

**Denman Island Community School PAC Meeting Minutes - Final Copy  
November 4, 2025 in the Denman Island Community School Library and via ZOOM**

Meeting Minutes: Kathryn West

**Chair:** Emily Anderson

**Vice Chair:** Becky Nykwist

**Treasurer:** Kristen Wright

**Secretary:** Kathryn West

**DPAC Rep:** Sara Schouten

**Members at Large:**, Mitch Dublianca, Lleilah Chernovsky, Will Lepore

**Regrets:** Tahiti Rey, Leanna Pugsley, Quinn Lundberg

**Attendance:** Mike Zemaitis, Rebecca Moore, Trevor Thompson, Daniel Farrow, Jack Fletcher, Mitch Dublanica, Kristen Wright, Becky Nykwist, Emily Anderson, Kathryn West, Lleilah Chernovsky, Karla Neuffer (Vice Principal)

**ZOOM participants:** Megan Cowling (DPAC), Sara Schouten, Will Lepore

**Guests:** Megan Cowling (DPAC), Gracie MacDonald (DICES)

**Meeting Called to Order** at 5:34 pm

Agenda Item	Action Required
<p><b>Welcome and Recognition of Traditional Territories</b> 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 that we live, work and play on since time immemorial.</p>	
<p><b>Introductions</b> of all meeting attendees</p>	
<p><b>Confirmation of Quorum</b> with three officers present</p>	
<p>The Secretary explains the Consent Agenda (Pages 11-15)</p>	

<p>which includes reports from various officers and committees. The Consent Agenda aims to streamline meetings by including reports that don't require further discussion.</p> <p><b>Call to remove any items from the Meeting's Consent Agenda for further discussion or clarification - none</b></p>	
<p><b>Motion to approve the Meeting Agenda including the contents of the Consent Agenda for November 4, 2025</b> Motion moved by: Kristen Seconded by: Mitch Motion Carried</p>	<p><b>Action Item:</b> Add Karla and Gracie to school families email list - Isabelle</p>
<p><b>1. New Business</b></p> <p>a. <b>Karla, School Leader presentation: Vision for our Community School &amp; Code of Conduct Presentation</b></p> <ul style="list-style-type: none"> <li>● Emphasizes the importance of community support for families and children</li> <li>● The community school model involves collaboration with the school day program, DICES, and PAC to support the community.</li> <li>● Karla discussed the history of the community school and challenges faced over the years.</li> </ul> <p>The overall Community School Model is that we all work together to support the children of the community, and then we stretch out and we also support the families of the community, and the greater community and we also bring them into the school as one of the hubs of the</p>	

community. PAC is key to having things work really well, and having a positive feeling in the school, supporting the teachers and the students and working with DICES.

**Code of Conduct** updated and really drives home how we think about relationships in the school; we have rights and we have responsibilities. Review this guiding document on the school [website](#).

b. **PAC Orientation - Meeting Protocols**

Emily leads a discussion on meeting protocols, aiming to create a safe space for all voices, and respecting time.

**Goals for Meetings:** *Capture all Voices; Create a Safe Space* where we can hold space for emotions, for opposing views ideas, experiences, navigate conflict of interest, solutions; *Respecting Time*

**Tangible Suggestions/Meeting Norms** to implement these Goals in our PAC meetings: *Moderator or Timekeeper* for keeping the meeting on track time-wise, *Speakers List* to make space for everyone has turn to speak; *Meeting Prep (questions from membership needing answers presented to Admin & PAC beforehand); Crazy Ideas/Parking Lot*

c. **PAC Leadership Team Portfolios**

The goal is that all members can work to their strengths and passions. Creation of *Portfolios* with leaders being a point of contact for those

**Action Item:**

• Add the Tangible Suggestions/Meeting Norms to the PAC Meeting Agendas moving forward

•Make clear to all PAC members/parents/guardians the specific Agenda Items that PAC is wanting action from attendees on/that will have anticipated outcomes

**Action Items:**

**School Spirit Portfolio**

Sara and Kristen

**Field Trip Portfolio**

Lleilah, Leanna

**Fundraising Portfolio**

Lleilah, Becky

**Action Item:**

Karla to ask staff at school meeting end of November what ways PAC could provide help to support

<p>portfolios and the people on them can work together bc they are interested - Leadership Team and all PAC members can be members of the Portfolios.</p> <p>d. <b>Priorities and goals for the PAC</b> for this year Potential Goals for the year can include:</p> <ul style="list-style-type: none"> <li>• Enriching the students experiences</li> <li>• Supporting the school's status as a Community School</li> <li>• Supporting our people: teachers/staff/families by strengthening community ties.</li> </ul> <p>e. <b>School Spirit clothing</b> Kristen discusses the current inventory of school spirit clothing and potential fundraising ideas with it. Group decides to form a Fundraising Portfolio and a School Spirit Portfolio Potential to add new items to make into Denman Dragon Gear. Also option to make up iron on transfers.</p> <p>f. <b>Christmas Craft Fair Dec 6 &amp; 7</b> Becky provides an update on the Christmas Craft Fair, confirming the food table and the need for volunteers.</p> <ul style="list-style-type: none"> <li>• The importance of having a visible presence at the Fair to promote PAC and the school is emphasized</li> <li>• Discussion on the logistics of selling school spirit items at the Fair and the potential use of an online store</li> </ul>	<p>teachers. Karla will provide teachers' feedback at December PAC Meeting.</p> <p><b>Action Items:</b> Re: e</p> <ul style="list-style-type: none"> <li>• Sell at a discounted rate at the Christmas Craft Faire.</li> <li>• Kristen to provide to teachers clothing for prizes and be the PAC outreach person for all merch ideas and questions</li> <li>• Put model photos on the PAC Board</li> <li>• School Spirit Portfolio focus on creating more Denman Dragons gear</li> </ul> <p><b>Action Items:</b> Re f</p> <ul style="list-style-type: none"> <li>• Becky is the point person for the Christmas Craft Fair , Karla, Lleilah, Rebecca volunteered to help.</li> </ul>
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- Group agrees to use the volunteer sign-up system for organizing shifts at the food table.

**g. School Spirit Events**

Discussion on the importance of school spirit and the potential for both daytime and evening events.

- Suggestions include dress-up days (already a senior class project), carnivals and community events that include both students and families
- Need for collaboration and DICES and school staff to organize events is highlighted.
- Group considers the potential for a fun fair at the end of the year as a community-building event.

**Question from the Floor:** How can PAC support these School Spirit events to take some workload off teaching staff.

**Answer:** Provide communication/advertising to the families, plan PAC events for outside school time and manage them

**h. Food Program**

Gracie provides an update on the food program, noting that the budget is tight but manageable

**Question from the floor:** how is the budget tight, but there has been an increase in days that lunches are provided?

**Answer:** The cost and number of people participating makes it equal. Most people are paying, though there are more requests for subsidies this time which was expected.

- Kristen to share volunteer booking form.
- Gracie to connect with Becky re: Sysco account and Hub fridge storage.

**Action Items:** Re g

- **School Spirit Portfolio** will look to other school in District for ideas on school events that are after-school hours (Megan spoke of PAC Fun Fairs)
- **School Spirit Portfolio** will assist in communicating School Spirit Events and Activities to families

**Question from the floor:** Billing for lunches for families, could DICES make the totals owing be calculated in the order forms for families?

**Answer:** DICES is working on it.

**Question from the floor:** Could other vegan options be offered other than hummus?

**Answer:** DICES has received this feedback. Feeding Futures program funding is to provide food security for kids who don't have access to food, and not to offer additional options for variety.

- i. DPAC Report - unfortunately Sara was not included in the Zoom meeting due to DPAC error but reviewed the Minutes which include updates on various committee meetings and initiatives. Find the full Meeting Minutes [HERE](#)

**Highlights from the Minutes**

- Friday, May 15, 2026, proposed as the Indigenous Learning Non-Instructional Day.
- Best Practices for PACs Handout from start of year [HERE](#)
- PACs In-Service Grant funds review [HERE](#)  
DPAC has recommended that all schools get \$500 flat rate for all schools. Feedback regarding any additional items to be added, please submit to DPAC via email by by Nov19th
- Sexual Health Committee: Page 22-23 [HERE](#) and pages 75-75 [HERE](#)
- School Growth Plans on SD#71 site - see Denman's [HERE](#)

**Action Item:**

Add the DPAC Meeting Minutes to the School Notice Board and link in the Denman PAC Minutes

<ul style="list-style-type: none"> <li>• Exploring Admin Procedures for PACs <a href="#">HERE</a></li> <li>• Exploring Admin Procedures for Fundraising, Sponsorships, Donations <a href="#">HERE</a></li> <li>• Next DPAC Meeting December 1st.</li> </ul> <p><b>Question from Sara for DPAC</b> - Safe and Active Schools/Safety Committee projects around safe road clothing and lights.</p> <p><b>Answer:</b> Most committees are advocacy oriented. All DPAC funds are parent-education focused. Ideas can be brought to the Denman PAC and then presented to DPAC for support/feedback, but must be parent-education based</p>	
<p><b>Old Business</b></p> <p>a. Explore reinstating a math support program or club and literacy support program or club</p> <p>Discussion points captured:</p> <ul style="list-style-type: none"> <li>• Different needs of students, some wanting tutoring, and others preferring a game-based approach to learning.</li> <li>• Monies left over from a donation to PAC last year for academic support</li> </ul> <p><b>Question from the floor:</b> How do parents know how their children are doing academically?</p> <p><b>Answer:</b> The first step is always to reach out to your child’s teacher personally, also at Parent Teacher conferences (upcoming on Nov 20th), and via the Summary of Learning written reports that are sent home to families in December, March and June.</p>	<p><b>Action Items:</b> Re: a</p> <ul style="list-style-type: none"> <li>• New portfolio created: <b>Academic Support &amp; Enrichment Portfolio</b> - Mitch &amp; Jack</li> <li>• PAC <b>Academic Support &amp; Enrichment Portfolio</b>, DICES and Teachers to meet to discuss further options for providing extra help</li> </ul>

**Question from the floor:** Can a volunteer/retired teacher/current teacher identify kids that need extra help and recommend a program?

**Answer** resulted in broader discussion:

- Emphasis on figuring out what parents need and what kind of support they are looking for, whether it's enrichment, critical thinking or fun activities.
- Discussion on the challenges of reaching students who need help and the potential benefits of games and other engaging activities.
- Suggestion that a separate meeting or discussion might be needed to gather parent/guardian feedback on what they want in terms of math and literacy support

**Question from the floor:** How can PAC support this?

**Answers from the group:** A parent poll? A meeting of DICES, PAC, Teachers? Possible offerings: Math Interest Group "Totally Not Math Club", Homework Club, Robotics Club

- b. Community volunteer database update - Tabled to next PAC Meeting
- c. PAC Constitution update - Tabled to next PAC Meeting
- d. Condemned Building update - Please email Karla for further information.

**Action Item:** Re: b & c

- Secretary add to the December PAC Meeting Agenda

**Action Item:** Re: d

- Secretary email parent/guardian that questions re school property and outbuildings are to be

<p>e. GaGa Ball court update Discussion points captured:</p> <ul style="list-style-type: none"> <li>• Other schools need to assign one person during recess/lunch to supervise.</li> <li>• Suggestion that Parent/guardian SD #71 vetted volunteers could be scheduled.</li> <li>• Concerns raised about safety of the GaGa Ball Court, especially for younger children playing with older children and the need for proper supervision.</li> </ul> <p>Group agrees to table discussion on the GaGa Ball court until more info is available.</p> <p>f. School Logo - Discussion on which logo is the school officially using? The original Denman Dragon or the one redesigned in 2023/2024</p>	<p>directed to school admin.</p> <p><b>Action Item:</b> Re: e</p> <ul style="list-style-type: none"> <li>• Secretary add further discussion to the December PAC Meeting Agenda</li> </ul> <p><b>Action Item:</b> Re: f</p> <ul style="list-style-type: none"> <li>• The Denman Dragon will be used as the school logo moving forward.</li> </ul>
<p><b>Creative Ideas</b></p> <p><b>Smashing Car Fundraiser?</b> Tabled to next PAC Meeting</p> <p><b>Email communication:</b> Could emails from PAC come from a PAC email address to avoid confusion with other school communications? Discuss the possibility of PAC having access to a school district email address, but acknowledge privacy concerns.</p> <p>Suggestion that PAC emails should be clearly identified to as coming from PAC to improve parent engagement. Tabled to next PAC Meeting</p>	<p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Secretary add Smashing Car Fundraiser discussion to the December PAC Meeting Agenda</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Karla to ask Isabelle about PAC email options via the SD #71 system (where PAC sends the content to Isabelle, and she sends the email)</li> </ul>

**Meeting Adjourned** at 7:43 pm

**Next Meeting:** December 9, 2025 at 5:30pm in the Denman Island Community School Library

**Motion to Approve these Minutes** on Nov 6/25 by Rebecca Nykwest, seconded by Kristen Wright on Nov 7/25, Motion Carried.



## **PAC Meeting - Consent Agenda - November 4, 2025**

### **Coordinator Report - Emily Anderson**

Welcome to a new PAC Leadership Team! The past few weeks since the AGM have been about orientation and learning the ropes, for myself as the new PAC Coordinator, and for the rest of the new PAC Leadership Team.

- PAC information is now available on the school website, and on the Info Board outside the school office.
- We will **work to our passions**. To this end, the PAC Leadership Team have been thinking about what we are excited about, and what **Portfolios** we want to lead this year.
- We will hold **space for all voices** and perspectives at meetings. We will be **supportive and solution-oriented**. The PAC Leadership have been thinking about what it means in practice to do this well.
- We will aim to accomplish 2-3 concrete **goals** together as a PAC team this year. The PAC Leadership Team has been thinking about what a successful PAC looks like, and what these goals could be.

I am excited by the energy I feel for our community school and our kids this year. I'm looking forward to this meeting and starting to get "stuck in".

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### **PAC Treasurer's Report - Kristen Wright**

Account Balances:

- General: \$15,4657.97
- Fundraising: \$8,195.02
- Gaming Grant Submitted: \$2,000.00- Pending
- Sales from Denman Dragon Apparel: \$689.00

I am still waiting to be granted access to the accounts at the First Credit Union so these are the totals given by the former Treasurer at the AGM.

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### **School Leader's Report - Vice Principal Karla Neuffer**

-Thanks to Gary P. for inviting us to the pumpkin patch. This invitation reflects one of the many kind gestures made by the community to our school. Thanks also to Roger Smith for donating two giant pumpkins to the school, another tradition!

- The school needs a new pump for our well, this is currently in the works.

- Our next fire drill is Nov. 13 th at 1:30. The fire department likes to attend all our fire drills so don't be alarmed if you see fire trucks at the building.

-Mike N. reported that we had one of the best weeks ever for well sorted, clean, and appropriate recycling. Thank you, Mike, for volunteering to pick up and sort our school recycling.

- Parent/Teacher interviews are on November 20th , we will be working on a schedule closer to the date.

- We will be adding some Theme Days to our calendar, the senior class has been asked to come up with some ideas.

- Our winter concert is Friday, December 12 th , 5:30 at the Community Hall. We would like to invite the whole community to join us.

### Denman Island Community School Code of Conduct

*Vision: To have a vibrant, diverse community school where everyone plays an integral part in life-long learning.*

*Mission: To foster passion, creativity and inclusiveness in our learning environment in ways which enhance opportunities, strengthen community connectivity and recognize our unique physical and cultural circumstances.*

We, as a community, embrace the rights and responsibilities that support a safe place for all of us to learn, grow, and share. Our code of applies to all of us.

Rights	Responsibilities
We have the <b>right</b> to be treated with respect.	We have the <b>responsibility</b> to be kind and respectful.
We have the <b>right</b> to learn at school and to work and play in a positive environment.	We have the <b>responsibility</b> to try our best and to learn, play, participate and communicate in positive ways.
We have the <b>right</b> to be a part of our school community and to be treated fairly, equally, and without discrimination.	We have the <b>responsibility</b> to respect the uniqueness of each individual, including their individual thoughts, feelings, needs, and interests.
We have the <b>right</b> to be safe and successful.	We have the <b>responsibility</b> to make the school safe for everyone in every way.

We believe that it is okay to make mistakes, and that we grow when we reflect on them and make an effort to repair harm.

As students become older and progress through the grades, expectations of appropriate behaviour, self regulation, and personal responsibility increase. Age, cognitive development and individual needs will be factors when providing consequences/learning opportunities for students to understand their mistakes, make more appropriate decisions and demonstrate appropriate behaviours.

Behaviors we will address with consequences or restitution include:

- discriminating behavior or speech based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age, or gender identity and expression
- bullying, cyber bullying, harassment or intimidation including friendship/social bullying
- actions that compromise safety
- physical aggression/verbal threats
- behaviour that is disruptive to the learning or safety of self or others

#### Restitution

Restitution is a process that focuses on creating conditions to learn self-discipline, fix mistakes and return to the group strengthened. Restitution helps children reclaim their self-esteem through self-evaluation, personal effort and fixing their own mistakes. The school community works with students to help them understand making responsible choices, learning appropriate behaviour, and working towards restitution with involved parties. When these responsibilities are not observed, actions taken *may* include:

- reflection sheets
- opportunities to fix mistakes
- conference with all parties affected
- notification of parents by phone or email
- brainstorming to solve problems
- referral to School Based Team
- immediate removal from classroom, playground, or privileges
- extended removal from classroom and/or playground privileges
- In some circumstances, suspension.

*(with thanks to Courtenay Elementary School and Huband Elementary School)*

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#### **DICES Executive Director's Report - Gracie Macdonald**

Here's some updates from all things DICES: *Somuchpositiveenergyatour community school!*

1. After school programs: soccer popular. New choices coming out for January.
2. Adult after school with art, spanish conversation, gym sports weekly, more coming in winter
3. School lunches: online ordering, pay if you can, pay it forward until winter break, now 3 days/week. Most students are participating. Budget is tight. We can use extra hands on those three days, even for an hour.
4. Food update: federal infrastructure grant for appliances, hardware, new refrigeration, Sysco
5. Movie Night Nov. 25 Wild Robot 4:30 snacks etc.

6. Fundraising

- music bingo again in January
- Raffle at the winter fair

7. AGM is November 18 here, after school, all welcome.

DICES Program Schedule Oct 28. 2025 update fyi

	Monday	Tuesday	Wednesday	Thursday	Friday Arts and
Community Room	Youth Squad Lleilah and Sara 4-6 Grades 6-7		Arts and crafts with Sylvie to 4	Girthy Toadlets 2:30-4:30 Grades 5-7	Crafts with Sylvie to 4
Gym	Flag and Flo 2:20 -3:30 Riane		Gym Club homeschoolers 2:20-3:30	Gym Club Gracie/Kiah 2:20-3:30	
Library	Adult Spanish with Paula 3 - 4 pm				
Kitchen		Tahiti lunch	Tahiti lunch	Tahiti lunch	
HUB	Seniors art class with Paola and Peter Nov. 3-Dec. 15 9:30-12:30	Adult after school art with Jenn November 4 And 18 2:30 to 4:30	11 am 1 seniors movements with Kate Youth Digital Music with Eli To Dec, 3 2:30-4	Food bank and drop in 4-7	Teen Night 7 to 10 pm With Sam And Mikel
Field	Kids soccer with Enrico and friends 2:30-4				
Gym after 4	Volleyball (Nolan)	Basketball 5 to 7 (Daniel)	Soccer gym or field 5-7 (Enrico)	Ball hockey? TBD	

Thanks everyone!!

Gracie

Executive Director

**Safe School & Field Trip Committees - Kathryn West and Leanna Pugsley**

**Propose that the School Safety Committee commit to the following actions & responsibilities:**

1. Engaging with and representing parent/guardian' interests related to school safety issues through surveys, events, meetings and letters when needed;

2. Advocating for safety on school routes and in the built and social learning environment through communication with families, the school and community partners; ex: the new Denman Roads Committee
3. Providing updates to PAC executive and members at regular meetings;
4. Providing a forum for parents/guardians to bring safety issues to the Committee through meetings or by specific request;
5. Providing a point-of-contact for the Committee and posting resources, surveys, outcomes on the PAC page of the school website;
6. To act as the point-of-contact and coordinator when external organizations seek to engage and/or inform parents on issues related to school safety.

Some suggestions to assist with a successful and inclusive all school Nov 14th Field Trip day were submitted to Karla.

Request for another person to help with this Portfolio.