

Denman Island Community School PAC Meeting Agenda
November 49 2025 at 5:30pm, Denman Community School Library

Our PAC creates a safe space for all voices, and is respectful of meeting attendee's 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; and we are *Respectful of Time*.

At our meetings we implement these Goals in our PAC meetings by: a *Meeting Timekeeper* keeps the meeting on track time-wise; we use a *Speakers List* to make space so everyone has a turn to speak; *Meeting Prep* (questions from membership needing answers presented to Admin & PAC beforehand); *VOTING ITEM's* are noted in the Agenda (these are items we will be needing a vote from the meeting participants on) and we have a *Creative Ideas Parking Lot* that we will circle back to at the end of each meeting - or move to the next meeting if we run out of time.

Zoom link: <https://comoxvalleyschools-ca.zoom.us/j/2914407602>

- 1. Call to order & welcome (Emily)**
- 2. Introductions and Quorum Determination (Emily)**
- 3. Assignment of the Timekeeper (Emily)**
- 4. Approval of Agenda (Kathryn)**

Motion Made By:

Seconded By:

VOTE:

- 5. Approval of Consent Agenda (pages 5 & 6) containing PAC Reports (Kathryn)**

What is a Consent Agenda – a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A PAC Member may request an item be removed from the consent agenda prior to the 'motion to accept all written reports on the consent agenda' and the item is then placed on the regular agenda.

Reports that may be in the Consent Agenda are the following:

- a. Coordinator's Report - Emily
- b. School Leader's Report - Karla
- c. DICES Coordinator's Report - Gracie
- d. School Spirit Portfolio Report - Sara & Kristen
- e. Fundraising Portfolio Report- Lleilah & Becky
- f. Field Trip Portfolio Report - Lleilah & Leanna
- g. Academic Support & Enrichment Portfolio Report - Mitch & Jack

Action: Opportunity to remove any item from the Consent Agenda to be discussed in New Business

Motion Made By:

Seconded By:

VOTE:

Action: Motion to accept all written reports on the Consent Agenda dated December 9, 2025

Motion Made By:

Seconded By:

VOTE:

6. New Business

- a. Treasurer's Report (Kristen)
- b. DPAC Rep Report (Sara)
 1. School Growth Plan - we have one! Link [here](#)
 2. Anti Racism Resource Guide it's a great resource to share with Admin, Teachers, Librarians, as well as your school community. Link [here](#)
 3. Cathy McMillan from Dyslexia BC spoke on early testing and screening often. Using the [DIBELS](#) test. Find her slideshow [here](#). Sara will bring info to the meeting
 4. Cameras on School property and buses.
 5. Update on Sexual Health Committee.
- c. Paco Taco Table Update (Becky)

Becky will share how the Craft Fair fundraiser went this year, and share any learning

- d. Fundraising events for the rest of the year (Emily)

Suggestion from last meeting - Smashing Car Fundraiser

VOTING ITEM: PAC will make a decision about how many fundraising events/activities we will run this year. We'll try to nail down what events we would like to run if we can, and a rough timeline. Please consider if you would be willing to coordinate a fundraising event.

- e. Community Directory (Emily)

VOTING ITEM: PAC will make a decision to share info collection survey tool with the school community

- f. Funds allocation to classes (Becky)

VOTING ITEM: PAC will make a decision about how much to allocate to individual classes this year.

- g. Budget for 2025/2026 (Kathryn)

VOTING ITEM: Pac will make a decision about this year's fundraising target, and a total annual goal to be carried forward each year.

- h. Jessy Woolen of [Shift Education](https://www.shift-education.com), teacher and certified sexual health educator she has offered 2 days at \$1,000/day+ GST. Jessy came to Denman Community School last year. Learn more at [shift-education.com](https://www.shift-education.com)

VOTING ITEM: Pac will make a decision whether to sponsor this opportunity (Karla)

- i. Video Surveillance - Current Cameras Baseline (Karla & Sara)

- j. Before School Supervision (Leanna)

7. Old Business

- a. PAC Constitution update - Becky

GOAL: to identify people interested in participating, and set a date for the process.

- b. GaGa Ball court - update on status, discuss next steps (Emily)
- c. Staff response to ways PAC could provide support (Karla)

8. Correspondence - None to report

9. Information items:

10. Creative Ideas Parking Lot Discussion

11. Next meeting date

12. Adjourn

PAC Consent Agenda - December 9, 2025

Coordinator Report - Emily Anderson

This month, the PAC got ready for the Denman Christmas Craft Fair. For the third year in a row, we sold tacos to raise money for the PAC. This year, we also sold Denman Dragons apparel. Many school families worked hard to make this happen. Thank you to everyone who volunteered to support this effort!

The PAC supported a successful first field trip of the year to the skating rink.

As Karla and I learn our new roles, we continue to flesh out how the PAC can most effectively support our community school.

Community Directory Update

Some piloting was done on the survey tool. This tool is designed to collect information for the community member directory that the PAC is working on. Please watch for the survey tool to be shared soon. You can use the survey tool to add yourself and/or other community members to our community school directory.

School Leader's Report - Vice Principal Karla Neufer

Action items from November meeting:

1. PAC emails need to be sent out using the current practice of MyEd, this is the program that has access to all parent emails and is the standard for the senior admin assistant to use. The subject line will include the title PAC.
2. Question of ways PAC could provide help to support teachers; Old Business e

Information:

1. School spirit events are on school calendar on home page of the website and will be in the newsletter as they come up, one for each month, created by the senior class. The next one is Pajama and Movie Day, Dec. 19. January 22nd is Dress like your Teacher Day.
2. Written Learning updates will be sent home Dec. 19th, the last day of school before winter break. We return to school Jan. 5, 2026.
3. Winter Concert is at the Community Hall, Friday Dec. 12th, performance time is 5:30

4. Please find attached the Comox Valley School District Volunteer Code of Conduct. If you have signed one (required for any school volunteer work) please ensure that you have read it carefully and understand that you must abide by the expectations.

DICES Executive Director's Report - Gracie Macdonald December 2025

Here's what's happening at DICES, let me know if you have questions or suggestions. 2026 is DICES's 30th anniversary!

1. After school sign up for January to spring break will be out the last week of school, deadline to sign up will be January 8, and programs will start the week of January 12. New offerings (depending on interest) will be weaving, table tennis, cooking, pickle ball, ball hockey and possible others. Some activities (ie dance) may be scheduled in the activity centre gym.
2. Lunches menu and sign up will also go out with similar deadlines. School food infrastructure grant (federal government/foodbanks Canada) has allowed us to bulk buy with added refrigeration, appliance upgrades, storage solutions.
3. Working on more adult evening programming commencing in January.
4. Coming in January will be another bed time story hour (Jan. 20) and a movie night (Jan. 29) (tentative dates). Next music bingo night tentatively scheduled for Jan. 21.
5. Students will be working with the school and the local writers' community to produce an anthology of writing and art by the end of the year. Everyone will be included. We are coordinating. More info to come.

Hope everyone has a lovely holiday,
Gracie
