential threats/risks and create strategies to address them.
- **Prevention:** Promote positive school culture, respect, inclusion, and equity.
- **Intervention & Response:** Clear protocols for inappropriate behavior and immediate support during incidents.
- **Trauma-Informed Approach:** Use trauma-sensitive practices to understand and support student behavior.
- **Student Voice:** Include student perspectives
- **Safety Protocols:** For example: Supporting new measures in Division 1 and school entryway to protect against elopement risks, and identifying other improvements that PAC and the District can support.
- **Community Responsibility:** Everyone shares responsibility for addressing unsafe behavior or situations.

Peer Conflict vs. Bullying

- Not all negative interactions are bullying—some are conflicts or unkind behavior.
- Each type requires a different response to keep children safe and help them learn.
- Schools use clear frameworks and infographics to help staff and families respond appropriately.

Student Behaviour Levels

- Building respectful, safe schools is a top priority.
- Students and parents are encouraged to speak up against bullying.
- If bullying is seen or experienced:
 - Talk to a counsellor or trusted adult.

- Notify school staff.
- Report anonymously through the [ERASE](#) tool

Reporting Unsafe Situations

- If you feel unsafe, notify the principal.
- In emergencies, call **911**.
- For immediate support, talk to parents, a trusted adult, or call **Kids Help Phone (1-800-668-6868)**

Student-Friendly Summary

Keeping Our School Safe & Kind

- Everyone deserves to feel safe, cared for, and included at school.
- We all share the job of looking out for each other.

What Happens at School:

- Teachers and staff make plans to keep everyone safe.
- We work on being respectful, kind, and fair.
- Adults step in right away if something unsafe happens.
- Sometimes teachers watch from nearby so kids can learn independence, but you are always being cared for.

Conflict vs. Bullying:

- Friends sometimes argue or say unkind words — that's conflict.
- Bullying is when someone hurts another person **on purpose, more than once, and with power**.
- Both are taken seriously, but bullying is different and needs extra help.

What You Can Do:

- Use your words when you feel upset.
- If someone is unkind or bullying, **tell a teacher, the principal, or a trusted adult**.
- You can also use the [ERASE tool](#) to report it anonymously.
- In emergencies, call **911**.
- If you need someone to talk to, call **Kids Help Phone: 1-800-668-6868**.